



Planning/Engineering Review for Seasonal and Special Events

This application is intended to be submitted when applying online for a Seasonal or Special Event. The City's online application tool can be found at <http://www.hvworks.com>. The Planning Division may be reached at 503.783.3800, Monday-Friday from 8am-5pm on business days. Your application with all associated materials and fee may be submitted at HVWorks.com. Submission of an application authorizes city representatives access to the property as may be needed to verify the site conditions and assure the terms and conditions of the permit have been followed.

Planning Division Approval By: _____ Date: _____
☐ Approved ☐ Denied

Engineering Division Approval By: _____ Date: _____
☐ Approved ☐ Denied

Conditions of Approval: _____

Applicant

Name: _____ Address: _____
Phone: _____ Email Address: _____

Property Owner(s) Proof of the property owner's permission is required.

Name: _____ Address: _____
Phone: _____ Email Address: _____

Site Address: _____

Summary of Event: _____

1. Applicability

Seasonal and special events may occur once in a calendar year and are limited to a maximum of 180 days (an extension of 60 days may be obtained if determined appropriate by the City Administrator).

Has a seasonal or special event occurred in the current calendar year? ☐ Yes ☐ No

Event Dates: _____

Event Hours: _____ Total Number of Days of Event: _____

The use must be permitted in the underlying land use district and may not violate any conditions of approval for the property.

Zoning Designation: _____ Proposed Use: _____

Does the use violate any previous limitations onsite? ☐ Yes ☐ No

2. Parking

Parking for the temporary use cannot reduce the parking needed for the other uses onsite below parking minimums.

Existing uses onsite: _____

Minimum number of parking stalls onsite for existing uses: _____

Number of parking stalls needed for the temporary use: _____

Is there parking available for the proposed temporary use? ☐ Yes ☐ No

3. Safety

The temporary use must provide adequate vision clearance around corners and when driving onto the street, and may not obstruct sidewalks or pedestrian access on public streets or driveways and must be safe and adequate when combined with the other uses of the property.

Does the use provide adequate vision clearance around corners and when driving onto the street? ☐ Yes ☐ No

Will sidewalks or pedestrian access on public streets be blocked? ☐ Yes ☐ No

Will the driveways be blocked? ☐ Yes ☐ No

Additional Information: _____

4. Adverse Impacts

The use may not create adverse off-site impacts including vehicle traffic, noise, odors, vibrations, glare or lights that affect an adjoining use in a manner which other uses allowed outright in the district do not affect the adjoining use.

Does the use create adverse off-site negative impacts greater than other uses allowed outright in the district? ☐ Yes ☐ No

Additional Information: _____

5. Waste and Water

The use may be required to be adequately served by sewer or septic system and water.

Is the site adequately served by sewer or septic system and water? ☐ Yes ☐ No

If not explain why this is not necessary:

6. Additional Information

Please provide the following information with your application.

- ✓ Proof of the Property Owner's Permission
- ✓ Site Plan (Birds Eyes View) Drawing of the Site with the Footprint of the Existing and Proposed Uses, Parking, and Location of Driveway and/Vehicular access