



TEMPORARY USE PERMIT APPLICATION

The Temporary Use Permit covers construction trailers, temporary residences during construction, temporary business offices, and the temporary use of other buildings or structures providing shelter during severe events or emergencies.

TRACKING INFORMATION (For Office Use Only)

File #: _____ Reviewing Planner: _____

Planning: Approved Denied for the following reasons: _____

Submittal Date: _____ Decision Date _____

SITE LOCATION & DESCRIPTION

Site Address _____

Tax Map #(s) _____ Zoning _____

TEMPORARY USE INFORMATION

Description of proposed temporary structure and/or use: _____

- Temporary Construction HQ
- Temporary Residence: Volunteer Construction Workers & Families (Residential projects of 4 or fewer units only)
- Temporary Residence: Construction Workers & Families (Large scale commercial, industrial, utility or capital projects only)
- Temporary Business Office/Security
- Shelter for Severe Event or Emergency

Proposed structure size: _____ sq. ft.

Duration of temporary use: (please check one) Less than 90 Days More than 90 Days

Dates of temporary use operation: Start Date: _____ End Date: _____

Will the general public have access to the structure or vehicle? No Yes

Does the structure require sanitary sewer connection? No Yes

Are sanitary facilities available to the structure? No Yes If Yes, Where? _____

Does the structure require water line connection? No Yes

Development Services & Permitting Center

**TEMPORARY USE PERMIT
(CONTINUED)**

OWNERSHIP AND APPLICANT INFORMATION

Property Owner(s) _____

Mailing Address/State/Zip _____

Phone # _____ Email Address _____

Does the owner of this site also own any adjacent property? Yes No

If yes, what is the Tax Map #(s) _____ Tax Lot #(s) _____

Property Owner's Signature _____ **Date** _____

In consideration of permission to establish the temporary use requested, I (we) hereby agree to strictly observe all ordinances and regulations of the City of Hillsboro, and I (we) furthermore agree to assume all liability from accident due to the noncompliance of the temporary structure with the City fire, electrical, plumbing, structural mechanical, or fire and life safety codes as applicable to permanent structures. I (we) hereby hold harmless and will defend the City of Hillsboro, its officers or employees in any suit or action instituted against them on account of such non-compliance.

Applicant Name(s) _____

Mailing Address/State/Zip _____

Phone # _____ Email Address _____

Applicant's interest in property (State whether owner, buyer, lessee, contractor/builder, architect, consultant, real estate or legal representative and for who) _____

Applicant's Signature _____ **Date:** _____

FOR OFFICE USE ONLY

Building Permit Required? Yes No

Fire Marshal Review Required? Yes No

Review Comments: _____

Date of City Council Approval (if applicable) _____ Initials _____

Development Services & Permitting Center

SUBMITTAL CHECKLIST - TEMPORARY USE PERMIT APPLICATION

SUBMITTAL REQUIREMENTS

- ❑ Signed and completed application form.
- ❑ Site plan showing parking, driveways, building setbacks, dimensions of proposed temporary structure, and location in relation to permanent structures.
- ❑ Description of permanent or temporary connection(s) to City sewer or water systems, or on-site wastewater treatment systems.
- ❑ A written statement regarding the reasons for the request and any other information that will be helpful in considering this request.
- ❑ The appropriate filing fee **PAYABLE TO CITY OF HILLSBORO.**