



## COMMUNITY DEVELOPMENT

333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | Building & Planning 541-917-7550

# Temporary Placements

□ Temporary Hardship □ Temporary On-Site Residence □ Other Temporary Uses

## INFORMATION AND INSTRUCTIONS:

- See fee schedule for filing fee (subject to change every July 1); staff will contact you for payment after submittal.
- All plans and drawings must be to scale, and review criteria responses should be provided as specified in this checklist.
- Application and materials must be submitted online through Accela at <http://www.albanyoregon.gov/permits>. Please call 541-917-7550 if you need assistance.
- Before submitting your application, please check the following list to verify you are not missing essential information. An incomplete application will delay the review process.

## TEMPORARY PLACEMENTS OVERVIEW (ADC 10.440-10.510)

There are three categories covered under this application: Temporary Hardship Dwelling, Temporary On-Site Residence, and Other Temporary Uses. A Temporary Placement permit is used to accommodate the need for temporary housing or office space and the applicant wants to use a manufactured home or recreational vehicle (RV) to fill this need. Each category has its own procedure, criteria for approval, and expiration date.

There are two types of situations where a manufactured home or RV may be temporarily used to fill a need. For other temporary uses, building space may be a manufactured home or a modular building.

- Temporary Hardship is to allow a property owner/resident to provide temporary housing on their property in order to provide adequate and immediate health care for a relative in need of close attention who would otherwise be unable to receive the needed attention from the hospital or care facility, or within the primary residence on the property. The approval is valid for two years and may be renewed until the reason for the hardship ceases. When the hardship ceases the dwelling must be removed. (See ADC 10.450-10.460). These are processed by the Community Development Director (Type I process).
- Temporary On-Site Residence is to allow on-site housing for owners or caretakers who are overseeing the construction of a new or replacement home, or the repair of an existing home. The permit is limited to the duration of the active building permit for a primary dwelling on the parcel. (See ADC 10.470-10.480). These are processed by the Community Development Director (Type I process).
- Other Temporary Uses category is to allow temporary building space for: (a) a night watchman, or (b) temporary offices accessible to the general public for use during construction or remodeling, or (c) temporary building space for education, non-profit, and government agencies. These are processed by the Community Development Director (Type I-L) through an approved Site Plan Review application. The approval would be valid for one year with the possibility of renewal.

The Director or review body may revoke a Temporary Placement permit with 30 days' notice if, upon inspection, the use is found not to comply with the application for which the permit is issued.

The Director needs a site plan map that accurately shows the boundaries of the property, the locations of all existing and proposed structures on the property, and how they are served by public utilities.

The applicant must submit the requested information with enough detail that the review authority can conclude that the permit can be issued. For specifics, see the enclosed materials on the type of temporary placement you will be requesting.

[albanyoregon.gov/cd](http://albanyoregon.gov/cd)



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## TEMPORARY HARDSHIP DWELLING (ADC 10.450-10.460)

This is for the review of a request for a permit for temporary placement of a dwelling so that a resident may provide adequate and immediate health care for a relative who needs close attention and who would otherwise be unable to receive the needed attention from the hospital or care facility.

The Community Development Director reviews Temporary Hardship Dwelling applications without a public hearing (Type I review procedure). The application is attached to this document.

The applicant must demonstrate, with supporting factual information, that the permit is needed. The dwelling to be used must meet all city, county, and state health and building requirements, and must be used in conjunction with a permanent residential structure on the same lot.

**An application for a temporary hardship dwelling must include the following:**

1. A written medical report from a licensed physician indicating the nature of the medical or disability hardship and the amount and type of care needed by the affected person or persons.
2. A written explanation including factual information that demonstrates why it is necessary to provide adequate and immediate health care for a relative on-site in a temporary dwelling, rather than in a hospital or care facility or within the primary residence.
3. A plot plan showing in detail the proposed location of the dwelling on the site, with respect to the surrounding area, setbacks, existing structures, and improvements to be made.

**If approved, at a minimum, the following conditions will be attached:**

1. There shall be no change in occupancy of the dwelling under the permit. (i.e., the permit is for the original individual for whom the temporary dwelling is needed.)
2. The dwelling shall not be expanded or attached to a permanent structure on the property.
3. The dwelling shall have approved connections to utility systems.
4. The dwelling shall be required to meet all setback requirements to residential dwellings and shall be situated so as to have the least possible visual exposure to adjoining streets, unless approved by the Director.
5. The dwelling must be removed when the original hardship no longer exists.
6. The permit is valid for a two-year period from the date of approval. The permit may be renewed upon request if the Director finds that the hardship still exists, and that the temporary placement has had no adverse effect on surrounding properties. The renewal request must be made at least 30 days before the permit's expiration date.

The Director may add further conditions or restrictions to assure conformance with the Development Code. Guarantees and evidence of compliance may also be required.

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## TEMPORARY ON-SITE RESIDENCE (ADC 10.470-10.480)

This is for the review of a request for a permit for the temporary placement of a manufactured home or recreational vehicle (RV) to provide on-site housing for owners or caretakers who are overseeing construction of a new or replacement home, or emergency repair of an existing home.

The Community Development Director reviews Temporary On-Site Residence applications without a public hearing (Type I review procedure). The application is attached to this document.

**The applicant must submit with the application:**

1. A statement of intended use and length of time for use.
2. A property plan showing in detail the proposed location and size of the temporary dwelling with respect to the surrounding area, setbacks, structures, and improvements to be made. The plan must also show the location of any wells, septic tanks, and drain fields on the property.
3. Evidence that the temporary dwelling complies with building and health codes.

**If approved, at a minimum, the following conditions will be attached:**

1. There must be no change in occupancy under the permit. (i.e., the permit is for the original individual for whom the temporary dwelling is needed.)
2. The dwelling may not be included or sold as a part of any property on which it is located.

3. The dwelling may not be expanded or have attached permanent structures.
4. The dwelling must have approved connections to utility systems as required by the City.
5. The use is limited to the function as set forth in the application for the permit.
6. The permit is limited to the duration of the active building permit for a primary dwelling on the parcel.

The Director may add further conditions or restrictions in order to ensure conformance with the Development Code. Guarantees and evidence of compliance may also be required.

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### OTHER TEMPORARY USES (ADC 10.490)

This type of request is for the review of a request to provide adequate temporary building space for the following uses only:

1. Night watchman.
2. Temporary offices accessible to the general public for use during construction or remodeling.
3. Temporary building space for education, non-profit, and government agencies.

This application is processed under the Site Plan Review procedure (Type I-L). This application is available online at [www.albanyoregon.gov](http://www.albanyoregon.gov) or at the Community Development Department.

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**Note:** Some properties may have covenants or restrictions, which are private contracts between neighboring landowners. These frequently relate to density, minimum setbacks, or size and heights of structures. While these covenants and restrictions do not constitute a criterion for a City land use decision, they may raise a significant issue with regard to the City's land use criteria. It is the responsibility of the applicant to investigate private covenants or restrictions.