

# BAKER CITY-COUNTY PLANNING DEPARTMENT



1995 Third Street | Suite 131 | Baker City, OR | 97814  
 Phone: (541) 523-8219 | Fax: (541) 523-8340



## APPLICATION FOR A TEMPORARY OUTDOOR GATHERING PERMIT

App. No. _____	Date Submitted: _____
County: 101-131-3404105: ____	Inter-Dept. Review Sent: _____
City: 101-131-3-40-4104: ____	Received by: _____

MAKE CHECKS PAYABLE TO: **BAKER COUNTY PLANNING**

APPLICANT			PROPERTY OWNER		
Last Name	First	MI	Last Name	First	MI
Mailing Address			Mailing Address		
Physical Address			Physical Address		
City	State	Zip	City	State	Zip
Telephone			Telephone		
Email			Email		

### PROPERTY INFORMATION

Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Tax Lot \_\_\_\_\_ Ref. \_\_\_\_\_  M49/37

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Property Address: \_\_\_\_\_

Zone: \_\_\_\_\_ Overlay Zone: \_\_\_\_\_ Total Acreage: \_\_\_\_\_ Flood Zone: \_\_\_\_\_

Rural Fire District: \_\_\_\_\_ Sage Grouse Habitat:  YES  NO Wetlands:  YES  NO

### REQUEST INFORMATION

Description of Proposed Gathering: \_\_\_\_\_

Current Use:  Residential  Agriculture  Other: \_\_\_\_\_

Proposed Area Size: \_\_\_\_\_  ft<sup>2</sup>  acres Will Food Services Be Provided:  YES  NO

Proposed Total Number of Employees/Volunteers: \_\_\_\_\_ Estimated Number of Attendees: \_\_\_\_\_

Attendee Cap: \_\_\_\_\_ Duration of Event (Days): \_\_\_\_\_

Dates of Proposed Use: Start: Date \_\_\_\_\_ Time \_\_\_\_\_  
End: Date \_\_\_\_\_ Time \_\_\_\_\_

Primary Emergency Contact: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Secondary Emergency Contact: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**PLEASE ATTACH A NARRATIVE ADDRESSING THE FOLLOWING:**

- Parking plan, including description of parking area surface
- Traffic estimate, including entry/exit and access road/driveway surface description. For high volume traffic a traffic control plan will be required. (Examples may include: right turn entry/exit restrictions or traffic control flaggers. In Baker City, see attached approval criteria for vision clearance standards.)
- If food services will be provided, please provide health permits, as applicable
- Sewage disposal and/or RV dumping plan
- Waste collection and removal
- Fire prevention and response
- Emergency medical response
- Site Plan (See attached)

**APPLICANT'S SIGNATURE AND CONSENT AGREEMENT**

*Please read carefully and initial each line.*

\_\_\_\_\_ I hereby certify that all work to be performed shall be in accordance with all governing laws and rules.

\_\_\_\_\_ I understand and agree that my land use approval will not create adverse off-site impacts including vehicle traffic, noise, odors, vibrations, glare or lights that affect an adjoining use in a manner in which other uses in the district do not affect the adjoining use.

\_\_\_\_\_ I understand and agree that my land use approval may be revoked if I do not comply with the approved Site Plan and with all federal, state, and county laws and ordinances.

\_\_\_\_\_ I understand Planning approval is valid for and up to the approved ending date of the proposed use.

\_\_\_\_\_ I understand that as the applicant and/or property owner I am responsible for understanding and correctly illustrating the location of the property lines on a site plan. If property lines need to be located or verified, the applicant and/or property owner is responsible for hiring an Oregon Professional Land Surveyor to correctly identify property lines.

\_\_\_\_\_ I understand I assume all liability for activities associated with the proposed use.

\_\_\_\_\_ I understand I am solely responsible to provide for the health and safety of those involved in the temporary use.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Property Owner(s) Signature(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_ **Date:** \_\_\_\_\_

*\*\* NOTE: All property owners must sign. Authorized signatures must provide legal documentation at the time of submittal. \*\**

# BAKER COUNTY APPROVAL CRITERIA

**Baker County Zoning Ordinance Chapter 250.01 - Seasonal and Special Events:** These types of uses occur only once in a calendar year and for no longer a period than 30 days. Prior to permit expiration, the applicant may apply for up to an additional 30 days. Using the Type II procedure under Section 205.05, the Planning Director shall approve, approve with conditions, or deny a temporary use permit based on findings that all of the following criteria are satisfied:

- A. The use is permitted in the underlying land use zone and does not violate any conditions of approval for the property from previous permits (e.g., prior development permit approval).
- B. The applicant has proof of the property-owner's permission to place the use on his/her property.
- C. No parking will be utilized by customers and employees of the temporary use that is needed by the property owner to meet their minimum parking requirement under Chapter 345.
- D. The use provides adequate vision clearance, as required by Chapter 340 and the Transportation System Plan, and shall not obstruct pedestrian access on public streets.
- E. Ingress and egress are safe and adequate when combined with the other uses of the property; as required by Chapter 340 and the Transportation System Plan. This may require the applicant to provide traffic control, signing, etc., as necessary for safety.
- F. The use does not create adverse off-site impacts including vehicle traffic, noise, odors, vibrations, glare or lights that affect an adjoining use in a manner which other uses allowed outright in the district do not affect the adjoining use.
- G. A sewer or septic system and water adequately serve the use, or provisions have been made to meet these requirements according to Department of Health Services Standards. (The applicant shall be responsible for obtaining any related permits.)
- H. The applicant/property owner will provide adequate refuse storage and disposal for the proposed use(s).
- I. If food service is provided, the service meets the requirements according to Department of Health Services Standards and may require additional permits. (The applicant shall be responsible for obtaining any related permits.)
- J. Temporary structures including tents, trailers, chemical toilet facilities and other structures customarily erected or sited for a temporary use shall not be located closer than 10 feet to any property boundary, and shall be removed within 5 days of the end of the event.
- K. The applicant/property owner shall not make any permanent physical alterations to or on the real property that is to be the site of the temporary event or use.
- L. The applicant/property owner will provide for the health and safety of those involved in the temporary use while on their property.
- M. The property owner assumes all liability as to activities associated with the proposed use on their property.

The permit may require signatures from the County Sheriff's Office, County Health Department, County Road Department, District Fire District and Planning Department among others.

# BAKER CITY APPROVAL CRITERIA

**Baker City Development Code Chapter 4.9 A - Seasonal and Special Events:** These types of uses occur only once in a calendar year and for no longer a period than 30 days. Using the Type I procedure under Section 4.1.200, the City shall approve, approve with conditions or deny a temporary use permit based on findings that all of the following criteria are satisfied:

1. The use is permitted in the underlying land use district and does not violate any conditions of approval for the property (e.g., prior development permit approval);
2. The applicant has proof of the property-owner's permission to place the use on his/her property;
3. No parking will be utilized by customers and employees of the temporary use which is needed by the property owner to meet their minimum parking requirement under Chapter 3.3 - Vehicle and Bicycle Parking;
4. The use provides adequate vision clearance, as required by Section 3.1.200, and shall not obstruct pedestrian access on public streets;
5. Ingress and egress are safe and adequate when combined with the other uses of the property; as required by Section 3.1.200 - Vehicular Access and Circulation;
6. The use does not create adverse off-site impacts including vehicle traffic, noise, odors, vibrations, glare or lights that affect an adjoining use in a manner in which other uses in the district do not affect the adjoining use; and
7. The use is adequately served by sewer or septic system and water, if applicable. (The applicant shall be responsible for obtaining any related permits.)

**Vision Clearance Area.** The 30' triangular area on a lot at the intersection of two streets or a street and a railway, alley, or driveway where a clear field of vision is necessary for traffic safety and to maintain adequate sight distance, as defined and measured in Section 3.1.200 (N) of the Baker City Development Code. No signs, structures or vegetation in excess of 18 inches in height shall be placed in vision clearance areas, as shown. The minimum vision clearance may be increased by the Planning Director upon finding more sight distance is required (i.e., due to traffic speeds, roadway alignment, etc.).

