

Received Stamp	 <p>City of Duvall Small Town. Real Life.</p>	Planning Department 15535 Main St. NE PO Box 1300 Duvall, WA 98019 (425) 788-2779 FAX (425) 788-8097 www.duvallwa.gov
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Temporary Use Permit Application

This form must be completed (clearly printed or typed) and submitted to the City to file an application. Businesses must comply with all City codes and ordinances which include, but are not limited to, Zoning (business, parking, etc.); Building Codes (new construction and building alterations); Fire Codes (fire alarms, exit requirements). In addition, the applicant shall provide all information as required by the attached checklist, as well as all fees as determined by the Planning Director (see attached Fee Schedule). For questions, please contact the Planning Department at (425) 788-2779.

FOR STAFF USE ONLY

File No.:	Received By:	Date Received:
Applicant Name:	Applicant Phone # ()	
Business Name:	Business Address:	
Owner (if other than applicant):	Owner Phone # ()	
Owner Address:		
Assessor / Tax Parcel Number(s):		

Please read the temporary use regulations on the reverse side and sign below.

I have read and understand that failure to comply with the temporary use regulations as listed on back is ground for immediate revocation of the temporary use permit. I agree that my temporary use will be conducted in such a manner that none of these regulations will be violated.

I certify under the penalty of perjury under laws of the State of Washington that the above information is true and correct.

Signature: _____ Date: _____

FOR STAFF USE ONLY

Planning Dept.	Date:	Building Dept.	Date:	Fire Dept.	Date:
	Initials:		Initials:		Initials:

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Applicants shall comply with all regulations listed in Chapter 14.52 Temporary Uses. Below are the criteria for temporary uses.

14.52.040 Temporary Uses – General Uses

- A. A temporary use conducted in a parking facility shall not occupy or remove from availability more than 25 percent of the spaces required for the permanent use.
- B. Each site occupied by a temporary use must provide or have available sufficient parking and vehicular maneuvering area for customers. Such parking need not comply with DMC 14.44, Parking Standards and Design, but must provide safe and efficient interior circulation and ingress and egress to and from public rights-of-way.
- C. The temporary use shall comply with all applicable standards of Public Health – Seattle and King County.
- D. No temporary use shall occupy or use public parks in any manner unless specifically approved by the Public Works Director and the Director.
- E. A day of operation shall mean any or part of any day in which the business is conducted. The days need not run consecutively and may occur at any time within a calendar year as long as each day is designated and approved as part of the application.
- F. All temporary uses shall obtain, prior to occupancy of the site, all applicable permits, licenses and other approvals (i.e. business license, building permit, administrative approvals, etc.)
- G. The applicant for a temporary use shall supply written authorization from the owner of property on which the temporary use is located, including city approval of right-of way, and submit such approval as part of the application.
- H. Each site occupied by a temporary use shall be free of debris, litter, or other evidence of the temporary use upon completion or removal of the use.
- I. All materials, structures and products related to the temporary use must be removed from the premises between days of operation on the site, provided that materials, structures and products related to the temporary use may be left on-site overnight between consecutive days of operation.
- J. If the Director believes notice to adjacent property owners should be made prior to approval, this shall be done prior to approval of the application.
- K. The Director shall route requests for temporary use permits to applicable departments and agencies and may establish such additional conditions as may be deemed necessary to ensure land use compatibility, to minimize potential impacts on nearby uses, and to satisfy applicable departments and agencies. These include but are not limited to, time and frequency of operation, temporary arrangements for parking and traffic circulation, requirements for screening or enclosure, guarantees for site restoration and cleanup following temporary uses and charges for needed city services.

14.52.050 Additional criteria for interim housing facilities.

Interim housing facilities are those facilities that provide temporary housing for homeless persons. Such facilities shall be required to meet the general criteria listed in DMC 14.52.040 and the following:

- A. Such facilities shall be permitted only on the property of religious institutions. A religious institution can only host an interim housing facility once a calendar year.
- B. Such facilities shall be sponsored by the religious institution upon whose property they are located. The religious institution shall be the applicant for any such permit.
- C. The housing capacity for such facilities shall be limited in size to 100 people.
- D. The sponsoring institution shall ensure that all public health regulations are met, including toilet and shower facilities, food preparation, garbage removal, and public safety.
- E. The facility shall be permitted 1 day to set up and 1 day to dismantle the facility; those 2 days shall not be part of the 45 or 90 day limitation, whichever is approved.
- F. Public notice and a public meeting shall be required prior to a Temporary Use Permit being issued. The sponsoring institution shall provide such notice to all homes and businesses within 500 feet of the proposed location at least 14 days prior to the facility moving in. A community meeting must be arranged by the sponsoring institution and it shall be held at least 10 days before the use starts.
- G. Other conditions that arise from the public review and from planning, police, fire, and public works review of the Temporary Use Permit shall apply.