



<b><u>FOR CITY USE</u></b>
Rec'd By: _____ Project #: _____

# City of Poulsbo TEMPORARY USE APPLICATION FORM Type I Permit

**PROJECT NAME:** \_\_\_\_\_

Temporary Uses are reviewed for consistency with Poulsbo Municipal Code Section 18.280. All applications for temporary uses in the City of Poulsbo must be filed with the Planning Department on a City application form, together with all fees, plans, maps, and any other information required by the Department.

This application form must be accompanied by **three (3) copies** of a site plan, drawn to a scale of not less than one inch (1") to forty feet (40'), showing the exact dimensions of the subject property, the location and dimensions of existing and proposed buildings, areas for parking, and total dimensions of the area devoted to the temporary use.

**(NOTE: Once the proposal has been deemed Technically Complete the applicant will be required to submit an additional 20 copies of the application package including all supporting documents. A digital copy of all application documents is also required.)**

<b>Name of Property Owner:</b>		<b>Phone:</b>
<b>Address:</b>		
<b>Name of Applicant or project representative if other than above*:</b>		<b>Phone:</b>
<b>Address:</b>		
* If the applicant is not the owner, the owner's signed and notarized authorization to make application for the proposed site plan <u>must</u> accompany this application.		
<b>Street address of project site:</b>		
<b>General location of site:</b>	<b>Assessor's tax number:</b>	
<b>Zoning:</b>	<b>Comprehensive Plan Designation:</b>	

<b>Existing Use of the Property:</b>	
<b>Detailed Description of Proposed Temporary Use:</b>	
<b>Dimension of Property:</b>	<b>Total Area of Property:</b>
<b>Dimensions of existing and proposed building(s):</b>	
<b>Square footage of existing and proposed building(s):</b>	
<b>Current usage/zoning of adjacent properties:</b>	
<b>North:</b>	
<b>South:</b>	
<b>East:</b>	
<b>West:</b>	
<b>Hours and days of operation for the proposed temporary use:</b>	
<b>Length of time for proposed temporary use:</b>	
<b>Indicate any activities which may tend to cause any noise, vibration, smoke, dust, odors, heat or glare:</b>	
<b>State the number and location of parking spaces which you propose for customers and clients:</b>	
<b>State the dimensions and location of any signs proposed:</b>	





# Exhibit A TEMPORARY USE SITE PLAN CONTENTS

**As per the requirements of Poulsbo Municipal Code, an application for a temporary use shall include the following information:**

1. A site plan drawn to a scale of not less than 1" to 40', to include:
  - a. A vicinity map showing the location of the property and surrounding properties. A copy of assessor's quarter section map may be used to identify the site.
  - b. Dimensions and orientation of the parcel.
  - c. Location of existing and proposed buildings and structures showing the intended use of each.
  - d. Location of walls and fences, indication of their height and construction materials.
  - e. Location and size of exterior signs.
  - f. Location and dimensions of areas for parking.
  - g. Total dimensions of the area of temporary use related structures and the area devoted to the temporary use.
  - h. Other architectural or engineering data which may be necessary to determine compliance with applicable regulations including any appropriate special design guidelines. See pre-application conference letter.
  - i. Zoning of adjacent property.
  
2. Attach additional pages as needed and address the following criteria. The review authority may approve or modify and approve an application for a temporary use permit if:
  - a. The temporary use will not be materially detrimental to the public health, safety, or welfare, nor injurious to property or improvements in the immediate vicinity of the temporary use.
  - b. The temporary use is not incompatible in intensity and appearance with existing land uses in the immediate vicinity of the temporary use.
  - c. Adequate parking is provided to serve the temporary use, and if applicable the temporary use does not create a parking shortage for other existing uses on the site.
  - d. Hours of operation of the temporary use are specified.
  - e. The temporary use will not cause noise, light, or glare which adversely impacts surrounding uses. (Ord. 2013-04 § 2 (Exh. A (part)), 2013; Ord. 2007-56 § 12 (part), 2007; Ord. 2003-10 § 1 (Exh. A, VIII(I)), 2003. Formerly 18.84.090)

## **Poulsbo Municipal Code Section 18.280**

## **Temporary Use Permits**

Temporary use permit is a mechanism by which the city may permit a use to locate within the city on an interim basis without requiring full compliance with the development standards of the land use district or by which the city may permit seasonal or transient uses not otherwise permitted. (Ord. 2013-04 § 2 (Exh. A (part)), 2013)

### **18.280.020 Applicability.**

Upon approval, temporary permits may be issued for the following uses or structures:

- A. A mobile home, recreation vehicle or other temporary structure for a residential purpose during the construction period of a new residence on the same lot. Appropriate building permit is required.
- B. Use of an existing legally established dwelling unit during the construction period of a new residence on the same lot.
- C. Temporary sales office and/or model home.
- D. Temporary structures in the commercial and business/employment zoning districts associated with the primary use on the property.
- E. Temporary housing for personnel such as watchmen, labor crews, engineering, and management.
- F. Use of equipment essential to and only in conjunction with the construction or building of a road, bridge, ramp, dock, and/or jetty located in proximity to the temporary site; provided, that the applicant shall provide a construction contract or other evidence of the time period required to complete the project; and provided further, that the following equipment shall be considered essential to and in conjunction with such construction projects:
  - a. Portable asphaltic concrete-mixing plants;
  - b. Portable concrete-batching plants;
  - c. Portable rock-crushing plants;
  - d. Accessory equipment essential to the use of the aforementioned plants.
- G. Temporary uses and structures otherwise permitted within the zone which will remain up to one year on an existing lot or parcel where compliance with site plan review and landscaping requirements are impractical.
- H. Temporary uses and structures not permitted within the zone but have a demonstrated public benefit may be approved by the review authority for a period no greater than six months. In approving the permit, the review authority shall find that the use is compatible with the surrounding land uses; the use will have minimal impact on city services and traffic; and granting the use is consistent with the public health, safety and welfare.
- I. A temporary use or structure for a purpose not anticipated by this chapter, but not in conflict with it, or a unique situation as determined by the planning director, for a period of less than ninety days in a calendar year.
- J. Temporary transitory accommodations.
- K. Food/beverage and retail mobile vending carts. (Ord. 2013-04 § 2 (Exh. A (part)), 2013; Ord. 2007-56 § 12 (part), 2007; Ord. 2003-10 § 1 (Exh. A, VIII(I)), 2003. Formerly 18.84.090)