



CITY OF MILWAUKIE

Downtown Temporary Parking Variance

YOU DO NOT NEED A PARKING VARIANCE IF YOU ANSWER YES TO ANY OF THE FOLLOWING:

- **Do you need more space for retail or seating, due to COVID-19, and as such would like to spread out into the parking stalls?**

You will need a Temporary Use Permit

- **Are you working on a construction project and you need parking for vehicles, equipment, construction trailers or offices?**

You will need a Temporary Use Permit. Our Planning Department handles these types of requests, please follow the link to the application by clicking [HERE](#), and if you have any questions, Planning can be reached at 503.786.7630 or planning@milwaukieoregon.gov

- **Are you planning on doing work that in any way blocks a Right of Way? This includes moving storage cubes**

You will need a Right-of-Way Permit. Our Engineering Department handles these types of requests, please follow the link to the application by clicking [HERE](#), and if you have any questions, Engineering can be reached at 503.786.7600 or engineering@milwaukieoregon.gov

- **Are you planning an event and will need parking to accommodate your attendees?**

You will need a Temporary Event Permit Application. Our Events Coordinator, Brenna, handles these types of requests, please follow the link to the application by clicking [HERE](#), and if you have any questions, Brenna can be reached at 503.786.7519 or events@milwaukieoregon.gov

IF YOU ANSWERED NO TO ALL ABOVE QUESTIONS, DOES THE DESCRIPTION BELOW MATCH YOUR NEEDS?

- **Do you have a business need for a parking spot(s) to be reserved for a vehicle(s)? Examples of business needs are, but not limited to:**
 - Repair work – plumbers, electricians, heating/cooling, appliance, cable, etc. – as long as the repair work does not involve or block a Right-of-Way
 - Catering Truck
 - Camera Truck
 - Moving Truck

If this is along the lines or what you are needing, please fill out the next page and submit it to parkingpermits@milwaukieoregon.gov or to the front desk at City Hall. If you have any questions you may email the above address, or call 503.786.7555



CITY OF MILWAUKIE

Downtown Temporary Parking Variance Request

APPLICANT REQUEST

(PLEASE PRINT OR TYPE)

DOWNTOWN BUSINESS AFFILIATION: _____

MAIN CONTACT AT DOWNTOWN BUSINESS: _____

BUSINESS STREET ADDRESS: _____

EMAIL: _____ PHONE #: _____

BUSINESS OWNER SIGNATURE _____

DATE _____

PERMIT HOLDER

BUSINESS NAME: _____ CONTACT NAME: _____

EMAIL: _____ PHONE #: _____

BUSINESS PURPOSE OF A PARKING VARIANCE

PURPOSE¹: _____

REQUESTED LOCATION²:
(Street/Block Number) _____

NUMBER OF SPACES REQUESTED³: _____ NUMBER OF VEHICLES REQUESTED³: _____

DATES NEEDED⁴: _____ PARKING SIGN BAGS NEEDED⁵: Y N

I certify that the business and request stated on this application are correct and that the issued pass is for the above stated request. I understand that it could take up to 48-business hours before the request is approved or denied.

PERMIT HOLDER SIGNATURE _____

DATE _____

OFFICE USE ONLY

Application Received By & Date: _____

Approval(s) [initial]: _____ If more than 1-day? → Parking Enforcement

Permit Fee Total: \$ _____ Bags approved by Parking? Y N Fee Due: \$ _____

Denied By & Reason: _____

¹ Purpose includes a contractor or temporary employee working for the downtown business it is affiliated with.

² If a specific location is needed for bagged locations, please specify. Otherwise use an estimated location.

³ Price is per Permit Space/per Vehicle

⁴ Maximum of two weeks per request.

⁵ Additional fees apply for the Parking Sign Bags