



**CITY OF WARRENTON**  
**Seasonal and Special Events**  
**WMC 16.240.010.A**

<b>OFFICE USE</b>	FEE \$300.00
	File# TU-_____-____
	Date Received _____
	Receipt# _____

Temporary uses are characterized by their short term or seasonal nature and by the fact that permanent improvements are not made to the site. Temporary uses include, but are not limited to: construction trailers, leasing offices, temporary carnivals and fairs, parking lot sales, retail warehouse sales, and seasonal sales such as Christmas tree sales and vegetable stands, and temporary food vendors.

**To apply for a temporary building permit, please completely fill out the information below:**

Subject Property Site Address \_\_\_\_\_

Tax Lot (s) \_\_\_\_\_

Lot Square Footage/Acres \_\_\_\_\_ Zone \_\_\_\_\_

Property Owner(s) \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

***I am a record owner of property (person(s) whose name is on the most recently-recorded deed), or contract purchaser with written permission from the record owner and am providing my signature as written authorization for the below applicant to submit this application.***

Property Owner Signature \_\_\_\_\_

Applicant (if not owner) \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email \_\_\_\_\_

Applicant Signature \_\_\_\_\_

**DESCRIBE PROPOSAL AS COMPLETELY AS POSSIBLE:** \_\_\_\_\_

---



---



---



---



---

Please respond to the following criteria as completely as possible. If you have questions, please contact the Planning Department at 503-861-0920 or [planning@ci.warrenton.or.us](mailto:planning@ci.warrenton.or.us).

### Review Criteria

A seasonal or special event occurs only once in a calendar year and for no longer a period than 30 days. Using a Type II procedure under Section 16.208.040, 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 16.128, Vehicle and Bicycle Parking;

---

---

---

4. The use provides adequate vision clearance, as required by Chapter 16.120, 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 16.120.020, 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 which other uses allowed outright 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.)

---

---

---

## Submittal Checklist

- Complete Application
- Site Plan
- Application Fee
- Any other information deemed necessary to enforce this Ordinance. This information will be requested by staff during the completeness review process.