



Review for a Temporary Sales Office

This application is intended to be submitted when applying online for a Temporary Sales office. One application is required for each temporary sales office in a development. 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: _____

Name of Development _____

1. Applicability

A temporary sales office for the purpose of facilitating the sale of real property must be located within the boundaries of the development.

What is the name of the development? _____

What is the lot number or tract number? _____

Is the sales office located within the boundaries of the development? _____

2. Duration

The sales office may not exceed 12 months. If a temporary building exceeds this time frame, the applicant shall be required to remove the building, or renew the temporary use permit.

Estimated Start Date: _____ Estimated End Date: _____

3. Structure

The property to be used for a temporary sales office may not be permanently improved for that purpose.

The sales office is in a: ☐ Temporary Structure ☐ Model Home* ☐ Other: _____

*An additional application for the home is required.

4. Setbacks

The temporary sales offices must conform to the setbacks of the underlying zone and approved development.

What are the required setbacks for the development?

	Minimum Required	Distance Proposed
Front		
Front Porch		
Side		
Side		
Rear		
Rear Porch		
Garage		
Overhang		

4. Skirting

A temporary sales office must provide skirting.

Does the sales office have skirting? ☐ Yes ☐ No

If not explain why this is not necessary:

5. Permits

A temporary sales office must obtain all necessary permits, including building, electrical and plumbing, as applicable.

Does the sales office have the appropriate permits? ☐ Yes ☐ No

6. Parking

Temporary sales offices are required to provide two temporary off-street parking spaces, to be constructed of compacted gravel or similar pervious surface, or an impervious surface, not subject to stormwater management provisions for stormwater retention/detention/water quality for the period of the temporary use.

Are there two parking spaces available for the sales office? ☐ Yes ☐ No

Is the parking area constructed with the approved temporary materials? ☐ Yes ☐ No

7. 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