

TEMPORARY USE PERMIT APPLICATION



Planning Department
22560 SW Pine Street
Sherwood, Oregon 97140
503-625-4202

Application for Temporary Use Permit

File No. _____ Type _____ Date _____ Fee _____ Receipt _____

Type of Temporary Use Requested: (check all that apply)

- Sales Trailer (Only) Construction Trailer (Only) Sales & Construction Trailer
- Other: _____

Approval may be granted for structures or uses which are temporary in nature, such as temporary real estate offices and construction offices, provided such uses are consistent with the intent of the underlying zoning district and comply with other provisions of this Code. Temporary use permits shall be subject to the requirements set forth in Section 16.86.

Owner/Applicant Information:

Applicant: _____ Phone: _____
 Address: _____
 Property Owner: _____ Phone: _____
 Address: _____
 Contact for Additional Information: _____

Property Information:

Street Location: _____
 Tax Lot and Map No: _____
 Existing Structures/Use: _____
 Existing Plan/Zone Designation:
 Residential Commercial Industrial Institutional Public

Proposed Action:

Proposed Dates of Use: _____
 Proposed No. of Phases (*Sales and Construction Trailers only*): _____
 Purpose and Description of Proposed Action: _____

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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.

Applicant's Signature

Date

Property Owner's Signature

Date

To be submitted with the Application:

Submit the following (plans need to be folded):

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1. **Fee:** See City of Sherwood current Fee Schedule at www.sherwoodoregon.gov. Click on Departments/Finance.
 2. **For all requested actions other than Sales and Construction Trailers:** Three sets of Plans, full sized or reduced to 11 x 17 inches, showing the proposed activity, where it will take place on the property and its physical orientation to any other buildings (including out buildings), businesses, or parking lots located on the same lot.
 3. **For Sales and Construction Trailers only:** Three copies of a plat map (11" x 17") 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.
 4. **For Sales and Construction Trailers only:** Three copies of a subdivision map (11" x 17") marking where the Sales/Construction trailer lot is located within the subdivision.

Please note: Building permits are required for all connections to the public sanitary or storm sewer. Please contact the building department for an application and additional information at 503-625-4226.