



TEMPORARY USE PERMIT APPLICATION

Planning and Economic Development Department
 200 NE Moe Street | Poulsbo, Washington 98370
 (360) 394-9748 | fax (360) 697-8269
 www.cityofpoulsbo.com | plan&econ@cityofpoulsbo.com

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. Refer to [Chapter 18.280](#) of the Poulsbo Municipal Code (PMC) for more information. For a detailed description of the Type I review process, refer to PMC [Title 19](#) (Project Permit Application Procedures).

PROPERTY OWNER	
Name	Phone:
Address:	
Email:	
APPLICANT NAME (IF DIFFERENT THEN OWNER)	
Name	Phone:
Address:	
Email:	
PROJECT DETAILS	
Temporary Use Address:	
Name of Business:	
Description of Temporary Use:	
General Location of Site:	Tax ID #:
Comprehensive Plan Designation:	Zoning:
Existing Use of the Property:	Area of Property:
Square footage of existing and proposed building(s):	
Current use/zoning of adjacent properties:	
North:	South: East: West:
Hours and days of operation for the proposed temporary use:	
Length of time for proposed temporary use:	
Indicate any activities which may tend to cause any noise, vibration, smoke, dust, odors, heat or glare:	
State the number and location of parking spaces which you propose for customers and clients:	
State the dimensions and location of any signs proposed:	

TEMPORARY USE PERMIT SUBMITTAL REQUIREMENTS

- Application Fees and Deposits Per [Resolution 2017-03](#): \$270 + hourly rate after 5 hours
- Project Narrative detailing how the temporary use addresses the following, per [PMC 18.280.060](#):
 - 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.
 - The temporary use is not incompatible in intensity and appearance with existing land uses in the immediate vicinity of the temporary use.
 - 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.
 - Hours of operation of the temporary use are specified.
 - The temporary use will not cause noise, light, or glare which adversely impacts surrounding uses.
- Three** complete sets of site plan drawings
 - Please Note:*
 - Plans must be drawn at a scale not less than one inch (1”) to forty feet (40’)
 - Plans shall be folded upon submittal
 - All buildings and structures shall be dimensioned
 - All information shall be legible
 - Site plan drawings shall show:*
 - A vicinity map showing the location of the property and surrounding properties. A copy of Kitsap County Assessor’s quarter section map may be used to identify the site.
 - Dimensions and orientation of the parcel.
 - Location of existing and proposed buildings and structures showing the intended use of each.
 - Location of walls and fences, indication of their height and construction materials.
 - Location and size of exterior signs.
 - Location and dimensions of areas for parking.
 - Total dimensions of the area of temp use related structures and the area devoted to the temp use.
 - Zoning of adjacent property.
- One electronic version of all submitted materials in PDF format (CD, thumb drive, or via e-mail)
- Notarized property owner and/or applicant signature page (attached)
- Any other information/documents:



PROPERTY OWNER'S SIGNATURE (if other than applicant/agent):

I, the undersigned, state that, to the best of my knowledge, all the information provided for this application is true and complete. It is understood that the City of Poulsbo may nullify any decision made in reliance upon information given on this application form should there be any willful misrepresentation or willful lack of full disclosure on my part.

Signature of Property Owner

Print Name of Owner

STATE OF WASHINGTON)) SS
COUNTY OF KITSAP)

On this _____ day of _____, 20____ before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared _____ to me known to be the individual(s) described in and who executed the within and foregoing instrument, and acknowledged that he/she/they signed the same as his/her/their free and voluntary act and deed, for the uses and purposes therein mentioned, and on oath stated that he/she/they was (were) authorized to execute said instrument.

WITNESS my hand and official seal this _____ day of _____, 20_____.

NOTARY PUBLIC in and for the
State of Washington Residing at

Commission Expires _____