

# Metro | *Special Use Application*

Email this form to [specialusepermits@oregonmetro.gov](mailto:specialusepermits@oregonmetro.gov)  
or fax to 503-797-1849

## APPLICANT INFORMATION

Applicant Name \_\_\_\_\_  
 Business or Organization \_\_\_\_\_  
 Address \_\_\_\_\_ Day phone \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_ Evening phone \_\_\_\_\_  
 E-mail address \_\_\_\_\_ Fax \_\_\_\_\_  
 Person to be present during the activity and cell # \_\_\_\_\_ Cell: \_\_\_\_\_

## SPECIAL USE INFORMATION

**Type of Special Use** (choose all that apply)

- General Event     Education     Photography     Filming     Plant Material Collection

*Please also fill out Special Use Information and section on page two that best applies to your choice(s) above.*

**Proposed location(s)** (name of park or site)

**Specific area(s) requested**

**Description & purpose of activity** (please attach an additional page if necessary)

**This permit application is for a**  Single date  Series of dates

**Proposed date(s)**

**Are set-up/take-down dates different than activity date(s)?**  Yes  No

Set-up date and time \_\_\_\_\_ Take-down date and time \_\_\_\_\_

**How will your activity be promoted or advertized?** (if applicable)

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*To be completed by Metro staff*

Date received _____	Received by _____	Application #: _____
Application Fee Received: <input type="checkbox"/> \$40 <input type="checkbox"/> \$75 (if site plan is required)		

**Fill out the section(s) below that apply to your proposed activity**

**GENERAL EVENT** (a site plan may be required\*)

Do you have experience for the requested activity?  Yes  No  
 Will you charge participation and/or spectator fees?  Yes  No If yes, how much? \_\_\_\_\_  
 Will you have food, beverage or other vendors?  Yes  No  
 If yes, what types? \_\_\_\_\_  
 Do you plan to sell alcohol?  Yes  No Will your activity be underwritten by sponsors?  Yes  No

**EDUCATION**

Number of adults expected \_\_\_\_\_ Number of children expected \_\_\_\_\_  
 Number of cars expected \_\_\_\_\_ Number of busses expected \_\_\_\_\_

**PHOTOGRAPHY OR FILMING** (a site plan may be required\*)

Will your activity have 10 or less people on site?  Yes  No\*\* \*\*If no, a **Location Agreement** will be issued instead of a **Special Use Permit**  
 List the number of each you plan to have on site.  
 Cars \_\_\_\_\_ Trucks \_\_\_\_\_ Generators \_\_\_\_\_ Other \_\_\_\_\_

**PLANT MATERIAL COLLECTION** (a site plan is required\*)

The following must be filled out for each species you wish to collect; use additional pages if necessary.

Species	Plant Form	Estimated amount/gross weight

Collection area within site (GPS) \_\_\_\_\_  
 What will this seed be used for? \_\_\_\_\_  
 Where will this seed be used? \_\_\_\_\_  
 Is the species commercially available?  Yes  No  
 If yes, why collect it rather than buy it? \_\_\_\_\_  
 Why from this particular site? \_\_\_\_\_

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 If yes, why collect it rather than buy it? \_\_\_\_\_  
 Why from this particular site? \_\_\_\_\_

\*See Metro's Special Use Guide to learn when a site plan may be required. If a site plan is required, a \$75 application fee applies.