

SUBMITTAL CHECKLIST

APPLICATION FEES - Make checks payable to the City of Auburn

- Applicable filing fee(s). Current year's fee schedule can be found at <http://www.auburnwa.gov/forms>.

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

- A. **APPLICATION FORM.** Provide a **completed** application form signed by the property owner(s) and/or applicant including the completed Application Submittal Checklist.
- B. **LETTER OF AUTHORIZATION.** Provide a completed letter of authorization to act contained within this application packet including all required signatures and notary information and seal.
- C. **WRITTEN STATEMENT.** Provide a detailed written description addressing the following, as applicable:
- Detailed description of the proposed use including but not limited to type (s) of temporary use (s) and temporary building (s) or structures (s), as applicable, length of time temporary structures or uses are proposed to remain on site, days and hours of operation, noises and odors.
 - Individual findings specifically addressing how and why the proposal satisfies each of the criteria, attached.
 - Verification of non-profit status, if applicable.
- D. **SITE PLAN:** Submit a current site plan of the entire property. If the plan is not to scale, it must be fully dimensioned. Label and show the location of:
- | | |
|--|---|
| <input type="checkbox"/> Existing property lines | <input type="checkbox"/> Proposed temporary uses |
| <input type="checkbox"/> Existing parking areas* | <input type="checkbox"/> Proposed buildings or structures** |
| <input type="checkbox"/> Existing buildings or structures | <input type="checkbox"/> Proposed parking areas and access points |
| <input type="checkbox"/> Existing and surrounding development adjacent to the temporary use site | |

*If an activity is held in a parking lot, indicate the number of spaces to be used and number of spaces remaining to accommodate parking needs for the temporary, as well as normal site activity; also, indicate type and show location of barricades to be used to maintain separation of the activity from vehicle parking and driving lanes.

**If tents will be used, an additional detailed plan of the tent(s) shall be provided showing exits, seating, fire extinguishers, generators, and any other information in relation to the tent(s). When tents over 200 sq ft are to be used, a flame-spread certificate shall be provided and the applicable fee shall be paid.

- E. **SEPA CHECKLIST, if applicable.** If the temporary use proposal will result in a project that is not categorically exempt from SEPA under state and city rules or will impact lands designated as critical areas, the Planning Director may require a **completed** copy of an environmental checklist together with any supporting documentation or information to address potential or known environmental impacts resulting from the proposal.
- F. **FOOD VENDING LICENSE, if applicable.** Provide **one (1) copy** of current license from King County Department of Health.
- G. **BACKFLOW CERTIFICATION FROM CITY OF AUBURN, if applicable.** If you plan to connect to city water, contact City of Auburn Public Works (253-931-3010) for any required back flow protection. Please state it on this application if needed.
- H. **CERTIFICATE OF INSURANCE, if applicable.** If your event will occur on City of Auburn property, provide 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*). The attached hold harmless agreement must be signed and notarized.

