

Application Packet: Temporary Use Permit – Class 2

PURPOSE

The purpose of the Temporary Use Permit Chapter is to establish standards and a review procedure for uses allowed as temporary uses under the UDC. No building, structure, or land shall be used or developed for any use which is allowed as a temporary use under the UDC unless a temporary use permit has been granted pursuant to Chapter 701.

Requirements pertaining to Class 2 Temporary Use Permit are contained in SRC Chapter 701.

PROCEDURE TYPE

An application for a Class 2 Temporary Use Permit is processed using the **Type II Procedures** under SRC Chapter 300.

PROCESS

Most decisions are issued within 60 days of application submittal (*State Law requires the City to issue a decision within 120 days of the date the application is deemed complete*).

- Applicant submits application (including all items in the attached checklist) to Permit Application Center (Room 320). The site plan review application may be submitted for review prior to or concurrent with the building permit application.
- Staff reviews application for completeness within 30 days of submittal. If the application is not complete, the applicant will be notified as to what information is missing and allowed 180 days to submit the additional information.
- Applicant may track the status of their application online at the City of Salem permit tracking webpage: <https://splash.cityofsalem.net>
- After all required information is submitted and the application is deemed complete, staff sends notice of application, indicating a public comment period of 14 days, to the applicant, property owner, neighborhood association, and property owners within 250 ft. (*notification list of property owners within 250 ft. is prepared by staff*).
- The Planning Administrator issues a decision to grant or deny the application based upon whether the Class 2 Temporary Use Permit meets the applicable criteria for a Class 2 Temporary Use Permit under SRC 701.040(d);
- Staff sends copy of decision (*noting 15-day appeal period*) to the applicant, property owner, neighborhood association, and property owners within 250 ft.;
- The appeal procedure for a Class 2 Temporary Use Permit is found in SRC 300.520(f);
- **The associated building permit for the proposed development will not be issued until the Class 2 Temporary Use Permit is approved.**

NOTE: This packet is supplemental to the Salem Revised Code (SRC). In the event of a conflict between a statement in this document and the SRC applicable to a particular development, the SRC shall apply. The full version of the SRC is available online at www.cityofsalem.net, under "Revised Codes".

APPLICATION CHECKLIST

An application for Class 2 Temporary Use Permit shall contain the following:

- COMPLETED APPLICATION FORM.** The application form must be signed by the applicant(s), property owner(s), and/or duly authorized representative(s). If the applicant and/or property owner is a Limited Liability Company (LLC), please also provide a list of all members of the LLC with your land use application.
- APPLICATION FEE.** The application fee must be paid at the time of filing your application.
- RECORDED DEED/LAND SALES CONTRACT WITH LEGAL DESCRIPTION.** A copy of the recorded deed/land sales contract of the total contiguous ownership of the applicant.
- SITE PLAN.** Three copies of the site plan shall be submitted, with at least one copy 8.5" x 11" or 11" x 17" in size for copying. The site plan must include the following information:
 - The total site area, dimensions, and orientation relative to north;
 - The location, total area, distance to property lines, and layout of the proposed temporary or seasonal gravel off-street parking or loading area, including the size, number, and dimensions of proposed parking or loading spaces, and the location of wheel barriers;
 - The proposed thickness of the gravel improvement;
 - The location of proposed driveways and driveway approaches;
 - The location of proposed landscaping; and
 - The location, height, and material of proposed screening.
- WRITTEN STATEMENT.** A written statement shall be submitted describing the proposal and how it conforms to the following criteria for a Class 2 Temporary Use Permit (SRC 701.040(d)):
 - The temporary or seasonal parking or loading need cannot otherwise be reasonably or economically met.
 - The use of the gravel off-street parking or loading area will be, in fact, temporary or seasonal.
 - The temporary or seasonal gravel off-street parking or loading area complies with the applicable standards set forth in this section.