



## **OVERNIGHT CAMPING PROGRAM APPLICATION PACKET**

### **INSTRUCTIONS**

This packet contains two forms; a Site Application and an Occupancy Report. It also includes a copy of Cottage Grove Code Chapter 8.40, which governs this program.

First, fill out and submit the Site Application, which will allow the City to evaluate your site and determine its suitability for participation in the Overnight Camping Program. You will be required to attach a site plan, which is a map of the site with labels showing all relevant information, including site location relative to existing structures, driveways, and property lines, as well as related dimensions.

Second, once you've identified one or more occupants you wish to invite to stay at your approved site, fill out the Occupancy Report and turn it in to the City. (You may do this at the same time as when you submit the Site Application, or at any point thereafter, but it must be submitted before the new occupant(s) move in.)

Note that if either the site or the occupants change later on, you must submit updated forms.

[This page intentionally left blank.]



# OVERNIGHT CAMPING PROGRAM SITE APPLICATION

## A. Property Owner

1. Owner's Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

2. Mailing Address: \_\_\_\_\_

3. Email Address: \_\_\_\_\_

## B. Property Tenant (if any)

4. Tenant's Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

5. Mailing Address: \_\_\_\_\_

6. Email Address: \_\_\_\_\_

## C. Location of Property

7. Address/Location: \_\_\_\_\_

8. Present Use: \_\_\_\_\_

## D. Request for Consideration

9. Type of Camping Requested:       Tent(s)       RV(s)  
 Yard       Driveway       Parking Lot       Vacant Parcel

10. Number of camping sites requested:       1       2

11. Description of Site and Provided Sanitary Facilities: \_\_\_\_\_

---

---

---

---

---

12. Site Plan (must clearly show location of camping and sanitary facilities, including dimensions and required setbacks):       Attached

E. Acknowledgements (Owner must initial each blank)

\_\_\_\_\_ I hereby request authorization to allow urban camping on the above described real property, which is either owned by or under contract of sale to the applicant, and is located within the City of Cottage Grove, Oregon.

\_\_\_\_\_ I understand and acknowledge that this program is entirely voluntary, and that no liability attaches to the City of Cottage Grove as a result of my participation.

\_\_\_\_\_ I understand and acknowledge that only persons experiencing homelessness are eligible to camp under this program, and will not invite any housed person to occupy an approved site.

\_\_\_\_\_ I understand and acknowledge that I must provide campers with access to functional sanitary facilities, including but not limited to toilet, hand washing, and trash disposal facilities.

\_\_\_\_\_ I understand and acknowledge that this permit is valid for a maximum of one year from the Date of Decision below, and that I will need to reapply before that date if I wish to continue participating in this program.

\_\_\_\_\_ I understand and acknowledge that authorized camping must be located at least five feet from any side or rear property line.

\_\_\_\_\_ I understand and acknowledge that participation in this program precludes me from requiring compensation of any sort from campers.

\_\_\_\_\_ I understand and acknowledge that the City may revoke authorization at any time and for any reason.

	Owner:	Tenant (if any):
Signature:	_____	_____
Name:	_____	_____
Date:	_____	_____

F. Office Use Only

13. Date Application Received: \_\_\_\_\_ Initials: \_\_\_\_\_

14. Date of Decision: \_\_\_\_\_ Initials: \_\_\_\_\_

15. Decision:         Approved     Approved with Restrictions (attached)     Denied



# OVERNIGHT CAMPING PROGRAM OCCUPANCY REPORT

## A. Property Owner

1. Owner's Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

2. Mailing Address: \_\_\_\_\_

3. Email Address: \_\_\_\_\_

## B. Property Tenant (if any)

4. Tenant's Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

5. Mailing Address: \_\_\_\_\_

6. Email Address: \_\_\_\_\_

## C. Location of Property

7. Address/Location: \_\_\_\_\_

## D. List of Campers (Site 1)

_____	_____
_____	_____
_____	_____

## E. List of Campers (Site 2, if applicable)

_____	_____
_____	_____
_____	_____

F. Acknowledgements

To the best of my knowledge, the persons listed above are experiencing homelessness and do not have a safe home to return to. I agree to update this form with the City of Cottage Grove immediately upon any change in occupancy.

	Owner:	Tenant (if any):
Signature:	_____	_____
Name:	_____	_____
Date:	_____	_____

F. Office Use Only

8. Date Report Received: \_\_\_\_\_ Initials: \_\_\_\_\_

## **Chapter 8.40 Overnight Camping Program**

### **8.40.010 Overnight Camping Program Implementation**

Pursuant to ORS 195.520, the City hereby implements a program to allow any public or private property owners to offer overnight camping on their property to homeless individuals or families living in vehicles.

### **8.40.020 Voluntary Participation**

All persons participating in the temporary camping program described in this section do so at their own risk, and nothing in this code creates or establishes any duty or liability for the City or its officers, employees or agents, with respect to any loss related to bodily injury (including death) or property damage.

### **8.40.030 Authorization Required to Allow Camping**

(1) Any public or private property owner may apply for City authorization to provide camping sites to individuals or families experiencing homelessness for one year pursuant to a written agreement with City for the following:

- a). Persons may sleep overnight in a vehicle in a parking lot, with written permission of the property owner of a religious institution, place of worship, business or non-profit entity that owns property on which a parking lot and structure is located. The property owner may not grant permission for more than two vehicles used for sleeping at any one time. For purposes of this Chapter the term "vehicle" includes cars, trucks, tents (200 square feet or less), campers, trailers, motor homes and recreational vehicles.
- b). Persons experiencing homelessness may sleep overnight in the yard of a single-family residence in a residential zoned district, with written permission of the owner and any tenant of the residence. Such camping cannot be located on the property between the residence and any adjacent street. Not more than one family may sleep in any yard, and not more than one vehicle may be used for sleeping in the yard. As an alternative, but not in addition to sleeping overnight in the yard, not more than one family may sleep in a car, truck, camper, trailer, motor home or recreational vehicle parked in the driveway of a single family residence in a residential zoned district. For purposes of this subsection, "family" means up to two related, unrelated or married adults plus minors for whom one or both permitted adults are either a parent or legal guardian.
- c). Persons may sleep overnight in a vehicle on a paved or graveled surface located on a vacant or unoccupied parcel, with the written permission of the property owner. The property owner may not grant permission for more than two vehicles used for sleeping at any one time.

(2) The City may deny, further limit the camping spaces available, and/or impose any other reasonable condition, in City's sole discretion, based upon, but not limited to available parking, property size, condition, usage and geography, surrounding property usage, and property owner's experience and capabilities.

(3) A property owner with City authorized camping space must provide campers with access to sanitary facilities, including but not limited to toilet, hand washing, and trash disposal facilities.

#### **8.40.040 Renewal of Authorization**

A property owner may apply annually to renew City authorization to provide camping sites to homeless individuals or families under this Chapter.

#### **8.40.050 Camping Location**

Authorized camping under this Chapter must be located at least five feet from any side or rear property line.

#### **8.40.060 Compensation Prohibited**

A property owner with City authorized camping space shall not require or accept the payment of any monetary charge or performance of any valuable service in exchange for camping on their property under this Chapter. Nothing in this section prohibits a property owner from requiring campers to perform services necessary to maintain safe, sanitary and habitable conditions at the campsite.

#### **8.40.070 Revocation**

(1) A property owner who permits camping pursuant to this Chapter may revoke that permission from one or more campers at any time and for any reason.

(2) Notwithstanding any other provision of this Chapter, the City Manager or the City Manager's designee may revoke the City's authorization to provide camping sites to homeless individuals or families on property pursuant to this Chapter upon finding that such activity violates this Chapter, is incompatible with the uses of adjacent properties, or constitutes a nuisance or other threat to the public welfare.

#### **8.40.080 Camping Closure Notice**

Upon expiration or revocation of City authority to provide camping sites on private property the property owner shall post written notice to vacate the property at the campsite entrance.