



**Planning Department**  
**22560 SW Pine Street**  
**Sherwood, Oregon 97140**  
**503-925-2308**

## Application for Temporary Use Permit

File No. _____	Type _____	Date _____	Fee _____	Receipt _____
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**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: \_\_\_\_\_  
 \_\_\_\_\_

TEMPORARY USE PERMIT APPLICATION

**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](http://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.