

KEY POINTS:

- Whenever possible, drop boxes, moving pods, or similar portable containers should be placed on private property. Place a container in the public right-of-way only when placement on private property is infeasible.
- If a container will be placed in the public right-of-way for more than 72 hours, a Right-of-Way Permit from the City is required. Apply for permit through the City's Citizen Self Service Portal on the City's website at:
<https://www.troutdaleoregon.gov/commdev/page/how-apply-permit>

City of Troutdale Public Works

219 E. Historic Columbia River Hwy.
Troutdale, OR 97060

Phone: 503-674-3300

E-mail: PWinfo@troutdaleoregon.gov



PLACEMENT GUIDELINES FOR DROP BOXES OR PODS



THE CITY OF
TROUTDALE
—OREGON—
EST. 1907



- **Whenever possible, drop boxes, moving pods, or similar portable containers (“containers”) should be placed on private property.**

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- **If a container will be placed in the public right-of-way for more than 72 hours, a Right-of-Way Permit from the City is required.** Apply for permit through the City’s Citizen Self Service Portal on the City’s website at <https://www.troutdaleoregon.gov/commdev/page/how-apply-permit>.

When placing containers in the public right-of-way:

- Container shall not be placed within 10 feet of a fire hydrant or

within 20 feet of a marked or unmarked crosswalk, shall not impinge upon any neighboring driveway, shall not impede access to any mailbox, shall not obscure any traffic control device/sign and shall not be placed within a curb return at any intersection.

- Place the container in the parking lane as close as possible to the curb, not greater than 12 inches from the curb.
- Container shall project into the street no more than 8’ from the face of the curb.
- Place reflective cones at each end of container at corners closest to traffic; or affix reflective tape to corners of container closest to traffic.
- Protect pavement surfaces from damage. If container has metal feet, set on planks or rubber footings to protect pavement surface. Take all necessary precautions to ensure no damage occurs to the public street from placement or removal of the container. Any damage shall be repaired at the user’s expense.
- Users and their contractors are strongly encouraged to recycle waste and debris. Contact the City’s Permit Counter to obtain a Metro Toolkit for more information on construction/demolition waste recycling and a directory of recyclers.
- All disturbed areas and/or damaged facilities resulting from the container, including any underground facilities, sidewalk, curb, gutter, driveways, pavement and landscaping, are to be replaced in kind and restored to their pre-existing condition. Such repairs

may require a written permit issued by the City.

- User will ensure that the container’s contents are not susceptible to wind-blown transport and shall take measures as necessary to secure contents against same. User shall be responsible for collecting and disposing any material that escapes the container.
- User shall keep all areas of the public right-of-way in the vicinity of the container free of trash and debris and maintain the container in a clean, sanitary condition.
- User is advised and encouraged to photo document the placement and removal of the container, with date stamps encoded.
- Protect existing trees, including tree canopies, during placement and removal. If damage occurs to trees, contact Parks and Facilities at 503-665-5175 for corrective measures.

