



TEMPORARY USE PERMIT SUBMITTAL CHECKLIST

Planning & Community Development

The following information is typically needed in order to submit an application for review. Depending on the scope of work, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information. **All site plans and civil drawings must be drawn to an engineering or architectural scale (e.g. 1" = 20' or 1/4" = 1').**

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| <ul style="list-style-type: none"><input type="checkbox"/> Permit Application
<input type="checkbox"/> Submittal Fee: \$1,596.00
<input type="checkbox"/> Critical Areas Worksheet. Note: a critical area report may be required if a critical area exists on or adjacent to the site.
<input type="checkbox"/> Temporary Use Permit Criteria attached for review.
Please explain in detail (on a separate sheet if necessary) how your proposal meets each one of the criteria listed on the attached Criteria Sheet.
<input type="checkbox"/> Scope of Work: State the scope of work of the project, including information about the structures, the building uses, expected timeline and site work. | <ul style="list-style-type: none"><input type="checkbox"/> Site Plans – two (2) copies (minimum 11" x 17") drawn to an engineering scale (e.g. 1" = 20').
Permit applications for co-locations <u>only</u> may not require as detailed of a site plan.<ul style="list-style-type: none">• Name, address, and phone number of the person who prepared the drawing.• Graphic scale and north arrow.• Location, identification and dimensions of all proposed and existing buildings and their uses.• Note structure height. The structure height must be calculated based on the average existing grade. The calculation is to be illustrated on the elevations.• Dimensions of all property lines.• Building/structure setbacks from front, side, and rear property lines.• Buildings within 50' of the proposed structure.• Easements, including utility, drainage, access, open space. Include the King County recording number for existing easements.• Location of existing parking spaces, include traffic flow and all internal walkways. |
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Fees effective 1/2018.

NOTE: Please be sure that all drawings are clear and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted. Applications will not be accepted after 4:00 pm.

The Development Code (Title 20) is located at CodePublishing.com

Hours of Operation: M, T, Th, F: 8:00 a.m.–5:00 p.m., W: 1:00–5:00 p.m. ♦ Permit Processing ends at 4:00 p.m. daily

17500 Midvale Avenue North, Shoreline, Washington 98133-4905

Telephone (206) 801-2500 | Fax (206) 801-2788 pcd@shorelinewa.gov

1/2019