



**MILWAUKIE PLANNING**  
 10501 SE Main St.  
 Milwaukie OR 97222  
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 planning@milwaukieoregon.gov

# TEMPORARY USE PERMIT APPLICATION

Approval may be granted for structures or uses which are temporary in nature, such as temporary offices or off-site parking and 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.
- **Submit this completed application by email, regular mail, or in person.**

|   |   |
|---|---|
| <b>CHECK THE APPLICATION TYPE:</b>  |   |
| <input type="checkbox"/> Construction Offices   | <input type="checkbox"/> Parking (check location below) |
| <input type="checkbox"/> Material Storage   | <input type="checkbox"/> On Private Property            |
| <input type="checkbox"/> Other: _____   | <input type="checkbox"/> Public Parking Stalls          |
| For temporary events please visit <a href="https://www.milwaukieoregon.gov/events/temporaryeventpermit">https://www.milwaukieoregon.gov/events/temporaryeventpermit</a> |   |

**USE INFORMATION:**

|   |  |
|---|--|
| Site Address:   | Map & Tax Lot(s):  |
| City-owned land? <input type="checkbox"/> Yes <input type="checkbox"/> No         | Existing Zone Designation: _____ Land Use File #(s): _____ |
| Date(s) of Use:   | Proposed Hours:  |
| Is this a recurring use? <input type="checkbox"/> Yes <input type="checkbox"/> No | Day(s) of the week:  |

**PROPOSED USE (describe briefly):**

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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.

**CLOSURE OF PUBLIC PARKING STALLS (if applicable)**

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

