



# Temporary Use Permit (TUP) Application

Portable on Demand Storage Units (PODS)

Development  
Services Center

City-County Development Services Center

101 City Hall Plaza, Durham, NC 27701 | <https://dsc.durhamnc.gov> | 919-560-4137

Request for:  New  Renewal  Amendment

## ABOUT THIS APPLICATION

### ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED

#### Submittal:

Temporary Permits are reviewed by the Durham City-County Planning Department. Efforts will be made to review applications within five business days, but staff has up to 30 days to review the application. Temporary Use Permits apply to property outside the public right-of-way only. Renewals require a new application, documentation and fee.

Please bring or mail a complete application and fee of \$104.00 to the address above. Make checks payable to "City of Durham." Out of state and starter checks will not be accepted. Cash or credit cards are only accepted in person at City Hall.

A site plan/diagram (8.5" x 11" preferred, 11" x 17" maximum) of subject property must be attached if the POD will be located in an area not designated as an existing single-family driveway.

No temporary use shall disturb or encroach into any riparian buffer, or other required buffers or landscaping as applicable, per the Durham City-County Unified Development Ordinance (UDO) and other applicable laws. See UDO Sec. 5.5 for more information.

#### Contact Information:

If you have any questions about the TUP, please contact the Planning Department between 8:00 a.m. and 5:00 p.m., Monday – Friday at [https://dsc.mojohelpdesk.com/login/create\\_request#/ticket-form/32468](https://dsc.mojohelpdesk.com/login/create_request#/ticket-form/32468) or 919-560-4137.

## ABOUT THIS APPLICATION

Case Number: TUP	Date/ Time Rec'd:	Rec'd By:
Fee: \$104.00 <input type="checkbox"/> Paid	Previous TUP Case #:	Prev. App/ Renewal Date:

## PROPERTY INFORMATION (SHADED BOXES TO BE COMPLETED BY STAFF)

Site Address:	PID(s):
Zoning District(s):	PIN(s):
Overlay District(s):	Tier(s):
Jurisdiction: <input type="checkbox"/> City <input type="checkbox"/> County	Floodplain*: <input type="checkbox"/> Yes <input type="checkbox"/> No
Date the POD will set up:	Date the POD will be removed:

## APPLICANT INFORMATION

Applicant Name:	Applicant is Owner: <input type="checkbox"/>
Address:	Phone:
City/ State/ ZIP:	Email:

I hereby certify that the information contained in this application is true to the best of my knowledge and I further certify that this temporary use will be conducted per all applicable state and local laws. I certify that I have received the information concerning the regulations for Temporary Uses.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

*\*Applications for PODS to be located in or near a Special Flood Hazard Area or Future Conditions Flood Hazard Area will be required to submit a written plan for the removal of such structure(s) in the event of a hurricane or flash flood notification. The plan must include the following information:*

- (a) Proposed timeframe for which the temporary use will be permitted;*
- (b) The name, address, and phone number of the individual responsible for the removal of the temporary structures;*
- (c) The time frame prior to the flood event at which a structure will be removed (i.e. minimum of 72 hours before landfall of a hurricane or immediately upon flood warning);*
- (d) A copy of the contract or other suitable instrument with a trucking company to insure removal equipment when needed; and*
- (e) Designation, accompanied by documentation, of a location outside a Special Flood Hazard Area or Future Conditions Flood Hazard Area to which the temporary structure will be moved.*