



APPLICATION FOR
PORTABLE ACCESSORY STRUCTURE PERMIT
RESIDENTIAL PROPERTY ONLY

APPLICANT INFORMATION

APPLICANT IS: <input type="checkbox"/> PROPERTY OWNER <input type="checkbox"/> TENANT/RENTER		IF TENANT/RENTER, PLEASE PROVIDE:
APPLICANT NAME:		PROPERTY OWNER NAME:
PROPERTY STREET ADDRESS:		PROPERTY OWNER ADDRESS:
PHONE #:	EMAIL:	PROPERTY OWNER PHONE #:

TAX PARCEL NO.	ZONING DISTRICT:	SUBDIVISION NAME:
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PORTABLE ON-DEMAND STORAGE CONTAINER INFORMATION

COMPANY NAME & CONTACT:	COMPANY PHONE #:
AGREEMENT/CONTACT NUMBER:	PODS CONTAINER IDENTIFICATION #:
PURPOSE OF USE: <input type="checkbox"/> STORAGE OF ITEMS FOR MOVE-IN/MOVE-OUT <input type="checkbox"/> RENOVATION OR REMODEL OF DWELLING <input type="checkbox"/> REPAIR OF DWELLING	DURATION OF USE (DAYS IN 12 MONTHS): INITIAL NO. DAYS [] RENEWAL NO. DAYS []
PURPOSE OF USE IS FOR THE REPAIR OF THE DWELLING, RESULTING FROM DAMAGES CAUSED BY: <input type="checkbox"/> FIRE <input type="checkbox"/> LIGHTNING <input type="checkbox"/> WATER <input type="checkbox"/> FALLEN TREE OR <input type="checkbox"/> UNFORSEEN ACT	<input type="checkbox"/> ATTACH COPY OF INSURANCE CLAIM FORM

PURPOSE OF USE (Please Describe in Detail)

***** \$25.00 PERMIT FEE UNLESS USE QUALIFIES FOR PERMIT FEE EXEMPTION *****

FOR CITY USE	CITY APPROVAL
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BLDG. PERMIT ISSUED: <input type="checkbox"/> NO <input type="checkbox"/> YES (PERMIT NO. _____)	APPROVED BY:
REVIEWED BY:	APPROVAL DATE:
SITE PLAN APPROVED: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT COMPLETE	PERMIT VALID FROM: TO:
COMMENTS:	PERMIT FEE PAID: RCVD BY:
	PERMIT FEE WAIVER APPROVED: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
	CONDITIONS:

ADDITIONAL INFORMATION

- ✓ Portable Accessory Structure (“PAS”): Defined as any box-like storage container transported by truck or trailer to the desired location for drop-off with a storage capacity of more than 216 cubic feet that would normally be stored at an offsite location. Although these containers are often generically referred to by the trademarked brand name “PODS,” this ordinance shall be applicable to any brand of portable outdoor storage container meeting the specifications of this paragraph.
- ✓ This definition shall not include: a) consumer fireworks retail sales stands licensed in accordance with O.C.G.A. Title 25; b) a contractor office trailer which is used in association with a Land Disturbance Permit/Site Development Permit approved by the Director of Planning and Development; c) semi-trailers or cargo trailers containing two or more tandem axles at the rear and which attaches to the tractor with a fifth wheel hitch; or d) roll-off open top dumpsters used for the collection and transport of solid waste, which are exempt under this Article.
- ✓ The use of portable accessory structures is allowed in any residential zoning district (RM, RG-75, PRC, R-TH, RS-150, RS-180, and R-HOP Districts) and must comply with each of the requirements on the following page.
- ✓ Applicant must attach a plat or site location plan clearly showing the proposed PAS location and locations of:
 - Front, side and rear property lines.
 - Dwelling, driveway and street.
 - PAS distance from street and nearest side property line.
 - Nearest fire hydrant.
 - Required Landscape Area (if any).
 - Required Buffer Area (if any).
 - Nearest drainage easement (if any)
 - Septic tank and septic system drain field (if any).

APPLICANT CERTIFICATION

(Each item to be read and initialed by the Applicant)

THE FOLLOWING PROVISIONS MUST BE MET AND AGREED TO IN ORDER TO OBTAIN A PORTABLE ACCESSORY STRUCTURE PERMIT. PLEASE READ EACH ITEM BELOW AND PLACE INITIAL NEXT TO EACH ITEM AS EVIDENCE THAT YOU UNDERSTAND THESE TERMS AND CONDITIONS.

- _____ 1. Shall be used as temporary storage structures as a convenient means of temporarily storing belongings relating to a move-in/move-out, or following damage by a fire or natural disaster or when the dwelling is undergoing renovation, repair or reconstruction.
- _____ 2. Shall not be used for permanent storage.
- _____ 3. No PAS 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 PAS is located.
- _____ 4. The PAS cannot be used for the storage or repair of motorized vehicles of any type.
- _____ 5. Solid waste, recyclable materials, business inventory, refuse, and/or construction demolition debris cannot be stored in, against, on or under any PAS.
- _____ 6. Containment and/or storage of any combustible, flammable, or other hazardous materials within a PAS is strictly prohibited.
- _____ 7. The PAS must be placed flush on the ground as designed and not raised for underneath storage; cannot be stacked vertically or placed upon any structure.
- _____ 8. The PAS cannot exceed 16 feet in length, 8 feet in width, or 8 feet in height.
- _____ 9. The PAS cannot be used for vegetative, human, and/or animal shelter or habitation.
- _____ 10. No temporary or permanent electrical wiring shall be installed in or attached to a PAS.
- _____ 11. When not attended, the PAS must be locked or secured to prevent unauthorized access or access by children.
- _____ 12. During remodeling, renovation or other construction, the PAS may be used to store on-site tools, equipment and materials to be used, provided an active building permit has been issued for the property. The PAS must be removed upon completion or cessation of construction, or by the permit expiration, whichever is earliest.
- _____ 13. The number of PAS's allowed on any developed lot or contiguous lots under the same ownership:
 - a). One (1) PAS may be used for the first 2,000 sq. ft. of conditioned floor area of the principal dwelling. Two (2) PAS's may be used for dwellings with 2,001 sq. ft. to 5,000 sq. ft. of conditioned floor area. Three (3) PAS's may be used for dwellings that exceed 5,000 sq. ft. of conditioned floor area.
 - b). In no event shall there be more than three (3) PAS's placed on any developed lot or contiguous lots under the same ownership.
 - c). The above restrictions notwithstanding, when the principal structure on the property has been made uninhabitable as a result of a declared natural disaster, or a fire or other damaging event beyond the control of the owner, the Director of Planning and Development may authorize the use of more than one (1) PAS for on-site storage, provided the authorization for such use is dependent upon issuance of a building permit for the reconstruction/repair of the principal structure.

- _____ 14. When possible, shall be placed on the driveway or other hard-surfaced area and located at least five (5) feet from the side property line and ten (10) feet from any public or private street.
- _____ 15. May not be placed in the street or block any sidewalk or placed where it can obstruct or diminish a motor operator's view of other vehicles, bicycle or pedestrian ways, or placed in a manner that obstructs any fire hydrant.
- _____ 16. The PAS cannot block or obstruct any required exits, parking spaces, and/or any driveways for access to multi-family dwelling units.
- _____ 17. The PAS shall not be permitted within a required landscape area; buffer area; areas that are considered environmentally sensitive; within any drainage easements; or on top of a septic tank or septic system drain field.
- _____ 18. The placement of a PAS on any lot shall not cause vehicles to be illegally parked (i.e. parked in the yard or on the street/right-of-way where the posted speed limit is above 25 MPH).
- _____ 19. PAS's must be kept in good condition, free from weathering, discoloration, graffiti, rust, peeling/flaking paint, tearing or other holes or breaks, and other visible forms of deterioration or blight at all times. The area around the PAS shall be kept free of debris and litter and shall be in strict compliance with the weed and refuse provisions of the City's property maintenance code.

Duration/Length of time allowed (initial only one as applicable):

- _____ 20(a). Where a PAS is used for the storage of items for moving:
 - 1). First 30-day period in any 12-month period. No permit required.
 - 2). Second 30-day period in any 12-month period. Permit required.
 - 3) PAS must be removed on or before the 60th day from initial drop.
- _____ 20(b). Where a PAS is used during renovation, remodel or repair of the dwelling with an approved building permit being issued:
 - 1). First 90-day period in any 12-month period. Permit required.
 - 2). 30-day renewal period in any 12-month period. Permit required.
 - 3). PAS must be removed on or before the 120th day from initial drop, or upon issuance of Certificate of Occupancy, whichever occurs first.
 - 4). Permit fee shall be waived/refunded upon providing proof of a filed insurance claim for the repair of damages caused by fire, water, lightning, fallen tree, or other unforeseen acts.
- _____ 20(c). Where a PAS is used due to a declared natural disaster with an approved building permit being issued:
 - 1). First 180-day period in any 12-month period. Permit required; however permit fee is waived.
 - 2). 90-day renewal period in any 12-month period. Permit required; however, permit fee is waived.
 - 3). PAS must be removed on or before the 270th day from initial drop or upon issuance of Certificate of Occupancy, whichever occurs first.
 - 4). The Director of Planning and Development shall have the authority to grant a onetime extension up to an additional 90-days.
 - 5). In no event shall a PAS be allowed to remain on any property for a period exceeding one (1) year.

******* CERTIFICATION *******

I have read and understand the above and will comply with all regulations. I understand that as the applicant, I will be held responsible for compliance of these regulations. I understand that a citation(s) can be issued to both the property owner and the applicant for failure to comply with these regulations. I further understand that any violation of these regulations may result in revocation of this permit without refund and/or denial of future Portable Accessory Structure Permits.

Applicant Signature

Date

Applicant Name (print or type)

Mailing Address

City

State

Zip Code