



# SPECIAL EVENTS TYPE 1 TEMPORARY USE PERMIT APPLICATION

### Specific to the following types of events:

*Special events such as a weekend or seasonal sales, ride and drive, or similar types of events, taking place on a parking lot that is larger than 3 acres, within a heavy commercial (C-3) zoned property, which is not abutting a residential zone.*

Physical Address:  
Auburn City Hal Annex, 2<sup>nd</sup> Floor  
1 East Main Street

Mailing Address:  
25 West Main Street  
Auburn, WA 98001-4998

Webpage & Email:  
[www.auburnwa.gov](http://www.auburnwa.gov)  
[permitcenter@auburnwa.gov](mailto:permitcenter@auburnwa.gov)

Phone and Fax:  
Phone: 253-931-3090  
Fax: 253-804-3114

*2018 application fee: \$210*

**Permit Number #**

### BRIEF DESCRIPTION OF EVENT:

APPLICANT:  Use mailing address for meeting notification  Check box if Primary Contact

NAME OR COMPANY:

TITLE:

ADDRESS:

CITY:

STATE:

ZIP:

PHONE:

FAX:

EMAIL:

SIGNATURE:  
*(Required)*

PROPERTY OWNER(S):  Attached separate sheet if necessary  Check box if Primary Contact

NAME OR COMPANY:

TITLE:

ADDRESS:

CITY:

STATE:

ZIP:

PHONE:

FAX:

EMAIL:

SIGNATURE:  
*(Required)*

*Note: Applicant or representative must have property owner's consent to file this application form in order for it to be accepted.*

### PROPERTY INFORMATION (REQUIRED)

SITE ADDRESS:

AREA TO BE DEVELOPED (S.F.):

ASSESSOR'S PARCEL ID#

LOT SIZE

ZONING

EXISTING USE OF SITE:

PROPOSED USE OF SITE:

## LETTER OF AUTHORIZATION

### LETTER FROM PROPERTY OWNER GRANTING AUTHORIZATION TO ACT (A copy of this letter must be submitted for each property owner involved)

I, \_\_\_\_\_ declare under penalty of perjury under the laws of the State of Washington as follows;

1. I am the owner of the property that is the subject of the application.
2. I  have not appointed anyone, or  have appointed \_\_\_\_\_, to act as my agent regarding this application.
3. All statements, answers, and information submitted with this application are true and correct to the best of my knowledge and belief.
4. I agree to hold the City of Auburn harmless as to any claim (including costs, expenses and attorney's fees incurred in the investigation of such claim) which may be made by any person, including the undersigned, and filed against the City of Auburn, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information provided to the City as part of this application.
5. I hereby grant permission for representatives of the City of Auburn and any other Federal, State, or local unit of government with regulatory authority over the project to enter onto my property to inspect the property, take photographs, and post public notices as required in connection with review of this application and for compliance with the terms and conditions of permits and approvals issued for the project.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
City and State where signed

\_\_\_\_\_  
Property Owner's Address

## EVENT DESCRIPTION

1. Please describe the nature and purpose of the event: (Please be specific):

2. When is the scheduled opening and ending of the event? (Date and time):

3. When will the event be set up and taken down (Date and time):

4. How many people are expected to participate in the event and how many staff or organizers will be on site?

5. If the event is held in a parking lot, how many parking stalls will the event occupy? Will the event result in changes to vehicle traffic patterns and queuing? If so, please show on the site plan.

6. Will the event result in changes to pedestrian traffic patterns and queuing? Please describe and show on the site plan any fences or other measures proposed to redirect or control pedestrian circulation.

7. How many stalls will there be available for participants of the event (visitor parking)?

8. Will there be music? If so, what times specifically and where will the power supply come from or the amplification or for other event related activities?

9. Will there be a stage? If so, will it be covered? Describe:

10. Will there be tents? If so, how many and what sizes?

11. Will there be food vendors? If so, which and how many? (Note: Food vendors must be self-contained and dispose of all wastes properly offsite)

12. Will there be portable toilets? If so how many and will there be hand sanitizer provided in the unit(s)? Will there be a self-contained handwashing station provided? (no discharge permitted)

13. Will there be a crowd control fence, if so please describe and show on the site plan:

14. Will there be one or more generators on site? If so, please describe and explain where they will be located and show on the site plan:

15. Describe the location of the emergency vehicle access:

16. Additional information:

**TEMPORARY USE PERMIT APPROVAL**

**Event Description:** \_\_\_\_\_

**Event Location:** \_\_\_\_\_ **Event Date(s):** \_\_\_\_\_

**CONDITIONS OF APPROVAL:**

1. This permit is non-transferable and is valid for the above named applicant or an agent of the above named applicant only.
2. The Temporary Use shall take place on \_\_\_\_\_, and observe the following timeframes:
  - Set up: \_\_\_\_\_
  - Event: \_\_\_\_\_
  - Take down: \_\_\_\_\_
3. Temporary structures (i.e. tents) on-site shall not exceed 75' in height and must be located such that it does not create a sight distance, impede vehicle or pedestrian circulation in a manner that results in a public safety concern.
4. Temporary structures (i.e. tents) in excess of 400 square feet must apply for and obtain a tent permit and inspection from the Valley Regional Fire Authority (VRFA) in advance of the event.
5. Applications for small (such as 10 ft. by 10 ft.) individual tent sizes set up side by side totaling no greater than 700 SF for events and vendors will not require a tent permit. A 12-foot clear area separation is required when tents are grouped side by side and exceed 700 aggregate square feet. (Example: seven (7) 100 SF tents in a row must provide a 12-foot separation prior to another tent).
6. Tents or membrane structures and their appurtenances shall be adequately roped, braced, and anchored to withstand the elements of weather and prevent collapse.
7. There shall be no on-site vehicle washing, detailing or repair authorized by this Temporary Use Permit.
8. Fluid or waste disposal into manholes, catch basins, or surface waters is prohibited.
9. Any items associated with the event, such as tents and fences, shall not obstruct the visibility of traffic on adjacent roads, driveways, and parking areas.
10. Food trucks must receive an inspection by VRFA in advance of the event, but no more than 6 months prior to the event. To schedule an inspection, please contact the VFRA Fire Marshall's office at 253.288.5870 at least 48 hours prior to the event. A fee will be charged for inspections scheduled outside of regular business hours.
11. The applicant shall maintain an unobstructed 20-foot fire lane between the public right-of-way and the entrance of the event and shall not block access to fire hydrants.
12. The event shall maintain compliance with ACC18.46A.080 "Approval Criteria" listed on Page 5 of this application, at all times.
13. \_\_\_\_\_
14. \_\_\_\_\_

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**APPROVAL, subject to the conditions stated above and compliance with the approval criteria stated on page 5:**

\_\_\_\_\_  
**Community Development & Public Works Department**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **ACC18.46A.080 Approval criteria:**

The planning director or designee may approve, or modify and approve, an application for a temporary use permit if all of the application satisfies all of the following criteria:

- A. The temporary use will not be materially detrimental to the public health, safety or welfare, nor injurious to property or improvements in the immediate vicinity;
- B. The temporary use is compatible with the purpose and intent of this title, and the specific zoning district in which it will be located;
- C. The temporary use is compatible in intensity and appearance with existing land uses in the immediate vicinity;
- D. Structures proposed in association with a temporary use permit will comply with the applicable setback and vision clearance area requirements, and with applicable provisions of the building and fire codes;
- E. Adequate parking is available to serve the temporary use and, if applicable, the temporary use does not occupy required off-street parking areas for adjacent or nearby uses;
- F. Hours of operation of the temporary use are specified;
- G. The temporary use can comply with applicable provisions of ACC 18.46A.090;
- H. The impacts associated with the temporary use can be mitigated through the application of conditions of approval, as applicable.

## **ACC18.46A.090 Performance Standards**

The planning director or designee shall require compliance to the following performance standards for all authorized temporary use permits and may approve, or modify and approve, an application for a temporary use permit if the application satisfies all of the following criteria:

- A. Temporary uses shall, at all times, comply with all local, state or federal standards and regulations, as applicable, pertinent to the type of temporary use being conducted;
- B. Temporary uses shall obtain and maintain all other local, state and federal required permits and licenses prior to and during the authorization period for a temporary use;
- C. Temporary uses shall comply, as applicable, with the performance standards specified in ACC 18.31.180;
- D. Temporary uses shall not generate life safety hazards. Specific mitigating conditions may be required by the planning director or designee

## SUBMITTAL CHECKLIST

### APPLICATION FEES - Make checks payable to the City of Auburn

- Applicable filing fee(s), if any, as established in the current City of Auburn Fee Schedule and relevant deposit(s), if any, as permitted or required by other chapters or sections of the Auburn City Code. Current fee schedule can be found at [http://www.auburnwa.gov/services/resource\\_library/forms.htm](http://www.auburnwa.gov/services/resource_library/forms.htm)

### WRITTEN & PLAN MATERIALS – Total of three (3) copies unless otherwise noted

- A. **APPLICATION FORM.** Provide a **fully completed application** form – **incomplete applications will not be accepted.** Attach additional page(s) if needed for more details. Return all pages.
- B. **SITE PLAN:** See attached site plan example and requirements. **Applications will not be accepted without a site plan.**
- C. **NON-PROFIT STATUS VERIFICATION, if applicable.** Provide **one (1) copy** verification of your non-profit status.
- D. **FOOD VENDING LICENSE, if applicable.** Provide **one (1) copy** of current license from King County Department of Health. Food trucks must be inspected by Valley Regional Fire Authority (VRFA) prior to the event. To schedule an inspection, contact the VRFA Fire Marshall's office at 253.288.5870 at least 48 hours prior to the event. A fee will be charged for inspections scheduled outside of regular business hours.
- E. **CERTIFICATE OF INSURANCE, if applicable.** If your event will occur on City of Auburn property, provide **one (1) copy** of a certificate of insurance naming the City of Auburn as an additional insured party. (Please make sure when you send it in, that it states what event it is for as stated on this application).

**QUESTIONS? PHONE 253.931.3090 or E-MAIL permitcenter@auburnwa.gov**

# SITE PLAN REQUIREMENTS

**Submit a current site plan of the entire property, which must show all dimensions.**

**Include:**

- Existing property lines
- Existing parking areas
- Existing buildings or structures
- Proposed temporary uses
- Proposed temporary structures
- Proposed parking areas and access points
- Indicate the location of fire extinguisher(s) and fire hydrant(s) on and near the site.

