



Open Space Temporary Unit Site Standards

Open Space Temporary Unit Site standards on City owned property shall be for the rental of spaces for the temporary sitting of "recreational vehicles", mobile units, other temporary unit, or merchandise display containing less than 500 square feet of space, hereafter called "unit".

NOTE: Food Cart standards are separate standards and were adopted by City Council on August 7, 2017 in Resolution 1737.

Open Space Temporary Unit siting standards have been developed with the following provisions and any additional conditions set forth in the City's approval prior to occupancy.

- A. The space provided for each unit shall be 1,600 square feet exclusive of any space used for common areas, such as driveways, walkways, parking spaces for vehicles other than recreational vehicles/mobile units, and landscaped areas. All merchandise and primary unit must be contained in 500 square feet of space that is set back at least 20 feet from the property frontage.
- B. Driveways shall not be less than 24 feet in width if parking is permitted on the margin of the driveway, or less than 20 feet in width if parking is not permitted on the edge of the driveway. Driveway shall be paved with asphalt, concrete or similar impervious surface and designed to permit easy access to each unit space.
- C. A space provided for each unit shall be covered with crushed gravel or paved with existing asphalt, concrete or similar material and be designed to provide runoff of surface water. The part of the space which is not occupied by the unit, not intended as an access way to the unit or part of an outdoor patio, need not be paved or covered with gravel, provided the area is landscaped or otherwise treated to prevent dust and mud.
- D. Each unit may be required to be connected to the water and sewage service depending on the length of occupancy.
- E. Each unit space may be connected with electrical service depending on the length of occupancy.
- F. Trash receptacles for the disposal of solid waste materials shall be provided in convenient locations for the use of guests, and located in such number and be of such capacity that there is no uncovered accumulation of trash at any time.

- G. Parking spaces shall be covered with crushed gravel or paved with asphalt, concrete or similar material.
- H. If renting for more than 1 week per year, the leasee shall provide toilets, lavatories for each property.
- I. Each unit space shall be maintained in a neat appearance at all times. Except for the primary space described in subsection A, there shall be no outdoor storage of materials or equipment. Grounds keeping maintenance shall be the responsibility of the leasee.
- J. Each vendor shall provide the City with proof of liability insurance, insuring vendor and City from claims for personal injury, real and/or personal property damage from activities on the subject property.
- K. Each unit on the subject property shall be located no closer than 12 feet from another unit on the subject property. Each unit on the subject property shall be located no closer than 10 feet from the property boundary. In addition, each unit on the subject property shall have a setback on at least one (1) side of 40 feet from a public street or property boundary, for adequate off-street parking and vehicle maneuvering.
- L. Each mobile unit permitted on the subject property shall meet the following standards as determined by an inspection by the building official.
 - 1) It shall have a State insignia indicating compliance with Oregon State Construction Standards in effect at the time of manufacture, and including compliance for reconstruction or equipment installation made after manufacture.
 - 2) Notwithstanding deterioration which may have occurred due to misuse, neglect, accident or other cause, the mobile unit shall meet the State standards for construction evidenced by the insignia.
- M. Each unit on the subject property shall maintain emergency shut-off or disconnection points for all utilities and be able to be disconnected from these utilities (sewer, water and electrical services) and vacated safely and timely from the subject property in the event of flooding or other natural hazards or other emergency in order to protect life and property.
- N. The name of the proprietor/ business shall be clearly displayed to the public.

CITY OF TILLAMOOK

Open Space Temporary Unit Application



NON-REFUNDABLE APPLICATION FEE OF \$150 REQUIRED WITH APPLICATION SUBMISSION

APPLICANT INFORMATION				
Last Name		First	M.I.	Date
Mailing Address				Apartment/Unit #
City		State	ZIP	
Phone		Cell Number		
Email Address			Proposed Start Date	
Preferred Location Applied for:				
Is your business non-profit?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Length of Rental Request :	Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/>
Will food be sold?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If not, what will be sold?	
Do you have liability insurance?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If NO, explain	
BUSINESS INFORMATION				
Name of Business			Owner's Name	
Names of Persons Involved In Your Business			Address	
	Name	Relationship of Person		
1.				
2.				
3.				
DESCRIPTION OF BUSINESS				

DIAGRAM OF UNIT SETUP**EMERGENCY CONTACT INFORMATION**

Name

Phone Number

Address

Any Other Information:

DISCLAIMER AND SIGNATURE

BY SIGNING THIS APPLICATION, THE APPLICANT IS ACKNOWLEDGING AND AGREEING TO THE FOLLOWING:

I certify that my answers are true and complete to the best of my knowledge and that I have received a copy of the City Open Space Temporary Unit Site Standards.

My business does not present a danger to the public health, safety, morals or general welfare of the citizens of Tillamook.

My business is in compliance with all local, county, state and federal laws.

My business is in compliance with all relevant federal, state, county and city bonding and licensing requirements

My signage and display of merchandise will meet the City's requirements.

All outdoor storage, display, and equipment will not interfere with property ingress and egress.

No part of my business, signage or equipment will be located on public property or in the public right-of-way.

My business operations shall conform to statements made in this application and with any special conditions of operation imposed.

I understand the permit and/or agreement is not transferable or assignable.

I understand that false or misleading information in my application may result in denial of this application.

I understand City shall have no liability for any injury, loss, or damage caused by tenant, third parties, or by any condition arising from flooding, earthquake, etc.

Signature:

Date

FOR CITY HALL USE:

Location Assigned :		Routed to Police :	
City Business License Number :		Application Fee Paid:	
Date :		Date Paid:	
Authorized By :			



Open Space Temporary Unit Fee Schedule

A one-time application fee of \$150 is due at submission of an application

	<u>Peak Season</u> May – September	<u>Off-Peak Season</u> October – April
Daily Rate	\$40.00	\$40.00
Weekly Rate	\$200.00	\$150.00
Monthly Rate	\$800.00	\$500.00
Annual Rate	\$625.00 per month (\$7,500.00 annual lease)	

Permits Required

Fees will be determined at the time of the application

City Business License: Temporary or Annual depending on length of occupancy

Zoning Permit: Depending on length of occupancy

Sign Permit for free standing sign, building or unit sign

City Water Hook-up if applicable

City Sewer Hook-up if applicable

County Permits: as required