



Temporary Use Permit Application

Application Fee: \$200.00

Number Required:	Description of Required Documents:	Required:
1	Temporary Use Permit Fee	A
2	Temporary Use Permit Application	A
2	Operational Characteristics Description (See CDD Handout #6)	A
2	Applicant's Answers Addressing the Required Findings (See TUP Application Form)	A
4	Site Plan (See CDD Handout #1)	A

1	Lease Agreement/Owner Approval	M
1	Certificate of Water Availability	M
1	Sewer Availability Letter from P.C. Utilities or Septic System Approval Letter from TPCHD	M

A=Always required.
M=May be required.



**TEMPORARY USE
PERMIT APPLICATION**

APPLICATION FEE: \$200

APPLICATION #: _____
OFFICE USE ONLY

APPLICATION NAME: _____

PROPOSED USE: _____ ZONE: _____

ADDRESS/LOCATION: _____

PIERCE COUNTY PARCEL NUMBER (S): _____ ACRES: _____

¼ Section _____ SECTION _____ TOWNSHIP _____ N RANGE _____ E

APPLICANT: (mandatory)

Name: _____ Daytime Phone: _____

Mailing Address: _____ Fax Number: _____

City/State/Zip: _____ Professional License No: _____

Signature: _____ Contact Person: _____

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

Name: _____ Daytime Phone: _____

Mailing Address: _____ Fax Number: _____

City/State/Zip: _____ License No: _____

PROPERTY OWNER 1: (mandatory if different from applicant)

Name: _____ Daytime Phone: _____

Mailing Address: _____ Fax Number: _____

City/State/Zip: _____ Signature: _____

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

Name: _____ Daytime Phone: _____

Mailing Address: _____ Fax Number: _____

City/State/Zip: _____ Signature: _____

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 constitute all of the legal owners of the property described above and designate the above parties to act as our agent with respect to this application:

OFFICE USE ONLY:

DATE APPLICATION RECEIVED: _____ RECEIVED BY: _____

DATE APPLICATION COMPLETE: _____ COMPLETENESS REVIEW BY: _____

THE APPLICANT MUST PROVIDE THE FOLLOWING INFORMATION WHEN SUBMITTING A TEMPORARY USE PERMIT APPLICATION:

- A. **The completed original application form and one (1) additional copy, making sure that all of the required signatures have been obtained.**
- B. Two (2) copies of an operational characteristics description in accordance with Community Development Department Handout #6, and which includes:
1. The length of time that the use will occupy the site or operate within the City of Lakewood, not to exceed ninety (90) days except as provided in LMC 18A.10.540.E.
 2. A list of all city, state, and other applicable licenses and required approvals. A copy of each license or approval shall be provided with this application.
 3. Discussion of how the site will be cleaned and evidence of the temporary use removed from the site upon discontinuation of the use.
- C. Two (2) copies of answers addressing *LMC Section 18A.10.550 Criteria for Granting Approval* for a Temporary Use Permit:

The Community Development Director shall approve an TUP only when the proposed use has been reviewed and written findings made that all of the standards and criteria set forth below have been met or can be met subject to conditions of approval:

1. *The temporary use will be compatible with uses in the general vicinity and on adjacent properties.*
 2. *The temporary use will not create a material adverse effect on the livability or appropriate development of abutting properties and the surrounding community.*
 3. *The temporary use will not impair the normal, safe and effective operation of a permanent use on the same site.*
 4. *The temporary use will comply with the requirements of the zone within which it is proposed.*
 5. *The temporary use shall comply with all applicable standards of the Pierce County Health Department.*
 6. *In applying temporary use criteria and determination of appropriate conditions, consideration shall be given, but not limited to:*
 - a. *The harmony and scale, bulk, coverage, and density.*
 - b. *The availability of public facilities and utilities.*
 - c. *The harmful effect, if any, upon a desirable neighborhood character.*
 - d. *The generation of traffic and the capacity of surrounding streets and roads.*
 - e. *The creation of noise, vibration, odors, or other similar nuisances and any other relevant impact on the peace, quiet, comfort, and enjoyment by and of the abutting properties and the surrounding community.*
- D. Four (4) copies of a site plan in accordance with Community Development Department Handout #1, and which addresses the following standard:
1. No Temporary Use shall occupy or use public rights-of-way, parks or other public lands in any manner unless specifically approved by the City Council.

- E. Four (4) copies of a parking plan in accordance with Community Development Department Handout #2, and which addresses the following standards:
 - 1. If conducted in a parking lot or other parking facility, the temporary use shall not occupy or remove from availability more than twenty (20) percent of the spaces required for permanent uses on the site.
 - 2. Each site occupied by a temporary use must provide or have available sufficient off-street parking and vehicular maneuvering area for customers. Such parking need not comply with the development requirements of LMC 18A.50.500, Parking, but must provide safe and efficient interior circulation and ingress and egress from the public right(s)-of-way.

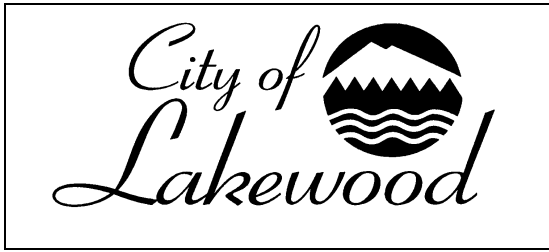
- F. If applicable, one (1) copy of signed Certificate of Water Availability from the applicable water service provider.

- G. If applicable, one (1) copy of signed letter from Pierce County Sewer and Utilities regarding sewer availability or from the Tacoma Pierce County Health Department, if the site is not served by sewer.

ALL LARGE MAPS MUST BE FOLDED TO FIT INTO A 10" x 13" ENVELOPE WITH THE APPLICATION NAME OF THE PLAN SHOWING.

All above items and any other material that may be required by the city must be submitted at the time of application in order for the application to be accepted as complete.

Handouts and application forms may be revised without notice.



***CITY OF LAKEWOOD
COMMUNITY DEVELOPMENT
DEPARTMENT HANDOUT #6***

**OPERATIONAL CHARACTERISTICS DESCRIPTION
REQUIREMENTS**

A detailed description of operational characteristics is required for all discretionary land use permits such as, administrative use permits, conditional use permits, temporary use permits, variance applications, etc. and may be required for zoning certification and other permits, as deemed necessary by Community Development Department staff. The operational description must include the following information to be considered complete:

1. Description of proposed use/project application.

2. Extent and type of proposed improvements to the site and/or interior or exterior building remodeling to existing building(s) (i.e. additions to building, interior building improvements or alterations, landscaping, proposed signs, additional parking spaces, etc.).

3. Proposed number of full and part-time employees.

4. Proposed number of students on the site at any one time.

5. Maximum numbers of employees on the site at any one time.

6. Proposed hours, days, place and manner of operation.

7. Type of products or services proposed to be available on the site.

8. Number of commercial vehicles proposed to be parked or stored on the site.
9. Traffic (vehicular trips to and from site per day) generated by the use, including deliveries and client-related trips (i.e. any proposed shipping and receiving activities, projected employee trip generation, projected customer trip generation).
10. Total square footage of the floor area of the tenant space.
11. Proposed type of equipment/machinery to be used by the business or stored on site (i.e., office equipment, manufacturing equipment, construction equipment).
12. Proposed use of outdoor space on lot (i.e., outdoor storage, outdoor display and sales of merchandise, parking/open space, recreation space).
13. Total square footage of each type of proposed outdoor use on the lot.
14. Previous use of property.
15. Existing number of parking spaces.
16. Surrounding uses and businesses next to proposed business/project site.
17. Operational characteristics or functions that create emission of gasses, dust, odors, vibration, electrical interference, smoke, noise, air pollution, light, glare, odor or dust in a manner likely to cause offense or irritation to neighboring residents.
18. Site and building design features that minimize land use impacts, such as traffic, aesthetics, etc. or environmental impacts such as noise, vibration, dust or air pollution, glare, odor and dust, etc.
19. Storage, distribution, production and/or operations that involve the use of toxic or flammable materials.

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6. *In applying temporary use criteria and determination of appropriate conditions, consideration shall be given, but not limited to:*
 - f. *The harmony and scale, bulk, coverage, and density.*
 - g. *The availability of public facilities and utilities.*
 - h. *The harmful effect, if any, upon a desirable neighborhood character.*
 - i. *The generation of traffic and the capacity of surrounding streets and roads.*
 - j. *The creation of noise, vibration, odors, or other similar nuisances and any other relevant impact on the peace, quiet, comfort, and enjoyment by and of the abutting properties and the surrounding community.*