



Planning/Engineering Review for a Temporary Short-Term Outdoor Special Event

This application is intended to be submitted when applying online for a 3-day, outdoor, temporary use permit (events that occur annually within the City limits may be reviewed as a conditional use in accordance with Chapter [16.64](#) of the LDC, while other events shall be reviewed administratively). Events that occur annually within the City limits may be reviewed as a conditional use. 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: _____

Description of Use: _____

1. Location

Short-term outdoor special events may only occur primarily outdoors.

Is the proposed temporary use outdoors? Yes No

What portions of the event will be located indoors? _____

2. Duration

The event may not exceed three days and nights (72 hours) with a reasonable time for setup and takedown.

Event Start Date: _____ Event End Date: _____

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

Date Event Setup Starts: _____ Date Event Takedown Ends: _____

3. Applicability

The event does not violate any conditions of approval for the property (e.g., prior development permit approval).

Does the use violate any property limitations? Yes No

4. Adequate Operations

The event must provide adequate water and sanitary, water and sanitary, food services, emergency medical facilities, communication systems, fire protection, security personnel, and pedestrian, bicycle vehicle access.

Does the use provide adequate water and sanitary facilities? Yes No

Please Explain: _____

Does the use provide adequate refuge storage and disposal facilities? Yes No

Please Explain: _____

Does the use provide adequate food services? Yes No

Please Explain: _____

Does the use provide adequate emergency medical facilities and communication systems? Yes No

Please Explain: _____

Does the use provide adequate fire protection? Yes No

Please Explain: _____

Does the use provide adequate security personnel? Yes No

Please Explain: _____

Does the use provide adequate pedestrian, bicycle vehicle access? Yes No

Please Explain: _____

Will the use comply with Public Nuisance limitations in Chapter 8.08 of the Happy Valley Municipal Code? Yes No

5. 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