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# CITY OF HALSEY

## Temporary Use Permit

File Number: \_\_\_\_\_

### APPLICANT INFORMATION

Name: _____	Phone: _____
Address: _____	Cell: _____
_____	Email: _____
<b>APPLICANT CERTIFICATION</b>	
<i>I hereby certify that the statements, attachments, exhibits, plot plan and other information submitted as a part of this application are true; that the proposed land use activity does not violate covenants, conditions and restrictions associated with the subject property; and, any approval granted based on this information may be revoked if it is found that such statements are false.</i>	
Signature: _____	Date: _____

### PROPERTY INFORMATION

Situs Address: _____	Nearest Cross Street: _____
Assessor Map & Tax Lot Number(s): _____	
Current Zoning: _____	
Total Area (sq ft): _____	Lot Dimensions: _____
Current Property Use: _____	
Existing Structures: _____	
_____	

### PROPOSED USE

Proposed Use: _____
_____
Reason for requesting temporary use permit: _____
_____

## PROPERTY OWNER SIGNATURES & CONTACT INFORMATION

Signature: _____	Date: _____
Name: _____	Phone: _____
Address: _____	Cell: _____
_____	Email: _____
_____	
Signature: _____	Date: _____
Name: _____	Phone: _____
Address: _____	Cell: _____
_____	Email: _____
_____	

## REQUIRED SUBMITTALS

- Complete, signed Application
- \$1,000 deposit
- Site plan showing existing structures, proposed temporary structure, vehicular and pedestrian accesses to the site, proposed parking, lighting, and any other installations or changes to the site that may affect surrounding properties.
- Narrative addressing compliance with the approval criteria in HDC Section 4.8.1

## APPROVAL PROCESS

1. An application for a temporary use permit shall be processed as a Type II procedure (HDC Chapter 4.1.4)
2. The City shall approve, approve with conditions or deny the permit based on the criteria listed in HDC Chapter 4.8.1. (Attached) Please address the criteria for the type of temporary use you are applying for in your narrative.

***Multiple applications can be processed under the same review with the same deposit. You can apply for a variance and a partition at the same time and submit a single \$1000 deposit. The deposit is drawn on for costs incurred in processing the application, including but not limited to: professional fees for the City Planner, Engineer, Attorney, Publications, Recording, and administrative fees. The City shall return any monies left over in the deposit within 60 days of finalizing the land use action. If there is money owed the City, the developer/person(s) requesting the land use action shall pay the City immediately upon receipt of a bill and prior to receiving any City services. Failure to pay fees as prescribed may result in building permits or other development permits being withheld.***

OFFICE USE ONLY

PROCESS SUMMARY/TIMELINE

Date Received: \_\_\_\_\_ Payment Received: \_\_\_\_\_

Received by: \_\_\_\_\_ Receipt No.: \_\_\_\_\_

Application Reviewed for completeness: \_\_\_\_\_ Date: \_\_\_\_\_

Additional materials requested: \_\_\_\_\_

\_\_\_\_\_

Application Complete on: \_\_\_\_\_

City Planner Review Complete: \_\_\_\_\_

Notifications Mailed on: \_\_\_\_\_ By: \_\_\_\_\_

Planning Commission Met: \_\_\_\_\_ Granted  Denied

Notice of Decision Mailed: \_\_\_\_\_ By: \_\_\_\_\_

Appeal Period Expires: \_\_\_\_\_

Appealed By: \_\_\_\_\_ Date: \_\_\_\_\_

Notice of Appeal Hearing Mailed: \_\_\_\_\_ By: \_\_\_\_\_

Appeal Hearing Held: \_\_\_\_\_ Granted  Denied

Notice of Final Decision Mailed: \_\_\_\_\_ By: \_\_\_\_\_

