



TEMPORARY USE PERMIT APPLICATION REQUIREMENTS

The checklist below identifies elements and information necessary for the City to accept a temporary use permit application at the counter for further processing.

A temporary use is a use that will operate for less than 60 days, does not require permanent construction and is approved with a specified time limit.

Temporary uses include, but are not limited to, seasonal tree sales, fireworks sales, parking lot sales, construction offices, construction storage yards, temporary sales or rental offices and other similar uses.

The review typically takes between two and three weeks. The Director may approve, approve with conditions or deny an application for a temporary use permit after considering such things as traffic, circulation, parking and impacts on neighboring properties.

Submittal Requirements

- A completed Master Land-Use Application, including all required signatures (one copy).
- Application fee of \$425, due at application in the exact amount, payable by cash, check or credit card.
- This checklist, filled out to show what materials are contained in the submittal packet (one copy).
- A cover letter from the applicant that includes the following information (two copy):

- Description of the temporary use.
- Approximate number of attendees.
- Address or parcel number of the temporary use location.
- Dates and hours of operation.
- Number of staff on site during operations
- Emergency contact information.
- Letter of authorization from property owner stating the terms of agreement, including security provisions and site clean up plans (one copy).
- List of vendors including name, address, and phone number (one copy).
- Site Plans drawn to scale and including the following information (two copies):
 - The entire lot and adjacent streets.
 - Location of any trailers, tents or permanent structures associated with the temporary use.
 - Location of any accessory structures such as signs, flags, banners, fencing and lighting associated with the temporary use.
 - Location of lot points of ingress and egress.
 - Location and number of proposed parking spaces, including an ADA stall.
 - Location and type of any exterior lighting.
 - Location of ADA compliant restrooms.
 - Location of trash and recycling containers.

Note: Signs are not approved as part of the temporary use permit. Permits for temporary signs are approved under a separate, sign permit application. Signage for

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temporary uses is limited to banner signs, which must be attached to the facade, wall or window of a structure associated with the temporary use or affixed to posts securely anchored to the ground on the premises of the temporary use. Each temporary use is permitted two

banner signs.

Contact the Department of Public Works and Community Development at 425-413-8800 with any questions.

Revised 08-05-2016