



City of Florence

250 Highway 101, Florence, OR 97439

541-997-8237



Temporary Sheltering Registration Program

Thank you for your interest in applying for the City of Florence's Temporary Shelter Registration Program. This program offers an opportunity to those experiencing homelessness to apply for temporary sheltering on private property.

The overview of Florence's Temporary Sheltering Registration Program eligibility is as follows:

To be eligible to participate in Florence's Temporary Sheltering Registration Program applicants need to provide their name, contact information, location of shelter, the type of property that applicant is proposing for registration, site zoning of shelter location, written permission from the property owner and all tenants allowing property to be used in this program, a simple site plan of proposed shelter location, and signed agreement to follow all rules and regulations of the Temporary Sheltering Registration Program, City codes and ordinances, laws, and administrative rules. Those applying to be shelter occupants must provide the number of people that they intend to stay at their shelter, the name and contact information of at least one shelter occupant who is 18 years old or older to act as the City of Florence's contact point to the shelter occupants, the number and descriptions of any pets owned by shelter occupants, a description of the occupants' shelter, the amount of time the occupant(s) have been in the City of Florence, and a signature stating agreement to follow all City of Florence codes and ordinances, laws, and administrative rules and regulations regarding to the Temporary Sheltering Registration Program.

Requirements for Florence's Temporary Registration Program Application:

- Applicant name and contact information
- Site address where shelter is located
- Type of Property: residential or non-residential
- Site zoning
- Property owner's and tenants' written permission
- Written permission from property owner and tenant(s)
- Simple site planning illustrating location of the shelter on the site, garbage service, storage area, sanitation area, and setbacks from property lines
- Number of shelter occupants who intend to stay at the proposed shelter location
- The name and contact information for at least one shelter occupant to act as the City of Florence's contact point
- The number and description of all shelter occupants' pets
- A description of shelter occupants' shelter
- Signed agreement of at least one shelter occupant to follow all rules and regulations of the Temporary Sheltering Registration Program, City of Florence codes and ordinances, laws, and administrative rules.

Questions? Contact City of Florence's Planning department by email: planningdepartment@ci.florence.or.us

Application and Registration for Temporary Shelter Registration Program

City of Florence, 250 Highway 101, Florence, OR 97439

541-997-8237



I. Applicant and Shelter Site Information

Name:

Type of Property (Select One): Residential Commercial Religious Institution

Position of Shelter on Proposed Property (Select One):

Back Yard Front Yard Back Parking Lot Front Parking Lot Side Parking Lot

Street Address of Shelter:

City, State, Zip Code:

Applicant Home Address:

City, State, Zip Code:

Phone:

Email:

II. Property Owner (if different then above)

Name:

Street Address of Shelter:

City, State, Zip Code:

Home Address:

City, State, Zip Code:

Phone:

E-Mail:

III. Within Florence City Limits

I, the applicant, attest that the location of the proposed temporary shelter site above is inside the city limits of Florence, Oregon.

Signature:

IV: Signatures of Written Permission

I attest that I willingly give my permission to allow people who are suffering from homelessness to use the designated property above for temporary sheltering.

Property Owner Signature:

Property Owner Signature:

Tenant 1 Print Name:

Tenant 1 Signature:

Tenant 2 Print Name:

Tenant 2 Signature:

V. Acknowledgement of No Payment

Do you agree that the shelter occupants will not be asked nor will any party receive payment of any kind, including service, in exchange for participating in the Program? Applicant Signature:	YES	NO
--	-----	----

VII. Statement of Completeness, Correctness, and Honesty

I confirm that all of the information within and attached to this application is complete, correct, and truthful.

Applicant Signature:

VIII. Acknowledgement and Agreement

I acknowledge and agree to follow all laws, city ordinances, city codes, and administrative rules.

Applicant & Shelter Contacts Signatures:

Attachments: Please include the following and label as Exhibits A-B

Exhibit A: Simple Plan of the temporary shelter site

Exhibit B: Site Zoning

IX. Shelter Occupants

Occupant 1 (Contact Point)-

Full Name (Required):

Contact Information (Required):

- **Cell Phone # (Required):**
- **Email (Optional):**

Age (Required):

Occupant 2-

Full Name (Optional):

Phone # (Optional):

Age (Optional):

Occupant 3-

Full Name (Optional):

Phone # (Optional):

Age (Optional):

Occupant 4-

Full Name (Optional):

Phone # (Optional):

Age (Optional):

Occupant 5-

Full Name (Optional):

Phone # (Optional):

Age (Optional):

Occupant 6-

Full Name (Optional):

Phone # (Optional):

Age (Optional):

Number of shelter occupants who intend to stay at the proposed temporary shelter location:

X. Shelter Occupants' Pets

Pet 1-

Breed:

Description:

Pet 2-

Breed:

Description:

XI. Shelter Description

Vehicle-

Make:

Model:

Registration #:

Expiration Date:

Issuing State:

Tent-

Color:

Dimensions:

Height:

XII. Statement of Time in Florence, Oregon

Shelter Occupant(s) - Consecutive Time in Florence, Oregon:

XIII. Shelter Occupant's Statement of Honesty and Completeness on This Registration Form

I attest that the form above was completed fully and honestly to the best of my knowledge. I agree to the regulations of the City of Florence's Temporary Sheltering Registration Program outlined in FCC 1-9, City of Florence code and ordinances, all laws, and all administrative rules.

Shelter Occupant's Signature:

Shelter Occupant's Signature: