



City of Veneta
 88184 8th Street
 P.O. Box 458
 Veneta, Oregon 97487
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TEMPORARY USE PERMIT APPLICATION

Planning Authorization _____
 Submission Date _____
 Planning File # _____

Renewal _____
 Previous File # _____

Temporary Use Permits allow the establishment of specified uses on a short-term basis in certain, specified land use zoning districts. No temporary use permit can be granted which would have the effect of permanently rezoning or granting privilege not shared by other property in the same zone. RETAIL SALES are permitted only in Commercial or Industrial/Commercial zones. Temporary uses associated with an established business are permitted without a temporary use permit. Temporary use permits are required for independent businesses not associated with the permanent use and for temporary uses on vacant parcels of land. Only temporary uses lasting more than two (2) days require a temporary use permit. Garage Sales are permitted only in residential zones in accordance with Veneta Municipal Code Chapter 5.15 and do not need a permit.

_____ Application Fee.....\$350 annually (non-refundable)
 _____ Technical Review/Public Notice.....\$350 (unused amount is refunded)

Applicant Name: _____	Phone: _____
Mailing Address: _____	
City/State/Zip: _____	
Property Owner Name: _____	
Mailing Address: _____	Phone: _____
City/State/Zip: _____	

Assessor's Map Number (Township, Range, Section, Quarter Section)	Tax Lot(s)	Site Address	Zone

Subzone (if applicable): _____

Approval will be based on the general criteria listed in the Veneta Land Development Ordinance 461, Article 7, Section 7.03 (1) through (4) as well as specific criteria, depending upon the type of use, listed in Section 7.04. (Check the type of use and submit a written statement and plans supporting the criteria listed in the applicable subsections of the Veneta Land Development Ordinance 461, Section 7.03 & 7.04)

- Temporary displays, sales, and/or event [Section 7.04, subsection (1)]
- Mobile food and flower vendor [Section 7.04, subsection (2)]
- Second dwelling on property during construction or demolition of dwelling [Section 7.04, subsection (3)]
- Outdoor Storage [Section 7.04, subsection (4)]
- Manufactured dwelling as a temporary office in the commercial or industrial zone during construction of a permanent structure.
- Other (explain) _____

Required Submittals:

(Veneta Land Development Ordinance 461, Article 7, Section 7.02)

- A completed application Form (signed).
- A Statement explaining the request.
- Site plan showing location of any proposed structures, activity area, and parking with respect to property lines and existing buildings, parking areas and landscaping.
- Drawings or photos showing proposed structures.
- Any other information needed to describe the proposed use in sufficient detail for the Building and Planning Official to determine how the proposed use meets the approval criteria.
- Veneta Land development Ordinance 461, Article 4 & 5 for zoning information, required setbacks, parking, signs traffic flow and special setbacks.

Approval Criteria:

(Veneta Land Development Ordinance 461, Article 7, Section 7.03)

- The property line adjustment does not create any new lots or parcels.
- All properties involved continue to have adequate access to public streets.
- The properties involved meet the minimum lot size and configuration requirements for the zoning district and do not otherwise violate city standards.
- The properties involved comply with any previous requirements or conditions imposed by a review body.
- There are no conflicts with existing public utility easements.
- Setbacks and lot coverage shall not be reduced below the minimum for the zone in which the property is located.

I HEREBY STATE THAT THE FACTS RELATED IN THE ABOVE APPLICATION AND THE PLANS AND DOCUMENTS SUBMITTED HERewith ARE TRUE, COMPLETE, CORRECT, AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Applicant's Signature: _____

Property Owner's Signature: _____

Application Fees & Deposits

Fees and deposits are intended to cover the full cost for processing applications. They are not intended to cover the cost for interpretation of ordinances or for long-range planning. Development requiring more than one type of review (such as site plans and conditional use permits) must pay all applicable fees and deposits

Application Deposits: Certain application fees are represented by a deposit amount. Applicants shall be charged for actual processing costs incurred by the City. City staff time shall be monitored for applications which require a deposit in lieu of a non-refundable fee. Any unused portion of the deposit shall be returned to the applicant upon completion of the application process, conditions of approval, and any ensuing appeals. Any additional costs incurred beyond the deposit amount shall be charged to and paid by the applicant on a monthly basis.

Application Fees: Fixed fees are non-refundable and are based on average application processing costs.

Technical Review/Publication Deposit: The actual costs charged to the City for technical review of land use applications shall be charged to the applicant. In addition, the actual costs of preparing and mailing notices to abutting property owners or others required to be notified, the costs of publishing notices in newspapers, and any other mandated costs shall be charged to the applicant. Such costs shall be adjusted as soon as the specific amounts are known and any deficiency collected from the applicant, petitioner, or appellant before any further proceedings are had, or any overpayment refunded.

Completeness Review: Upon receipt of a Land Use Application, City planning staff will review the application for completeness within 30 days. If your application is deemed incomplete you will be given 30 days to submit the required information to make it complete. Once the application is complete it will be scheduled for review by the Veneta Planning Commission and public notices will be sent.

Appeals: Any land use decision may be appealed. Planner decisions may be appealed to the Planning Commission. Planning Commission decisions may be appealed by the City Council. Council decisions may be appealed to the State Land Use Board of Appeals.

GENERAL INFORMATION FOR LAND USE APPLICATIONS

- (1) Petitions, applications and appeals provided for in this ordinance shall be made on forms prescribed by the City.
- (2) An applicant shall be advised that all permits or zone changes necessary for a development project may be merged into a consolidated review process. Zone changes and permits required through the application of the overlay district and discretionary permit procedures shall be available for a consolidated permit process. For purposes of this ordinance, a consolidated permit process shall mean that the hearing body shall, to the greatest extent possible, apply concurrent notice, public hearing and decision making procedures to the permits and zone changes which have been consolidated for review.
- (3) Applications shall be accompanied by plans and specifications drawn to scale, showing the actual shape and dimensions of the lot to be built upon; the sizes and locations on the lot of all existing and proposed structures; the intended use of each structure; the number of families, if any, to be accommodated thereon; the relationship of the property to the surrounding area and such other information as is needed to determine conformance with this ordinance.
- (4) Approval or denial of a land use regulation or limited land use application shall be based upon and accompanied by a brief statement that explains the criteria and standards considered relevant to the decision, states the facts relied upon and explains the justification for the decision based on the criteria standards and facts set forth.
- (5) The decision of the Building & Planning Official will be issued with a Final Order. If a written Notice of Appeal is not filed within 15 days of the date the Final Order of the Planning Commission decision is mailed, the decision becomes final.

PRIOR TO PREPARING AN APPLICATION, applicants should check with City Staff to make sure they have the most updated versions of the Veneta Comprehensive Plan, Land Development Ordinance, and Land Division Ordinance. Ordinances are available on the City website, www.ci.veneta.or.us.

