

# TEMPORARY USE PERMIT APPLICATION

## ABOUT TEMPORARY USE PERMITS

A Temporary Use Permit allows for a certain use on a property for a limited period of time.

Temporary Use Permits also include rules that must be followed to ensure compatibility within neighboring areas.

## APPLICATION REVIEW PROCESS

A Temporary Use Permit is a Type 1 decision made by the Director, which does not have an administrative appeal.

## FEES

Applicants are responsible for providing an initial deposit (as well as additional deposits as needed) to cover all application review costs.

FEES APPLICABLE TO THIS PROJECT
Counter Service Intake, Type 1
Preliminary Review Deposit
Legal Notice – Publication & Mailing, (if applicable)
Environmental Consultant Services (if applicable)
Environmental Checklist Review (if applicable)
<a href="#">See current fee schedule</a>

## Code Reference

Temporary Use Permit  
[SMC 21A.70.100](#)

## Resources

[King County iMap](#)  
[Sammamish Property Tool](#)

## Questions?

[Submit Project Guidance](#)  
[Visit the Permit Center](#)

City of Sammamish  
801 228th Ave SE  
Sammamish, WA 98075  
[www.sammamish.us](http://www.sammamish.us)

# TEMPORARY USE PERMIT APPLICATION

## OWNER INFORMATION

 Owner is organized as an LLC\*

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
(if applicable)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## APPLICANT/REPRESENTATIVE INFORMATION

 Applicant is organized as an LLC\*

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
(if applicable)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

*\*O2020-513 requires owners/applicants organized as a single-member or multiple-member LLC to provide the names and addresses of all members, including all individuals who hold transferable interests in the applicant or its members. Please provide this information using the supplemental form on [www.MyBuildingPermit.com](http://www.MyBuildingPermit.com).*

## PROPERTY INFORMATION

Property Address: \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_

Total Lot Area(s): \_\_\_\_\_ Total Critical Areas on Property: \_\_\_\_\_  
(Square Feet) (Square Feet)

Please complete the below for any critical areas on property:

Type	Total Area (Square Feet)	Type	Total Area (Square Feet)
<input type="checkbox"/> Frequently flooded area	_____	<input type="checkbox"/> Lake	_____
<input type="checkbox"/> Landslide area	_____	<input type="checkbox"/> Critical aquifer recharge area	_____
<input type="checkbox"/> Seismic hazard area	_____	<input type="checkbox"/> Wetland	_____
<input type="checkbox"/> Erosion hazard area	_____	<input type="checkbox"/> Stream	_____
<input type="checkbox"/> Erosion hazard near sensitive water bodies overlay	_____	<input type="checkbox"/> Fish & wildlife habitat conservation area	_____

Do you control the property where the work is being proposed (lease, easement, or fee-ownership)?  
 Yes  No

Is the proposed project located on a parcel that abuts the King County Trail Corridor?  
 Yes  No

Does the proposal require the use of or crossing the King County East Lake Sammamish Regional Trail for access to the project site?  
 Yes  No

## TEMPORARY USE PERMIT APPLICATION

### SUBMITTAL CHECKLIST

A PDF of each document is required at time of submittal. Please label files as numbered and listed below:  
(For example: *02 Project Narrative*)

- 01. Signed Application Form
- 02. Project Narrative
  - Briefly describe the site and the project
  - Include description of land use that requires the Temporary Use Permit
- 03. Preapplication Conference Letter (if applicable)
- 04. Acceptance of Financial Responsibility - Affidavit of Applicant Status
- 05. Certificate of Liability Insurance
- 06. Historic Resources Affidavit
- 07. Water Availability Certificate
- 08. Sewer Availability Certificate
- 09. Preliminary Septic Approval (if required)
- 10. King County Special Use Permit (if applicable)
- 11. Eastside Fire & Rescue Plan Review Sheet
- 12. Neighborhood Meeting – Proof of Completion (if applicable)
- 13. Lease Agreement (if applicable)
- 14. Title Report (<30 days old)
  - Must be less than 30 days old
  - Must be for the parcel(s) related to this application
- 15. Legal Description
  - Must be for parcel(s) related to this application
  - Must be a title verified description by a Washington State licensed surveyor
- 16. Mailing List, Map, and Labels (if applicable)
  - Include all property owners within 1,000 feet of the site (2,000 feet for properties within the Erosion Hazard Near Sensitive Water Bodies overlay)
  - Utilize the Excel template provided and upload a PDF version, with the map, under “Mailing List, Map, and Labels” in MyBuildingPermit.com
  - After submittal, the City will request the Excel version of the template via email
- 17. SEPA Checklist (if applicable)
- 18. Critical Area Affidavit

**Submittal checklist continued on next page**

# TEMPORARY USE PERMIT APPLICATION

## SUBMITTAL CHECKLIST CONTINUED

- 19. Critical Area Study (if applicable)
- 20. Geotechnical Report (if applicable)
- 21. Criteria Compliance Narrative
  - Detail how the application meets each of the criteria listed in SMC 21A.110.020.
    - The proposed temporary use will not be materially detrimental to the public welfare;
    - The proposed temporary use is compatible with existing land uses in the immediate vicinity in terms of noise and hours of operation;
    - Adequate public off-street parking and traffic control for the exclusive use of the proposed temporary use can be provided in a safe manner; and
    - The proposed temporary use is not otherwise permitted in the zone in which it is proposed.
- 22. Survey – Boundary and Topographic
- 23. Traffic Concurrency Certificate
- 24. Storm Drainage Analysis (Technical Information Report)
- 25. PW Standards Deviation (if proposed)
- 26. Plan Set
- 27. Parking/Traffic Control Plan

## CERTIFICATIONS & SIGNATURES

I have read this application in its entirety and certify that all information submitted, including any supplemental information, is true and complete to the best of my knowledge. I acknowledge that willful misrepresentation of information will terminate this permit application. I understand that my submittal will be reviewed for completeness and, if found to be complete, will be processed pursuant to [Chapter 20.05 SMC](#).

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant/Representative Signature (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

## ONLINE SUBMITTAL INSTRUCTIONS

- 1 Create an account on [MyBuildingPermit.com](http://MyBuildingPermit.com).
- 2 Select “Apply For Permit” and then select “Sammamish” as the jurisdiction.
- 3 Select the following:
 

<u>Application Type</u>	<u>Project Type</u>	<u>Activity Type</u>	<u>Scope of Work</u>
Land Use	Any Project Type	Use Approval	Temporary Use
- 4 Complete & save this form before uploading it in the “File Upload” section along with the required submittal documents.