Planning and Zoning
Department of Transportation and Development
Development Services Building
150 Beavercreek Road | Oregon City, OR 97045
503-742-4500 | zoninginfo@clackamas.us
www.clackamas.us/planning

STAFF USE ONLY

Staff Initials: *File Number:*

Land use application for:

TEMPORARY EMERGENCY SHELTER

APPLICANT INFORMATION			
Applicant name:	Applicant email:	Applicant phone:	
Applicant mailing address:	City:	State:	ZIP:
Contact person name (if other than applicant):	Contact person email:	Contact person phone:	
Contact person mailing address:	City:	State:	ZIP:

PROPOSAL
Brief description of proposal:

SITE INFORMATION		
Site address:	Comprehensive Plan designation:	Zoning district:
Map and tax lot #: *Township:* _____ *Range:* _____ *Section:* _____ *Tax Lot:* _____ *Township:* _____ *Range:* _____ *Section:* _____ *Tax Lot:* _____ *Township:* _____ *Range:* _____ *Section:* _____ *Tax Lot:* _____		Land area:
Adjacent properties under same ownership: *Township:* _____ *Range:* _____ *Section:* _____ *Tax Lot:* _____ *Township:* _____ *Range:* _____ *Section:* _____ *Tax Lot:* _____		

Printed names of all property owners:	Signatures of all property owners:	Date(s):

I hereby certify that the statements contained herein, along with the evidence submitted, are in all respects true and correct to the best of my knowledge.

Applicant signature:	Date:

A. Review applicable land use rules:

This application is subject to the provisions of Section 1204, *Temporary Permits* of the Clackamas County Zoning and Development Ordinance (ZDO).

It is also subject to the ZDO's definitions, procedures, and other general provisions, as well as to the specific rules of the subject property's zoning district and applicable development standards, as outlined in the ZDO.

B. Turn in all of the following:

☐ **Complete application form:** Respond to all the questions and requests in this application, and make sure all owners of the subject property sign the first page of this application. Applications without the signatures of *all* property owners are incomplete.

☐ **Application fee:** The fee for this application is established in the adopted *Fee Schedule.* Payment can be made by cash, by check payable to "Clackamas County", or by credit/debit card with an additional card processing fee using the *Credit Card Authorization Form* available from the Planning and Zoning website. Payment is due when the application is submitted. Refer to the FAQs at the end of this form and to the adopted *Fee Schedule* for refund policies.

☐ **Site plan:** Provide a site plan (also called a plot plan). A *Site Plan Sample* is available from the Planning and Zoning website. The site plan must be accurate and drawn to-scale on paper measuring no larger than 11 inches x 17 inches. The site plan must illustrate all of the following (when applicable):

- Lot lines, lot/parcel numbers, and acreage/square footage of lots;
- Contiguous properties under the same ownership;
- The lawfully established dwelling or business lost to fire or natural disaster;
- All existing and proposed structures, fences, roads, driveways, parking areas, and easements, each with identifying labels and dimensions;
- All structures lost due to the fire or natural disaster;
- Setbacks of all structures from lot lines and easements;
- Significant natural features (rivers, streams, wetlands, slopes of 20% or greater, geologic hazards, mature trees or forested areas, drainage areas, etc.); and
- Location of utilities, wells, and all onsite wastewater treatment facilities (e.g., septic tanks, septic drainfield areas, replacement drainfield areas, drywells).

☐ **Evidence of loss to fire or natural disaster:** Provide evidence (e.g., photographs, insurance claim reports, incident reports form the local fire district) that a dwelling or business located on the subject lot of record or tract has, due to fire or natural disaster, been destroyed, substantially damaged, or rendered unsafe to occupy.

☐ **Evidence of lawful establishment:** Provide evidence that the dwelling or business lost to fire or natural disaster had been lawfully established. Such evidence may include, but is not necessarily limited to, an approved building permit, tax assessment records, a non-conforming use verification, and/or dated aerial photos.

C. Answer the following questions:

Accurately answer the following questions in the spaces provided. Attach additional pages, if necessary.

1. What caused the need for the emergency shelter?

☐ A fire on the following date (mm/dd/yyyy):

_____/_____/_____

☐ A natural disaster on the following date (mm/dd/yyyy):

_____/_____/_____

Identify the type of natural disaster: _____

2. What was lost to the fire or natural disaster?

☐ A lawfully established dwelling

☐ A lawfully established business providing the following services:

_____

3. To what degree was the dwelling or business lost?

☐ It was destroyed.

☐ It was substantially damaged.

☐ It was rendered unsafe to occupy.

4. What type of temporary shelter is proposed?

☐ A manufactured dwelling for residential purposes that does *not* comply with all applicable requirements for a permanent dwelling

(*Note: If you wish to site and occupy a manufactured dwelling that <u>does</u> comply with the applicable requirements for a permanent dwelling, you do not need a temporary permit; instead, you could site the manufactured dwelling and replace it in the future, provided a Replacement Dwelling Agreement is signed and all other applicable requirements are met. Contact Planning and Zoning staff for more information.)*

☐ A residential trailer for residential purposes

☐ A recreational vehicle for residential purposes

☐ A commercial office trailer for business purposes

D. Understand the following conditions:

The temporary permit, if approved, will be subject to these conditions:

1. A temporary permit for emergency shelter shall be initially approved for 60 days. If replacement or repair of the dwelling or business is lawfully commenced within 60 days of the date the temporary permit is initially approved, the approval shall automatically be extended for two years from the date of initial approval. “Lawfully commenced” means the filing of a complete application for a land use, building, on-site wastewater treatment, grading, manufactured dwelling, plumbing, electrical, or other development permit required by the County or other appropriate permitting agency that is necessary to begin replacement or repair of the destroyed or damaged structure. If replacement or repair is not lawfully commenced within 60 days of the date the temporary permit is initially approved, the temporary permit shall become void on the sixty-first day.

2. The temporary shelter shall be connected to a sanitary sewer system or to an on-site wastewater treatment system approved by the County.

3. The temporary shelter shall comply with the minimum yard depth standards for primary buildings in the applicable zoning district.

4. If the temporary shelter is a manufactured dwelling, residential trailer, or commercial office trailer, it must be removed from the subject property when the permit expires or the permanent building is occupied, whichever first occurs.

5. If the temporary shelter is a recreational vehicle, it must be removed from the subject property or placed in a stored condition when the permit expires or the permanent building is occupied, whichever first occurs. (A recreational vehicle is deemed to be placed in a “stored condition” when it ceases to be used for residential purposes and is disconnected from any on-site wastewater treatment system and all utilities other than temporary electrical connections for heating necessary to avoid physical deterioration. Storage of a recreational vehicle must comply with all other applicable requirements of the Zoning and Development Ordinance.)

6. A temporary permit for emergency shelter may not be renewed.

FAQs

When is a Temporary Emergency Shelter permit required?
The County's Zoning and Development Ordinance (ZDO) lists the uses that are allowed in each zone. However, the ZDO also allows the temporary use of a manufactured dwelling, a residential trailer, or a recreational vehicle for residential purposes, or the temporary use of a commercial office trailer for business purposes, while a permanent structure for a lawfully established dwelling or business lost to fire or natural disaster is replaced or repaired. This type of temporary use requires a Temporary Emergency Shelter land use permit.

What is the permit application process?
Temporary Emergency Shelter permits are subject to a "Type I" land use application process, as provided for in Section 1307 of the ZDO. Public notice of Type I applications and decisions is not provided. A written decision on a Type I application is made by Planning and Zoning staff, and there is no County-level process to appeal that decision. If the application is approved, the applicant must comply with any conditions of approval identified in the decision.

If approved, how long would the temporary permit be valid?
Pursuant to the ZDO, a temporary permit for emergency shelter shall be initially approved for 60 days. If replacement or repair of the dwelling or business is lawfully commenced within 60 days of the date the permit is initially approved, the approval shall automatically be extended for two years from the date of initial approval. "Lawfully commenced" means the filing of a complete application for a land use, building, on-site wastewater treatment, grading, manufactured dwelling, plumbing, electrical, or other development permit required by the County or other appropriate permitting agency that is necessary to begin replacement or repair of the destroyed or damaged structure. If replacement or repair is not lawfully commenced within 60 days of the date the temporary permit is initially approved, the temporary permit shall become void on the sixty-first day.

How long will it take the County to make a decision about an application?
The County makes every effort to issue a decision on a Type I land use application for a temporary emergency shelter within two weeks (14 days) of when we deem the application to be complete.

Can a Temporary Emergency Shelter permit be renewed?
No. A temporary permit for emergency shelter may not be renewed. A "renewal" would be considered same or any substantially similar application filed within two years of the date a previous permit for emergency shelter expired.

If an application is submitted and then withdrawn, will a refund be given?
Please see Planning & Zoning Fee Schedule under "Other Fees" ***here.*** The $5 Technology Fee is non-refundable.

Who can help answer additional questions?
For questions about the County's land use permit requirements and this application form, contact Planning and Zoning at **503-742-4500** or zoninginfo@clackamas.us. You can also find information online at the Planning and Zoning website: www.clackamas.us/planning.

Clackamas County is committed to providing meaningful access and will make reasonable accommodations, modifications, or provide translation, interpretation or other services upon request. Please contact us at 503-742-4545 or drenhard@clackamas.us.

503-742-4545: ¿Traducción e interpretación? | Требуется ли вам устный или письменный перевод? 翻译或口译？| Cần Biên dịch hoặc Phiên dịch? | 번역 또는 통역?