



CITY OF BEAVERTON

Community Development
Department
Planning Division
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OFFICE USE ONLY

FILE #: _____
FILE NAME: _____
TYPE: _____ **RECEIVED BY:** _____
FEE PAID: _____ **CHECK/CASH:** _____
SUBMITTED: _____ **LWI DESIG:** _____
LAND USE DESIG: _____ **NAC:** _____

TEMPORARY USE REAL ESTATE OFFICE APPLICATION

APPLICANT: Use mailing address for meeting notification. Check box if Primary Contact

COMPANY: _____

ADDRESS: _____

CITY, STATE, ZIP _____

PHONE: _____ **FAX:** _____ **E-MAIL** _____

SIGNATURE: _____ **CONTACT:** _____

(Original Signature Required)

APPLICANT'S REPRESENTATIVE: Check box if Primary Contact

COMPANY: _____

ADDRESS: _____

CITY, STATE, ZIP _____

PHONE: _____ **FAX:** _____ **E-MAIL** _____

SIGNATURE: _____ **CONTACT:** _____

(Original Signature Required)

PROPERTY OWNER(S): Attach separate sheet if needed. Check box if Primary Contact

COMPANY: _____

ADDRESS: _____

CITY, STATE, ZIP _____

PHONE: _____ **FAX:** _____ **E-MAIL:** _____

SIGNATURE: _____ **CONTACT:** _____

Note: A land use application must be signed by the property owner(s) or by someone authorized by the property owner(s) to act as an agent on their behalf. If someone is signing as the agent of the property owner(s), that person must submit a written statement signed by the property owner(s), authorizing the person to sign the application.

PROPERTY INFORMATION (REQUIRED)

SITE ADDRESS: _____

BUSINESS NAME: _____

ASSESSOR'S MAP & TAX LOT # **LOT SIZE** **ZONING DISTRICT**

EXISTING USE OF SITE: _____

NAME OF ASSOCIATED SUBDIVISION OR DEVELOPMENT: _____



TEMPORARY USE REAL ESTATE OFFICE SUBMITTAL CHECKLIST

Revised 01/2016

- A. APPLICATION FORM Provide one (1) completed application form with original signature(s).
B. CHECKLIST Provide one (1) completed copy of this one page checklist.
C. WRITTEN STATEMENT Submit three (3) copies of a detailed description of the proposed project.

In the written statement, please provide:

- Individual findings specifically addressing how and why the proposal satisfies each of the criteria within the appropriate Approval Criteria Section of Chapter 40 of the Development Code (ORD 2050), attached.
Length of time the structure(s) are proposed to remain on site.
Type of building(s) to be used.
Detailed description of the proposed use.

D. FEES, as established by the City Council. Make checks payable to the City of Beaverton

F. SITE PLAN: Submit three (3) copies of a current site plan of the entire property. If the plan is not to scale, it must be fully dimensioned. Label and show the location of:

- property lines
vision clearance areas
proposed sales area or building
existing buildings on site
surrounding development adjacent to the proposed use
existing and proposed parking areas and their access

G. CONSTRUCTION PERMIT Provide one (1) copy of current construction permit for the permanent development.

I have provided all the items required by this one (1) page submittal checklist. I understand that any missing information, omissions, or both may result in the application being deemed incomplete, which may lengthen the time required to process the application.

Print Name

Telephone Number

Signature

Date



TEMPORARY USE REAL ESTATE OFFICE APPROVAL CRITERIA

Revised 01/2016

Pursuant to section 50.25.1.b of the *Development Code*, a written statement addressing the approval criteria for an application must be submitted in order for an application to be deemed complete. Statements such as “not applicable” or “the proposal will comply with applicable development regulations” are not satisfactory. The written statement must address each criterion and must specify in detail how each will be complied with.

An applicant for Temporary Use Real Estate Office shall address compliance with all of the following Approval Criteria as specified in Section 40.80.15.4.C.1-10 of the *Development Code*:

- 1. The proposal satisfies the threshold requirements for a Temporary Use Real Estate Office application.
- 2. All City application fees related to the application under consideration by the decision-making authority have been submitted.
- 3. The proposal contains all applicable application submittal requirements as specified in Section 50.25.1 of the *Development Code*.
- 4. The applicant, if different from the property owner, has written permission from the property owner to utilize the property for a Temporary Use Real Estate Office.
- 5. The Temporary Use Real Estate Office is located within the boundaries of the residential development.
- 6. The property used for the Temporary Use Real Estate Office shall not be permanently improved for that purpose.
- 7. The property used for the Temporary Use Real Estate Office shall be within close proximity to an arterial or collector or as acceptable to the City Engineer.
- 8. All streets shall be curbed and paved (with a minimum first lift of asphalt or cement concrete) to the property used for the Temporary Use Real Estate Office.
- 9. No connection of the Temporary Use Real Estate Office to any water, sanitary, or storm sewer utility shall be allowed unless the system(s) is deemed substantially complete.
- 10. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.