

CITY OF ASTORIA - CAMPING VARIANCE REQUEST

For requests to camp at a time, place, or in a manner not otherwise permitted

WHAT IS A VARIANCE? A variance is written permission from the Police Chief or designee allowing an individual, based on demonstrated need, to camp differently from the time, place, or manner allowed by Astoria Code section 5.905. Examples may include a temporary change in location, hours, setup, or another camping condition because of safety, disability, health, mobility, transportation, or other individual circumstances. A variance may be revoked if the request contained false information or the circumstances supporting it no longer exist.

APPLICANT INFORMATION

Name: _____	Date: _____
Preferred contact information (phone/email, optional): _____	Current location or mailing address, if any: _____

1. Describe the variance you are requesting (what time, place, or manner should be allowed?):

2. Explain why the variance is needed. Include any relevant circumstances:

3. Is this variance needed, in whole or in part, because of a disability or health condition? ☐ Yes ☐ No ☐ Prefer not to answer

Optional explanation: _____

4. Have you been cited for violating the camping prohibition? ☐ No ☐ Yes - Citation/date (if known): _____

Would the requested variance have avoided that citation? ☐ Yes ☐ No ☐ Unsure Explain: _____

5. How would you like to receive the written decision? ☐ Email: _____

☐ U.S. Mail: _____

☐ Pick up at Astoria Police Department

Applicant signature: _____ **Date:** _____

HOW TO SUBMIT / WHAT HAPPENS NEXT

Submit by mail or personal delivery:

Astoria Police Department

555 30th Street

Astoria, OR 97103

Email: AstoriaPDRrecords@astoria.gov

A specific form is not required. You may also make oral or written requests for a modification to the Police Chief, designee, or an Astoria Police Department employee.

- A written response will be provided within two business days using the delivery method selected above.
- A substantially repeated request made within six months may be denied without appeal unless facts or circumstances have changed.
- To appeal a denial or revocation, make a written or oral request to the Astoria City Manager within 10 business days after receiving the decision. State your name, a physical or email address for the written decision, and why the variance should be granted.
- A timely appeal stays a revocation until a final decision is issued.

OFFICER/STAFF USE: Provided by: _____ Date/time: _____

Method: ☐ Handed to requester ☐ Advised where available