



TEMPORARY USE PERMIT APPLICATION

Liberty Lake Planning & Building Services
22710 E. Country Vista Drive, Liberty Lake WA 99019
Phone: (509) 755-6700 Fax: (509) 755 6713
Website: www.libertylakewa.gov

A PRE-APPLICATION CONFERENCE MAY BE REQUIRED PRIOR TO SUBMITTAL OF THIS APPLICATION. TO SCHEDULE A PRE-APPLICATION CONFERENCE, PLEASE CONTACT PLANNING & BUILDING SERVICES.

Temporary uses are characterized by their short term or seasonal nature and by the fact that permanent improvements are not made to the site. Temporary uses include, but are not limited to: construction trailers, leasing offices, temporary carnivals and fairs, parking lot sales, retail warehouse sales, and seasonal sales such as Christmas tree sales and vegetable stands. Three types of temporary uses require permit approval (See A, B and C):

- A. Seasonal and Special Events (Limited Use in all zones).** These types of uses generally occur only once in a calendar year and for no longer a period than 90 days, unless approved for an extended period of time by the Director. Typical seasonal and special events are temporary carnivals and fairs, parking lot sales, retail warehouse sales, and seasonal sales such as Christmas tree sales and vegetable stands. Using the Exempt project procedure under Article 10-4B of the City Development Code, the Director shall approve, approve with conditions, or deny a temporary use permit for a seasonal or special event based on findings that all of the following criteria are satisfied:
1. The use is permitted in the underlying zoning district and does not violate any conditions of approval for the property (e.g., prior development permit approval);
 2. The use does not violate zoning ordinances or conditional use permits applicable to the site;
 3. The applicant provides proof that the property-owner gave permission to use his/her property in the proposed manner;
 4. No parking will be utilized by customers and employees of the temporary use which is needed by the property owner to meet their minimum parking requirement under City Development Code Article 10-3D - Vehicle and Bicycle Parking;
 5. The use provides adequate vision clearance, as required in City Development Code Section 10-3B-2, subsection N, and shall not obstruct pedestrian access on public streets;
 6. Ingress and egress are safe and adequate when combined with the other uses of the property; as required by City Development Code Article 10-3B - Access and Circulation;
 7. The use does not create adverse, off-site impacts such as vehicle traffic, noise, odors, vibrations, glare, or lights that affect an adjoining use in a manner which other uses allowed outright in the zone do not affect the adjoining use; and
 8. The use is adequately served by public sewer and water, if applicable. (The applicant shall be responsible for obtaining any related permits.)
- B. Temporary Sales Office or Model Home (Limited Use in all zones).** Using the Exempt project procedure under City Development Code Article 10-4B, the Director may approve, approve with conditions, or deny an application for the use of any real property within the City as a temporary sales office, offices for the purpose of facilitating the sale of real property, or model home in any subdivision or tract of land within the City, based on the following criteria:
1. Temporary sales office:
 - a. The use will be for no other purpose other than those described above; and
 - b. The temporary sales office shall be located within the boundaries of the subdivision or tract of land in which the real property is to be sold; and

- c. The property to be used for a temporary sales office shall not be permanently improved for that purpose and shall be removed or the sales office use shall be discontinued upon sell-out of the subdivision or tract of land, unless the temporary sales office is located within a model house where the use shall comply with the requirements in subsection "2-c" below; and
- d. The temporary sales office may be located in the model house defined below.

2. Model house:

- a. The model house shall be located within the boundaries of the subdivision or tract of land where the real property to be sold is situated; and
- b. The model house shall be designed as a permanent structure that meets all relevant requirements of the City Development Code; and
- c. The model house use shall be discontinued and the structure shall be converted to a saleable house, if necessary, after a period of three (3) years, unless the phase in which the model house is located is less than 80% soldout in which case, the Director may grant up to two, one (1) year extensions for the model house use. If the model house contains a temporary sales office, the time limits specified above for the model house shall apply.

C. **Temporary Building.** Using the Exempt project procedure, as governed by City Development Code Article 10-4B, the Community Development Director may approve, approve with conditions or deny an application for a temporary trailer or prefabricated building for use on any real commercial or industrial property within the City as a temporary commercial or industrial office or space associated with the primary use on the property, based on the following criteria:

- 1. The temporary trailer or prefabricated building will be for no other purpose other than those described above;
- 2. The temporary trailer or building shall be located within the boundaries of the parcel of land on which it is located;
- 3. The primary use on the property on which the temporary trailer or pre-fabricated building is to be located is already developed;
- 4. Ingress and egress are safe and adequate when combined with the other uses of the property, as required by City Development Code Article 10-3B - Access and Circulation;
- 5. There is adequate parking for the customers or users of the temporary use, as required by City Development Code Article 10-3D - Vehicle and Bicycle Parking;
- 6. The use will not result in vehicular traffic congestion on streets;
- 7. The use will pose no hazard to pedestrians in the area of the use;
- 8. The use does not create adverse off-site impacts including vehicle traffic, noise, odors, vibrations, glare, or lights that affect an adjoining use in a manner which other uses allowed outright in the zone do not affect the adjoining use; and
- 9. The building complies with applicable building codes;
- 10. The use can be adequately served by public sewer and water, if applicable. (The applicant shall be responsible for obtaining any related permits); and
- 11. The length of time that the temporary building will be used does not exceed one (1) year, unless approved for an extended period of time by the Director. When a temporary building exceeds this time frame, the applicant shall be required to remove the building, or renew the temporary use permit.

D. **Other Temporary Limited Uses** (also see Planning & Building Services Policy Bulletin #21)

1. Mobile Sales / Concessions (Limited Use in all zones) - A mobile food service establishment or sales booth operating at a non-permanent fixed location for not more than 21 consecutive days within any one year or not more than 90 days within any one year in conjunction with a single event. Event is defined as a celebration, fair, festival, or other special event generally recognized by the community and advertised as such. Examples are the Pavillion Park Summer Festival, Easter Egg Hunt and Pancake Feed, Garage Sale Weekend, harvest or holiday festivals, etc. that are recognized and advertised in the community. Property owner consent and proper Washington State Health Department and City regulations, permits, and approvals must be obtained and complied with.
 - a. Only permitted during special community events such as Liberty Lake Yard Sale Weekend.
 - b. The City has the right to limit the number of vendors and types of products and services. The following products and services shall be prohibited and on-site enforcement of the prohibition shall be conducted by the Liberty Lake Police Department:
 1. Adult oriented merchandise or services
 2. Alcohol
 3. Drug paraphernalia
 4. Hazardous materials
 5. Illegal merchandise or services
 6. Tobacco
 7. Weapons
 8. Similar products as services as listed in 1 - 6 above, as determined by the Community Development Director / designee.
2. Agricultural product / craft sales stand "Farmer's Market" (Not Permitted in R1, R2, or R3, Limited Use in all other zones) - The temporary retail sale of agricultural products and nonagricultural products (e.g. crafts, antiques, kitchen goods, etc.), conduction of educational classes, and mobile concessions, as defined, operating as a "Farmer's Market" at a non-permanent fixed location for a period not to exceed 90 days within any one year and with property owner consent and approval of a Temporary Use Permit and compliance with other City and Washington State Health Department regulations.
 - a. Displays of merchandise and vendors shall be limited to crafts, cards, plants, gardening/floral products, food, books, newspapers, and similar small items for sale to pedestrians.
 - b. A minimum aisle width of 6 feet shall be maintained between booths or displays.

TEMPORARY USE PERMIT APPLICATION

Complete and return the attached Temporary Use Permit Application to:

Liberty Lake City Hall
Planning & Building Services
22710 E. Country Vista Drive.
Liberty Lake WA 99019

The completed application may also be submitted by Fax to (509) 755-6713 or by Email at atainio@libertylakewa.gov.

A Planning & Building Services staff member will call you upon completion of the permit processing.

PROPOSED TEMPORARY USE:

- SEASONAL / SPECIAL EVENT SALES OFFICE / MODEL HOME TEMPORARY BUILDING
 MOBILE SALES / CONCESSION FARMER'S MARKET

APPLICATION - PART 1

ANSWER THE FOLLOWING, AS APPLICABLE (ANSWER N/A IF NOT APPLICABLE)

APPLICANT 1:

Name: _____ Contact Person: _____
Mailing Address: _____ Phone: _____
City/State/Zip: _____ Fax Number: _____
Signature: _____ E-mail: _____

APPLICANT 2:

Name: _____ Contact Person: _____
Mailing Address: _____ Phone: _____
City/State/Zip: _____ Fax Number: _____
Signature: _____ E-mail: _____

AGENT/ CONSULTANT/ ATTORNEY: (mandatory if primary contact is different from applicant or property owner)

Name: _____ Contact Person: _____
Mailing Address: _____ Phone: _____
City/State/Zip: _____ Fax Number: _____
Signature: _____ E-mail: _____

PROPERTY OWNER:

Name: _____ Contact Person: _____
Mailing Address: _____ Phone: _____
City/State/Zip: _____ Fax Number: _____
Signature: _____ E-mail: _____

PROPERTY OWNER 2 : (if more than two property owners attach additional info/signature sheets)

Name: _____ Contact Person: _____
Mailing Address: _____ Phone: _____
City/State/Zip: _____ Fax Number: _____
Signature: _____ E-mail: _____

The above signed property owners certify that the above information is true and correct to the best of our knowledge and under penalty of perjury, each state that we are all of the legal owners of the property described above and designate the above listed agent/consultant/attorney to act as our agent with respect to this application.

PROJECT INFORMATION

Site Address / Location: _____

Parcel Number(s) of Subject Property: _____

Legal Description of Subject Property: _____

Section____ Township____ Range____ Source of Legal Description: _____

Parcel Size(s): _____

Adjacent Area Owned or Controlled by Property Owner (acres or sq. ft.): _____

Parcel Number(s) of Adjacent Area: _____

Existing Use of Subject Property: _____

Describe proposed Temporary Use of the property: _____

Zoning Designation: _____ Land Use Designation: _____

School District: _____ Fire District: _____

Sewer Purveyor: _____ Water Purveyor: _____

Name of Public Road(s) Providing Access: _____

Width of Property Fronting on Public Road: _____

Does the Proposal Have Access to Public Sewer and Public Water: YES NO

What are the Proposed Dates of Use: _____

What are the Proposed Hours of Operation: _____

Will fencing of any type be used? Yes No (If yes, please explain below)

Will streets, sidewalks, or bike lanes be used? Yes No (If yes, please explain below)

Will any bleachers be used? Yes No (If yes, please describe below)

Will a stage be used? Yes No (If yes, please describe below)

Will any enclosed tents, structures, or trailers be used? Yes No (If yes, please describe below)

Describe the interior use of the structure(s) - check and describe all that apply:

Seating Booths / Displays Performance Cooking Other - _____

Size: _____ Height: _____ # of Exits: _____

Will the structure(s) utilize a temporary heating source? Yes No (If yes, describe below)

Will any propane or other combustible fuel sources be used for heating, cooking, etc.? Yes No (If yes, describe below)

Will fire extinguishers be provided? Yes No (If yes, please answer below)

Proposed #: _____ Proposed Location(s): _____

Provide a plan / map which identifies the following:

- Exit location(s)
- Crowd control methods
- Fire extinguisher location(s)
- Interior layout & dimensions (booth locations, seating locations, uses, aisle widths, etc.)

Do you propose to have any signage on the subject site: YES NO

Do you have a current City of Liberty Lake Business License: YES NO N/A

The undersigned hereby certifies that the information provided on this application is true and correct, to the best of their knowledge under perjury under the laws of the State of Washington and upon permit approval, further certifies that the temporary use shall comply with the requirements as defined in City Development Code / RDSAP Section 10-4I-1 Temporary Use Permits and the requirements for the Limited Use within the applicable zone.

Signature: _____

Date: _____

APPLICATION - PART 2

THE ITEMS BELOW MUST BE SUBMITTED WITH YOUR APPLICATION, AS APPLICABLE:

- APPLICATION FORM**
Submit completed application on the attached form with all signature blocks completed and non-refundable application fees (contact Planning & Building Services for a copy of the current fee schedule). *Acceptance of the application and fees does not guarantee approval of the temporary use permit.*
- AGREEMENT TO PAY FEES**
- CERTIFICATE OF WATER & SEWER AVAILABILITY**
Submit **1** copy of a signed certificate of water availability from the water purveyor and **1** copy of a letter from the sewer purveyor discussing how sewer will be provided to the site (size of lines and improvements required to connect) and whether the required improvements are in conformance with the approved sewer comprehensive plan or an amendment to the sewer comprehensive plan is required.
- LIST OF PROPOSED VENDORS**
- SITE PLAN**
Submit **1** hard copy of the proposal (11" x 17" minimum) and **1** .pdf. At a minimum the Site Plan shall contain the following, as applicable:
 - a. Scale of drawing & North arrow
 - b. Site area showing property boundaries & dimensions
 - c. Width and names of streets adjacent to the site
 - d. Existing building location(s)
 - e. Proposed location of temporary buildings, structures, trailers, etc. (including exterior decks/balconies) showing dimensions and distance to property boundaries / existing site features
 - f. Height of all structures
 - g. Parking areas/ spaces/ driveways
 - h. Landscaping
 - i. Fencing, stage, bleachers, booth, etc. location(s) w/ dimensions
 - j. Topography of the site
 - k. Easement(s) affecting the use of the property
 - l. Dimensions from proposed structures to the ordinary high-water mark of all water bodies
 - m. Location and size of all wetlands
 - n. Other information as requested or that will assist in describing the proposed event

APPLICATION - PART 3

PROPERTY OWNER PERMISSION FOR TEMPORARY USE

I, THE UNDERSIGNED, SWEAR OR AFFIRM UNDER PENALTY OF PERJURY THAT THE ABOVE RESPONSES ARE MADE TRUTHFULLY AND TO THE BEST OF MY KNOWLEDGE. I FURTHER SWEAR OR AFFIRM THAT I AM THE OWNER OF RECORD OF THE AREA PROPOSED FOR THE TEMPORARY USE AND DO HEREBY GIVE PERMISSION FOR THE TEMPORARY USE TO OCCUR ON MY PROPERTY.

PRINTED NAME: _____ PHONE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

SIGNATURE OF PROPERTY OWNER DATE

STATE OF WASHINGTON)
) ss:
CITY OF LIBERTY LAKE)

Notary: Signed and sworn to before me this _____ day of _____, 20_____

Notary Public in and for the State of Washington

Residing at: _____

My Appointment Expires: _____

THIS APPLICATION AND ALL SUPPORTING MATERIAL REQUIRED BY THE CITY MUST BE SUBMITTED AT THE TIME OF APPLICATION IN ORDER FOR THE APPLICATION TO BE COMPLETE.

(PLANNING & BUILDING SERVICES OFFICE USE ONLY BELOW)

CITY OF LIBERTY LAKE TEMPORARY USE PERMIT

DATE RECEIVED: _____

RECEIVED BY: _____

APPLICANT / EVENT NAME: _____

SITE ADDRESS: _____

NEIGHBORHOOD: _____

TEMPORARY USE:

- SEASONAL / SPECIAL EVENT
- SALES OFFICE / MODEL HOME
- TEMPORARY BUILDING
- MOBILE SALES / CONCESSION
- FARMER'S MARKET

IS A BUILDING PERMIT REQUIRED?	YES	NO	
IS A PUBLIC ASSEMBLY PERMIT REQUIRED?	YES	NO	
IS A SIGN / TEMPORARY SIGN PERMIT REQUIRED ?	YES	NO	TEMP. - COMMUNITY EVENT
IS A REC. SERVICES SPECIAL EVENT PERMIT REQUIRED?	YES	NO	?
IS A RIGHT-OF-WAY PERMIT REQUIRED?	YES	NO	?
WILL PUBLIC WATER / SEWER BE REQUIRED?	YES	NO	N/A - EXISTING
IS A CITY BUSINESS LICENSE REQUIRED?	YES	NO	? VENDORS, AS APPLICABLE
IS A SRHD FOOD PERMIT REQUIRED?	YES	NO	? VENDORS, AS APPLICABLE
WAS A LIST OF VENDORS SUBMITTED & APPROVED?	YES	NO	
WAS A SITE PLAN SUBMITTED & APPROVED?	YES	NO	

PERMIT APPROVED **PERMIT DENIED** **DATE** _____ **APPROVAL PERIOD:** _____

COMMENTS / CONDITIONS:

COMPLIANCE WITH APPLICABLE ORDINANCES, TAXES, AND LAWS IS THE RESPONSIBILITY OF THE APPLICANT.

A SRHD PERMIT MAY BE REQUIRED IF FOOD WILL BE COOKED OR SERVED AND VENDORS SHOULD CONTACT SRHD ABOUT CURRENT REQUIREMENTS.

REVIEWED BY: _____

FILE NUMBER: _____

TOTAL FEES: _____

RECEIPT NUMBER: _____

PLEASE POST TEMPORARY USE PERMIT AT THE LOCATION OF YOUR TEMPORARY USE