

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

Application Checklist

A non-park use permit (NPUP) can only be issued after Portland Parks & Recreation's (PP&R) receipt of the following items:

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- Form** Complete NPUP application form. Note: You may apply online at: portland.gov/parks/non-park-use-permits
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- Fees** A permit application fee of **\$1,000**. There may be additional impact fees, depending on the nature and extent of your project. Fees may be paid by credit card, ACH, or check. Please contact npup.parks@portlandoregon.gov to arrange for payment by credit card or ACH. Checks should be mailed to: Portland Parks & Recreation, Real Property Services Administrator, 1120 SW Fifth Ave. #858, Portland, Oregon 97204.
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- Maps & Plans** You will be required to provide detailed drawings of all planned work, as appropriate. **Drawings should clearly show any trees in the vicinity of your work and the access route to the worksite.**
- Applicants may also be required to provide detailed maps of any specific work site, including its general location within the park property, and the surrounding area affected by the proposed work project and/or detailed drawings of all planned work, as determined by PP&R. If your project includes any permanent installations on park property, you are required to provide digital and paper as-builts for your facilities once the project is complete in accordance with PP&R guidelines.
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- Contacts** Name, address, and contact information for the applicant.
Name, address, and contact information for any contractor.
Name and title for any authorized signer of the NPUP. Note: authorized signers must have authority to enter into binding legal agreements on behalf of the organization.
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- Insurance** The applicant and contractor, if applicable, must provide a Certificate of Liability Insurance indicating:
- Current Commercial General Liability coverage
 - Current Auto coverage
 - Proof of Workers Compensation Insurance
 - Additional Insured Endorsement Form (CG 20 12 or similar) indicating: "Portland Parks & Recreation" or "The City of Portland, its officers, agents and employees" as additional insured
- If your organization is self-insured, please send a letter or Certificate stating so.
Please see standard insurance requirements:
[Non-Park Use of Park Property Permit Insurance Requirements](#) (pdf)

Return this form plus all above items to: npup.parks@portlandoregon.gov
Or mail to:

Portland Parks & Recreation
Property Management Group
1120 SW Fifth Ave. #858
Portland, OR 97204

Things You Should Know

- ❑ **Additional Permits** Work authorized under an NPUP may require additional permits, including permits and/or authorizations required by other City Bureaus. NPUP applicants should consult with the City of Portland Bureau of Development Services (BDS) to see if other permits are necessary.
- ❑ **Long-Term Authorization** NPUPs grant *temporary use* of park property for non-park purposes, such as construction and staging. If your project includes permanent installation of equipment or facilities on park property, you will also need an easement or revocable long-term permit. Please indicate any long-term needs in your application answers.
- ❑ **Policies** All PP&R properties are subject to non-park use of park property policies, which are required by Portland City Code Title 20.
Please review the policies and procedures governing non-park use below; there are specific policies for the Springwater Corridor. The policies were developed and approved by the Portland City Council and state that the highest and best use of park property is to provide land for park and recreation use for the citizens of Portland. The ordinance adopting the policies requires that PP&R be reimbursed for all costs associated with non-park use of park property.
 - [Springwater Corridor](#)
 - [Other PP&R Property](#)
- ❑ **Timing of Permit Review** Depending on the complexity or extent of the project, review and issuing of a permit typically takes anywhere from 4 to 12 weeks. Should the permit require approval of City Council, an additional 4 weeks should be anticipated. During the review process, you may be required to submit additional documentation, such as work site plans or insurance certificates. Timely and comprehensive submittals are encouraged to facilitate application processing.

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

Applicant Information

Is the Applicant a City Bureau? Yes No
If yes, please indicate which City Bureau:

Are you performing this work in conjunction with an approved Parks project? Yes No
If yes, please provide Project Name and PP&R Project Contact information:

Applicant Basic Information

Applicant Name (i.e., legal business name, doing business as (DBA), individual name):	
Entity Type (e.g., government, utility, business, non-profit, individual, other):	
Applicant Contact Name:	
Phone:	
Mailing Address:	
Email Address:	
Name and Title of Person Authorized to Sign Binding Legal Documents:	

Do you intend to use a contractor? Yes No Yes, but not selected yet
If yes, but not selected yet:
Is a fully executed NPUP needed *prior* to selecting a contractor? Yes No
If yes, please indicate the requested date for the NPUP:

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

Contractor Basic Information (if applicable)

Contractor Name (i.e., legal business name, doing business as (DBA), individual name):	
Contractor Contact Name:	
Phone:	
Mailing Address	
Email Address:	
Name and Title of Person Authorized to Sign Binding Legal Documents:	

Location Information

Park Name
List the park name(s) or PP&R property:

Property ID / Tax ID #:
Note: You can often find this number within PortlandMaps (www.portlandmaps.com). Use the map to find and select the correct property. On the right side of the screen information pertaining to the property will appear. Click "Assessor", then "Assessor Detail". The "Property ID" field should appear with the Property ID #.

Specific Location
Provide a more detailed description of the area within the park or property where the work will occur:

Scope of Work

Scope of Work

Provide a detailed description of the scope of work to be performed, including whether the work will be performed in phases (for complicated or longer scopes of work, please include a Work Plan with this application):

Part of a Larger Project

Is this NPUP request part of a larger project? Yes No

If yes, please provide a description of the larger project:

Other Permits

Are other permits associated with the Scope of Work? Yes No

If yes, provide permitting entity and relevant permit number:

Plans

Has a plan been submitted for review? Yes No

Existing Easement or Agreement

Do you hold an agreement or easement on the property for which you are requesting access? Yes No

If yes, provide the contract or ordinance number for any documents allowing access to the site:

Please include a copy of any applicable contracts or ordinances with this application.

Need For Long-Term Property Access

If the permit is approved, will ongoing, periodic site access be needed? Yes No

If yes, please explain on-going access needs:

Intended Benefit

Explain the public benefit of the work, if any (if no public benefit, please state "N/A"):

Purpose

Explain the purpose and/or need for the work to occur:

Alternative Site Analysis

Describe any alternatives considered before selecting this property as the location for the work to be performed (if no other sites were considered, please explain):

Duration of Work

Start Date

Proposed or requested work start date:

Note: Processing an application may take 4-8 weeks.

Workdays

Number of workdays requested on the site:

Weekdays

Work performed only on weekdays? Yes No

Hours

Hours when requested work will be performed (e.g., 9:00am - 4:00pm):

Construction

Permanent Installation or Equipment

Will this project require permanent installation of equipment or facilities on Park property? Yes No
If yes, please describe the permanent installation:

Ongoing Access

How frequently and for what purpose(s) will ongoing access be needed?

Equipment and Tools to Be Used

List all equipment or tools to be used (e.g., crane, aerial lift, chain saw, jack hammer):

Construction Methods

Describe the construction methods to be used (e.g., boring, pruning, constructing, digging, sawing):

Impacts

Work Impacts Trees? Yes No

If yes, describe the impact to trees:

If the work will impact trees (including impacts to root systems or canopy), please include a Tree Protection Plan with this application. For more information about tree impacts:

portland.gov/trees/trees-development/construction-and-tree-preservation

Traffic Redirection or Trail Closure Required? Yes No

If yes (the work will require redirecting pedestrians, bicyclist, and/or vehicles or the closing a trail or pathway), please include a Traffic Control Plan or trail or pathway closure plan with this application.

Work Requires Vehicle Access? Yes No

If yes, describe the requested vehicle access, including the type of vehicle(s) that will the access site, the specific locations and/or pathways the vehicles will traverse, and/or where they will be parked:

Note: this permit does not grant access to the right-of-way. *Contact the Portland Bureau of Transportation (PBOT) for right-of-way permitting.*

Work Requires Overnight Staging? Yes No

If yes (the work will require a fenced off area for staging and storing equipment overnight), please answer the following:

- Describe the location and dimension of the staging area, including the total square feet of the staging area. Please include any relevant maps, diagrams, or other documents with this application.
 - How long will the staging area be required? State the number of days the staging area will be set up. This can be either the entire work term or a lesser number of days.
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- Describe the fencing used for the staging area. Installation of posts into the ground (or other subsurface installations) is generally not allowed.

 - What is included in the staging area? Describe all of the items contained within the staging area.
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Work Impacts Turf? Yes No

Work Includes Pesticide Usage? Yes No

Work Have Noise Impacts? Yes No

Select "Yes" if work will generate noise (power tools, generators, etc.). If yes, please describe the noise impacts:

Site Restoration Methods

Restoration means returning the site to its original condition before any NPUP work occurred. Please describe what methods you will use to ensure restoration of the site:

Work Has Other Anticipated Impacts

Please describe any other anticipated impacts the work may have:

Other Comments

Please add any other information relevant to your permit application:

Attachments

Please include with this application all of the following that are applicable:

- Complicated scopes of work (Work Plan)
- Sketch of the worksite, including all staging
- Written agreements granting authority to access the site
- Tree protection plan
- Trail / pathway closure plan
- Traffic control plan
- Community Engagement Plan
- All other relevant documents

Signature

By signing below, you confirm that you are authorized to sign and submit this NPUP application on behalf of the Applicant.

Name and Title

Signature

Date