

2026 City of Portage Trash Tote Request & Policy

Homeowner Name: _____

Portage Address regarding Tote(s): _____

Phone: _____ Email: _____

How many "City of Portage" tote containers does this address currently have? _____

This Portage address is a [] New Construction \$100 [] Homestead [] Rental Property / Tenant / MHC

\$3 discount For Seniors, Disability or Veteran, please contact the City Hall Clerk Treasurer office for further information.

2026 Monthly FEE SCHEDULE: \$18 (1) Tote \$30 (2) Totes \$54 (3) Totes \$72 (4) Totes \$90 (5) totes

Tote(s) for common household trash.

- Requesting ONLY ONE (1) Tote at my service address. \$18
- Requesting ONLY Two (2) Totes at my service address. \$30
- Requesting ONLY Three (3) Totes at my service address. \$54
- Requesting ONLY Four (4) Totes at my service address. \$72
- Requesting Five (5) Totes or more at my service address \$90 Plus \$18 for each additional tote.
- Requesting Replacement of Tote, Due To Negligence (\$100 Charge Incurred)
- Return extra Tote(s) back to the city and take off my service account. Number of Tote(s): _____

Please observe the following Policy and Procedures to avoid an interruption in service.

- Trash routes are serviced on a weekly basis.
- Main rule to observe, **KEEP ALL OBJECTS** three (3) feet from the totes.
- Before **6:00 a.m.** on your trash day, totes are to be placed at the street.
- Do not place totes at the curb in a backwards or in a sideways position.
- Do not place trash bags or other objects on top of the totes.
- Do not place totes under low hanging tree branches or power lines.
- Do not place totes near mailboxes, lamp posts, telephone poles or near parked vehicles.
- Requesting a return service due to late placement will incur a \$25.00 service fee.
- Overloading tote where the lid does not close will incur a \$10.00 service fee.
- After your tote(s) are serviced, retrieve them from the street within 24 hours.
- Cleaning totes is the responsibility of the homeowner or resident.
- Totes are emptied with action using gravity. Items that remain in tote are resident responsibility.
- Totes are serviced in an upright position. Wind or animals will topple totes and create interruption in service.
- All Common Household trash must be bagged and placed within the tote.
- Remember, holidays and extreme weather events will always delay service routes.
- For information regarding Bulk Item(s), please request the Bulk Item Policy or visit website for details.
- 12 month (one-year) obligation is required for requested additional tote(s). (Board of Works decision to rescind this term)
- Utility Accounts that are delinquent will not be able to request additional totes and may default to one tote service.
- The following material is NOT allowed in City of Portage Tote(s) TIRES, hazardous waste, grass clippings, common earth dirt, sod, sand, stone, landscape blocks, river rock, cinder blocks, bricks, asphalt, concrete, construction debris.



I understand and agree with these policies and procedures.

Signature: _____ Date: _____

Department of Sanitation - 2303 Hamstrom Road - (219) 762-4564 - PSD@portage-in.com - www.portagein.gov Form: SAN20251104

