



**TEMPORARY PORTABLE STORAGE CONTAINER PERMIT APPLICATION – Type II**

**1. APPLICANT INFORMATION:**

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

Telephone (Primary) \_\_\_\_\_ (Secondary) \_\_\_\_\_

**2. AGENT INFORMATION (Owner's consent required):**

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

Telephone (Primary) \_\_\_\_\_ (Secondary) \_\_\_\_\_

**3. OWNER INFORMATION:**

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

Telephone (Primary) \_\_\_\_\_ (Secondary) \_\_\_\_\_

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**4. PROJECT DESCRIPTION:**

Business Name: \_\_\_\_\_

Number and Size of Proposed Containers: \_\_\_\_\_

Project Address: \_\_\_\_\_

Map #: \_\_\_\_\_ Tax Lot #(s): \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ GLUP Map Designation: \_\_\_\_\_

Describe Use of Container(s), Placement and Removal  
Dates (if require additional space, attach separate sheet): \_\_\_\_\_

\_\_\_\_\_  
List any land use application file numbers (including pre-applications) associated with this subject property:

**5. REQUIRED SUBMITTALS:**

- Application Form (signed)
- Assessor’s Map with site highlighted (8 1/2 x 11)
- Site Plan, drawn to scale (1 copy)
- Site Plan – 11 x 17 (1 copy)
- Findings of Fact addressing approval criteria (Section 10.840) (Page 3)
- Written Consent of Property Owner(s) (Page 6)
- Signed statement regarding Condition of Containers (Page 7)
- Fees:
  - o \$500
  - o Fees are due at time of application submittal.
  - o Checks shall be made payable to *City of Medford*.

**6. I HEREBY STATE THAT THE FACTS RELATED IN THE ABOVE APPLICATION AND THE PLANS AND DOCUMENTS SUBMITTED HERewith ARE COMPLETE, TRUE, CORRECT, AND ACCURATE TO THE BEST OF MY KNOWLEDGE.**

Signature \_\_\_\_\_

- Applicant     Agent     Owner

Print Name \_\_\_\_\_

Date \_\_\_\_\_

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**7. SUBMIT APPLICATION AND REQUIRED DOCUMENTS:**

- a. PDF: send via email to [planning@cityofmedford.org](mailto:planning@cityofmedford.org), and
- b. Paper: one (1) copy delivered to Planning Department, 200 S. Ivy Street, Medford, OR 97501

**FOR STAFF USE ONLY:**

Approved:_____	Date:_____
Denied:_____	Date:_____
(see letter)	

**FINDINGS OF FACT**

Findings of Fact are statements of the criteria, facts, and conclusions used in making a decision.

In order for the approval authority to approve a project, it must find that the proposal complies with the approval criteria and standards listed in the *Land Development Code*. No other considerations are allowed. The findings must demonstrate and lead to the conclusion, based on the facts of the case, that the criteria are being met.

Findings for approval must contain the following information.

1. The approval criteria from the *Land Development Code*.
2. A complete description of the project including all facts about the proposal which support approval.
3. An analysis and rationale of how the facts show that the project meets each of the criteria.

If the findings are not adequately written, any of the following may occur:

- Rejection of the application by the Planning Department;
- Disapproval of the project by the approval authority because it is not adequately demonstrated that the facts relied upon lead to the conclusion that the project meets the criteria; or
- Reversal of an approval on appeal.

**APPLICABLE SECTIONS FROM THE *LAND DEVELOPMENT CODE***

Section 10.840 **Temporary Uses and Structures**

**D. Types of Temporary Uses and /or Temporary Structures**

(6) Portable Storage Containers.

(a) Applicability.

1. A temporary Portable Storage Container permit is a Type II plan authorization (Section 10.168 et seq.) and is required for placement of any portable storage container, except for the following:
  - i. Truck trailers parked on a street for 24 hours or less;
  - ii. Portable storage containers that will remain on a property for no more than five days;
  - iii. Portable storage containers that have been approved as a permanent portion of an approved site plan; and
  - iv. Portable storage containers used for primary use businesses in the following Standard Industrial Classification (SIC) groupings: 15, 16, 17, 40 and 42 (see Section 10.337).
2. When a temporary Portable Storage Container permit is required, placement of portable storage containers, as defined herein and as a temporary use, is permitted only on private property in C-R, C-H, I-L, I-G and I-H zoning districts.
3. Portable storage containers shall not be placed within the public right-of-way, except as permitted in Chapter 6 of this Code.
4. Temporary Portable Storage Container permits will only be issued for the use of temporary portable storage containers as a periodic, intermittent, or recurring use accessory to a permitted primary use.

(b) Location Standards.

1. In no case shall storage containers be located in required yards, landscape areas, open space, retention basins, drive aisles, required parking spaces and loading areas, or fire lanes, or any other location that may cause hazardous conditions, constitute a threat to public safety, unreasonably interfere with the use and enjoyment of neighboring property, or be incompatible with uses and development that exist on adjacent land.
2. Portable storage containers shall be placed outside of required setback areas and shall be placed a minimum of 10 feet from all property lines.
3. The placement of portable storage containers shall comply with Section 9.520, Conditions for Temporary Structures, with the exception that only one 30-day extension shall be available.
4. Portable storage containers shall be placed on a surface consistent with Section 9.550, Parking Lot Specifications.
5. Whenever possible portable storage containers should be screened from view from public rights-of-way and neighboring properties by placing the containers out of view behind existing structures, landscaping, walls, or fencing.
6. Portable storage containers must be in good condition with no visible damage, rust, or graffiti.

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7. Applicants are encouraged to acquire portable storage containers of similar color to existing structures on the property and of similar color to each other.
- (c) Time and Number Limitations.
1. A maximum of one temporary Portable Storage Container permit may be issued per individual primary use during any 12-month period. A temporary Portable Storage permit shall allow for the placement of portable storage containers for a period of no more than 90 days. One 30-day extension may be granted subject to Section 9.520.
  2. A maximum of 20 storage containers shall be allowed for an individual primary use.
- (d) Permit Process.
1. To obtain a temporary Portable Storage Container permit, an application must be filed with the Planning Department. The application shall include the appropriate filing fee and the information required on the form.
  2. Permit applications are subject to the routing and notification procedures for Type II plan authorizations. The approving authority shall base its decision on the application's compliance with the standards under (6)(b) and (6)(c), above, which constitute the criteria for decision making.
  3. In the event of a denial, the applicant may resubmit one time without having to pay another application fee. However, the decision time prescribed in Section 10.168 will reset to the starting point.

**WRITTEN CONSENT OF OWNER**

I/We, \_\_\_\_\_, the property owner(s) of Tax  
Lot(s) \_\_\_\_\_ on Jackson County Assessor Map(s)  
\_\_\_\_\_, hereby consent to the filing of an  
application for \_\_\_\_\_ on said property, and will allow  
\_\_\_\_\_ to represent me before the City of Medford  
Approving Authority.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

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**CONDITION OF CONTAINERS**

I/We, \_\_\_\_\_, the property owner(s) (or authorized agent) of  
Tax Lot(s) \_\_\_\_\_ on Jackson County Assessor Map  
\_\_\_\_\_, have read Medford *Land Development Code* Section  
10.840(6)(a)6. which requires portable storage containers, permitted through the temporary  
portable storage permit process, to be in good repair with no visible damage, rust, or graffiti, agree  
to only place portable storage containers which meet the applicable condition and appearance  
requirements, and understand the consequences for not doing so.

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_