



**Scappoose Planning Department**  
 33568 E. Columbia Ave. Scappoose, OR 97056  
 Phone: 503-543-7184 Fax: 503-543-7182  
[www.ci.scappoose.or.us](http://www.ci.scappoose.or.us)

**TEMPORARY USE PERMIT APPLICATION**

***NOTE:** The temporary use approval shall be for no more than a single ninety continuous day period in any three hundred sixty-five day period. Approvals issued under Scappoose Municipal Code 17.128 shall not be granted extensions of time.*

**SITE LOCATION & DESCRIPTION**

Tax Map #(s) \_\_\_\_\_ Tax Lot #(s) \_\_\_\_\_  
 Site Address \_\_\_\_\_  
 Nearest Cross Street \_\_\_\_\_  
 Comprehensive Plan Designation \_\_\_\_\_ Zoning \_\_\_\_\_  
 Site Size \_\_\_\_\_ acres / sq. ft.      Dimensions of Site \_\_\_\_\_

**TEMPORARY USE INFORMATION**

Site Plan: Please attach plot (site) plans which show areas designated for parking, location of the temporary structure, or temporary use in relation to permanent structures, entrance and exits from the site, and requested signs.

Description of proposed temporary structure and/or use: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Proposed structure size: \_\_\_\_\_ sq. ft.  
 What are the dates for this temporary use?    Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
 Will the general public have access to the structure, use or vehicle?     Yes  No  
 Will the structure, use or vehicle be restricted to use by employees of the applicant only?  Yes  No  
 Are sanitary facilities available to the structure?  Yes  No    If Yes, Where? \_\_\_\_\_  
 Does the structure require water line connection?     Yes  No  
 Will a permanent structure be built to replace the proposed temporary structure?     Yes  No  
 If yes, when? \_\_\_\_\_ Explain: \_\_\_\_\_  
 \_\_\_\_\_

**TEMPORARY USE PERMIT APPLICATION  
(CONTINUED)**

**OWNERSHIP AND APPLICANT INFORMATION**

**Property Owner(s)** \_\_\_\_\_  
Mailing Address/State/Zip \_\_\_\_\_  
Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email Address \_\_\_\_\_  
Does the owner of this site also own any adjacent property?     Yes     No  
If yes, what is the Tax Map #(s) \_\_\_\_\_ Tax Lot #(s) \_\_\_\_\_  
**Property Owner's Signature** \_\_\_\_\_ Date: \_\_\_\_\_

In consideration of permission to establish the temporary use requested, I (we) hereby agree to strictly observe all ordinances and regulations of the City of Scappoose, and I (we) furthermore agree to assume all liability from accident due to the noncompliance of the temporary structure with the City fire, electrical, plumbing, structural mechanical, or fire and life safety codes as applicable to permanent structures. I (we) hereby hold harmless and will defend the City of Scappoose, its officers or employees in any suit or action instituted against them on account of such non-compliance.

**Applicant Name(s)** \_\_\_\_\_  
Mailing Address/State/Zip \_\_\_\_\_  
Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email Address \_\_\_\_\_  
Applicant's interest in property (State whether owner, buyer, lessee, contractor/builder, architect, consultant, real estate or legal representative and for who \_\_\_\_\_  
**Applicant's Signature** \_\_\_\_\_ Date: \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>	
Received by _____	Date: _____
Approved by _____	Date: _____
Building Permit Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Fire Marshal Review Required? <input type="checkbox"/> Yes <input type="checkbox"/> No
Review Comments: _____	
_____	
Date of City Council Approval (if applicable) _____	Initials _____
Fee Paid _____	Receipt No. _____ File No. _____

## **TEMPORARY USE PERMIT APPLICATION (CONTINUED)**

### 17.128.020 Application Submission Requirements.

- A. All applications shall be made in forms provided by the planner and shall be accompanied by:
1. A site plan drawn to standard scale showing the location of the temporary use, the entrance and exits from the site, areas to be designated for parking and any requested signs;
  2. A letter from the property owner of record giving approval for the proposed use;
  3. Payment of the temporary use permit fee

### 17.128.030 Administration and Approval.

A. The planner may approve a temporary commercial or industrial use subject to findings based on the following criteria:

1. The temporary use promotes a specific event, season or holiday;
2. The temporary use approval shall be for no more than a single ninety continuous day period in any three hundred sixty-five day period;
3. No regulations prohibiting the activity are identified in a review of the Scappoose Municipal Code and Oregon Revised Statutes;
4. The parcel of land on which the temporary use will be located is zoned consistent with the proposed temporary use;
5. Any structures including tents and signs and any related vehicles will be removed from the site at the end of the proposed temporary use and no changed will occur to existing vegetation or land forms as a result of the temporary use;
6. Any structures including tents and signs and any related vehicles will be located on private property and outside of any right-of-ways that are owned by the state or city;
7. The location of any structures including tents and signs and any related vehicles will not negatively impact parking or traffic circulation on the property or on adjacent streets;
8. The location of the sign related to the temporary use will not negatively impact the line of sight for vehicles entering and exiting the site;
9. Locates are required prior to any activity that requires may impact underground utilities including placing posts for signs or tent stakes;

B. No notice of decision is required except a letter to the applicant stating how the application satisfies the criteria in Section 17.128.030(A) and specifying the dates for which the approval is valid. A copy of this letter shall be attached to the business license application as filed in city hall.

C. Approvals issued under Scappoose Municipal Code 17.128 shall not be granted extensions of time.

**TEMPORARY USE PERMIT APPLICATION  
(CONTINUED)**

**SUBMITTAL REQUIREMENTS**

- Original, signed and complete application form.
- Site plan illustrating the location of the temporary use, the entrance and exits from the site, areas to be designated for parking and requested signs;
- A written statement regarding the reasons for the request and any other information that will be helpful in considering this request.
- A letter from the property owner of record giving approval for the proposed use.
- The appropriate filing fee **PAYABLE TO CITY OF SCAPPOOSE.**