



# DEPARTMENT OF BUILDINGS

## STORAGE CONTAINER / DUMPSTER PERMIT APPLICATION

INCORPORATED VILLAGE OF MALVERNE  
99 CHURCH STREET, MALVERNE, NEW YORK 11565  
(516) 599-1200 (P) • (516) 823-0767 (F)

48 HR. NOTICE IS REQUIRED FOR ALL INSPECTION REQUESTS

OFFICE USE ONLY	
APPLICATION #	
Permit #	
Fee Collected	\$

**1. STORAGE CONTAINER - DUMPSTER FILING – CHECK ALL THAT APPLY IN THIS SECTION. CHECK ONE BOX FOR BOTH ROWS A&B.**

A <input type="checkbox"/> INITIAL SUBMISSION (NEW)	B <input type="checkbox"/> EXTENSION OF PERMIT
B <input type="checkbox"/> POD	<input type="checkbox"/> DUMPSTER
<input type="checkbox"/>	<input type="checkbox"/> OTHER:

**2. PROPERTY INFORMATION (WHERE CONTAINER IS TO BE PLACED) – ALL INFORMATION TO BE PROVIDED**

ADDRESS:		MALVERNE	NY	11565
SECTION:	BLOCK:	LOT(S):	<input type="checkbox"/> RESIDENTIAL	<input type="checkbox"/> COMMERCIAL

**3. PROPERTY OWNER INFORMATION – ALL INFORMATION TO BE PROVIDED** CHECK BOX IF OWNER ADDRESS IS THE SAME LISTED ABOVE: →

LAST NAME:		FIRST NAME:		M.I.:
ADDRESS:		CITY:	STATE:	Zip:
HOME PHONE: ( )	CELL: ( )	EMAIL:		

**4. CONTAINER DESCRIPTION – DESCRIPTION FOR THE NEED FOR THIS EQUIPMENT AND IT'S SPECIFIC TO ITS LOCATION OR PLACEMENT ON THE PROPERTY.**

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**5. CONTAINER INFORMATION – ALL INFORMATION IS TO BE PROVIDED.**

COMPANY NAME:				
COMPANY ADDRESS:		CITY:	STAT E:	ZIP:
LAST NAME:		FIRST NAME		M.I.
OFFICE PHONE: ( )	CELL: ( )	EMAIL:		

**6. SIGNATURE OF APPLICANT - MUST BE SIGNED BY BOTH PARTIES. 48 HR. NOTICE IS REQUIRED FOR ALL INSPECTION REQUESTS**

<p><b>I/WE HEREBY AGREE TO THE FOLLOWING CONDITIONS:</b> <i>VIOLATIONS OF THE FOLLOWING CONDITIONS OF THIS REQUIREMENTS COULD RESULT IN A FINE.</i></p> <ol style="list-style-type: none"> <li>1. CONTAINERS/DUMPSTERS WILL NOT BE PLACED ON ANY STREET OR THE RIGHT OF WAY WITHIN THE INCORPORATED VILLAGE OF MALVERNE.</li> <li>2. CONTAINERS/DUMPSTERS CAN BE NO LARGER 8' HIGH X 8' WIDE X 12' LONG.</li> <li>3. CONTAINERS/DUMPSTERS MUST BE PLACED ON OWNERS PROPERTY ONLY.</li> <li>4. CONTAINERS/DUMPSTERS ARE PROHIBITED FROM BLOCKING SIDEWALKS.</li> <li>5. NO STORAGE CONTAINER/DUMPSTER SHALL BE LOCATED ON ANY PORTION OF THE FRONT YARD OF ANY RESIDENTIAL PROPERTY OTHER THAN A PAVED PORTION OF THE PROPERTY'S PROPERTY.</li> <li>6. NO FOOD PRODUCTS OR FLAMMABLE MATERIALS SHALL BE STORED IN ANY STORAGE CONTAINERS.</li> <li>7. NO MORE THAN ONE STORAGE CONTAINER/DUMPSTER SHALL BE LOCATED ON ANY RESIDENTIAL PROPERTY AT ANY TIME.</li> <li>8. PERMIT EXPIRES IN 30 CALENDAR DAYS FROM ISSUANCE DATE WITH TWO (2) RENEWALS ALLOWED (A TOTAL OF 60 DAYS EXTENSION WHEN APPROVED BY THE SUPERINTENDENT OF BUILDINGS).</li> <li>9. THE PERMIT MUST BE DISPLAYED ON PROPERTY DOOR OR WINDOW VISIBLE TO THE PUBLIC WHILE ON SITE.</li> </ol>	<p>X:</p> <p>Property Owner</p> <p>Date</p> <p>NOTARY:</p>
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**INTERNAL USE ONLY**

INSPECTOR NOTES OR ATTACH INSPECTION REPORT(S) TO THIS APPLICATION.



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### INSTRUCTION PAGE

\*\*THIS SECTION IS NOT TO BE SUBMITTED WITH YOUR APPLICATION – FOR INFORMATION PURPOSES ONLY\*\*

POD/STORAGE CONTAINER/DUMPSTER PERMIT APPLICATION INSTRUCTIONS  
APPLICATION PERMIT FEE \$100 FOR THE 1<sup>ST</sup> 30 DAYS – NON REFUNDABLE

**ALL APPLICATIONS ARE TO BE SUBMITTED IN DUPLICATE FORM (2) AT THE TIME OF SUBMISSION.  
48 HOUR NOTICE MUST BE GIVEN FOR ALL INSPECTIONS**

Section	Instructions
<b>1. CONTAINER FILING</b>	CHECK (X) OR (✓) THE APPROPRIATE BOX FOR PURPOSE OF FILING THE PROPOSED SCOPE OF WORK AND ITS DESCRIPTION. ONLY ONE BOX MAY BE CHECKED PER ROW. PROVIDE ANY OTHER REQUESTED INFORMATION.
	CHECK (X) OR (✓) ON <b>INITIAL SUBMISSION</b> IF THIS APPLICATION IS BEING SUBMITTED FOR THE FIRST TIME.
	CHECK (X) OR (✓) ON <b>EXTENSION OF PERMIT</b> IF THIS APPLICATION IS BEING SUBMITTED AFTER A PERMIT HAS ALREADY BEEN ISSUED AND THERE IS A NEED FOR MORE TIME. PLEASE NOTE THAT 1 RENEW IS ALLOWED UNLESS APPROVED BY THE SUPERINTENDENT OF BUILDINGS. (FUTURE USE) - THIS IS A RESERVED AREA FOR FUTURE USE. DO NOT CHECK THESE BOXES.
<b>2. PROPERTY INFORMATION</b>	PROVIDE THE HOUSE NUMBER AND STREET NAME, BLOCK AND LOT INFORMATION. ALL INFORMATION IS TO BE PROVIDED SINCE PERMITS ARE BASED ON LOCATION. BE SPECIFIC AS POSSIBLE ON ACTUAL LOCATION.
	CHECK (X) OR (✓) WHETHER THIS APPLICATION IS FOR A RESIDENTIAL PROPERTY OR COMMERCIAL DISTRICT.
<b>3. OWNER INFORMATION</b>	CHECK (X) OR (✓) BOX ON THIS ROW IF OWNER ADDRESS IS THE SAME AS PARCEL: → <input type="checkbox"/> ADDITIONAL INFORMATION BELOW WILL NOT BE REQUIRED EXCEPT FOR THE PHONE AND EMAIL THAT IS STILL REQUIRED.
	PROVIDE THE LAST NAME, FIRST NAME, MIDDLE INITIAL, BUSINESS NAME, PHONE NUMBER AND ADDRESS OF THE OWNER WITH ALL CONTACT INFORMATION. PROVIDE AN EMAIL ADDRESS FOR FASTER CORRESPONDENCES OR UPDATES THAT MAY BE NEEDED. OWNERS NOTARIZED SIGNATURE IS REQUIRED ON STANDALONE APPLICATIONS.
<b>4. CONTAINER DESCRIPTION</b>	PROVIDE A DESCRIPTION FOR THE NEED FOR THIS EQUIPMENT AND IT'S SPECIFIC TO ITS LOCATION OR PLACEMENT ON THE PROPERTY. THIS SHOULD BE SPECIFIC TO ITS LOCATION ON THE PROPERTY.
<b>5. CONTAINER OWNER INFORMATION</b>	PROVIDE THE LAST NAME, FIRST NAME, BUSINESS NAME, PHONE NUMBER AND ADDRESS OF THE CONTAINER CO. PROVIDE AN EMAIL ADDRESS FOR FASTER CORRESPONDENCES OR UPDATES THAT MAY BE NEEDED.
<b>6. SIGNATURE OF APPLICANT</b>	SIGN, DATE AND HAVE NOTARIZED THE SIGNATURE OF THE HOME OWNER AND THE EQUIPMENT OWNER THAT THEY ACKNOWLEDGE THE REQUIREMENTS AND RESTRICTIONS SET FORTH ON THE APPLICATION REQUEST.

**Other Notes**

PLEASE PLAN AHEAD AS WE REQUIRE A 48 HOUR NOTICE FOR ALL INSPECTION REQUEST TO PROPERLY SCHEDULE OUR INSPECTOR TIME FOR ALL APPLICANTS.
NO WORK, DELIVERY OR INSTALLATION WILL BE PERFORMED UNTIL AN APPLICATION HAS BEEN SUBMITTED AND A PERMIT HAS BEEN ISSUED AND RECEIVED BY THE APPLICANT. SUBMISSION OF THIS APPLICATION DOES NOT CONSTITUTE A PERMIT APPROVAL.
PERMIT MUST ALWAYS BE POSTED ON SITE VISIBLE TO THE PUBLIC AS REQUIRED. E.G. FRONT DOOR OR FRONT WINDOW. COPIES OF FORMS FOR SUBMISSIONS CAN BE REQUESTED AT THE OFFICE WINDOW FOR THE ESTABLISHED FEE.
<b>APPLICATION FEE OF \$100 FOR THE 1<sup>ST</sup> 30 DAYS, AND \$100 EACH FOR UP TO TWO AN ADDITIONAL 30 DAY EXTENSIONS, BY CHECK OR MONEY ORDER MADE PAYABLE TO: "THE INCORPORATED VILLAGE OF MALVERNE". ALL FEES ARE NON-REFUNDABLE.</b>



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**RULES PAGE**

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Article XX. Storage Containers

§ 265-146. Definitions.

As used in this article, the following terms shall have the meanings indicated:

**STORAGE CONTAINER**

Any PODS®, box, bin, or other similar-type storage vessel or receptacle located outdoors on a residential property intended for the purpose of storing or keeping household goods and/or other personal property.

§ 265-147. Permit required.

A. It shall be unlawful for any person, firm or corporation to place, keep or maintain any storage container on any property improved with a single-family dwelling for more than 48 hours without securing a permit from the Village of Malverne. Any persons desiring a permit to place or maintain a storage container shall file an application with the Building Department. The form for this application shall be available at the Department of Buildings and shall be sworn to and filed by the applicant with the Department of Buildings.

B. A fee as set from time to time by resolution of the Board of Trustees shall be paid by the homeowner to the Incorporated Village of Malverne for permission to place and maintain the storage container upon residential property for a thirty-day period. There shall be a fee for each legal extension of the permit.<sup>11</sup>

C. Any person currently having a storage container on his/her property shall have seven days from the effective date of this article to comply with this article.

§ 265-148. Location; content restrictions; size; number permitted.

A. No storage container shall be located on any portion of the front yard of any residential property other than a paved portion of the property's property.

B. No storage container shall be placed and located in a manner which obstructs the vision of pedestrians or traffic or otherwise poses a danger to pedestrians and/or motorists as determined by the Superintendent of Buildings.

C. No food products or flammable materials shall be stored in any storage containers.

D. Storage containers shall be limited to a maximum size of 8 feet high by 8 feet wide by 12 feet long.

E. No more than one storage container shall be located on any residential property at any time.

§ 265-149. Required setbacks.

A. The storage container shall be set back from any side yard a minimum of four feet and from the front yard by a minimum of four feet. In granting the permit, the Superintendent of Buildings shall consider the rights of adjacent property owners so that there shall not be any unreasonable deprivation of light, air or a reasonable use of adjoining property.

B. The Superintendent of Buildings for the Incorporated Village of Malverne is hereby authorized, in the exercise of reasonable discretion, to revoke any permit issued pursuant to this article if, after due investigation and consideration, he deems that the holder thereof has violated any provisions of this section or if the Superintendent of Buildings determines the storage container is being maintained in an unsafe manner or is being maintained as



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a nuisance. The Superintendent of Buildings is also authorized to issue summonses for any violation of this section. Written notice of any revocation of any permit granted pursuant to this article shall be given, either by personal service upon the homeowner or by depositing said notice in the United States Mail in a sealed envelope, postage prepaid, addressed to such a person at the address for which the permit was issued.

§ 265-150. Permit extension.

The Superintendent of Buildings may extend the permit for an additional 30 days, provided the request for such extension is made prior to the expiration of the thirty-day period. The Superintendent of Buildings may grant up to two extensions upon demonstration that there is a need for the storage container.

§ 265-151. Penalties for offenses.

Any storage container placed or maintained upon a residential property or remaining beyond the time periods specified in this article without a proper unexpired permit is in violation of this article and shall subject the property owner to a summons and penalty of up to \$250 per day for each day the storage container is upon the property without a permit. Any such violation shall result in the issuance of a summons by the Superintendent of Buildings returnable in Malverne Village Court.

§ 265-152. Variances; when effective.

The provisions of this article may be varied only upon good cause demonstrated to the Board of Trustees. The Board of Trustees of the Incorporated Village of Malverne hereby reserves the right to change by resolution any part of this article, including fees and penalties. This article shall take effect immediately.

§ 265-153. Dumpsters on public property.

A. No person, firm or corporation shall cause, suffer or permit any dumpster to be parked or positioned on any street without the prior written approval of the Village Police Department, the Superintendent of Buildings and the Village Clerk on due application to the Village. Such approval, in the form of a license or permit, shall be granted on condition that the applicant provide insurance coverage naming the Village as an additional insured. In addition, the dumpster must comply with the safety rules and regulations promulgated from time to time by the Village. The applicant must pay a license or permit fee, in an amount established from time to time by resolution of the Board of Trustees.

B. Any violation of this section will be enforced by the issuance of a summons by a police officer, returnable in Malverne Village Court, with penalties of up to \$250 per day for each day the dumpster is placed on a street without a permit