



**City of Silverton**  
306 South Water Street  
Silverton, OR 97381  
(503) 874-2207 Fax: (503) 873-3210

*FOR OFFICE USE ONLY:*

Planning File No. : \_\_\_\_\_

Date Received: \_\_\_\_\_ Fee: \_\_\_\_\_

Land Use Type: \_\_\_\_\_

Received by: \_\_\_\_\_

## TEMPORARY SALES OFFICE OR MODEL HOME PERMIT

**Project Name:** \_\_\_\_\_

### Applicant Requesting Permit:

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

### Site Information:

**Address:** \_\_\_\_\_

**Zoning** \_\_\_\_\_

**Project Description**

### **Required Attachments and Information:**

- Narrative:** Explain the proposal including the intent, nature, and proposed use of the development. Using a Type I procedure under Section 4.1.200, the City may approve, approve with conditions or deny an application for the use of any real property within the City as a temporary sales office for a period not to exceed one (1) year, or as approved by the Community Development Director, for the purpose of facilitating the sale of real property, or model home in any subdivision or tract of land within the City, but for no other purpose. In addition, explain how the proposal complies with **each and all** of the following review criteria and standards:

1. Temporary sales office:

- a. The temporary sales office shall be located within the boundaries of the subdivision or tract of land in which the real property is to be sold and not interfere with traffic on any street or public way;
- b. The property to be used for a temporary sales office for dwellings or lots within the subject property shall not be permanently improved for that purpose, except as approved by the Community Development Director (e.g., model home);
- c. Conditions may be imposed regarding temporary utility connections, and as necessary to protect public health, safety, or welfare;
- d. The subject site shall be kept clean and neat; and
- e. Hours of operation for a sales office shall follow those for home occupations, except as approved by the Community Development Director for a caretaker.

2. Model house:

- a. The model house shall be located within the boundaries of the subdivision or tract of land where the real property to be sold is situated; and
- b. The model house shall be designed as a permanent structure that meets all relevant requirements of this Code and other applicable codes and permit requirements, including landscaping.

**Submittal Requirements.** For initial staff review five (5) printed copies of the application and attachments shall be submitted. In addition to the printed copies an electronic copy of the Narrative shall be submitted to the City.

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**Applicant's Signature**

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**Date**

Approval:    Yes       No

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**Community Development Director**

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**Date**