

# City of Aurora On-Street Loading Space Application

21420 Main St. NE  
Aurora, Oregon 97002  
Phone 503.678.1283  
Fax 503.678.2758  
<http://www.ci.aurora.or.us/>

**PERMIT TYPES** (Check One)  
\_\_\_\_\_ New Permit.....\$500.00  
\_\_\_\_\_ Annual Renewal...\$500.00

<b>CITY HALL OFFICE USE ONLY</b>	
Receipt No.	_____
Fee Paid	_____
Date Issue	_____

**PERMIT NUMBER** \_\_\_\_\_

Complete all categories:

NUMBER OF ON-STREET LOADING SPACE(S) REQUESTED: \_\_\_\_\_  
LENGTH OF ON-STREET LOADING SPACE(S) REQUESTED: \_\_\_\_\_  
NUMBER OF PARKING AND LOADING SPACES PROVIDED ON-SITE: \_\_\_\_\_

ARE YOU THE PROPERTY OWNER? \_\_\_\_\_ (signature from the property owner approving the application is required)

**A SITE PLAN DISPLAYING CONFORMANCE WITH ALL STANDARDS IDENTIFIED IN AMC 10.08.030 FOR THE RIGHT-OF-WAY AND ADJACENT PROPERTY SHALL BE SUBMITTED WITH THIS APPLICATION.**

PLEASE NOTE: Any document falsification or misrepresentation on this application shall be cause to reject or revoke this permit at any time at the sole discretion of the City of Aurora. Incomplete sections will delay the approval and your application will be returned to you. Application fee is **non-refundable**. Annual On-street Parking Permit renewal period is January 1 through January 31 of each calendar year. It will be considered past due after February 2<sup>nd</sup> of every year. It is the owner's responsibility to ensure that the On-street Parking Permit is valid at all times and it is up to the owner to ensure sufficient time prior to expiration of annual permits and allow for review and renewal of any applicable land use or other applicable requirements.

## Applicant

### Physical Location

Business Mailing Address (if different than above) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Business Phone \_\_\_\_\_

Description of On-Street Parking Purpose \_\_\_\_\_

### Property Owner/Manager Name/Emergency Contact(s)

Address (no P.O. Boxes) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Emergency Phone \_\_\_\_\_ \*\*\*E-Mail \_\_\_\_\_

Property Owner Name (if different from applicant) \_\_\_\_\_

Property Owner Signature (if different from applicant) \_\_\_\_\_

I, the undersigned, do hereby certify that all statements made here are true with the understanding that omissions of fact or misstatements on my part shall be cause for forfeiture of eligibility for a permit.

Applicant Name \_\_\_\_\_ Applicant phone \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

### City Use Only

ZONING: \_\_\_\_\_

HRB REVIEW REQUIRED?  Yes  No

Planning Review  Yes  No

Approved by: = \_\_\_\_\_ Date: \_\_\_\_\_

#### Administrative Review Required

Loading Space Permit (AMC 10.44)

#### Planning Commission Review Required

Conditional Use Permit (AMC 16.60)

Site Development Review (AMC 16.58)

Type II Home Occupation Permit (AMC 16.46)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE INCLUDED WITH THE ON-STREET LOADING SPACE PERMIT APPLICATION, A SITE PLAN DISPLAYING CONFORMANCE WITH ALL STANDARDS IDENTIFIED IN AMC 10.08.030 FOR THE RIGHT-OF-WAY AND ADJACENT PROPERTY SHALL BE SUBMITTED WITH THIS APPLICATION.**

1. Loading spaces may be located within the public right-of-way\* as long as a minimum of twelve (12) feet of travel lane can be maintained in each direction.
2. The dedicated loading space shall be located adjacent to the frontage of the subject property related to the business or proposed use.
3. Only the following vehicles, while being actively loaded or unloaded, may park in a truck loading space. Parking is limited to no more than 30 minutes:
  - a) A truck as defined by this Title;
  - b) A vehicle defined by its Department of Motor Vehicles registration as a truck, van, or pick-up that exhibits the commercial nature of the vehicle; and/or
  - c) A passenger or other vehicle with an official commercial loading permit or delivery permit that exhibits the commercial nature of the vehicle.
4. Signage for the loading space shall be required, at the expense of the applicant.
5. Boundaries of an approved loading space shall be a maximum of eight (8) feet in width and thirty-five (35) feet in length and installed at the expense of the applicant.
6. Loading spaces may not be located within fifty (50) feet of an intersection in order to facilitate traffic safety.
7. The Public Works Director, or designee, shall be the approval authority upon review and submission of the above materials, required by the applicant.
8. Approval of use of the right-of-way is at the exclusive discretion of the City of Aurora. Any document falsification or misrepresentation on this application shall be cause to reject or revoke this permit at any time at the sole discretion of the City of Aurora.

*\*Main Street (between Ehlen Road to the north and Third Street to the south) are ineligible for On-Street Loading Spaces and applications.*