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 DWELLING WHILE BUILDING

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;
- All existing and proposed structures, fences, roads, driveways, parking areas, and easements, each with identifying labels and dimensions, as well as property 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).

☐ **Building permit:** Provide a copy of a valid, issued building permit to construct a permanent dwelling on the subject property.

C. Answer the following questions:

1. What type of dwelling will the temporary dwelling be?

☐ A manufactured dwelling 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

☐ A recreational vehicle

2. Has a building permit to construct a permanent dwelling been issued for the lot of record or tract on which the temporary dwelling will be located?

☐ NO

☐ YES, and the building permit number is _____ and a copy of the permit is included with this application.

3. Will the temporary dwelling be occupied by the owner of the subject lot of record or tract?

☐ NO

☐ YES, the name of the owner who will occupy the temporary dwelling is:

_____

D. Understand the following conditions:

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

1. If a valid building permit for a permanent dwelling on the subject lot of record or tract is not maintained, the temporary permit shall become void on the day the building permit lapses.

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

3. The temporary dwelling shall comply with the minimum yard depth (setback) standards for primary buildings in the applicable zoning district.

4. If the temporary dwelling is a *manufactured dwelling or residential trailer*, it shall be removed from the subject property when the temporary permit expires or the permanent dwelling is occupied, whichever first occurs.

   If the temporary dwelling is a *recreational vehicle*, it shall be removed from the subject property or placed in a stored condition when the permit expires or the permanent dwelling 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.)

FAQs

When is a Temporary Dwelling While Building permit required?
The Zoning and Development Ordinance (ZDO) allows the temporary use of a manufactured dwelling, a residential trailer, or a recreational vehicle for residential purposes while a permanent dwelling is being constructed on the same property. This type of temporary use requires a Temporary Dwelling While Building land use permit.

What is the permit application process?
Temporary Dwelling While Building 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.

What is needed for the County to approve a land use permit?
A temporary dwelling while building *may* be permitted after an evaluation by the County of applicable standards in of the ZDO. The applicant is responsible for providing evidence that their proposal does or can meet those standards. In order to address the standards, the information requested in this application should be as thorough and complete as possible. A permit will only be approved or denied after a complete application is received and reviewed. The County approves an application only if it finds that the proposal meets the standards or can meet the standards with conditions.

If approved, how long would the temporary permit be valid?
The temporary permit would be valid for a period *not to exceed* two years and may not be renewed. Pursuant to ZDO Subsection 1204.03(C)(3), the temporary dwelling must be removed or, if it is a recreational vehicle, placed in a stored condition, if the building permit for the permanent dwelling lapses or when the permanent dwelling is occupied.

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 dwelling while building within two weeks (14 days) of when we deem the application to be complete.

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?