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 Pavilion 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
- ☐ MOBILE SALES / CONCESSION
- ☐ TEMPORARY BUILDING
- ☐ SALES OFFICE / MODEL HOME
- ☐ 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.**

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

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**REVIEWED BY:** ____________________________ **FILE NUMBER:** ____________________________

**TOTAL FEES:** ____________________________ **RECEIPT NUMBER:** ____________________________

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1/2/14