



Supplemental Form: TEMPORARY USE PERMIT

Submittal Requirements: A complete application includes the Development Application Form, Agreement for Payment of Land Use Application Fees, this Supplemental Form, the supplemental materials required, and **(5) copies drawn on a sheet not less than 18 inches by 24 inches plus one (1) 8-1/2" x 11" or 11" x 17" scaled reduction of any maps or plans required.** Once the City Administrator has deemed the application complete (12) more copies will be required for the Planning Commission review or hearing.

A pre-application conference is encouraged for all Type II or Type III applications. The pre-application conference will identify application criteria specific to each application and other general application requirements. If the proposal is subject to a Type III review, the application must be submitted and deemed complete at least forty-five (45) days before the Planning Commission hearing.

For an application to be deemed complete the applicant must submit the following:

Applicant Use	Please indicate the type of Temporary Use Permit this application is intended for to:	Official Use
<input type="checkbox"/>	Type A: Seasonal and Special Events. These permits of uses occur only once in a calendar year and for no longer a period than 30 days.	<input type="checkbox"/> A
<input type="checkbox"/>	Type B: Temporary Sales Office or Model Home. A temporary sales office or model home for the purpose of facilitating the sale of real property	<input type="checkbox"/> B
<input type="checkbox"/>	Type C: Temporary Building, Trailer, Kiosk, or Structure. Temporary or permanent placement of a building, trailer, kiosk, or structure on any real commercial or industrial property within the City	<input type="checkbox"/> C
Type A: Please include the following with your application.		
<input type="checkbox"/>	1. A narrative statement that explains how the application satisfies Vehicle Parking - Minimum Standards (Chapter 3.3) Use and Vehicular Access and Circulation (Section 3.1.200) and any other relevant criteria and standards in sufficient detail for review and decision-making.	<input type="checkbox"/> A1
<input type="checkbox"/>	2. If applicable proof of the property-owner's permission to place the use on his/her property	<input type="checkbox"/> A2
<input type="checkbox"/>	3. If applicable a permit approved by the road authority demonstrating Ingress and egress are safe and adequate	<input type="checkbox"/> A3
<input type="checkbox"/>	4. Proof, or permits, demonstrating the use is adequately served by sewer or septic system and water.	<input type="checkbox"/> A4
<input type="checkbox"/>	5. Plans, studies, exhibits, and/or other information as may be required by the City Administrator, to assist the City in making findings under the applicable approval criteria	<input type="checkbox"/> A5
<input type="checkbox"/>	6. If applicable, one set of pre-stamped and pre-addressed envelopes for all real property owners of record who will receive a notice of the application as required in Section 4.1.400.C. The applicant shall produce the most current notice list. At the applicant's request, and upon payment of a fee noted on the City's fee list, the City shall prepare the public notice mailing list.	<input type="checkbox"/> A6
<input type="checkbox"/>	7. Non-refundable Temporary Permit fee.	<input type="checkbox"/> A7
Type B: Please include the following with your application.		
<input type="checkbox"/>	1. Proof the temporary sales office or model home is located within the boundaries of the subdivision or tract of land in which the real property is to be sold.	<input type="checkbox"/> B1
<input type="checkbox"/>	2. Plans and permits that indicate the model house has met all relevant requirements of the Code and other applicable codes and permit requirements.	<input type="checkbox"/> B2
<input type="checkbox"/>	3. Non-refundable Temporary Permit fee	<input type="checkbox"/> B3

Type C: Please include the following with your application.

- 1. Plans indicating the temporary trailer or building shall be located within the specified property line setbacks of the parcel of land on which it is located.
- 2. Proof of primary use on the property to be used for a temporary trailer is already developed
- 3. If applicable, proof of an approach permit approved by the road authority demonstrating Ingress and egress are safe and adequate.
- 4. Permits indicating the building complies with applicable building code
- 5. A narrative statement explaining how the application satisfies Vehicle Parking - Minimum Standards (Chapter 3.3) Use and Vehicular Access and Circulation (Section 3.1.200) and any other relevant criteria and standards in sufficient detail for review and decision-making, including the intended time the building will be used.
- 6. Proof, or permits, demonstrating the use is adequately served by sewer or septic system and water.
- 7. Non-refundable Temporary Permit fee

C1

C2

C3

C4

C5

C6

C7

Information on the Review Criteria for Temporary Permit Applications

When your application is reviewed, staff will check to make sure that all relevant criteria listed in the Creswell Development Code have been met.

Temporary uses are characterized by their short term or seasonal nature and by the fact that permanent improvements are not made to the site. Temporary uses include, but are not limited to: construction trailers, leasing offices, temporary carnivals and fairs, parking lot sales, retail warehouse sales, and seasonal sales such as Christmas tree sales and vegetable stands. Three types of temporary uses require permit approval (See A, B and C). *Creswell Development Code 4.9.100*

A. Seasonal and Special Events. These types of uses occur only once in a calendar year and for no longer a period than 30 days. Using the Type II (Chapter 4.1.300) or Type III (Chapter 4.1.400) procedures as determined by the City Administrator, the City shall approve, approve with conditions or deny a temporary use permit based on findings that all of the following criteria are satisfied

1. The use is permitted in the underlying land use district and does not violate any conditions of approval for the property (e.g., prior development permit approval);
2. The applicant has proof of the property-owner's permission to place the use on his/her property;
3. No parking will be utilized by customers and employees of the temporary use that is needed by the property owner to meet their minimum parking requirement under Chapter 3.3 - Vehicle and Bicycle Parking;
4. The use provides adequate vision clearance, as required by Section 3.1.200, and shall not obstruct pedestrian access on public streets;
5. Ingress and egress are safe and adequate when combined with the other uses of the property; as required by Section 3.1.200 - Vehicular Access and Circulation;
6. The use does not create adverse off-site impacts including vehicle traffic, noise, odors, vibrations, glare or lights that affect an adjoining use in a manner in which other uses allowed outright in the district do not affect the adjoining use; and
7. The use is adequately served by sewer or septic system and water, if applicable. (The applicant shall be responsible for obtaining any related permits.)

B. Temporary Sales Office or Model Home. Using a Type I procedure under Section 4.1.200, the City may approve, approve with conditions or deny an application for the use of any real property within the City as a temporary sales office, offices for the purpose of facilitating the sale of real property, or model home in any subdivision or tract of land within the City, but for no other purpose, based on the following criteria:

1. Temporary sales office:
 - a. The temporary sales office shall be located within the boundaries of the subdivision or tract of land in which the real property is to be sold;
 - b. The property to be used for a temporary sales office shall not be permanently improved for that purpose;
 - c. Conditions may be imposed regarding temporary utility connections, and as necessary to protect public health, safety, or welfare.

C. Temporary Building, Trailer, Kiosk, or Structure. Temporary or permanent placement of a building, trailer, kiosk, or structure, including but not limited to prefabricated building(s), for use on any real commercial or industrial property within the City shall require a development permit. Using a Type II procedure, as governed by Section 4.1.300, the City may approve, approve with conditions or deny an application for a placement of a building, trailer, kiosk, or structure for temporary use, or temporary placement, such as a temporary commercial or industrial use or space associated with the primary use on the property, based on following criteria:

1. The temporary trailer or building shall be located within the specified property line setbacks of the parcel of land on which it is located;
2. The primary use on the property to be used for a temporary trailer is already developed;
3. Ingress and egress are safe and adequate as demonstrated by an approach permit approved by the road authority, as applicable. See also, Section 3.1.200 - Vehicular Access and Circulation;
4. There is adequate parking for the customers or users of the temporary use as required by Chapter 3.3 - Bicycle and Vehicle Parking;
5. The use will not result in vehicular congestion on streets;
6. The use will pose no impediment or hazard to pedestrians in the area of the use;
7. The use does not create adverse off-site impacts including vehicle traffic, noise, odors, vibrations, glare or lights that affect an adjoining use in a manner that other uses allowed outright in the district do not affect the adjoining use;
8. The building complies with applicable building codes;
9. The use can be adequately served by sewer or septic system and water, if applicable. (The applicant shall be responsible for obtaining any related permits); and
10. The length of time that the temporary building will be used does not exceed six (6) months. When a temporary building exceeds this time frame, the applicant shall be required to remove the building, or renew the temporary use permit. A temporary use permit shall be renewed no more than two (2) times, and shall expire no later than eighteen (18) months from the first approval date; and
11. Conditions may be imposed regarding temporary utility connections, and as necessary to protect public health, safety, or welfare.