PORTABLE ON-DEMAND STORAGE CONTAINER (POD) 
ZONING PERMIT APPLICATION

Complete this application in compliance with Articles VIII, IX, and XI of the Unified Development Ordinance. **This is NOT an application to petition for a zoning classification change (i.e. rezoning).** **Zoning Permits are required for placement of any portable on-demand storage container (POD) in residential zoning districts.** In order to ensure that the proposed POD is permissible and all development standards comply with City regulations, the applicant is recommended to review the City of Elizabeth City’s Unified Ordinance; the Ordinance may be accessed at http://www.ci.elizabeth-city.nc.us/.

**The POD Zoning Permit application fee is $20.00.** This fee does not include the cost of any other permits or license. All fees are non-refundable and non-transferrable once the application has been processed. Applications will not be reviewed unless fees have been paid in full.

All application petition responses must be typed or handwritten in blue or black ink. All responses must be legible and filled out completely. Illegible and/or incomplete applications will be returned to the applicant. Applications are not accepted via facsimile or email. Submit the completed application with a scaled site or plot plan, and fees to the City of Elizabeth City Planning Department via delivery or U.S. Mail. **Allow at least 3-5 business days for review and processing of all applications.**

Permits are valid for a period of not more than forty-five (45) consecutive days, including the days of delivery and removal. Each residential property is limited to a maximum of two (2) permits per calendar year, and a minimum of fifteen (15) days shall elapse between the end of one (1) permit period and the beginning of another. Depending on the placement of the POD, additional review and authorization from City and non-City utility agencies may be required before being issued a POD Zoning Permit.

**PLEASE COMPLETE ALL SECTIONS OF THE APPLICATION**
**INCOMPLETE & ILLEGIBLE APPLICATIONS WILL BE RETURNED**
**INDICATE ‘NOT APPLICABLE’ OR ‘N/A’ WHERE APPROPRIATE**
SECTION A – APPLICANT INFORMATION

Name of Applicant/POD Recipient: ____________________________________________________________

Street Address: ____________________________________________________________

City/State/Zip Code: ____________________________________________________________

Phone Number(s): __________________________ (Daytime) __________________________ (Alternate)

Email Address: ______________________________________________________________

Signature: __________________________________________________________________

SECTION B – PROPERTY & POD INFORMATION

1. Landowner’s Name: ____________________________________________________________

2. Property Address (POD location): ______________________________________________

3. Zoning Classification: ___________ Overlay District (if applicable): ______________

4. Tax Map Number___________________ Block: ___________ ____ Lot: _____________

5. Delivery Date of POD: ________________ Removal Date of POD: ________________

6. Current Land Use of Property: ________________________________________________

7. Description of any existing easements, property restrictions, drainage or topographic
problems:____________________________________________________________________

8. Building Permit No. (if applicable): _____________________________________________

9. Attach a Site/Plot Plan in accordance with the following:

SITE PLAN APPLICATION CHECKLIST

SITE/LOT PLAN DEVELOPMENT
The following informational data must be provided on the Site/Plot Plan:
   _ Title Block
     _ Applicant name and address
     _ Property owner and mailing address
     _ Graphic scale, North arrow and date of plan
   _ Site Data Block
     _ Site and surrounding property zoning classification
     _ Site area
PROPERTY FEATURES
The following existing and proposed features must be included on Site Plan:

- Property boundaries
- Adjacent intersecting boundaries
- Floodway, floodplain and water elements
- Drainage way and drainage facilities
- Site structures and improvements, including dimensions and setbacks
- Right-of-ways, roadways (public/private), and drives; indicating location material and dimensions
- Existing vegetation and natural features
- Lot layout indicated with dimensions, acreage and square footage
- Storage areas, indicating type, location, setbacks and screening
- Sidewalks and walkways; indicating location, materials, dimensions
- Parking locations and layout; indicating materials, dimensions, setbacks, curbing/wheel stops, disabled access, and adequate ingress and egress for each parking space
- Refuse collection area(s); indicating location, size, screening, pad and setbacks
- Utility connections; indicating type and location
- Easements, indicating type and locations
- Location of existing fire hydrants
- Proposed POD location; indicate setback, dimensions, and placement in relationship to other buildings.

Note: POD on-site placement shall comply with the Setback and Location regulations for Accessory Uses, Buildings, and Structures listed in Sections 9-5.1 and 9-5.2. 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 Zoning Administrator 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.
SECTION C – REGULATORY STANDARDS & REQUIREMENTS

PLEASE READ AND INITIAL PRIOR TO SUBMITTING APPLICATION

1) 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 45-day authorized period, may be filed with the Zoning Administrator. Requests for extension must be filed before the expiration of the initial permit.

___ 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 in height, sixteen (16) feet in length, and one hundred twenty-eight (128) square feet in area.

___ On-site placement of the POD must comply with the Setback and Location regulations for Accessory Uses, Buildings, and Structures listed in Ordinance Sections 9-5.1, 9-5.2 and 11-4.58.1, and/or a location approved by the Zoning Administrator.

___ 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 severally 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 Article V Enforcement of this Ordinance.

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 Elizabeth City 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.
I, ______________________________________________________ (LANDOWNER’S NAME) am the owner of the property located in the Elizabeth City planning jurisdiction at:

Street Address: __________________________________________________________

I hereby authorize ________________________________ ________________ (OWNER OR APPLICANT’S NAME) to apply with my consent for a Portable On-Demand Storage Container Zoning Permit at the above noted location. I understand the POD shall not be placed upon the property until a POD ZONING PERMIT is issued. I authorize the applicant to present this application in my name as the owner of the property. I hereby authorize City Officials to enter my property to conduct relevant site inspections as deemed necessary to process the application. All information submitted and required as part of the approval process shall become public record. I, as the land owner, hereby CERTIFY THAT THE INFORMATION CONTAINED HERIN IS TRUE TO THE BEST OF MY KNOWLEDGE; AND BY ACCEPTING THIS permit, if approved, shall in every respect conform to the terms of this application and to the provisions of the Statutes and Ordinances regulating development in City of Elizabeth City. Any VIOLATION of the terms above stated immediately REVOKES this Permit and the maximum penalties allowed by law may apply to me, the applicant, and/or my agent. If there are any questions, you may contact me at:

Street Address: __________________________________________________________
City/State/Zip Code: _______________________________________________________
Phone Number: ___________________________________________________________
Email Address: ____________________________________________________________
Owner’s Signature: _________________________________________________________

Sworn to and subscribed before me, this the _____ day of ____________, 20_____.

________________________________________
Notary Public
My commission expires: ____________________

[SEAL]
<table>
<thead>
<tr>
<th>Property Ownership and Authorization Verified:</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Zoning Verified As:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No. of On-Site (Off Street) Parking Spaces Verified As:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No. of On-Site (Off Street) Parking Spaces Required:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>POD On-site Location:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Variance Required? Yes: No:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If ‘Yes’, generally describe variance granted to and/or conditions required of applicant:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ULOCO Noted and Verified: Yes</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Required Site Improvements, if any:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DO NOT RELEASE PERMIT UNTIL ALL SITE IMPROVEMENTS ARE COMPLETED**

<table>
<thead>
<tr>
<th>Permit Notes and Comments:</th>
<th></th>
</tr>
</thead>
</table>

| Date Application Review Completed:              |         |