



**CITY OF SUTHERLIN  
TEMPORARY USE PERMIT  
APPLICATION**

**Community Development**  
126 E. Central Avenue  
Sutherlin, OR 97479  
(541) 459-2856 Fax (541-459-9363  
[www.cityofsutherlin.com](http://www.cityofsutherlin.com)

FILE NO. \_\_\_\_\_

DATE FILED: \_\_\_\_\_

FEE: **\$270.00 (Non-refundable)**

Receipt No. \_\_\_\_\_

Application Deemed Complete: \_\_\_\_\_

**THE UNDERSIGNED OWNER(S) OR AUTHORIZED AGENT(S) HEREBY SUBMIT A  
TEMPORARY USE PERMIT APPLICATION TO THE CITY OF SUTHERLIN.**

**1. APPLICATION INFORMATION**

A. Property Owner(s) please print or type; signatures are required on page **3** of this application. Provided additional pages if necessary. A contract purchaser may sign as owner if a copy of the recorded contract is submitted. (An earnest money agreement does not constitute a contract.)

Name(s): \_\_\_\_\_

Address(s): \_\_\_\_\_

Phone(s): \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

B. Authorized Agent(s)

Name(s): \_\_\_\_\_

Address(s): \_\_\_\_\_

Phone(s): \_\_\_\_\_ Fax: \_\_\_\_\_

**2. PROPERTY DESCRIPTION**

A. Assessor Map ID(s): \_\_\_\_\_ Property ID(s): \_\_\_\_\_  
(ex. 250516AA00100) (ex. R12345)

B. Property Location Description

1. List all existing addresses located on the property proposed for subdivision

\_\_\_\_\_

2. Indicate the subject property's location in relationship to nearest streets (i.e., NE corner of Umatilla St. and 5<sup>th</sup> Ave.) \_\_\_\_\_

C. Total land area involved in the TUP request - Acres: \_\_\_\_\_ SQ FT: \_\_\_\_\_

**3. EXISTING AND ANTICIPATED USE INFORMATION**

- A. Current Use: \_\_\_\_\_
- B. City Zoning: \_\_\_\_\_
- C. Comprehensive Plan: \_\_\_\_\_
- D. Anticipated Use: \_\_\_\_\_
- E. Is there a HOA (Home Owners Assoc): \_\_\_\_\_
- F. Is it anticipated that structures will be removed / demolished from the property?  
 \_\_\_\_\_YES \_\_\_\_\_NO if yes, a separate application for demolition is required.
- G. Are City of Sutherlin utility services required? \_\_\_\_\_YES \_\_\_\_\_NO
- H. What is the anticipated date and length or request? \_\_\_\_\_
- I. Describe the nature of the temporary use permit requested: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**4. REQUIRED ATTACHMENTS (Please submit all plans in PDF, if possible)**

- A. General Information:
  - 1. A site analysis map
  - 2. A proposed site plan
  - 3. Drawings of all proposed signs
  - 4. A copy of all existing and proposed restrictions or covenants

**5. SIGNATURES**

I hereby apply for a subdivision as requested on this form and certify that the attachments are complete and correct. (Any and all engineering cost incurred by the City of Sutherlin associated with this application shall be the responsibility of the applicant.) **Attach sheet if additional signatures are required.**

\_\_\_\_\_  
**Applicant Signature** \_\_\_\_\_  
**DATE**

Printed Name: \_\_\_\_\_  
**OWNER** \_\_\_\_\_ **AGENT** \_\_\_\_\_ **OPTION HOLDER** \_\_\_\_\_ **CONTRACT BUYER** \_\_\_\_\_

\_\_\_\_\_  
**Applicant Signature** **DATE**

**Printed Name:** \_\_\_\_\_  
**OWNER** \_\_\_\_\_ **AGENT** \_\_\_\_\_ **OPTION HOLDER** \_\_\_\_\_ **CONTRACT BUYER** \_\_\_\_\_

\_\_\_\_\_  
**Applicant Signature** **DATE**

**Printed Name:** \_\_\_\_\_  
**OWNER** \_\_\_\_\_ **AGENT** \_\_\_\_\_ **OPTION HOLDER** \_\_\_\_\_ **CONTRACT BUYER** \_\_\_\_\_

\_\_\_\_\_  
**Applicant Signature** **DATE**

**Printed Name:** \_\_\_\_\_  
**OWNER** \_\_\_\_\_ **AGENT** \_\_\_\_\_ **OPTION HOLDER** \_\_\_\_\_ **CONTRACT BUYER** \_\_\_\_\_

Any other owner or option holder or buyer who does not sign this application shall provide a signed statement providing their authorization for submission of the application request.