



# Temporary Use Permit-Class 1 Application

**Planning/Permit Application Center**  
 City Hall / 555 Liberty St. SE / Room 320 / Salem, OR 97301-3513  
 503-588-6173 \* [planning@cityofsalem.net](mailto:planning@cityofsalem.net)

(For office use only)  
Permit #:

If you need the following translated in Spanish, please call 503-588-6256.  
 Si usted necesita lo siguiente traducido en español, por favor llame 503-588-6256.

## Work site location and information

<b>Street address or location of subject property</b> (where the use will be conducted)	
<b>Business name</b>	
<b>Proposed use</b>	

## People information

	Name	Full Mailing Address	Phone Number and Email address
<b>Applicant</b>			
<b>Paid By</b>			

## Project information

<b>Type of temporary use (check one)</b>	<input type="checkbox"/> Christmas tree sales <input type="checkbox"/> Construction storage yard <input type="checkbox"/> Replacement single-family dwelling <input type="checkbox"/> Residential sales/development office <input type="checkbox"/> Temporary motor vehicle and recreational vehicle sales
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## Notices

**Copyright release for government entities:** I hereby grant permission to the City of Salem to copy, in whole or part, drawings and all other materials submitted by me, my agents, or representatives. This grant of permission extends to all copies needed for administration of the City's regulatory, administrative, and legal functions, including sharing of information with other governmental entities.

**Electronic signature certification:** By attaching an electronic signature (whether typed, graphical or free form) I certify herein that I have read, understood and confirm all the statements listed above and throughout the application form.

**Authorized Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Purpose

**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. Requirements pertaining to Class 1 Temporary Use Permits are contained in SRC Chapter 701. An application for a Class 1 Temporary Use Permit is processed using the Type I Application Procedures under SRC Chapter 300.**

## Submittal requirements

In addition to the application form, please provide a **site plan**:

- 1) Drawn to scale.
- 2) Include the total site area, dimensions and orientation relative to north of the subject property
- 3) The location and distance to property lines of the proposed or existing buildings, structures or parking areas to be used.

## Rules

**Christmas Tree Sales** – Valid only during the months of November and December. Required only in CO, CN and Residential Zones.

**Construction Storage Yard** – May operate for a period not to exceed 6 consecutive months, but may be extended for additional 6 month periods for active projects. A construction storage yard shall be located within 500 feet of the construction site it serves. No demolition debris or other waste may be stored or processed on the site.

**Replacement Single Family Dwelling** – The existing single family dwelling shall be removed within 6 months from the date of issuance of the building permit for the replacement single family dwelling. A demolition permit for the existing single family dwelling shall be obtained by the owner at the time the building permit for the replacement single-family dwelling is issued. The owner of the existing single family dwelling shall post a \$7,500 bond and enter into an agreement with the City granting the City authority to remove the structure if the owner fails to remove the structure in the time period provided.

**Residential Sales/Development Office** – A residential sales/development office may operate in the location authorized under a temporary use permit until the later of the following:

- A. Completion of the subdivision, PUD, condominium, apartment complex, or manufactured dwelling park; or
- B. The sale, rent, or lease of all lots and/or structures within the subdivision, PUD, condominium, apartment complex, or manufactured dwelling park.

The building or structure to be used shall be constructed and sited for the ultimate purpose of a legally permitted use. If a mobile home is used it shall be removed when its use has ceased. The exterior shall be finished and the site landscaped and maintained while in use. The hours of operation shall be limited to 8:00 a.m. and 8:00 p.m. Upon termination of the use of the building or structure as a temporary sales/development office, the property shall be restored to its residential condition and use.

**Temporary Motor Vehicle and Recreational Vehicle Sales** – May be conducted in the location authorized under a temporary use permit for a period not to exceed 4 consecutive days, and shall not be held more than 3 times per calendar year.

**Not using Internet Explorer?**

Save the file to your computer and email to [planning@cityofsalem.net](mailto:planning@cityofsalem.net).