



Emergency Shelter Siting Application

HB 3395 (2023) Administrative Fee: \$1,250.00

Official Use Only	
File #	_____
Date Rcvd	_____
Fee	\$1,250.00 Paid _____

Section I: Applicant Information

Name of Applicant:

Contact Mailing Address:

City:

State:

ZIP:

Phone:

Email:

Applicant is:

Local Government

An organization with at least two years of experience operating an emergency shelter using best practices that is:

Local housing authority, as defined in ORS 456.375

Religious corporation, as defined in ORS 65.001

Public benefit corporation (Attach copy of incorporation documents showing charitable purpose includes support of homeless individuals, and shows tax exempt status granted for at least three years before the date of this application)

Non-profit corporation partnering with any other entity described above.

Is the applicant:

Emergency shelter operator?

Yes

No

Property owner?

Yes

No

Describe "best practices" utilized by applicant in the operation of applicant's prior or current emergency shelter(s):

Section II: Shelter Operator Information

Name of Organization:

Organization Type:

Contact Mailing Address:

City: State: ZIP:

Phone:

Email:

Registered Agent:

List all certifications, licenses, or training required for employees of organization expected to be working at the Dallas emergency shelter:

Will the operation of the emergency shelter utilize public funds? Yes No

If yes, please include the source(s), amount(s), and deadline(s) to expense the funds. Also attach any public funding agreements to this application.

Section III: Property Owner Information

Name of Owner:

Contact Mailing Address:

City: State: ZIP:

Phone:

Email:

Section IV: Emergency Shelter Criteria

Yes No

Does/will the emergency shelter include sleeping and restroom facilities for clients?

Yes No

Does/will the emergency shelter development comply with building codes?

Is the emergency shelter site within the City of Dallas Urban Growth Boundary?

Is the emergency shelter development within an area designated under a statewide planning goal relating to natural disasters and hazards, including flood plains or mapped environmental health hazards?

Does/will the emergency shelter have adequate transportation access to commercial and medical services?

Describe any public health or safety risks associated with the shelter that are known to the applicant and how the applicant proposes to manage or mitigate them.

A detailed narrative describing how the proposal complies with each of the criteria listed above is required. The detailed narrative shall be submitted in addition to this application form.

Section V: Optional Emergency Shelter Services

The following services may be provided by the emergency shelter operator, under HB 3395, at no cost to the client. Please mark which services will be provided at the proposed facility:

Yes No

Showering or bathing

Storage for personal property

Laundry facilities

Service of food prepared on-site or off-site

Recreation areas for children and pets

Case management services for housing, financial, vocational, educational, or physical or behavioral health care services

Any other services incidental to shelter

If Yes, please list the service(s)

An emergency shelter approved under HB 3395 may also provide additional services not described above to individuals who are transitioning from unsheltered homeless status. An organization providing such services may charge a fee of no more than \$300 per month per client, and only to clients who are financially able to pay the fee and who request the services.

Yes No

Will the proposed facility provide services to individuals who are transitioning from unsheltered homeless status?

If yes, will you charge clients, who are able to pay, for those services? If yes, what amount will you charge?

Section VI: Maps and Plans

A. The applicant shall submit an existing conditions map. At a minimum, the existing conditions map shall contain the following:

The applicant’s entire property and the surrounding property to a distance sufficient to determine the location of the development in the City, and the relationship between the proposed development site and adjacent property and development. The property boundaries, dimensions and gross area shall be identified;

Identification of slopes greater than fifteen (15) percent, with slope categories identified in 5 percent increments (e.g., 0%-5%, >5%-10%, >10%-15%, >15%-20%, and so on.);

The location and width of all public and private streets, drives, sidewalks, pathways, rights-of-way, and easements on the site and adjoining the site;

Potential natural hazard areas, including any areas identified as subject to a flood hazard as identified on FEMA Flood Insurance Rate Maps or as otherwise determined through site specific survey, areas subject to high water table, and areas designated by the City, County, or State as having a potential for geologic hazards;

Resource areas, including marsh and wetland areas, streams, and wildlife habitat identified by the City or any natural resource regulatory agencies as requiring protection;

Federally designated historic and cultural resources on the site;

North arrow, scale, names and addresses of all persons listed as owners of the subject property on the most recently recorded deed;

Name and address of project designer, engineer, surveyor, and/or planner, if applicable.

B. The applicant shall submit a site plan. At minimum, the site plan shall contain the following:

The proposed development site, including boundaries, dimensions, and gross area;

Features identified on the existing conditions maps that are proposed to remain on the site;

The location and dimensions of all proposed public and private streets, drives, rights-of-way, and easements;

The location and dimensions of all existing and proposed structures, utilities, pavement and other improvements on the site. Setback dimensions for all existing and proposed buildings shall be provided on the site plan;

The location and dimensions of entrances and exits to the site for vehicular, pedestrian, and bicycle access;

The location and dimensions of all parking and vehicle circulation areas (show striping for parking stalls and wheel stops);

Loading and service areas for waste disposal, loading and delivery;

Location, type, and height of outdoor lighting;

Name and address of project designer, if applicable;

Locations of bus stops and other public or private transportation facilities;

Location of nearest bus stops to the proposed development site.

C. The applicant shall submit a preliminary grading plan for development sites one-half (1/2) acre or larger. The preliminary grading plan shall show the location and extent to which grading will take place, indicating general changes to contour lines, slope ratios, slope stabilization proposals, and location and height of retaining walls, if proposed.

Section VII: Signatures

Applicant Signature

Property Owner(s) Signature