

City of Portage “YARD PASS” Expires on 12/31/2026

Department Policy Restrictions & Rules implemented July 31, 2019... To help our staff identify Portage residents, the department has implemented this policy. The “**YARD PASS**” is free and obtained through the Administration office by completing a form. The expanded services provided are a benefit to Portage Residents and are not associated with monthly trash fees or property taxes. Department service benefits can be revoked with individuals at any time. The “**YARD PASS**” is only valid at 2303 Hamstrom Rd during hours of operation with has posted hours and is available to Portage residents that match their driver’s license address for the disposal of nonhazardous materials in accordance with city ordinances and this policy. The “**YARD PASS**” is valid for the indicated calendar year(s) and individual who agreed to the terms. This “**YARD PASS**” should NOT be lent to others. Please call (219) 762-4564 for special pickups or other information or Email PSD@portage-in.com.

- Visitors must have the “**YARD PASS**” when entering the department during posted hours.
- **STOP** and check in with your “**YARD PASS**”, if office is closed, Check in with Yard Employee.
- **NO “BULK ITEMS” or “TRASH ITEMS” or “TIRES”** are allowed to enter the department.
- **NO** to the following: Common earth dirt, SOD, rock, cement, asphalt, stone in this department.
- **NO** disposal of roofing material or liquid paint or other hazardous waste.
- **NO** Lawncare or Tree service contractors are allowed to dispose of clippings, leaves & limbs
- Grass clippings, leaves and other yard waste disposal have unlimited visits.
- Limb and Brush material in excessive amounts regarding more than one visit per week are required to take additional loads to the city **COMPOST SITE at 6451 US Hwy 12**
- Free compost is available while supplies last. Loading by equipment needs to be scheduled.
- Recycling material strictly regulated from a list and must be emptied from all bags / containers.
- E waste (High end Electronics, televisions, monitors, computers, etc.) is unlimited in visits.
- Vehicles enter at their own risk, damage to personal property will not be held against the city.
- Monday-Friday 7am-3pm; April 30th-October 30th Saturdays 10am-2pm No Holidays / Sundays

Today’s Date: _____

Name: _____

Address on License: _____

Phone: _____

Email: _____

(Show proof of residence within the City of Portage with your valid driver’s license)

Vehicle Description most commonly used:

Year _____ Make _____ Model _____ Color _____

Resident Agreement Signature: _____

Permit # _____

Office Admin: _____

20241004

Utility Service Board account may be verified for balances in good standing with the city.