



TEMPORARY USE PERMIT APPLICATION INTRODUCTION

Physical Address:
Auburn City Hall Annex, 2nd Floor
1 East Main Street

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

Webpage & Email:
www.auburnwa.gov
permitcenter@auburnwa.gov

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

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?

Type I temporary use permit decisions are 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 applicant, other City departments, as applicable, and other interested parties or agencies that have previously requested to be notified.

Type II Temporary Use Permit decisions are 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.

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

- A. **APPLICATION FORM.** Provide a completed Master Land Use Application Form
- 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.

DECISION CRITERIA & PERFORMANCE STANDARDS

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.