



# TRANSITIONAL ENCAMPMENT 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"><li><input type="checkbox"/> <b>Permit Application</b></li><li><input type="checkbox"/> <b>Critical Areas Worksheet.</b> Note: a critical area report may be required if a critical area exists on or adjacent to the site.</li><li><input type="checkbox"/> <b>Temporary Use Permit Criteria</b> attached for review.<br/>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.</li><li><input type="checkbox"/> <b>Neighborhood Meeting Report</b><ul style="list-style-type: none"><li>• Include meeting minutes and sign-in sheet</li></ul></li><li><input type="checkbox"/> <b>Copy of code of conduct/rules and regulations for camp and facility use.</b><br/>Include a copy of facility use agreement, if applicable.</li><li><input type="checkbox"/> <b>Affidavit of Assurance</b> that the camper roster procedure will be followed pursuant to SMC 20.30.295, <i>Additional Criteria for Transitional Encampment</i></li><li><input type="checkbox"/> <b>Scope of Work:</b> Include description of proposed number of campers and length of stay, and any other materials that indicate compliance with Shoreline Municipal Code 20.30.295.D.</li></ul> | <ul style="list-style-type: none"><li><input type="checkbox"/> <b>Site Plans – two copies</b> drawn to an engineering scale (e.g. 1" = 20'). Must be large enough to show the following information:<ul style="list-style-type: none"><li>• Name, address, and phone number of the person who prepared the drawing.</li><li>• Graphic scale and north arrow.</li><li>• Location, identification and dimensions of existing buildings and other structures (such as fences).</li><li>• Dimensions of all property lines.</li><li>• Indicate total square footage of the camp, including tents and accessory structure.</li><li>• Show camp setbacks from neighboring property lines and rights-of-way.</li><li>• Show emergency vehicle access and location of security tent.</li><li>• Include any easements that may be relevant to the proposal, including utility, drainage, access, open space.</li><li>• Show location of critical areas, if known.</li><li>• Location of existing parking spaces, include traffic flow and all internal walkways.</li></ul></li></ul> |
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**Important:** Pursuant to SMC 20.30.295.D, the applicant shall utilize only government-issued identification such as a State or tribal issued identification card, driver's license, military identification card, or passport from prospective encampment residents to develop a list for the purpose of obtaining sex offender and warrant checks. The applicant shall submit the identification list to the King County Sheriff's Office Communications Center

**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](http://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**

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