



TEMPORARY USE **PERMIT** **APPLICATION**

DEFINITION AND PURPOSE:

A Temporary Use Permit (TUP) is a permit granted by the Community and Economic Development (CED) Director which regulates certain temporary uses of property which are not otherwise regulated, beyond business license registration, by other City ordinances or regulations.

CONDITIONS FOR APPROVAL:

The **applicant** must show, **in writing on a separate sheet of paper,** that the proposed temporary use complies with the following criteria for approval by the City Manager or designee pursuant to SMC 15.475.

1. No significant capital outlay is required for the use or event to take place;
2. The use will not result in significant traffic, parking, drainage, fire protection, or other adverse impacts;
3. The use must provide sanitary facilities if the Health Department finds it is necessary;
4. A performance bond, the amount to be determined by the CED Director, shall be posted to guarantee the removal of the use and the area restored to the satisfaction of the Director or his designee. (The City requires performance bonds to be 150% of the cost for restoration);
5. A temporary construction shed or trailer may be located on the subject property on adjacent property (for the duration of a project), if owned by the same property owner or with permission of the owner.

15.20.40 Temporary Use Permit

1. Filing Fee: [CLICK HERE FOR FEE SCHEDULE](#)
Or find fee schedule at: www.ci.seatac.wa.us/feeschedule

2. **A Temporary Use Permit request must be submitted at least 30 days prior to the date needed.**

15.20.50 Conditions

In order to reasonably mitigate any adverse impacts associated with a temporary use permit, the permit may be conditioned to assure such mitigation.

TEMPORARY USE PERMIT APPLICATION CHECKLIST

The following materials are the *minimum* materials that must be submitted with your application. Additional information may be required after review of your proposal. This checklist is provided for your benefit and to aid the City in determining if your application is complete. You will be notified after your application is reviewed. Please do not turn in your application without the minimum materials. **Incomplete applications will not be accepted or acted upon. Applications received less than 30 days in advance of the event may not be processed in time for the City to authorize the event.** If you have any questions, contact the Department of Community and Economic Development Director at 206-973-4750.

1. ____ The application form filled out, the original and (5) copies submitted.
2. ____ Six (6) copies Legal description (if requested).
3. ____ Six (6) copies of a site plan of the subject property, drawn to scale.
4. ____ The site plan shall show all existing and proposed structures.
5. ____ On City owned property a performance bond that is equal to 150% of the cost to restore the subject property to its original state is required.
6. ____ A cost figure for the amount of capital outlay estimated for the use or event to take place.
7. ____ The number of estimated vehicle trips to and from the site is submitted.
8. ____ The number and location of parking spaces is shown on the site plan that are anticipated to be required for the temporary use/event to take place.
9. ____ Fire protection measures are listed for the temporary use/event to take place.
10. ____ A picture, or statement, of the type of sanitary facilities to be provided.

A temporary, erosion control plan may be required by the Engineering Review Division.

TEMPORARY USE PERMIT APPLICATION

File No. _____ **Parcel No:** _____

1. **Business Name:** _____

2. **Applicant Information:**

Name: _____

Mailing Address: _____

Phone: _____ Alt. Phone: _____

Fax: _____ Email: _____

3. **Property Owner(s): (If same as above, please indicate)**

Name: _____

Mailing Address: _____

Property Address: _____

Phone: _____ Alt. Phone: _____

Fax: _____ Email: _____

4. **Legal Description:** _____

5. **Land Use:** _____

6. **Proposed Temporary Use:** _____

7. **Estimated Capital Outlay for Temporary Use: (\$)** _____

8. **Where are sanitary facilities provided?** _____

9. **Date of operation for the Temporary Use:** **From**_____ **To**_____

10. **Amount of Performance Bond provided, if required (\$)** _____

I _____ hereby state that the information provided with this application is true and factual to the best of my knowledge. I agree to comply with required mitigation measures as stated in an approved Temporary Use Permit, upon issuance by the City of SeaTac.

Applicant's Signature

Property Owner's or Authorized
Agent's Signature

Date

Date