



CITY OF BEAVERTON

Community Development
Department
Planning Division
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OFFICE USE ONLY

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

TEMPORARY USE MOBILE SALES APPLICATION

Please check one of these boxes:

I am applying for a New Permit

I am applying for Permit Renewal

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)

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: _____



TEMPORARY USE MOBILE SALES 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.

In the written statement, please provide:

- Individual findings specifically addressing how and why the proposal satisfies each of the criteria within the appropriate Approval Criteria Section of Chapter 40 of the Development Code (ORD 2050), attached.
Hours of operation, total number of employees, and maximum number of employees per shift.
Length of time the structure(s) are proposed to remain on site.
Type of sales stand or building to be used.
Detailed description of the proposed use including type of sales and products.

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. If the plan is not to scale, it must be fully dimensioned. Label and show the location of:

- property lines
vision clearance areas
proposed sales area or building
existing buildings on site
surrounding development adjacent to the proposed use
existing and proposed parking areas and their access

G. FOOD VENDING LICENSE. Provide one (1) copy of current license from Washington County.

H. FIREWORKS LICENSE. Provide one (1) copy of current license from appropriate state and/or local agency.

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 MOBILE SALES 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 Mobile Sales shall address compliance with all of the following Approval Criteria as specified in Section 40.80.15.1.C.1-15 of the *Development Code*:

- 1. The proposal satisfies the threshold requirements for a Temporary Mobile Sales 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 is located entirely within private property in a commercial, multiple use, or industrial zoning district, and the applicant has written permission from the property owner to utilize the subject property for the proposal.
- 5. The applicant has written permission from the City if the proposal is located on a public right-of-way within any of the Regional Center and Town Center Multiple Use Zoning Districts.
- 6. The proposal will not pose a threat to the public safety or convenience when the temporary use is proposed to be located on a public right-of-way.
- 7. The use in which the proposed temporary use is engaged is listed as a permitted use in the specific commercial or multiple use zoning district and complies with all applicable use restrictions of the zone.
- 8. The proposal will not be located within the vision clearance area of an intersection as specified under Section 60.55.50 of the *Development Code*.
- 9. The proposal does not involve use of a permanent structure.
- 10. The proposal shall not obstruct or occupy minimum required parking spaces unless it can be demonstrated that the minimum required parking is not being used by the permanent use located on the subject site pursuant to Section 40.55.15.3 (Excess Parking) of this Code.
- 11. Safe vehicle and pedestrian circulation is provided consistent with Section 60.55 (Transportation Facilities) of the *Development Code*.
- 12. The proposed hours of operation for the temporary use, are allowed in that zoning district and do not require Conditional Use approval.
- 13. A permit for Temporary Use – Mobile Sales has not been issued for another temporary use on the same site during the same approval period or portion thereof.