

APPLICATION SUBMITTAL REQUIREMENTS

Temporary Structure Permit (other than for special events)

The following information must be submitted with a City of Newport Land Use application for Temporary Structure:

- 1. Written permission from the property owner.
- 2. A description of the requested use and the date the proposed use will be installed on the subject property.
- 3. A Lincoln County Tax Assessor's tax map(s) showing the subject properties and the notification area. The notification area is all properties within 200' of the subject properties. (Note: The map can be obtained at the Lincoln County Assessor's Office, 25 W Olive St, Newport, OR 97365, or from their website at <http://co.lincoln.or.us/assessor>).
- 4. A list of names and addresses of property owners, as shown in the records of the Lincoln County Assessor, within the notification area described in #3 above. (This may also be obtained at their office or on their website listed above.)
- 5. A site plan drawn to scale, showing the location of the following:
 - (a) The proposed location of the temporary structure, seating areas, and amenities, as applicable.
 - (b) Existing buildings, existing parking, and access to parking areas.
 - (c) Any additional structures, seating areas, and amenities associated with the temporary structure.
 - (d) The location and size of trash receptacles, utilities, existing signs and signs associated with the temporary structure.
 - (e) Building elevations or photos of the temporary structure.
 - (f) The location of drive-up windows (if applicable).
- 6. A signed agreement stating that the applicant is aware of the limitations and conditions attached to the granting of the permit and agreeing to abide by such limitations and conditions.
- 7. A description of the types of items sold or services rendered, if applicable.

- 8. A valid copy of all necessary permits required by State or local health authorities, and other required licenses or permits, such as business license or sign permit obtained by the applicant and maintained on site.
- 9. A bond or cash deposit for the amount required to remove the temporary structure, if not removed in the required time frame, shall be placed in an interest-bearing account in the name of the applicant and the City of Newport. Any bond or cash deposit must be in a form approved by the City Attorney. *(Applicable only if structure is to be placed for more than twelve (12) consecutive months.)*

(Prior to issuance of any permit, approval shall be obtained from the Building Official, and the Fire Marshal shall inspect and approve any temporary structure to assure conformance with the provisions of the Fire Code.)

- 10. Fee of \$35.00.