

City of Canby  
 Planning Department  
 222 NE 2<sup>nd</sup> Avenue  
 PO Box 930  
 Canby, OR 97013  
 (503) 266-7001

# SPECIAL PERMIT APPLICATION

## Type I Process — *This application must be filed with the City of Canby*

Please email electronic copies of all files to the City to:  
[PlanningApps@canbyoregon.gov](mailto:PlanningApps@canbyoregon.gov)

**APPLICANT INFORMATION:** *(Check ONE box below for designated contact person regarding this application)*

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Email: \_\_\_\_\_  
 City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Representative Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Email: \_\_\_\_\_  
 City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Address: \_\_\_\_\_ Email: \_\_\_\_\_  
 City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Address: \_\_\_\_\_ Email: \_\_\_\_\_  
 City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

*NOTE: Property owners or contract purchasers are required to authorize the filing of this application and must sign above*

- ❶ All property owners represent they have full legal capacity to and hereby do authorize the filing of this application and certify that the information and exhibits herewith submitted are true and correct.
- ❷ All property owners understand that they must meet all applicable Canby Municipal Code (CMC) regulations.
- ❸ All property owners hereby grant consent to the City of Canby and its officers, agents, employees, and/or independent contractors to enter the property identified herein to conduct any and all inspections that are considered appropriate by the City to process this application.

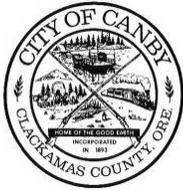
**PROPERTY & PROJECT INFORMATION:**

\_\_\_\_\_  
 Street Address or Location of Subject Property      Total Size of Property      Assessor Tax Lot Numbers

\_\_\_\_\_  
 Existing Use, Structures, Other Improvements on Site      Zoning      Comp Plan Designation

\_\_\_\_\_  
 Describe the Proposed Use of Subject Property

| STAFF USE ONLY |               |             |           |                   |
|----------------|---------------|-------------|-----------|-------------------|
|                |               |             |           |                   |
| CITY FILE#     | DATE RECEIVED | RECEIVED BY | RECEIPT # | DATE APP COMPLETE |



City of Canby  
Planning Department  
222 NE 2<sup>nd</sup> Avenue  
P.O. Box 930  
Canby, OR 97013  
Ph: 503-266-7001  
Fax: 503-266-1574

## CHECKLIST

### SPECIAL PERMIT

*(Special uses for travel trailer, mobile home or motor homes for limited time periods, hardship situations, or for housing caretakers or watchmen.)*

**All required application submittals detailed below must also be submitted in electronic format on a CD, flash drive or via email to: [PlanningApps@canbyoregon.gov](mailto:PlanningApps@canbyoregon.gov)**

**Required application submittals include the following:**

#### **16.44.090 Approval of permit.**

- A.** The Planning Director may, after receiving a properly filed application and report from the Fire Marshal, approve a permit to allow the use of a travel trailer, mobile home, or motor home, for a period not to exceed six months.
- B.** Approval of such permits shall be based upon findings that this use will have no significant adverse impacts on the value or appropriate development of nearby properties.
- C.** Any permit issued pursuant to the terms of this chapter may be revoked by the City Council on twenty-four hours' notice upon finding that the use is a menace to public health or is resulting in a public nuisance. (Ord. 740 section 10.3.50(C), 1984; Ord. 1237, 2007)

#### **16.44.100 Temporary permits – hardship situations.**

The Planning Director may also issue temporary permits for the use and occupancy of travel trailers or motor homes in special hardship situations, subject to the following:

- A.** Duration of the permit shall be specified by the Planning Director and may include a provision which requires renewal at predetermined intervals.
- B.** The nature of the hardship must be a physical or mental infirmity of a resident of either the principal dwelling unit or the temporary unit, and shall be certified as such in writing by a medical doctor or court of competent jurisdiction.
- C.** Prior to final issuance of the permit, the applicant shall sign an affidavit agreeing to remove or cease using the travel trailer or motor home upon the death or relocation of the infirm person.
- D.** Applications for temporary hardship permits under this section shall be processed using the Type II procedure. Application procedures shall be as described in Chapter 16.89.
- E.** A decision on an application for a temporary hardship permit shall be based upon the following standards and criteria:
  - 1.** No significant adverse impacts on the value or appropriate development of nearby properties will result.
  - 2.** The subject property contains sufficient vacant area to allow for the placement of the temporary unit without overcrowding the lot or the vicinity overall and will result in a reasonable amount of open space in the area.

3. The temporary unit will be connected to all required utilities in a manner which meets Code requirements.
4. The placement of the unit will meet the setback requirements of the zone.
5. The hardship situation is legitimate and clearly necessitates the issuance of a temporary permit as an alternative to having all of the affected persons share a single dwelling unit on the property.

F. The City may establish requirements as a condition of approving such an application which are necessary to assure compliance with the intent of this chapter and to minimize adverse impacts on the surrounding neighborhood. (Ord. 740 section 10.3.50(D), 1984; Ord. 1237, 2007)

#### **16.44.110 Temporary permits - Caretakers or watchmen.**

The City Council may issue temporary permits for the use and occupancy of mobile homes, travel trailers, or motor homes for the purpose of housing caretakers or watchmen subject to the following:

A. Duration of the permit shall be specified by the council and may include a provision which requires renewal at predetermined intervals.

B. Such temporary permits may only be issued for industrial areas, large commercial tracts, public ownership, or for short terms at construction sites.

C. Prior to final issuance of the permit, the applicant shall sign an affidavit agreeing to remove the mobile home, travel trailer, or motor home upon the expiration of the permit.

D. A decision on a permit authorized subject to this section shall be based upon the following standards and criteria:

1. No significant adverse impacts on the value or appropriate development of nearby properties will result;
2. The subject property contains sufficient vacant area to allow for the placement of the temporary unit without overcrowding the lot or the vicinity overall and will result in a reasonable amount of open space in the area;
3. The temporary unit will be connected to all required utilities in a manner which meets code requirements;
4. The placement of the unit will meet the setback requirements of the zone.

E. The City Council may establish requirements as a condition of approving such an application which are necessary to assure compliance with the intent of this chapter and to minimize adverse impacts on the surrounding neighborhood. (Ord. 740 section 10.3.50(E), 1984)

#### **16.44.120 Application for Special Permits (16.44.090-16.44.110)**

An application for a special permit under sections 16.44.090 - 16.44.110 shall be made on forms provided by the Planning Director. The application shall be accompanied by all required information and fees. A pre-application meeting and/or neighborhood meeting may be required by the Planning Director. (Ord. 1237, 2007)