



# City of Tualatin

[www.tualatinoregon.gov](http://www.tualatinoregon.gov)

## TEMPORARY USE PERMIT

The following information is required with all temporary use applications. If any information is missing or incomplete, the application will not be accepted. Once a complete application is submitted, the review can begin. For the current fee schedule, please refer to our web site.

Below is a list of supporting information required to be furnished along with the application form. On a separate page or pages, please respond to the information listed below. Responses need to be either typewritten or printed in black ink.

1. To comply with Section 34.011(4)(a), please provide the total number of days not to exceed 55 days in a calendar year for temporary outdoor sales.
2. To comply with Section 34.011(4)(b), please provide a site plan showing the location of the temporary outdoor sales area.
3. To comply with Section 34.011(4)(c),
4. To comply with Section 34.011(4)(d),
5. To comply with Section 34.011(4)(e),
6. To comply with Section 34.011(4)(f),
7. To comply with Section 34.011(4)(g),
8. To comply with Section 34.011(4)(h)



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## APPLICATION FOR TEMPORARY USE

Information			
Temporary Use Requested:			
Date of Proposed Sale:			
Site Assessor's Map Number		Tax Lot Number (s):	
Planning District:		Current Use:	
Applicant			
Name:		Company Name:	
Address:			
City:		State:	ZIP Code:
Phone:	Fax:	Email:	
Applicant's Signature:		Date:	
Applicant is: Owner ( ) Tenant ( ) Temporary Use Business Operator ( ) Agent ( ) Other ( ) _____			
Property Owner			
Name:			
Address:			
City:		State:	ZIP Code:
Phone:	Fax:	Email:	
Property Owner's Signature:		Date:	
<b>(Note: Letter of authorization is required if not signed by owner)</b>			

<b>AS THE PERSON RESPONSIBLE FOR THIS APPLICATION, I HEREBY ACKNOWLEDGE THAT I HAVE READ THE ABOVE APPLICATION AND ITS ATTACHMENTS, UNDERSTAND THE REQUIREMENTS DESCRIBED HEREIN, AND STATE THAT THE INFORMATION SUPPLIED IS AS COMPLETE AND DETAILED AS IS CURRENTLY POSSIBLE, TO THE BEST OF MY KNOWLEDGE.</b>	
Applicant's Signature:	Date:

Office Use		
Case No:	Date Received:	Received by:
Fee: Complete Review:	Receipt No:	

Revised: 8/27/15

# Tualatin Development Code

## Section 34.011 Outdoor Sales.

- (1) Temporary Outdoor Sales, as de-fined in TDC 31.060, may be permitted in the Central Commercial (CC) and General Commercial (CG) Planning Districts.
- (2) This section is not intended to circumvent the strict application of the provisions governing permitted and conditional uses in CC and CG Planning Districts.
- (3) A Temporary Outdoor Sales Permit is not required for activities in public spaces subject to a Community Services Special Event Permit nor for seasonal displays or sales located in Architectural Review approved plaza areas adjacent to buildings in the Central Commercial and General Commercial Planning Districts.
- (4) The following criteria shall be considered before any such permit may be issued:
  - (a) The total number of days that a parcel of land may be used for temporary out-door sales in a calendar year is 55 days. Temporary outdoor sales approved for non-profit organizations shall not be counted against the 55-day limit.
  - (b) The proposed outdoor sale shall be located entirely within private property in a Central Commercial or General Commercial Planning District and the applicant shall have the written permission from the property owner to utilize the subject property.
  - (c) The outdoor sale shall be located on a site with Architectural Review approved access, parking and landscaping improvements.
  - (d) The use is listed as a permitted use in the Central Commercial or General Commercial Planning District.
  - (e) The proposed outdoor sale will not result in vehicular traffic congestion.
  - (f) The applicant can make provision for adequate parking facilities.
  - (g) The outdoor sale will not result in the elimination of parking spaces required by the applicable City ordinance unless the business or businesses using such required spaces are closed for business on the day of the sale.
  - (h) The outdoor sale will meet all state and county health rules and regulations.
- (5) An application for a permit for outdoor sales may be issued by the Community Development Director if the Director finds that Subsection (3) is satisfied by the applicant.
- (6) If the Community Development Director finds that the requested outdoor sale is an annual event sponsored by a non-profit or charitable organization, and the permit has been previously approved, then the permit for such annual event may be renewed and reissued without further application; provided, however, the Community Development Director may require that an application be filed and a new permit issued to amend the permit provisions and conditions, if any, to meet changes of site, health, traffic, or other conditions affecting the use.
- (7) The Community Development Director, under TDC 34.011(3), may attach appropriate conditions to the permit that are necessary to secure the health, peace, safety, and welfare of the residents and inhabitants of the City. Conditions may include but shall not be limited to requiring for disposal of litter, limiting hours of operation and requiring advance approval of such elements as site plans and design of display structures. [Ord. 590-83 §1, passed April 11, 1983; Ord. 585-83, passed Dec. 13, 1982; Ord. 681-85, §1, passed Nov. 25, 1985; Ord. 864-92 §5, passed April 13, 1992; Ord 1160-04 §1, passed May 24, 2004.]