



Planning and Development Department
Auburn City Hall Annex, 2nd Floor
1 East Main Street
Auburn, WA 98001-4998
Tel: 253.931.3090 / Fax: 253.804.3114
permitcenter@auburnwa.gov
www.auburnwa.gov

TEMPORARY USE PERMIT APPLICATION PACKET

TEMPORARY USE PERMIT APPLICATIONS INTRODUCTION

What is a temporary use permit?

A temporary use permit is an administrative approval issued by the City of Auburn to provide temporary or time limited use of public or private property for a land use, building or structure without requiring full compliance with the development standards for the applicable zoning district. The City may also use a temporary use permit to allow seasonal or transient uses not otherwise permitted. Temporary use permits are not intended to provide a means to circumvent the strict application of the permitted uses established in the City's zoning regulations. The City's temporary use regulations only address those temporary uses located on public or private property outside of public rights of way. Uses located in public rights of way shall be separately authorized in accordance with Title 12 (Streets, Sidewalks and Public Works). Temporary use permits are processed by City staff and are not subject to a public hearing, unless a written decision on a temporary use permit is appealed to the City of Auburn Hearing Examiner.

What are the two (2) types of Temporary Use Permits?

There are two types of temporary use permits consisting of a Type I Temporary Use Permit and a Type II Temporary Use Permit. A Type I temporary use permit decision is normally issued within thirty (30) calendar days of the date of application completeness determination. The Planning Director or designee may extend the decision-making upon a written determination transmitted to an applicant of the need for more information or other City permits or licenses or other agency licenses or permits. In this instance, a Type I temporary use permit may be issued following receipt and review of the additional information or receipt of written evidence of other City or agency permits or licenses, as applicable. For a Type I Temporary Use Permit, the City does not issue a Notice of Application in accordance with the provisions of Title 14 (Project Review) of the Auburn City Code. A written decision for a Type I Temporary Use Permit is issued to the applicant, property owner if not the same as the property owner, other City departments, as applicable, and other interested parties or agencies that have previously requested to be notified.

A Type II Temporary Use Permit decision is normally issued within fifty (50) calendar days of the date of application completeness determination. The Planning Director or designee may extend the decision-making upon a written determination transmitted to an applicant of the need for more information or other City permits or licenses or other agency licenses or permits. In this instance, a Type II temporary use permit may be issued following receipt and review of the additional information or receipt of written evidence of other City or agency permits or licenses, as applicable. For a Type II Temporary Use Permit, the City will issue a Notice of Application in accordance with the provisions of Title 14 (Project Review) of the Auburn City Code. A decision on a Type II temporary use permit shall not be issued until after the public comment period expires, wherein the City solicits comments regarding impacts to the neighborhood or community.

PLEASE NOTE: Applicants are responsible for complying with all applicable City Codes and ordinances and should review all City regulations that may be applicable to their proposed project. For assistance in determining which regulations are applicable, please contact the City of Auburn Permit Center.

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



Planning and Development Department
 Auburn City Hall Annex, 2nd Floor
 1 East Main Street
 Auburn, WA 98001-4998
 Tel: 253.931.3090 / Fax: 253.804.3114
permitcenter@auburnwa.gov
www.auburnwa.gov

OFFICE USE ONLY

FILE #: _____

FILE NAME: _____

SUBMITTAL DATE: _____

RECEIVED BY: _____

TEMPORARY USE PERMIT APPLICATION

PLEASE SELECT THE SPECIFIC TYPE OF TEMPORARY USE FROM THE FOLLOWING LIST

TYPE 1 TEMPORARY USE TYPE 2 TEMPORARY USE

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

COMPANY: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____ EMAIL: _____

SIGNATURE: _____ **PRINTED NAME:** _____

(Signature Required)

PROPERTY OWNER(S): Attach separate sheet if needed. Check box if Primary Contact

COMPANY: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____ EMAIL: _____

SIGNATURE: _____ **PRINTED NAME:** _____

(Signature Required)

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

PROPERTY INFORMATION (REQUIRED)

SITE ADDRESS: _____ **BUSINESS NAME (if applicable):** _____

ASSESSOR'S MAP & TAX LOT #	LOT SIZE	ZONING DISTRICT	EXISTING USE OF SITE:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



Planning and Development Department
 Auburn City Hall Annex, 2nd Floor
 1 East Main Street
 Auburn, WA 98001-4998
 Tel: 253.931.3090 / Fax: 253.804.3114
permitcenter@auburnwa.gov
www.auburnwa.gov

**TEMPORARY USE PERMIT
 APPLICATION**

TEMPORARY USE PERMIT APPLICATION – TYPE 1 / TYPE 2

**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



Planning and Development Department
 Auburn City Hall Annex, 2nd Floor
 1 East Main Street
 Auburn, WA 98001-4998
 Tel: 253.931.3090 / Fax: 253.804.3114
permitcenter@auburnwa.gov
www.auburnwa.gov

TEMPORARY USE PERMIT APPLICATION

TEMPORARY USE PERMIT APPLICATION – TYPE 1 / TYPE 2

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.

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 inclusive of the completed Application Submittal Checklist.
- B. **LETTER OF AUTHORIZATION.** Provide a completed letter of authorization to act contained within this application packet inclusive of 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. **BUSINESS LICENSE.** Provide **one (1) copy** of business's current city business license.
- E. **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.

- F. **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.
- G. **FOOD VENDING LICENSE, if applicable.** Provide **one (1) copy** of current license from King County Department of Health.
- H. **BACKFLOW CERTIFICATION FROM CITY OF AUBURN, if applicable.** If you plan to connect to city water, contact the Water Division (253-288-3169) for any required back flow protection. Please state it on this application if needed.
- I. **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.

TEMPORARY USE PERMIT APPLICATION – TYPE 1 / TYPE 2 DECISION CRITERIA

18.46A.080 Approval Criteria.

- A. 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:
 - 1. 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;
 - 2. The temporary use is compatible with the purpose and intent of this title, and the specific zoning district in which it will be located;
 - 3. The temporary use is compatible in intensity and appearance with existing land uses in the immediate vicinity;
 - 4. 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;
 - 5. 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;
 - 6. Hours of operation of the temporary use are specified;
 - 7. The temporary use can comply with applicable provisions of Section 18.46A.090;
 - 8. The impacts associated with the temporary use can be mitigated through the application of conditions of approval, as applicable.