



CITY OF BEAVERTON

Community Development
 Department
 Planning Division
 12725 SW Millikan Way
 PO Box 4755
 Beaverton, OR. 97076
 Tel: (503) 526-2420
 Fax: (503) 526-2550
BeavertonOregon.gov

OFFICE USE ONLY	
FILE #:	_____
FILE NAME:	_____
TYPE: _____	RECEIVED BY: _____
FEE PAID: _____	CHECK/CASH: _____
SUBMITTED: _____	LWI DESIG: _____
LAND USE DESIG: _____	NAC: _____

TEMPORARY USE STRUCTURE APPLICATION

APPLICANT: Use mailing address for meeting notification. Check box if Primary Contact

COMPANY: _____

ADDRESS: _____

(CITY, STATE, ZIP) _____

PHONE: _____ FAX: _____ E-MAIL: _____

SIGNATURE: _____ CONTACT: _____

(Original Signature Required)

APPLICANT'S REPRESENTATIVE: Check box if Primary Contact

COMPANY: _____

ADDRESS: _____

(CITY, STATE, ZIP) _____

PHONE: _____ FAX: _____ E-MAIL: _____

SIGNATURE: _____ CONTACT: _____

(Original Signature Required)

PROPERTY OWNER(S): Attach separate sheet if needed. Check box if Primary Contact

COMPANY: _____

ADDRESS: _____

(CITY, STATE, ZIP) _____

PHONE: _____ FAX: _____ E-MAIL: _____

SIGNATURE: _____ CONTACT: _____

Note: A land use application must be signed by the property owner(s) or by someone authorized by the property owner(s) to act as an agent on their behalf. If someone is signing as the agent of the property owner(s), that person must submit a written statement signed by the property owner(s), authorizing the person to sign the application.

PROPERTY INFORMATION (REQUIRED)

SITE ADDRESS: _____

ASSESSOR'S MAP & TAX LOT #	LOT SIZE	ZONING DISTRICT
----------------------------	----------	-----------------

_____	_____	_____
_____	_____	_____
_____	_____	_____

BUSINESS NAME: _____

EXISTING USE OF SITE: _____

NAME OF ASSOCIATED SUBDIVISION OR

DEVELOPMENT: _____



TEMPORARY USE STRUCTURE SUBMITTAL CHECKLIST

- A. APPLICATION FORM. Provide one (1) completed application form with original signature(s).
B. CHECKLIST. Provide one (1) completed copy of this one page checklist.
C. WRITTEN STATEMENT. Submit three (3) copies of a detailed description of the proposed project
D. FEES, as established by the City Council. Make checks payable to the City of Beaverton.
E. BUSINESS LICENSE. Provide one (1) copy of business's current city business license.
F. SITE PLAN: Submit three (3) copies of a current site plan of the entire property.
G. CONSTRUCTION PERMIT. Provide one (1) copy of current construction permit for the permanent development.

I have provided all the items required by this one (1) page submittal checklist. I understand that any missing information, omissions or both may result in the application being deemed incomplete, which may lengthen the time required to process the application.

Print Name

Telephone Number

Signature

Date

TEMPORARY USE STRUCTURE APPROVAL CRITERIA

PURSUANT TO SECTION 50.25.1.B OF THE DEVELOPMENT CODE, A WRITTEN STATEMENT ADDRESSING THE APPROVAL CRITERIA FOR AN APPLICATION MUST BE SUBMITTED IN ORDER FOR AN APPLICATION TO BE DEEMED COMPLETE. STATEMENTS SUCH AS “NOT APPLICABLE” OR “THE PROPOSAL WILL COMPLY WITH APPLICABLE DEVELOPMENT REGULATIONS” ARE NOT SATISFACTORY. THE WRITTEN STATEMENT MUST ADDRESS EACH CRITERION AND MUST SPECIFY IN DETAIL HOW EACH WILL BE COMPLIED WITH.

An applicant for Temporary Structure shall address compliance with all of the following Approval Criteria as specified in 40.80.15.3.C.1-15 of the Development Code:

- 1. The proposal satisfies the threshold requirements for a Temporary Structure application.
- 2. All City application fees related to the application under consideration by the decision making authority have been submitted.
- 3. The proposal contains all applicable application submittal requirements as specified in Section 50.25.1 of the Development Code.
- 4. The proposal will not be located within the vision clearance area of an intersection as specified under Section 60.55.25.
- 5. Safe vehicle and pedestrian circulation is provided consistent with Section 60.55 (Transportation Facilities) of this Code.
- 6. The site of the proposal has adequate parking facilities to accommodate the anticipated needs of the uses on the site consistent with Section 60.30 (Off-Street Parking) of this Code.
- 7. The proposal is for an approved development located within the City.
- 8. The proposal would locate a temporary mobile structure within the boundaries of the subdivision where land is for sale or under development.
- 9. A construction permit for the permanent development has been issued and has not expired.
- 10. The Temporary Structure shall be located on the same lot or a lot abutting the activity. If the abutting lot is separately owned, written authorization from the owner must be provided.
- 11. The Temporary Structure shall not block fire hydrants, storm drains, manholes, catch basins, or other similar infrastructure improvements.
- 12. No connection of the temporary structure to any water, sanitary or storm sewer utility shall be allowed unless the system(s) are deemed substantially complete by the City.
- 13. Occupancy for temporary sales trailers or sales offices shall not be allowed until substantial completion of the sanitary sewers is obtained, or portable toilets are available.
- 14. If the proposal is a drop-off station, the proposal is located in a commercial, multiple use, or industrial zoning district.