

# TEMPORARY USE PERMIT APPLICATION INTRODUCTION

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

## 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?

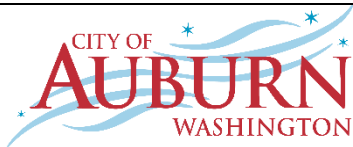
**Type I temporary use permit decisions** are normally issued within thirty (30) calendar days of the date of application completeness determination. The Planning Director or designee may extend the decision-making upon a written determination transmitted to an applicant of the need for more information 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.



## TEMPORARY USE PERMIT APPLICATION TYPE 1 & 2 DECISIONS

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<p><b>Please select the specific type of temporary use from the following options:</b></p> <p><input type="checkbox"/> <i>Type 1 Temporary Use (2018 fee: \$210)</i></p> <p><input type="checkbox"/> <i>Type 2 Temporary Use (2018 fee: \$261)</i></p>	<p><b>Permit Number #</b></p>
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<b>BRIEF DESCRIPTION OF THE TEMPORARY USE:</b>		
<p>APPLICANT: <input type="checkbox"/> <i>Use mailing address for meeting notification</i> <span style="float: right;"><input type="checkbox"/> <i>Check box if Primary Contact</i></span></p>		
<b>NAME OR COMPANY:</b>		
<b>ADDRESS:</b>		
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
<b>PHONE:</b>	<b>FAX:</b>	<b>EMAIL:</b>
<b>SIGNATURE:</b> <i>(Required)</i>		

<b>PROPERTY OWNER(S):</b> <input type="checkbox"/> <i>Attached separate sheet if necessary</i> <span style="float: right;"><input type="checkbox"/> <i>Check box if Primary Contact</i></span>		
<b>NAME OR COMPANY:</b>		
<b>ADDRESS:</b>		
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
<b>PHONE:</b>	<b>FAX:</b>	<b>EMAIL:</b>
<b>SIGNATURE:</b> <i>(Required)</i>		

*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)			
<b>SITE ADDRESS:</b>		<b>AREA TO BE DEVELOPED (S.F.):</b>	
<b>ASSESSOR'S PARCEL ID#</b>	<b>LOT SIZE</b>	<b>ZONING</b>	<b>EXISTING USE OF SITE:</b>
			<b>PROPOSED USE OF SITE:</b>

# 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

\_\_\_\_\_  
Address

## CONCURRENT APPLICATIONS

Please indicate whether you are submitting one or more concurrent applications with this application by checking one or more of the boxes below:

**Type I Applications  
(administrative decisions made by the City which are not subject to environmental review under the State Environmental Policy Act [SEPA]):**

- Administrative Use Permit
- Boundary Line Adjustment
- Boundary Line Elimination
- Building Permit
- Excavation Permit
- Floodplain Development/  
Exemption Permit
- Grading Permit
- Home Occupation Permit
- Land Clearing Permit
- Mechanical Permit
- Plumbing Permit
- Public Facility Extension  
Agreement
- Right-of-way Use Permit
- Short Subdivision
- Special Permit
- Temporary Use Permit  
(administrative)
- Utility Permit

**Type II Applications  
(administrative decisions made by the City which include threshold determinations under SEPA):**

- Administrative Use Permit
- Building Permit
- Floodplain Development/  
Exemption Permit
- Grading Permit
- Land Clearing Permit
- Public Facility Extension  
Agreement
- Short Subdivision

**Type III Applications (quasi-judicial final decisions made by the hearing examiner following a recommendation by staff):**

- Conditional Use Permit
- Preliminary Plat
- Special Exceptions  
(Nonconforming Uses)
- Special Home Occupation  
Permit
- Substantial Shoreline  
Development Permit
- Surface Mining Permit
- Temporary Use Permit
- Variance

**Type IV Applications (quasi-judicial decisions made by the City Council following a recommendation by the hearing examiner):**

- Rezone (site-specific)

**OTHER - as may apply:**

- SEPA
- Shoreline Exemption
- \_\_\_\_\_
- \_\_\_\_\_

# SUBMITTAL CHECKLIST

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

- Applicable filing fee(s). 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 **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.

## 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.