

General information

Temporary uses are characterized by their short-term or seasonal nature. These types of permits are reviewed through a Type I procedure.

Farmers' markets are events where agricultural producers sell home-grown or raised food, plants, flowers, and value-added products such as jams and jellies. Farmers' markets occur on a regular basis in the same location and are open to the public. Markets will be limited to **70 days** of operation per year per site. The maximum duration for this permit is **1 year**. Renewals are **permitted**.

Special events are events that take place on a site either continuously or intermittently. For ongoing special events on a site, there is a maximum duration of **14 days** for the permit. Renewals are **not permitted**. For special events only happening occasionally on a site, there is a maximum duration of **1 year** for the permit and renewals are **permitted**. An intermittent special event will be limited to **2 days** per week.

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:
 - Property lines
 - Structures
 - Setbacks
 - Clear vision areas
 - Street names
 - Utilities
 - Parking
 - Landscaping
- Any market/event including food service will provide wastewater/graywater disposal documentation showing:
 - How outputs will be stored
 - What method will be used
 - How materials will not enter the City's wastewater infrastructure

Code

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

Land Use Districts Where Permitted	Low-density residential districts	Multi-family districts	Commercial and mixed-use districts	Industrial districts	Sites of approved institutional uses
Farmers' markets	NP	NP	P	P	P
Special events	NP	NP	P	P	P

P = Permitted, NP = Not Permitted

This page intentionally left blank.

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: 10px; display: inline-block;"> THIS PERMIT EXPIRES ON: </div>		

PROPOSAL DESCRIPTION		
Use		
This application is for <input type="checkbox"/> Farmer's market <input type="checkbox"/> Special event (continuous) <input type="checkbox"/> Special event (intermittent)		
Operations		
Sales will occur <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 opening at _____ to closing at _____ . It will operate from the dates of _____ to _____ for a total of _____ days in operation.		
Location		
Specify the distance the use area will be from the following property lines: Front: _____ feet Side: _____ feet Rear: _____ feet Side: _____ feet		
Access		Parking
Does the display area block any driveways, driving aisles, or fire lanes? <input type="checkbox"/> Yes <input type="checkbox"/> No		Where will customers park?
Tripping hazards		
Will an extension cord be used? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe the measures you are taking to prevent tripping hazards:		
Signs		
Type (wall, banner, A-frame)	Material(s)	Size (square feet)

FINDINGS (Office use only)

Permitted use

Farmers' markets/special events are permitted in the _____ zone.

Permit duration

Farmers' markets / special events may operate for a total of 50 days / 20 days from the permit approval date. This use will be operating for a total of _____ days.

Clear vision area

- _____ foot driveway
- _____ foot commercial driveway
- _____ foot street intersection

Setbacks

	Front	Rear	Side	Side
Minimum standard				
Proposed				

- Ingress/egress
- Parking
- Tripping hazard
- Signs
- Food/beverage sales
- Exemptions

CONDITIONS OF APPROVAL

- Approval is valid until the expiration date specified on your permit.
- Obtain a fire permit.
- Obtain/maintain a Gresham business license (if applicable).
- Display approved permit, business license, and fire permit in a place visible to customers.
- Driveway and street clear vision areas shall not be obstructed.
- No more than 49% of receipts may be from the sale of food or beverage.
- Temporary uses may occupy parking required for another use.
- All signs must be removed from the site within 5 days from the expiration of the permit.
- The following signs are allowed:
 - One wall/banner sign (maximum 32 square feet) per street frontage.
 - One reader board/A-board sign (maximum 12 square feet per face) per street frontage.
- Everything must be off site by 11:59 pm the day the permit expires.

Initial the following to acknowledge you will complete these actions:

- I will comply with the **conditions of approval** required for this permit.
- I will obtain a Gresham **fire permit**.
- I have attached a **site plan/aerial image** with the following information:
 - Property lines
 - Structures
 - Setbacks
 - Clear vision areas
 - Street names
 - Utilities
 - Parking
 - Landscaping areas

AUTHORIZATION

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.

State of Oregon }
 County of Multnomah } SS

Signed and sworn (or affirmed) before me on _____, 20____.

 Applicant/representative signature

or

 Owner signature

Notary stamp

Notary signature:

Submittal date:

My commission expires:

APPLICATION FEES

Submitted to:

Date paid:

Total non-refundable fee: