

MILWAUKIE PLANNING 6101 SE Johnson Creek Blvd Milwaukie OR 97206 503.786.7630 planning@milwaukieoregon.gov

# TEMPORARY USE PERMIT APPLICATION

Approval may be granted for structures or uses which are temporary in nature, such as temporary real estate offices, construction offices, or off-site construction parking and material storage, provided such uses are consistent with the intent of the underlying zoning district and comply with other provisions of this Code. These activities are intended to be in use for a limited duration and shall not become a permanent part of a site. Temporary use permits shall be subject to the requirements set forth in MMC 11.05.

- Permit, if issued, authorizes the applicant to conduct the temporary use that is described herein paying close attention to any conditions of approval that are attached.
- The city will review your request and determine if there is a need to attach any fees for services rendered including staff time, police services, etc.
- **Refer questions about this process to:** Planning Department, 6101 SE Johnson Creek Blvd, Milwaukie, OR 97222 / <u>planning@milwaukieoregon.gov</u> / 503-786-7630
- Submit this completed application by email, regular mail, or in person:
- Email Send your completed application to planning@milwaukieoregon.gov.
- Regular mail Mail your paper application to: City of Milwaukie Temporary Use Application, 6101 SE Johnson Creek Blvd, Milwaukie, OR 97222
- In person Go to the Johnson Creek Facility at 6101 SE Johnson Creek Blvd. and submit your completed materials at the front counter. (In person counter hours are suspended due to COVID-19. Please check current counter hours before visiting in person. www.milwaukieoregon.gov/generalpage/accessing-services-johnson-creek-building)

# **USE INFORMATION:**

Site Address:	Map & Tax Lot(s):			
City-owned land? 🗌 Yes 🗌 No Exi	sting Zone Designation: Lar	nd Use File #(s):		
Requested Use: 🗌 Construction Tr	ailer Real Es	tate Trailer		
Public Parking Stall	Private Parking Lot	Other:		
Date(s) of Use:	Proposed Hours:	Proposed Hours:		
Is this a recurring use? 🗌 Yes 🗌 No	Day(s) of the week	Day(s) of the week:		
Number of phases (for construction/sales trailers):				
Addition of seating:				
Total seating pre-OHA Distancing Guidelines:				
Total seating with OHA Distancing Guidelines observed:				
Total additional seating under approved Temporary Use Permit:				

# IMPORTANT INFORMATION ON REVERSE SIDE

#### PROPOSAL (describe briefly):

RESPONSIBLE PARTIES:			
APPLICANT:	Project Contact	Business Owner	Other
Applicant Name:		Business Name:	
Phone(s):		Email:	
Mailing Address:		Zip:	
PROPERTY OWNER:			
Property Owner:			
Mailing address:		Zip:	
Phone(s):		Email:	

#### SUBMITTAL REQUIREMENTS

• For Sales and Construction Trailers:

A plat or subdivision map (11"x17") showing the lot measurements, configuration, lot number, address, dimensions of the lot, map and tax lot number and a drawing of where the trailer (including the dimensions of the trailer) will be located on the lot or within the subdivision.

• For other construction-related requests:

A map (11"x17") identifying:

- 1. Where construction equipment or materials will be stored;
- 2. Where construction parking will be located, including the number of spaces;
- For parking stalls on private property and on-street parking:

Diagram of parking stalls requested for closure. Please include signage lighting, and other safety precautions. Fill out closure of public parking stall questions.

As applicable, clearly describe the proposed traffic control measures and include a map or plan identifying key intersections or other areas required for closure or other traffic-related impacts.

#### • Insurance:

Applicant agrees to provide a policy of liability insurance. This insurance shall provide coverage for not less than \$1,000,000 for personal injury to each person, \$1,000,000 for each occurrence involving property damage; or a single limit policy of not less than \$2,000,000 covering all claims per occurrence. The limits of the insurance shall be subject to statutory changes as to maximum limits of liability imposed on municipalities of the State of Oregon. This insurance shall be without prejudice to coverage otherwise existing and shall name as additional insured the City of Milwaukie and its officers, agents, and employees. The sponsor agrees to maintain continuous coverage for the duration of the permit.

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### **CLOSURE OF PUBLIC PARKING STALLS**

Fill out this section if you are requesting to close public parking stalls anywhere in the city.				
Type of parking stalls requested 🗌 Angled 🗌 Parallel 🛛 Number of stalls requested:				
How will you block off the spaces? (e.g. orange cones, stanchions, barricades etc.)				
Are all spaces requested directly in front of your business? 🗌 Yes 🗌 No				
If not, the other businesses owner/s with affected stalls must agree in advance to the closure by signing here:				
Name of Business:				
Business Owner/Representative Name (Print or Type):				
Business Owner/Representative (Signature):				
Name of Business:				
Business Owner/Representative Name (Print or Type):				
Business Owner/Representative (Signature):				
Name of Business:				
Business Owner/Representative Name (Print or Type):				
Business Owner/Representative (Signature):				

# AUTHORIZING SIGNATURES (attach additional signature pages if necessary; all owners must sign)

I am the owner/authorized agent of the owner empowered to submit this application and affirm that the information submitted with this application is correct to the best of my knowledge.

I further acknowledge that I have read the applicable standards for review of the land use action I am requesting and understand that I must demonstrate to the City review authorities compliance with these standards prior to approval of my request.

#### Indemnification Agreement for Temporary Use Permit

In consideration of the city's approval of this application for a temporary use permit, applicant accepts responsibility for the event and agrees to indemnify, defend and hold harmless the City of Milwaukie, and if necessary NCPRD, its officials, employees, agents, volunteers, and assigns from and against any and all claims, suits, liabilities and expenses (including but not limited to, damages, attorney fees, and costs) that may be asserted against the City of Milwaukie arising out of or in any way related to the temporary use for which permission is sought.

Applicant acknowledges that applicant has carefully read the foregoing and understands its contents. Applicant warrants that applicant is authorized to sign this document and does so freely and without reservation.

Applicant's Signature	Date	
Property Owner's Signature	Date	

# THIS SECTION FOR OFFICE USE ONLY:

Department Recommendations									
Temporary	Construction Trailer Other:		Real Estate Trailer		Parking Stalls				
Use Type:									
Routing:	🗆 File	□ Planning □ Engineering		ing	Building Public Works				
	□ Facilities			Delice					
Regional/Sta		ODOT	□ NCPRD	1	🗆 TriMet	Clackamas Fire Dist.			
Partners (if ap	pplicable)	D PGE	🗆 NW Na	tural	Other:				
Notes:									