

**General information**

Intermittent uses are characterized by their short-term or seasonal nature, although they occupy a site occasionally rather than continuously.

**Intermittent lodging** is a building or part of a building providing temporary protective sanctuary for people experiencing homelessness or victims of crime or abuse on an occasional basis during the year. A **warming/cooling shelter** is a building or part of a building providing temporary shelter for persons affected by extreme cold or heat.

These types of permits are reviewed through a Type I procedure. The maximum duration for permits for these temporary uses is **1 year**. Renewals are permitted and no time is required between Temporary Use Permits on a site.

**Application materials**

- Non-refundable fee of **\$425**.  
There is no fee for non-profit organizations who provide a copy of their IRS status letter.
- Site plan or aerial image showing existing and proposed:
  - Building floor plans
  - Street names showing use areas
  - Property lines
  - Structures
  - Clear vision areas
  - Utilities
  - Parking
  - Landscaping
  - Setbacks

**Code**

Regulations for these temporary uses can be found in **Section 10.1400** of the Gresham Community Development Code (GCDC).

<b>Land Use Districts Where Permitted</b>	Low-density residential districts	Multi-family districts	Commercial and mixed-use districts	Industrial districts	Sites of approved institutional uses
<b>Intermittent lodging</b>	NP	P	P	NP	NP
<b>Warming/cooling shelter</b>	NP	NP	P	P	P

P = Permitted, NP = Not Permitted





INFORMATION		Office use only:
Site street address/location		Application #
Name of owner		Approval stamp
Name of applicant (if different than owner)		
Phone		
Email		
<div style="background-color: #4F81BD; color: white; padding: 5px;"><b>THIS PERMIT EXPIRES ON:</b></div>		

PROPOSAL DESCRIPTION
<b>Use</b>
This application is for <input type="checkbox"/> Intermittent lodging <input type="checkbox"/> Warming/cooling shelter
<b>Operations</b>
This temporary use will operate <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> Su from _____ <input type="checkbox"/> am <input type="checkbox"/> pm to _____ <input type="checkbox"/> am <input type="checkbox"/> pm.
It will operate from the dates of _____ to _____ for a total of _____ days in operation.
<b>Location</b>
Specify the distance the lodging/shelter will be from the following property lines: Front: _____ feet      Side: _____ feet Rear: _____ feet      Side: _____ feet

FINDINGS (Office use only)																
<p><b>Permitted use</b> <input type="checkbox"/> Lodging/ <input type="checkbox"/> shelters are permitted in the _____ zone.</p> <p><b>Permit duration</b> Lodging/shelters may operate for a total of 1 year from the permit approval date. This use will be operating for a total of _____ days.</p> <p><b>Clear vision area</b> <input type="checkbox"/> _____ foot driveway <input type="checkbox"/> _____ foot commercial driveway <input type="checkbox"/> _____ foot street intersection</p>	<p><b>Setbacks</b></p> <table border="1"> <thead> <tr> <th></th> <th>Front</th> <th>Rear</th> <th>Side</th> <th>Side</th> </tr> </thead> <tbody> <tr> <td>Minimum standard</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Proposed</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional conditions</b> <input type="checkbox"/> _____ <input type="checkbox"/> _____</p>		Front	Rear	Side	Side	Minimum standard					Proposed				
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Proposed																

CONDITIONS OF APPROVAL	
<ul style="list-style-type: none"> <li>• Approval is valid until the expiration date specified on your permit.</li> <li>• Obtain a fire permit.</li> <li>• Obtain/maintain a Gresham business license (if applicable).</li> <li>• Display approved permit, business license, and fire permit in a place visible to customers.</li> <li>• Driveway and street clear vision areas shall not be obstructed.</li> <li>• Uses shall not create tripping hazards in pedestrian or vehicular areas.</li> <li>• Shall be approved by the City Office of Emergency Management or similar responsible City office (if applicable).</li> <li>• Temporary cooling/warming shelters shall only provide shelter on City-designated days/nights.</li> </ul>	<p><b>Initial the following to acknowledge you will complete these actions:</b></p> <p><input type="checkbox"/> I will comply with the <b>conditions of approval</b> required for this permit.</p> <p><input type="checkbox"/> I will obtain a Gresham <b>fire permit</b>.</p>

AUTHORIZATION		
<p>I affirm that I have read and understand the conditions of this permit. I also verify that I am the property owner or an authorized representative of the property owner in this matter.</p>		
<p><b>State of Oregon</b> } <b>SS</b> <b>County of Multnomah</b> }</p> <p>_____</p> <p>Applicant/representative signature</p> <p><b>or</b></p> <p>_____</p> <p>Owner signature</p>	<p>Signed and sworn (or affirmed) before me on _____, 20____ .</p> <div style="border: 1px solid black; height: 100px; width: 100%; text-align: center; margin: 10px 0;"> <p><b>Notary stamp</b></p> </div> <p>Notary signature: _____</p>	
<p>Submittal date: _____</p>	<p>My commission expires: _____</p>	
APPLICATION FEES		
Submitted to: _____	Date paid: _____	Total non-refundable fee: _____