



**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 NON-MOBILE SALES 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:** \_\_\_\_\_

\_\_\_\_\_



**TEMPORARY NON-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 criterions within the appropriate Approval Criteria Section of Chapter 40 of the City's *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 building(s) 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:
 

<input type="checkbox"/> property lines	<input type="checkbox"/> surrounding development adjacent to the proposed use
<input type="checkbox"/> vision clearance areas	<input type="checkbox"/> existing and proposed parking areas and their access
<input type="checkbox"/> proposed sales area or building	
<input type="checkbox"/> existing buildings on site	
- 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 NON-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 Non-Mobile Sales shall address compliance with all of the following Approval Criteria as specified in 40.80.15.2.C.1-14 of the Development Code:

- 1. The proposal satisfies the threshold requirements for a Temporary Non-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 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.
- 7. The proposal will not be located within the vision clearance area of an intersection as specified under Section 60.55.50.
- 8. The proposal does not involve use of a permanent building.
- 9. The proposal shall not obstruct or occupy permanent required parking spaces unless it can be demonstrated that the permanent 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.
- 10. The site of the proposal has safe vehicle and pedestrian circulation consistent with Section 60.55 (Transportation Facilities) of this Code.
- 11. The proposed hours of operation for the temporary use are allowed in that zoning district and do not require Conditional Use approval.
- 12. The site of the proposal has adequate parking facilities to accommodate the anticipated needs consistent with Section 60.30 (Off-Street Parking) of this Code.
- 13. Temporary Non-Mobile Sales has not occurred more than twice on the same site in the same calendar year.
- 14. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.