



**CITY OF GLEN COVE
Building Department**

**PORTABLE ON DEMAND STORAGE (POD)
PERMIT APPLICATION**

OFFICE USE ONLY

PERMIT NO. _____

Date: _____

All information must be complete to initiate the processing of the application

1. Property Information – POD Recipient:

Owners Name: _____ Phone: _____

Address where POD will be located: _____

Delivery Date of POD: _____ Removal Date: _____

Note: POD on-site placement shall comply with the Setback and Location regulations for Accessory Uses, Buildings, and Structures. PODs must be kept in the driveway of the property at the furthest accessible point from the street so as to minimize visibility from both public right-of-way and adjacent properties. All locations must be impervious off-street surfaces; the required parking space(s) shall at all times be maintained if the POD is placed in parking areas. The applicant must obtain preapproval from the Building Department if,

- 1) the property does not have a driveway or other impervious surface;*
- 2) the driveway is along the front elevation of the primary structure;*
- 3) the property is a corner lot and/or*
- 4) there will be a reduction below the minimum requirement in available parking.*

2. Submission Requirements for Portable Storage Unit:

Size of Unit (FT): (Wide) _____ (Long) _____ (Height) _____

Structure Distance from Property Line (FT): (Front) _____ (Rear) _____ (Left) _____ (Right) _____

Survey with location of POD clearly identified; parking spaces affected; setbacks indicated; sidewalks etc.

Describe Use of Portable Storage Unit:

- Personal Storage
- Construction Activity (Building Permit Required)
- Emergency (only during Government Emergency Declaration)
- Other _____

I hereby certify that I have read and examined this application and that all statements, drawings, and specifications are true and correct. Furthermore, I certify that the proposed portable storage unit will comply with all of the setbacks and further requirements of the City of Glen Cove Ordinance, except as specifically noted herein, and will not encroach onto the land of adjoining neighbors or into any public right-of-way. If the unit is located across any easement, I understand and agree that it is my responsibility as owner of the property to obtain approvals as necessary from the City and adjacent property owners.

IN ADDITION: (next page)



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RELEASE / HOLD HARMLESS AGREEMENT

A permit issued pursuant to this application signifies only that the proposed project complies with the City ordinances and regulations, and the applicant is advised that the City has not performed a risk assessment with respect to the project. In consideration of the issuance of the permit, the applicant, on behalf of him/herself and heirs and assigns, shall release, indemnify, and defend and hold the City of Glen Cove harmless from any and all damages and/or claims for damages, including reasonable attorneys fees, arising from or in any way related to the issuing of a permit pursuant to this application.

The applicant further understands that the applicant's contractor (OR Owner) must procure and maintain for the duration of the project, insurance against claims or injuries to persons or damages to property which may arise from or in connection with the project authorized by the permit. The City of Glen Cove is not responsible to verify whether contractors not included on this permit application are licensed, insured and bonded.

I HEREBY CERTIFY that this application, as well as the site plan and survey, is a true representation of all facts concerning the proposed portable storage unit installation activity. This application is made with my approval as Owner or Authorized Agent for the Owner, as evidenced by my signature below. FOR THE DURATION OF THE PERMIT, IF ISSUED, I ASSUME LEGAL RESPONSIBILITY FOR ANY AND ALL VIOLATIONS OF THE CITY OF GLEN COVE CODES AND ORDINANCES AS WELL AS PERMIT CONDITIONS ON THE PROPERTY DESCRIBED ABOVE.

I have read and complied with the submission requirements and affirm that all statements contained herein are true and accurate.

(SIGNATURE – Owner / Applicant)

Date -----

(PRINT NAME)



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PLEASE READ AND INITIAL ALL LINES PRIOR TO SUBMITTING APPLICATION

A. I understand that the POD must meet the following general requirements:

- _____ Permits must be displayed on the outside of the container in such manner as to be plainly visible from the street.
- _____ If necessary, a written request for a time extension, beyond the initial 90-day authorized period, may be filed with the Building Department. Requests for extension must be filed before the expiration of the initial permit. Extensions of an additional 60 days will only be granted.
- _____ No more than one (1) POD on a lot or contiguous lots under the same ownership at any given time.
- _____ A POD in use on a lot shall be in good condition, free from weathering, discoloration, graffiti, rust, peeling paint, tearing or other holes or breaks, and other visible forms of deterioration, at all times.
- _____ The dimension of a POD shall not exceed eight (8) feet high, sixteen (16) feet in length, and (8) feet wide
- _____ On-site placement of the POD must comply with the Setback and Location regulations for Accessory Uses, Buildings, and Structures listed in Ordinance for District located in
- _____ No POD can be situated at any time so as to delay and interfere with motorist and/or pedestrian traffic in the right-of-way. No POD can obstruct or diminish sight triangle (i.e. visibility from parking areas and access drives). The POD cannot block or obstruct any required exits, parking spaces, and/or any driveways used for access to multiple family dwelling units or emergency access.
- _____ During remodeling, renovation or other construction, the POD may be used to store on-site tools and materials to be used, provided an active building permit has been issued for the property. The POD must be removed upon completion or cessation of construction, or by the permit deadline, whichever is earliest.
- _____ Solid waste, recyclable materials, business inventory, refuse, and/or construction or demolition debris cannot be stored in, against, on or under any POD. Containment and/or storage of combustible, flammable, or other hazardous materials within a POD is strictly prohibited.
- _____ No POD can be used to store commercial goods (i.e. used for retail sales), goods for property other than that of the residential property where the POD is located.
- _____ The POD cannot be stacked vertically or upon any other structure
- _____ The POD cannot be used for vegetative, human, and/or animal shelter or habitation.
- _____ The POD cannot be used for the storage or repair of motorized vehicles of any type.
- _____ In the event of an expected storm surge or flood event issued by the National Weather Service the applicant or supplier of the POD must make every reasonable attempt to remove, or cause to be removed, the POD after a warning or watch has been issued.
- _____ Any POD structure which is not used in accordance with the Ordinance, and/or not removed at the end of the time for which it may lawfully remain in place, may be removed by the city immediately, without notice. The supplier and the applicant shall be jointly and severable be liable for all costs incurred by the City for the removal of the POD under these circumstances. Any person, firm, or corporation violating any provisions of this section shall be subject to the permit fee, a monetary penalty of \$200.00 per violation, where each day is considered a separate violation, and additional penalties as listed in the Ordinance.

B. We strongly recommend that the applicant review any and all Home Owners Association covenants and/or deed restrictions governing land use in their particular subdivision. While the City of Glen Cove does not enforce civil matters, we urge each applicant to fully investigate all aspects of the use of their residence for a Portable On-Demand storage container. In case of the applicant being a renter, the application is to be signed by both the applicant and the owner of the property.



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PORTABLE STORAGE UNIT AFFIDAVIT

The time period you may keep a portable storage unit at one time is as follows:

- **Residential:** Maximum 90 consecutive days from approval date of permit
- **Commercial:** Maximum 90 consecutive days from approval date of permit
- Not more than (1) one portable storage unit per lot is permitted at any time period
- Portable storage units shall not be larger than eight (8) feet wide, sixteen (16) feet long, and eight (8) feet high
- Portable storage units are NOT permitted to be placed on any public road.

(SIGNATURE – Owner / Applicant)

Date -----

(PRINT NAME)

PLEASE CALL THE BUILDING DEPARTMENT FOR FINAL INSPECTION ONCE COMPLETE