

## Safe Parking Program Annual Application Temporary Overnight Accommodations

This application is for property owners or lessees (businesses, non-profits, religious, or public entities) who wish to allow limited overnight parking for people who lack permanent shelter and cannot obtain other low-income housing. Individual owners of residential properties are not eligible to allow overnight camping under this program.

**Overnight Camping:** without further authorization from the City, businesses, non-profits, religious and public entities can allow up to three vehicles on their properties overnight, and must provide access to bathrooms, hand washing, and garbage service. No fee may be charged to those camping overnight. No application to the City is necessary.

**Temporary Overnight Accommodations:** This application is for property owners who wish to allow up to six vehicles and/or moveable tents, huts, or yurts for overnight accommodation of people who lack permanent or safe shelter and who cannot obtain other low-income housing. Accommodations may be located in a parking lot or other paved or gravel surface of property owned or leased by a religious institution, non-profit, business, or public entity.

Applicants must complete and sign this Agreement as well as agree to comply with all conditions, guidelines, and requirements listed in the code. Failure to comply gives the City the right to immediately revoke this Agreement. Sites must re-apply annually (using a separate renewal application). Authorization will not transfer to a new property owner or lessee.

### Requirements:

- Up to six vehicles, huts, tents, other similar moveable and temporary structures.
- For people experiencing homelessness and cannot obtain other low-income housing.
- Accommodations must be located on a paved or gravel surface.
- No permanent improvements to property are allowed.
- All vehicles must be operable and moveable, either by power or towing.
- The Property must be located at least 150 feet from a childcare facility or school, unless the parking accommodations are located on property owned or leased by a public entity or religious institution.
- Requires providing notice of the intention to allow Temporary Transitional Overnight Parking to each property owner and occupant of each adjacent property prior to allowing any person to stay overnight.
- Requires posted notice at site that includes name of property owner or lessee, name and telephone number for entity providing supervision, number of approved vehicles and/or tents, and hours overnight campers may stay at the site.
- Requires case management or supervision (supervision must, at minimum, include nightly contact with each participant).
- No fee may be required for overnight accommodations.



- Agency must establish policies outlining how participants will be selected, number of continuous days someone may stay at the site, hours that campers may stay at the site (in addition to 9:00PM-7:00 AM), what supervision will be provided, and what structures or items may be placed on the site.

**Other Applicable Provisions:**

- City approval does not override covenants prohibiting overnight parking. Applicants are responsible for looking into their own property restrictions.
  - City approval is not a land use decision. The approval is not transferrable to new property owner.
  - Access to sanitation facilities must be provided at all hours people are allowed to be on the property in the temporary accommodations. Sanitation facilities may be within the unit or through access to pre-existing permanent facilities on-site. If bathroom facilities are provided within the unit, RV, or portable toilet(s), the applicant must provide for sewage disposal through a temporary holding tank with a contract with a pumping company for regular pumping, or other method of sewage removal. If any effluent is dumped on the ground, the administrative authorization may immediately be revoked.
  - The City may conduct a sanitation or any other inspection at any time for compliance with the requirements of the program and to ensure public health and safety.
  - The authorization provided in this agreement is at the sole discretion of the City, without right to administrative appeal. The City retains sole and complete discretion to withdraw, modify, or terminate an authorization at any time.
  - Failure to comply with any program requirement may result in immediate revocation of the agreement and administrative authorization and will require all transitional accommodation to cease immediately. Any violation may also be enforced under the code enforcement authority of the City.
  - Applicant must continue to comply with all other city codes and regulations (e.g, noise code).
  - Annual application must be made and approved by the City.
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**Application:**

*Please complete the following information with attachments requested and submit to the City of Bend.*

**Date of Submission:**

**Applicant Information**

**Primary Contact Name:**

**Entity Name:**

**Legal Entity Name (if different than above):**

**Entity Type (business, nonprofit, religious, public):**

**Location (address or tax lot):**



**Applicant is:**  Owner or  Lessee

**Property Owner Name:**

**Is the property within 150 feet of a child care facility or school?**  Yes  No

**If yes, is property owned or leased by a public or religious entity?**  Yes  No

**Emergency Contact Information:**

**Name:**

**Phone Number:**

**Accommodations**

**Types of Accommodations (select all that apply):**

Yurts  Huts  Cabins  Fabric Structures  Tents  RVs  Cars

Other (please describe):

**Total Number of units:**

**Hours of Operation:**

**Maximum duration of stay (if any)**

**Case Management or Supervision:**

**Entity providing case management or supervision:**

**Frequency of Case Management:**

**Describe Case Management or supervision services that will be provided:**

**Describe how people will be selected to stay on the property:**

**Describe any other Code of Conduct requirements:**

**Sanitation Plan:**

*Please describe how sanitation facilities are provided, including bathrooms and handwashing, as well as garbage service. If portable toilets or internal holding tanks of RVs, etc., will be used, attach contract for public services/sewage disposal.*



**Notice to Neighbors:**

**Date of Notice to Neighbors:**

**Date(s) of Neighborhood Meetings (if any):**

**Response to any concerns raised by neighbors:**

**Document Request:**

Please provide copies of the following documents with your application.

- Pilot Site Plan

At minimum, site plan must include: the location of the property; type and number of units (yurts, huts, cabins, fabric structures, tents, RVs, cars, or similar structures); whether units will be provided by applicant or brought onsite by individuals staying in the units; spacing of units/vehicles; location of sanitation facilities; location of any propane or electrical hook-ups.

- Property map with indication of where safe parking campsites and sanitation facilities will be located
- Agreement for case management and/or supervisory services (if applicant has contracted with another entity for services).

**Right to Revoke:**

The City has the right to revoke this Agreement and all associated permissions for any violation of the requirements of the Agreement. The City may also revoke this Agreement if the City determines, in its sole discretion, that the Agreement and its associated permissions are inconsistent with changing circumstances, including but not limited to changes related to public health considerations, data, guidance, or requirements from federal, state, or county authorities, and changes in local codes. Although the City will endeavor to provide reasonable notice prior to any revocation, the City may revoke this Agreement and its associated permissions at any time, without advance notice.

**Signatures**

**Applicant Signature:**

**Print Name:**

**Signature:**

**Date:**

**Property Owner Signature:**



*Please complete if the applicant is not the property owner.*

As the owner(s) of the subject property, I (we) have read and agree to abide by these requirements. I (we) further agree to release the City of Bend from any liability, losses, claims, damages, settlement, and attorney's fees of any kind from or in connection with the Temporary Transitional Overnight Accommodations, and to indemnify and defend the City as to liability for allowing the activity. Property Owner agrees to provide appropriate insurance for the additional use.

**Print Name:**

**Signature:**

**Date:**

**City Manager Approval:**

This application for city authorization to operate Transitional Overnight Accommodations at \_\_\_\_\_ has been  Approved  Denied on \_\_\_\_\_.

The authorization of this application is valid through \_\_\_\_\_ .  
\_\_\_\_\_ must reapply by \_\_\_\_\_ to be considered for  
a renewal of this application.

**Print Name:**

**Signature:**

**Date:**



**Accommodation Information for People with Disabilities**

To obtain this information in an alternate format such as Braille, large print, electronic formats, etc. please contact Brook O'Keefe, Shelter Coordinator at [bokeefe@bendoregon.gov](mailto:bokeefe@bendoregon.gov) or 541-388-5544; Relay Users Dial 7-1-1.

