



SAFE PARKING PROGRAMS APPLICATION

Transitional 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. Individual owners of residential properties are not eligible to allow overnight camping under this program.

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 otherwise site program will expire after 12 months from the date of approval. Authorization will not transfer to a new property owner or lessee.

Requirements and applicable provisions:

- Up to six vehicles (An operator may allow more than six vehicles on property owned or leased by the operator, with a plan approved by the City)
- 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.
- May not require any fee, rent, or other monetary charge.
- 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 resident 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 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 re-application must be made and approved by City.

Overnight Camping & Transitional Overnight Parking Accommodations	1 to 3	4 to 6	More than 6
Apply for & receive authorization from City Manager or designee.	x	x	x
Liability Insurance coverage in amounts acceptable to the city.	x	x	x
You may revoke a person's permission to stay on the property.	x	x	x
150+ feet from childcare or school facility (unless the parking accommodations are located on property owned or leased by the child-care facility or school).		x	x
Provide supervision and/or support services. nightly contact at a minimum.		x	x
Develop policies for those staying at the site.		x	x
Post detailed notice at prominent location visible from public right-of-way on site.		x	x
Approval based on parcel size, supervision plan, sanitation plan.			x

[Link to specific Municipal Code for complete information.](#)

Application

Please complete the following information with attachments requested and submit to the City of Grants Pass.

Date of Submission: _____

Applicant Information

Primary Contact Name: _____

Entity Name: _____

Legal Entity Name (if different than above): _____

Entity type (business, nonprofit, religious, public): _____

Applicants mailing address: _____

Location of safe parking site (address or tax lot): _____

Applicant is: ___ Owner or ___ Lessee (choose one)

Property Owner Name: _____

Existing or Current use of Property:

Describe the current use of the property and how that use will be adjusted or changed by temporary accommodations, if at all.

Within 150 feet of any childcare facility or school: ___ Yes or ___ No

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

Accommodation Proposal

Pilot Site Plan (please attach):

Site plan must include (at a minimum): the location of the property; type and number of vehicles; whether vehicles will be provided by applicant or brought onsite by individuals staying in the vehicles; spacing of vehicles; location of sanitation facilities; location of any propane or electrical hook-ups.

Max Number of Accommodations (select all that apply):

Up to 3: ___ Up to 6: ___ More than 6 (if choosing this option see staff for site plan review requirements): _

Total Number of vehicles: _____

Types of Accommodation (select all that apply):

RVs: ___ Cars: ___

Hours of operation: _____

Maximum duration of stay (if any): _____

Entity providing case management or supervision: _____

Case management/Supervision services (4+ Vehicles) (please attach):

Describe how people will be selected to stay on the property, the type and frequency of case management or supervision services that will be provided, and any other code of conduct requirements. Include a letter of agreement from the entity providing the case management and/or supervision if different from the applicant.

Sanitation Plan (please attach):

Describe how sanitation facilities will be 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 pumping service/sewage disposal.

Proof of Insurance (Please Attach)

Neighbor Noticing

Date of Notice to Neighbors: _____

Response to any concerns raised by neighbors (please attach):

Location of Required Posed Notice (4+ Vehicles):

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.

Print name: _____

Signature: _____

Date: _____

If Applicant is not the owner of the property:

Property Owner Authorization

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 Grants Pass from any liability, losses, claims, damages, settlement, and attorney's fees of any kind from or in connection with the Temporary Transitional Housing, 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: _____

Please submit forms to: Amber Neeck, Housing and Neighborhood Specialist, at
aneck@grantspassoregon.gov