



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 / planning@milwaukieoregon.gov / 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:

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| Site Address: | Map & Tax Lot(s): |
| City-owned land? <input type="checkbox"/> Yes <input type="checkbox"/> No | Existing Zone Designation: _____ Land Use File #(s): _____ |
| Requested Use: <input type="checkbox"/> Construction Trailer | <input type="checkbox"/> Real Estate Trailer |
| <input type="checkbox"/> Public Parking Stall | <input type="checkbox"/> Private Parking Lot <input type="checkbox"/> Other: _____ |
| Date(s) of Use: | Proposed Hours: |
| Is this a recurring use? <input type="checkbox"/> Yes <input type="checkbox"/> No | 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):

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RESPONSIBLE PARTIES:

| | | | | |
|------------------------|--|---|--------------------------------|------|
| APPLICANT: | <input type="checkbox"/> Project Contact | <input type="checkbox"/> Business Owner | <input type="checkbox"/> Other | |
| Applicant Name: | Business Name: | | | |
| Phone(s): | Email: | | | |
| Mailing Address: | Zip: | | | |
| PROPERTY OWNER: | | | | |
| Property Owner: | | | | |
| Mailing address: | | | | Zip: |
| Phone(s): | | Email: | | |

SUBMITTAL REQUIREMENTS

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| <ul style="list-style-type: none">• 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:<ol style="list-style-type: none">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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