

Temporary Living Unit Information & Submittal Requirements



Planning Department
231 NE Fifth Street • McMinnville, OR 97128
(503) 434-7311 Office • (503) 474-4955 Fax
www.mcminnvilleoregon.gov

Overview

A temporary living unit permit may be issued by the Planning Director to meet the requirements of McMinnville citizens who have a need for a temporary living unit in which they will provide "special care" to a family member. This permit shall not be used to provide additional living space for family members unless the hardship conditions are met. When granting a permit, the Planning Director will take into consideration the lot on which the unit will be placed, the type of temporary living unit being proposed, and the visual impact of the unit upon the surrounding neighborhood. The following information pertains to an application for a temporary living unit permit:

- A. The definition of the term "special care" shall include providing medical attention (either physical or mental) and/or providing living accommodations for a family member who needs to be in close physical proximity to family members for assistance in housekeeping, shopping, etc., and for emotional support.
- B. The definition of the term "temporary living unit" includes, but is not limited to, manufactured home, trailer, camper, and recreational vehicle (RV).
- C. The Planning Director may permit the temporary use of a temporary living unit in any zoning district (subject to the unit meeting yard and setback requirements of the zoning ordinance) in the following situation: Temporary residence for family member requiring special care.
- D. A permit for such use may be granted in the form of a temporary and revocable permit, for not more than a six (6) month period, subject to such conditions as will safeguard the public health, safety, convenience and general welfare. Such permit shall be renewable upon reapplication to the Planning Director in the absence of any formal complaints or changes in circumstances and payment of semi-annual renewal fee. Such structures shall be removed after they are no longer required for their initial use.

For more information about a Temporary Living Unit Permit, please refer to Section 17.54.070 (Temporary Living Units) of the McMinnville Zoning Ordinance.

Application Submittal

The following materials must be provided at the time of submittal, or the application will not be accepted for processing.

- A completed Temporary Living Unit Permit application form.
- A site plan (drawn to scale, with a north arrow, legible, and of a reproducible size), indicating the proposed location of the temporary living unit in relation to the occupied residence, distances between all structures (existing and proposed), and setbacks from all property lines.

- Additional data or information that would help substantiate or clarify your request.
- Payment of the applicable review fee.

Review Process

An application for a temporary living unit permit is subject to review by the Planning Director. The procedure for reviewing an application for a temporary living unit permit is outlined in Section 17.72.100 (Applications and Permits – Director’s Review without Notification) of the Zoning Ordinance. While no notification of the application is provided to neighboring properties prior to the Director’s decision, if an application for a temporary living unit is approved, the Planning Department shall provide written notice of the decision to the abutting property owners.

The decision made by the Planning Director may be appealed to the Planning Commission as outlined in Section 17.72.170 (Appeal from Ruling of Planning Director) of the Zoning Ordinance.



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Office Use Only:

File No. _____
Date Received _____
Fee _____
Receipt No. _____
Received by _____

Temporary Living Unit Permit

Applicant Information

Applicant is: Property Owner Contract Buyer Option Holder Agent Other _____

Applicant Name _____ Phone _____

Contact Name _____ Phone _____
(If different than above)

Address _____

City, State, Zip _____

Contact Email _____

Property Owner Information

Property Owner Name _____ Phone _____
(If different than above)

Contact Name _____ Phone _____

Address _____

City, State, Zip _____

Contact Email _____

Site Location and Description

(If metes and bounds description, indicate on separate sheet)

Property Address _____

Assessor Map No. R4 - - Total Site Area _____

Subdivision _____ Block _____ Lot _____

Comprehensive Plan Designation _____ Zoning Designation _____

1. Name of family member for which temporary living unit permit is requested: _____
2. Relationship to applicant: _____
3. Special care required by family member and to be provided by applicant: _____

4. How will this temporary living unit affect surrounding properties? _____

5. What type of temporary living unit is proposed? _____

6. Present use of this property: _____

In addition to this completed application, the applicant must provide the following:

- A site plan (drawn to scale, with a north arrow, legible, and of a reproducible size), indicating the proposed location of the temporary living unit in relation to the occupied residence, distances between all structures (existing and proposed), and setbacks from all property lines.*
- Additional data or information which would help substantiate or clarify your request.*
- Payment of the applicable review fee, which can be found on the Planning Department web page.*

I certify the statements contained herein, along with the evidence submitted, are in all respects true and are correct to the best of my knowledge and belief.

Applicant's Signature

Date

Property Owner's Signature

Date