



Temporary Homeless Encampment Application

City of Westport Temporary Homeless Encampment Application Cover Sheet

Please read and follow all instructions on your application carefully. If you have any questions about the process or your project, it is strongly recommended that you speak with staff prior to submitting your application to help ensure that processing can advance in a timely manner. Every application must include this cover sheet, the application/checklist and all required items. And a notarized affidavit of ownership (if applicable).

Applicant:			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
Email:			
Contact Person, if different			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
E-Mail:			
Property Owner(s), if different			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
E-Mail:			
Site Address(es)			Zoning:
Assessor Parcel Number(s)			Comp. Plan Designation:
Description of Proposal:			

I/We certify that the information provided in this application, including all submittals and attachments, is true and correct to the best of my/our knowledge

Signature of Applicant/Agent: _____ Date: _____

Signature of Property Owner: _____ Date: _____



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A Land Use Application for a Temporary Tent Encampment is deemed complete when it is accompanied by the required items identified below. Please be advised that additional information may be required.

No application shall be considered complete if any of the required information is missing.

REQUIRED ITEMS:

- 1. Land Use Application Cover Sheet signed by both the sponsor and the managing agency, as defined by Westport Municipal Code (WMC) 17.36.060 with original signatures.
- 2. A site plan, drawn to a scale, showing:
 - a. The date, scale, and north arrow;
 - b. Existing boundaries of the site;
 - c. Existing natural features, particularly the location of any sensitive areas as defined in WMC Title 17 as known to the applicant at the time of submittal;
 - d. Existing and proposed grades;
 - e. Existing and proposed utility improvements;
 - f. All adjacent roads or other rights-of-way and improvements;
 - g. All existing and proposed structures, tents, and other improvements, including sanitation facilities, landscaping and perimeter fencing;
 - h. Existing and proposed site improvements, such as parking; and
 - i. Any adjacent off-street parking that may be used for the duration of the temporary tent encampment.
- 3. A vicinity map showing the location of the site in relation to nearby streets and properties.
- 4. A written summary of the proposal responding to the standards and requirements of WMC 17.36.060:
- 5. A written code of conduct as required by WMC 17.36.060.
- 6. A transportation plan as required by WMC 17.36.060.
- 7. A written statement of the actions that the applicant will take to obtain verifiable identification from all encampment residents and to use for sex offender and warrant checks from appropriate agencies.
- 8. Photographs of the site.
- 9. A typed set of project statistics, including site area, building coverage, number and location of tents and other temporary structures, expected and maximum number of residents, and the proposed duration of the encampment.
- 10. A list of other permits that are or may be required for development of the property (issued by the City or other governmental agencies), if known.
- 11. A complete, notarized Affidavit of Ownership for all property owner(s) of the involved property, with original signatures.
- 12. Two (2) sets of reduced copies (no larger than 11 by 17 inches) of all plans and over sized documents.

	Staff Only	
	Verified	Waived
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FEES: See Westport Fee Schedule

NOTES:

1. Approval of a Temporary Tent Encampment Application does not in any way replace, modify or waive any requirement/s for compliance of the proposal with other applicable codes, standards, or regulations including but not limited to, those of the Building, Fire or Public Works Departments. You are strongly advised to contact these departments concerning such requirements.
2. It is the responsibility of the owners, applicants and agents to become aware of the requirements of Title 17 Zoning, of the Westport Municipal Code. It is strongly encouraged that a pre-application conference with the city staff be scheduled prior to submittal of an application.
3. An application may be amended only in writing.
4. Submittal of this application grants the appropriate city officials the right of entry to the project site during a reasonable hour and upon proper identification, to the building, structure and/or premises, which is directly related to this application.
5. In each application the burden of proof rests with the applicant, petitioner or proponent.
6. Items with any typewritten information must be 10-point font or larger to ensure legibility of scanned documents.

I/We certify that the information provided in this application, including all submittals and attachments, is true and correct to the best of my/our knowledge.

Signature of Owner: _____ Date: _____

Please Print Name: _____



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Affidavit of Ownership

File Name: _____

File Number: _____

Property Owner: _____

Contact Address: _____ **Phone:** _____

Any person with a verifiable interest in the subject property must complete this form. If the property owner has an express interest in additional parcels involved in the listed project than there is space provided for below, those parcel numbers and associated legal descriptions must be provided on further copies of this form.

Site Address: _____ **Parcel#** _____

Legal Description:

Site Address: _____ **Parcel#** _____

Legal Description:

AFFIDAVIT OF OWNERSHIP – To Be Completed in the Presence of a Notary Public

I, _____, being duly sworn, depose and say that I am the owner of record of that certain real property identified as Grays Harbor County Parcel Number(s) _____ and that the information provided in the application, including all submittals and attachments, is true and correct to the best of my knowledge.

Signature of Owner: _____ Date: _____

State of Washington

ss.

County of Grays Harbor

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that they signed this instrument and acknowledged it to be their free and voluntary act for the used and purposes mentioned in the instrument.

SUBSCRIBED AND WORN TO before me this ___ day of _____, 20__

NAME (print): _____

NAME (sign) : _____

Notary Public in and for the State of Washington.