

## Temporary Use Permit Submittal Checklist

### REVIEW PROCESS AND PROCEDURES

Temporary Use Permits shall be considered in accordance with [Chapter 15.475 SMC](#).

1. Apply through the LAMA portal: <https://lama.seatacwa.gov/> (Please submit 30 days prior to the event).
2. City staff will review the submittal for compliance.
3. A comment letter (resubmittal required) or approval will be granted.

## Application Checklist

### SUBMITTAL DOCUMENTS REQUIREMENTS

1	Site plan (see requirements below). <a href="#">General Standards for Electronic Documents</a>
2	Project narrative (description of temporary use, duration, contact info, etc.).
3	Property owner authorization letter.
4	Criteria response letter. <a href="#">SMC 15.475</a>

### SITE PLAN REQUIREMENTS

*Unless otherwise noted, all plans shall have the following:*

1	Address of site.
2	Date drawn.
3	King County Assessor's parcel number.
4	Add a north directional arrow.
5	Provide lot size square footage.
6	Property lines and dimensions, including any easements.
7	Drawn to an engineering or architectural scale (1"=10' to 1"=40'), with legend.
8	Provide location, dimension, and the use of structures on site (including temporary structures).
9	Label distances between structures and property lines.
10	Show driveways, drive lanes and parking stalls.
11	Street names of abutting streets.
12	Hydrant location.