13680 NW Main Street, Banks, OR 97106
Phone 503-324-5112 | Fax 503-324-6674
www.cityofbanks.org

Temporary Use Permit Supplement

NOTE: The Mobile or Temporary Business Permit Application shall be used if the proposed use involves mobile sales, such as deli or ice cream trucks; or temporary sales, such as Christmas tree or fireworks stands.

Site Location & Description

Tax Map #(s) _____ Tax Lot #(s) _____

Site Address _____

Nearest Cross Street _____

Comprehensive Plan Designation _____ Zoning _____

Site Size _____ acres / sq. ft. Dimensions of Site _____

Temporary Use Information

Site Plan: Please attach plot (site) plans which show parking, driveways, building setbacks, building dimensions and location of the temporary structure, or temporary use in relation to permanent structures.

Description of proposed temporary structure and/or use: _____

_____

_____

Attach a statement regarding the reasons for the request and any other information that will be helpful in considering this request.

Proposed structure size: _____ sq. ft.

Duration of temporary use: (please check one) ☐ Less than 90 Days ☐ More than 90 Days

Temporary Use Permit Supplement
(Continued)

What is the time limit requested for this temporary structure and/or use? _____

Dates of temporary use operation: Start Date: _____ End Date: _____

Please check one: ☐ One Time Use ☐ Annual/Seasonal Use

Will the general public have access to the structure, use or vehicle? ☐ Yes ☐ No

Will the structure, use or vehicle be restricted to use by employees of the applicant only?
☐ Yes ☐ No

Does the structure require sanitary sewer connection? ☐ Yes ☐ No

Are sanitary facilities available to the structure? ☐ Yes ☐ No
If Yes, Where? _____

Does the structure require water line connection? ☐ Yes ☐ No

Will a permanent structure be built to replace the proposed temporary structure?
☐ Yes ☐ No If yes, when? _____ Explain: _____

_____

Ownership and Applicant Information

Property Owner(s) _____

Mailing Address(es)/State/Zip _____

Phone #(s) _____ Fax #(s) _____ Email Address (es) _____

Does the owner of this site also own any adjacent property? ☐ Yes ☐ No

If yes, what is the Tax Map #(s) _____ Tax Lot #(s) _____

Property Owner's Signature _____ Date _____

Property Owner's Signature _____ Date _____

Temporary Use Permit Supplement
(Continued)

In consideration of permission to establish the temporary use requested, I (we) herby agree to strictly observe all ordinances and regulations of the City of Banks, and I (we) furthermore agree to assume all liability from accident due to the noncompliance of the temporary structure with the City fire, electrical, plumbing, structural mechanical, or fire and life safety codes as applicable to permanent structures. I (we) hereby hold harmless and will defend the City of Banks, its officers or employees in any suit or action instituted against them on account of such non-compliance.

Applicant Name(s) _____

Mailing Address(es)/State/Zip _____

Phone #(s) _____ Fax # (s) _____ Email Address(es) _____

Driver's License #(s) _____ Vehicle License #(s) _____

Applicant's interest in property (State whether owner, buyer, lessee, contractor/builder, architect, consultant, real estate or legal representative and for who) _____

_____

Applicant's Signature _____ Date: _____

Applicant's Signature _____ Date: _____

Applicant's Signature _____ Date: _____

Submittal Requirements

- ☐ Original, signed and complete application form.
- ☐ Site plan which shows parking, driveways, building setbacks, dimensions of proposed temporary structure, or temporary use and location in relation to permanent structures.
- ☐ A written statement regarding the reasons for the request and any other information that will be helpful in considering this request.
- ☐ Copies of all state or county permits required for the business operations, including food handler's permits, county health inspection certificates, and the like.