



## City of Vernonia

1001 Bridge Street, Vernonia, OR 97064

Phone 503-429-5291 Fax 503-429-4232

[www.vernonia-or.gov](http://www.vernonia-or.gov)

# HABITATION OF A TRAVEL TRAILER PERMIT APPLICATION

### Note to Applicant:

- Approval of a Habitation of a travel trailer permit is required within the City Limits.
- All standards of the travel trailer Permit must be met to obtain approval.
- This permit does not override private property restrictions in Covenants, Conditions and Restrictions.
- The occupant of the travel trailer and property owner shall make application for the permit to the City Recorder and pay a nonrefundable application fee based on the City Fee Schedule (\$100).

### APPLICANT AND OWNERSHIP INFORMATION

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

Mailing Address/State/Zip \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax#: \_\_\_\_\_ Email: \_\_\_\_\_

*If the applicant is not the property owner, permission from the owner must be provided below:*

Property Owner(s): \_\_\_\_\_

Mailing Address/State/Zip: \_\_\_\_\_

Phone#: \_\_\_\_\_ Fax#: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner's Signature \_\_\_\_\_ Date: \_\_\_\_\_

### APPLICANT SIGNATURE

I hereby certify that I will continually conform to the standards of the City of Vernonia Municipal Code Title 9 Section 8 Habitation and Parking of Travel Trailers and to any conditions of approval attached to the Travel Trailer Permit. I understand that the ability to habitate a travel trailer on the property is subject to revocation if violations of the Municipal Code or this permit exist on my property.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

### SITE LOCATION & DESCRIPTION

Site Address: \_\_\_\_\_

Nearest Cross Street: \_\_\_\_\_

Lot Size (Total Square Footage): \_\_\_\_\_ Lot Dimensions: \_\_\_\_\_ X \_\_\_\_\_

**DESCRIPTION OF TRAILER**

MAKE/MODEL/YR	INSURANCE CARRIER	REGISTRATION DATE	BRIEF DESCRIPTION

Are there any current code violations at this address? Yes  No

If Yes, Explain: \_\_\_\_\_

Have there been any permits issued for this use within the last year? Yes  No  Permit #: \_\_\_\_\_

**Application Requirements.**

- The proposed location of the travel trailer with a site plan showing full dimensions. Note: In issuance of the permit you are giving City Staff permission to enter the property to verify the site plan if needed. This will be scheduled with the property owner.
- The period of time for which the permit is sought (six (6) month maximum) and justification for that specific time period.
- The reason for which the application is being made to use a travel trailer instead of a more permanent structure.
- Provisions for sanitary and water connections.
- Proof of current title, registration, and insurance per Oregon law.
- The property owner and applicant must be present when the permit is submitted.
- A narrative of how the criterion in the following section are met.

**Criterion.** A Temporary Use Permit may be granted only in the event that all of the following standards are met:

- The travel trailer must not be in disrepair and must be mobile;
- The trailer is not permitted to be located in the flood way, as designated by FEMA;
- The property at which the trailer will be located must not have any current Title 3 or Title 9 code violations;
- The location of the travel trailer must be within a safe distance from any permanent structure as per current Oregon State Fire Marshall recommendation.
- All City of Vernonia structure setbacks as outlined in Title-9 Land Use and Development must be met;

Residential	General Commercial	Downtown Zone	Light Industrial Zone
The front setback shall be a minimum of twenty (20) feet; Each side setback shall be a minimum of five (5) feet, except that on a corner lot the side yard on the street shall be a minimum of fifteen (15) feet; The rear setback shall be a minimum of ten (10) feet;	Not Permitted	Not Permitted	Not Permitted

- Ingress and egress are safe and adequate for travel trailer, vehicles and pedestrians;
- There is adequate parking for the use;
- The use does not adversely impact any neighbors including noise, glare, lighting, odors, vibrations in a manor inconsistent with the primary use of the property;

- State if septic will be pumped or if the trailer will be taken to an approved dumping facility (connections to residential sewer cleanouts is not permitted).
- The permit shall not exceed six (6) months unless otherwise permitted by 9-08.02-30.c.
- Has a Temporary Use Permit (TUP) been issued to this address within the past year?

**Notification.** Notification shall be provided pursuant to section 9-01.10-30.C of this Ordinance except that section 9-01.10-30. C.3.g shall not apply.

**SITE PLAN**

Please draw a “to scale” site plan which clearly shows: (Example of “to scale” 1 inch -100 feet)

- Lot dimensions and size and location of house and accessory dwelling structures.
- Location where the trailer will be kept.

**TRACKING INFORMATION (For Office Use Only)**

Date Received: \_\_\_\_\_ Building Permit Required:  Yes  No  
 Tax Map #(s): \_\_\_\_\_ Zoning: \_\_\_\_\_

Planning:  Approved  Denied for the following reasons: \_\_\_\_\_  
 \_\_\_\_\_

Recorder:  Approved  Denied for the following reasons: \_\_\_\_\_  
 \_\_\_\_\_

Code Enforcement:  Approved  Denied for the following reasons: \_\_\_\_\_  
 \_\_\_\_\_

Decision Date: \_\_\_\_\_ File#: \_\_\_\_\_ Reviewing Planner: \_\_\_\_\_  
 Fees Paid: \_\_\_\_\_ Receipt No. : \_\_\_\_\_

# HABITATION OF A TRAVEL TRAILER PERMIT APPLICATION

Applicable Municipal Code Sections

## **9-08 Habitation and Parking of Travel Trailers**

### **9-08.01 Introductory Provisions**

#### **9-08.01-10 Definitions**

As used in this chapter the following words and phrases shall mean:

- A. "Camper" means a structure designed to be mounted upon a motor vehicle and to provide facilities for human habitation or camping purposes.
- B. "Recreational Vehicle" or "Travel Trailer" means a vehicle, self-propelled or not, and including motor homes and campers, which is designed to be driven, pulled or otherwise used on a highway and which has facilities or space which can be used for human habitation or for conducting business.
- C. "Utility Trailer" means a non-motorized vehicle designed to carry persons, property, animals, waste, materials, or any other items on its own structure and to be drawn by another motor vehicle which is not designed for habitation or recreational purposes.

### **9-08.02 Regulation of Use**

#### **9-08.02-10 Occupancy of a Recreational Vehicle**

- A. A recreational vehicle may be occupied as a dwelling if it is located in a City licensed recreational vehicle park.
- B. A recreational vehicle may be occupied as a dwelling if it is located in a manufactured dwelling park or a mobile home park and if it is lawfully connected to water, sewage disposal and electrical supply systems. (ORS197.493)

#### **9-08.02-20 Temporary Use of Travel Trailer as a Dwelling or Business**

Temporarily inhabiting a travel trailer, camper or utility trailer as a dwelling, for longer than 14 days, except where otherwise approved, is prohibited. The use of a travel trailer to conduct business within the City of Vernonia is prohibited unless the occupant first obtains a permit from the City. The occupant of the travel trailer and property owner shall make application for the permit to the City Recorder and pay an application fee based on the City Fee Schedule. A public hearing is not required. Final approval is obtained at the administrative level through a Type II process except as modified by this section.

**Exemptions.** Temporary use of a camper, recreational vehicle or travel trailer, for occasional use for cooking, storage, and play during daytime hours and not normally involving overnight accommodations does not require a city permit.

#### **9-08.02-30 Temporary Use Permit Procedure**

- a. **Application Requirements.** The application shall be in writing and shall include the following

information:

- The proposed location of the travel trailer with a site plan showing full dimensions.  
Note: In issuance of the permit you are giving City Staff permission to enter the property to verify the site plan if needed. This will be scheduled with the property owner.
- The period of time for which the permit is sought (six (6) month maximum) and justification for that specific time period.
- The reason for which the application is being made to use a travel trailer instead of a more permanent structure.
- Provisions for sanitary and water connections.
- Proof of current title, registration, and insurance per Oregon law.
- The property owner and applicant must be present when the permit is submitted.
- A narrative of how the criterion in the following section are met.

b. Criterion. A Temporary Use Permit may be granted only in the event that all of the following standards are met:

- The travel trailer must not be in disrepair and must be mobile;
- The trailer is not permitted to be located in the flood way, as designated by FEMA;
- The property at which the trailer will be located must not have any current Title 3 or Title 9 code violations;
- The location of the travel trailer must be within a safe distance from any permanent structure as per current Oregon State Fire Marshall recommendation.
- All City of Vernonia structure setbacks as outlined in Title-9 Land Use and Development must be met;
- Ingress and egress are safe and adequate for travel trailer, vehicles and pedestrians;
- There is adequate parking for the use;
- The use does not adversely impact any neighbors including noise, glare, lighting, odors, vibrations in a manor inconsistent with the primary use of the property;
- State if septic will be pumped or if the trailer will be taken to an approved dumping facility (connections to residential sewer cleanouts is not permitted).
- The permit shall not exceed six (6) months unless otherwise permitted by 9-08.02-30.c.
- Conditions may be imposed in order to assure these criterion are met.

c. Residence Building Time Limit Exception. A time period beyond six (6) months may be requested when a camper, recreational vehicle or travel trailer is intended to be used as temporary housing during construction of a permanent residential dwelling. When a residential building time limit exception is approved, the Temporary Use Permit shall be valid as long as an active building permit is on file with the City of Vernonia Building Department. Building permits may include structure or grading permits.

d. Administrative Decision. The City Planner or their designee will consider information provided in the application. If the City Planner or their designee is satisfied that the use of the camper, recreational vehicle or travel trailer meets all applicable criterion they may grant the application stating clearly in the notice of decision the specific duration of the permit.

e. Notice of Decision. A notice of decision shall be provided pursuant to section 9-01-30.E.3 of this Ordinance.

f. Revocation. The permit issued may be revoked on twenty four (24) hours' notice if the

Building Official or Code Enforcement Officer determines that it is a danger to public health and safety, or is a public nuisance because of its condition, location or use.

- g. Notification. Notification shall be provided pursuant to section 9-01.10-30.C of this Ordinance except that section 9-01.10-30.C.3.g shall not apply.
- h. Number of permits. No more than one Temporary Use Permit per year shall be granted per property.
- i. Appeal. An appeal to a staff level administrative decision can be filed with the City Planner to appeal the administrative decision to the Planning Commission pursuant to the appeal rules in Section 9-01.10-30.g of this Ordinance, except that the Planning Commission shall be the final decision.

### **9-08.03 Restrictions for Parking a Recreational Vehicle, Utility Trailer, Camper, Travel Trailer or Boat on a Public Street or Alley**

No person shall store any recreational vehicle, travel trailer, utility trailer, boat, or camper upon any public street or highway.

- a. Exemptions. This section shall not apply to any person who is engaged in frequenting a business, making emergency repairs, or loading or unloading a recreational vehicle, utility trailer, camper, travel trailer or boat. Further, this section shall not apply to any commercial vehicle making routine pickups or deliveries of goods, wares, or merchandise from a public street, or delivering materials to be used in the repair, alteration, remodeling, or construction of any building or structure within the city.
- b. Restrictions.
  - 1. Recreational vehicle, utility trailer, camper, travel trailer or boat parking on a street or alley is prohibited for the principal purpose of displaying the vehicle for sale; repairing or servicing the vehicle, except repairs necessitated by an emergency; displaying advertisement from the vehicle; or selling merchandise from the vehicle, except when authorized in conjunction with a business license.
  - 2. Parking a recreational vehicle, utility trailer, camper, travel trailer or boat on any city street, right of way or U.S. Highway 47 is prohibited.
  - 3. A wrecked, inoperable or unlicensed recreational vehicle, utility trailer, camper, travel trailer or boat is prohibited on a city street at any time.
  - 4. Recreational vehicles, utility trailer, camper, travel trailer or boat shall not block any private driveway, or any public driveway including the property owners driveway, as it is a safety hazard.

### **9-08.03-30 Violation**

Violation of this chapter or any part thereof shall be punishable by a fine of not more than five hundred dollars (\$500) per day of violation as well as a \$25 administrative fee. For each day there is a violation under this chapter, it shall be considered a separate offense.