



Temporary Use Application

PO Box 458 * Veneta, OR 97487 * 541-935-2191 * Fax 541-935-1838 * www.venetaoregon.gov

Planning Authorization: _____

Renewal (if applicable): _____

Submission Date: _____

Previous File #: _____

Planning File #: _____

Temporary Use Permits allow the establishment of specified uses on a short-term basis in certain, specified land use zoning districts. No temporary use permit can be granted which would have the effect of permanently rezoning or granting privilege not shared by other property in the same zone. RETAIL SALES are permitted only in Commercial or Industrial/Commercial zones.

Garage Sales are permitted only in residential zones in accordance with Veneta Municipal Code Chapter 5.15 and do not need a permit.

Temporary Use Renewal Permits shall be subject to review by the Building & Planning Official one (1) year from the date of approval. Public notice requirements may be waived for renewal of Temporary Use Permits at the discretion of the Building & Planning Official provided that no formal complaints have been filed regarding the temporary use or there have been no changes made to the site plan or activities from the time of initial approval.

Application.....\$350 (non-refundable)

Technical Review/Public Notice.....\$350 (deposit)

Renewal

Application Fee (Renewal only).....\$200 annually (non-refundable)

Applicant Name: _____

Mailing Address: _____

City/State/Zip: _____

Applicant Phone: _____ Applicant Email: _____

Property Owner Name: _____

Mailing Address: _____

City/State/Zip: _____

Property Owner Phone: _____ Property Owner Email: _____

Assessor's Map Number (Township, Range, Section, Quarter Section)	Tax Lots(s)	Site Address	Zone

PRIOR TO PREPARING AN APPLICATION, applicants should check with City Staff to make sure they have the most updated versions of the Veneta Comprehensive Plan and the Veneta Zoning and Development Code. Ordinances are available on the City website, www.venetaoregon.gov

Approval will be based on the general criteria listed in the Veneta Zoning and Development Code, Article 7, Section 7.03 (1) through (3) as well as specific criteria, depending upon the type of use, listed in Section 7.04. (Check the type of use and submit a written statement and plans supporting the criteria listed in the applicable subsections of the Veneta Zoning and Development Code, Section 7.03 & 7.04)

- Temporary displays, sales, and/or event [Section 7.04, subsection (1)]**
- Mobile food and flower vendor or other kiosks [Section 7.04, subsection (2)]**
- Second dwelling on property during construction or demolition of dwelling [Section 7.04, subsection (3)]**
- Outdoor Storage (not involving sales) [Section 7.04, subsection (4)]**
- Manufactured dwelling as a temporary office in the commercial or industrial zone during construction of a permanent structure.**
- Other (explain) _____**

Required Submittals:

(Veneta Zoning and Development Code, Article 7, Section 7.02)

- A completed application Form (signed by the applicant and property owner).
- A Statement explaining the request.
- Site plan showing location of any proposed structures, activity area, and parking with respect to property lines and existing buildings, parking areas and landscaping.
- Drawings or photos showing proposed structures.
- Any other information needed to describe the proposed use in sufficient detail for the Building and Planning Official to determine how the proposed use meets the approval criteria.
- Veneta Zoning and Development Code, Article 4 & 5 for zoning information, including but not limited to required setbacks, parking, signs traffic flow and special setbacks.

Approval Criteria:

(Veneta Zoning and Development Code, Article 7)

- The temporary use is not inconsistent with the purpose of the zoning district in which it is placed.
- The temporary use will not have a significant adverse impact on the surrounding uses.
- The temporary use shall comply with the applicable criteria listed in Section 7.04.

Note: Temporary Use Renewals are subject to review and approval by the Building and Planning Official on an annual basis per Veneta Zoning and Development Code, Section 7.06. Public Notice requirements may be waived for a renewal of Temporary Use Permits at the discretion of the Building and Planning Official provided that:

- (a) No formal complaints have been filed regarding the temporary use.
- (b) There have been no changes made to the site plan or activities from the time of initial approval as verified by the Building and Planning Official

I HEREBY STATE THAT THE FACTS RELATED IN THE ABOVE APPLICATION AND THE PLANS AND DOCUMENTS SUBMITTED HEREWITH ARE TRUE, COMPLETE, CORRECT, AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Applicant's Signature: _____

Property Owner's Signature: _____

APPLICATION FEES & DEPOSITS

Fees and deposits are intended to cover the full cost for processing applications. They are not intended to cover the cost for interpretation of ordinances or for long-range planning. Applicants seeking development which requires more than one type of review (such as site plans and conditional use permits) must pay all applicable fees and deposits. Applicant acknowledges and agrees that Applicant's failure to pay City costs over the base fee amounts, as charged monthly by the City, may result in the City pursuing any or all legal remedies available, including but not limited to liening Property in the amount owed; prosecution for violation of the City's current fee resolution and the Veneta Zoning and Development Code; issuance of a stop work order, non-issuance of building permits for Property, or cessation of related proceedings; set-off against any reimbursement owed; and turning amounts owed over to a collection agency.

Application Deposits: Certain application fees are represented by a deposit amount. Applicants shall be charged for actual processing costs incurred by the City. City staff time shall be monitored for applications which require a deposit in lieu of a non-refundable fee. Any unused portion of the deposit shall be returned to Applicant upon completion of the application process, conditions of approval, and any ensuing appeals. Any additional costs incurred beyond the deposit amount shall be charged to and paid by Applicant on a monthly basis. Applicant agrees that Applicant's failure to pay these amounts triggers City's option to pursue any or all remedies, as listed above.

Application Fees: Fixed fees are non-refundable and are based on average application processing costs rounded to the nearest \$25.

Technical Review/Publication Deposit: The actual costs charged to the City for technical review of land use applications, including but are not limited to City's planning, public works, engineering, administration, legal, wetland specialists, geologists, biologists, arborist, and any other services provided in processing Application, shall be charged to Applicant, at the rate(s) charged to the City. In addition, the actual costs of preparing and mailing notices to abutting property owners or others required to be notified, the costs of publishing notices in newspapers, and any other mandated costs shall be charged to Applicant. Such costs shall be adjusted as soon as the specific amounts are known. Applicant agrees that any deficiencies shall be collected from Applicant, and that Applicant's failure to pay these amounts triggers City's option to pursue any or all remedies, as listed above.

Renewal Report

PLANNING DEPARTMENT USE

Application Information:

Previous Staff Report Date: _____

Complaints Received: Yes No

Changes to Previous Permit: Yes No

If yes to either, send notice and referral.

Notice Posted: _____

Notice Mailed: _____

Referrals Sent: _____

Referrals & Public Comments:

The Veneta Building & Planning Official has received comments from referral agencies and/or the public regarding this temporary application.

Yes
 No

Approval Criteria:

(Veneta Zoning and Development Code, Article 7, Section 7.03) – Check All That Apply

The applicant has proposed no changes and all findings of fact in the attached report are consistent with the proposed land use.

There have been no new criteria adopted by the City or other regulatory agencies that require new findings of fact.

Other regulatory agencies have required the applicant to provide additional information which has required staff to amend the findings of fact in the attached staff report. Amended findings are listed below.

The applicant has proposed changes to the temporary use which require amendment to the findings found in the previous report.

Conditions of Approval:

The Veneta Building & Planning Official has reviewed the conditions of approval in the attached staff report and has found:

All conditions of approval listed in the attached staff report shall be applied to the land use application submitted for approval.

There are no conditions of approval for this application.

Previous conditions of approval are attached and shall be added to the conditions of approval listed in the attached staff report. All previous conditions of approval still apply.

The conditions of approval attached shall substitute the conditions previously listed in the attached staff report. All previous conditions are void for the current Temporary Use Permit.

All material relevant to the temporary use renewal, which has been submitted by the applicant, staff, and general public regarding this matter, has been reviewed and the required procedures and standards for taking action on a temporary use permit renewal have been followed. Based on the findings and conditions of approval, the Veneta Building & Planning Official grants conditional approval of the temporary use renewal. This conditional approval of the plans shall become final on the date this decision is signed below. An appeal of this decision to the Veneta Planning Commission must be filed in writing within fifteen (15) days of the date below

Veneta Building & Planning Official

Date