

Temporary Use Permit

Submittal Checklist

Transitional Encampment Temporary Use

Planning & Community Development

17500 Midvale Ave N

Shoreline, WA 98133

206-801-2500

pcd@shorelinewa.gov



Name _____ City Staff _____

Date _____ Zone District _____

Address(es) or Tax Parcel ID(s) _____

Project Description _____

The following information is needed to submit an application for review. Read each item carefully and provide all applicable information. Submittal items may vary based on your scope of work and property characteristics.

Please review Shoreline Municipal Code (SMC) [20.30.295](#) to learn more about the City's temporary use permit requirements. If you have questions about the City's code or submittal requirements, please email pcd@shorelinewa.gov to connect with a **planner** who can walk you through the requirements.

To access this checklist online visit shorelinewa.gov/checklists



Incomplete submittals and documents not meeting the standards listed below will not be accepted for review.

Submittal Standards

Applications for this type of permit must be submitted electronically. Please review the City's [Electronic Permitting handout](#) to find out how to set up an account, submit applications, submit revisions, check on your permit status and more.

All forms and plans must be in Portable Document Format (PDF). PDFs shall be printed or plotted to PDF, not scans of an image. All PDF plans shall be plotted to scale and include a graphic scale bar. PDFs shall be flattened and unlocked to allow for document mark-up. A 2-inch tall by 3-inch-wide space must be left blank on the cover sheet of all plans to allow for City stamps.

Drawings must be clear, and information must be legible. Documents must be named in accordance with the [City's naming conventions](#). Each document listed below must be uploaded as its own PDF file and may not be combined with other documents.

Prerequisites

- Neighborhood Meeting Date: _____
 - The Neighborhood Meeting must be held before the application can be submitted to the City.

Required Documents

- [Permit Application and Critical Area Worksheet](#)
- Submittal Fee
 - Please reference the City's [fee schedule](#) for current application fees.
- Affidavit
 - Affidavit of assurance that the camper roster procedure will be followed pursuant to [SMC 20.30.295](#), Additional Criteria for Transitional Encampment.
- Code of Conduct
 - Include a copy of the facility use agreement, if applicable.

Open M, T, F 8 a.m. to 5 p.m.
Open W, Th 1 p.m. to 5 p.m.
Permit processing ends at 4 p.m.

- Cover Letter
 - Must explicitly address how the proposed use complies with the Temporary Use Permit Criteria ([SMC 20.30.295\(B\)](#)) and additional criteria for transitional encampments in [SMC 20.30.295\(D\)](#).
 - Must provide a detailed description of the proposed use(s). This should include:
 - Details of any temporary construction, structures or improvements.
 - Number of employees.
 - Hours of operation.
 - Project timeline.
 - Principal and secondary activities. Where new construction is anticipated, provide a conceptual sketch, a project timeline, and identify any permits you will be applying for.
- Elevation Drawings
- Neighborhood Meeting Summary
 - Please see requirements in [SMC 20.30.090\(C\)](#).
 - Must include list of meeting attendees and their contact information (address or email address).
 - Must include a copy of the notice that was mailed, and the mailing list.
 - Summary of concerns, issues and problems expressed during the meeting, and the applicant's response to each item.
 - A summary of proposed modifications or changes to address neighbor concerns, OR a summary of why the applicant is unwilling or unable to address the concern.
- Ownership or Lease Documents
- Site Plan(s)
 - Please review the City's [Site Plan handout](#).

Additional Documents (Possibly Required)

- Other documents as required:
 - _____
 - _____