PORTLAND PARKS & RECREATION

Healthy Parks, Healthy Portland

Application for Non-Park Use of Portland Parks & Recreation Property

Application Fee of $1,000 is Required

A complete application includes the following items:

- ❑ **Form** — This application form.
- ❑ **Fee** — The $1,000 application fee should be made payable to the *City of Portland* and included with this application.

  There may be additional use or administrative fees, depending on the nature of your project.
- ❑ **Maps** — Detailed maps of the work site, including its general location within the park property and the surrounding area to be affected by the proposed work project.
- ❑ **Plans** — Detailed drawings of all planned work, as appropriate.

  Among other things, drawings should clearly show any trees in the vicinity of your work.

  If your project includes any permanent installations on PP&R property, you will also be required to submit digital and paper as-builts for your facilities once the project is completed, in accordance with PP&R format guidelines.
- ❑ **Contacts**
  - The name and contact information for your on-site project manager
  - Name and title for person who will sign the Permit – with authority to enter into binding legal agreements for your organization.
  - Name, address, and contact information for any contractor(s).
- ❑ **Insurance** — Certificate of Insurance for permittee *and any contractor(s)* indicating:
  1. Proof of Workers Compensation Insurance
  2. Current General Liability. The Certificate must include the following things:
     - Coverage for "The City of Portland, its officers, agents and employees" as additional insured.
     - Specific reference to your project and the park by name in the comments section.
     - Coverage for not less than $1,000,000 for personal injury to each person, $1,000,000 for each occurrence, and $1,000,000 for each occurrence involving property damage; or a single limit policy of not less than $1,000,000 covering all claims per occurrence.
  3. Auto Insurance

  ❖ If your organization is self-insured, please send a letter or Certificate stating so.

Please return this form plus all of the above items to:
(FAX or email is preferred)

Portland Parks & Recreation
Property Management Group
1120 SW Fifth Ave. Room 1302
Portland, OR 97204
maija.spencer@portlandoregon.gov
503-827-5912 (FAX)

Things you should know about the Non-Park Use Permitting Process:

- **BDS Permits**

  A Non Park Use Permit (NPUP) from Portland Parks & Recreation grants authorization to use PP&R land for purposes not normally associated with park use. An NPUP will be subject to permits and authorizations that may be necessary from other City Bureaus.

  The regulatory permitting process in Portland is managed by the Bureau of Development Services (BDS). Applicants should consult with BDS to see if other permits are necessary.

- **Long-term Authorization**

  NPUPs grant temporary use of PP&R land for non-park purposes, such as construction and staging. If your project includes permanent installation of equipment on PP&R property, you will also need an easement, license, or revocable long-term permit. This permit application can serve for both purposes, but please be certain to make your short- and long-term needs clear in your answers.

- **Fees**

  The Permit Application fee of $1,000 is for the staff time to review and process your application. It is non-refundable, once permit review has begun. Submission of an application for use of PP&R property does not guarantee that park land will be made available for the requested use.

  There may be additional use fees, depending on the nature and extent of your project.

- **Read Policies**

  You should read the *Policies and Procedures Governing Non-Park Use* (one for the Springwater Corridor, another for all other Portland Parks) which are posted on the web or can be mailed to you. They point out that the highest and best use of PP&R property is to provide land for park and recreation use for the citizens of Portland. In order to safeguard these uses, the policies were developed and approved by the Portland City Council. The Ordinance adopting the *Policies* requires that PP&R be reimbursed for all costs associated with non-park use of park property.

- **Timing of Permit Review**

  Once we have received the entire package of required documents, Portland Parks & Recreation will begin a comprehensive review of your application. Depending on the complexity or extent of the project, review and issuing of a Permit typically takes anywhere from 2 to 6 weeks. Should the Permit require approval of City Council, an additional 4 weeks should be anticipated.

- **Disclaimer**

  Submission of an application for use of PP&R property does not necessarily guarantee that park land will be made available for the requested use.

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Contacts	
Applicant basic information	***Applicant On-Site Project Manager***
Company:	Name:
Contact Person:	Title:
Address:	Phone:
City: State: Zip:	Cell: Pager:
Phone: Fax:	***Person authorized to sign binding legal documents***
Cell: Pager:	Name:
Email:	Title:
Contractor information, if applicable	***Contractor On-Site Project Manager***
Company:	Name:
Contact Person:	Title:
Address:	Phone:
City: State: Zip:	Cell: Pager:
Phone: Fax:	***Person authorized to sign binding legal documents***
Cell: Pager:	Name:
Email:	

No contractor is authorized to work unless specifically named in the permit or a formal amendment.

Please answer the following questions in sufficient detail so PP&R staff can understand your project and make management decisions. Use additional space as needed.

PROJECT SUMMARY

Project Location (park name, and specific location within park):

Property ID / Tax ID #: R

Description of proposed use, activity or facility:

Is this part of a larger project? If yes, please describe:

Do you have existing authority (easement, etc.) to operate on this parcel of PP&R property?
If yes, please describe and provide a copy or a reference number for the relevant documentation.

Will this project require permanent installation of equipment on (or above or below) PP&R property? If yes, please describe:

When would you prefer to start work?

How long will the work take?

Beyond the construction period, will applicant require ongoing access for operations or repairs? Please describe frequency, duration, and nature of ongoing needs:

Why is the project needed?

Who is the facility intended to serve?

What alternatives are available to the applicant, other than using PP&R property?

CONSTRUCTION INFORMATION

Description of construction methods to be used: (e.g., trenching or boring)

Description of all equipment to be used:

Anticipated impact on park land, facilities or users resulting from applicant's use or construction:

Description of proposed mitigating measures to minimize impact on park land:

Description of site restoration plans and methods:

Description of any enhancement to park property resulting from project:

If utility or roadway, what is the usual width of right-of-way required for construction? For maintenance?

Signature of applicant or representative: _____

Date _____