



TEMPORARY USE PERMIT

Department of Community & Economic Development

321 E. 5th Street, Port Angeles, WA 98362
360.417.4750 | www.cityofpa.us | ced@cityofpa.us

file no.

TEMPORARY USE PERMIT

The Director of the Department of Community and Economic Development may authorize Temporary Use Permits for the construction and occupancy of temporary buildings, including mobile homes, used in conjunction with construction or reconstruction projects, or other circumstance requiring a temporary installation and occupancy, for a period not to exceed one year. Such Temporary Use Permits may be located in any zone; provided, required setbacks of the zone where the temporary use permit is to occur are provided to protect the public health, safety and welfare. Temporary Use Permits requested for longer than one year shall conform in every respect to all provisions of these regulations but must be considered at a public hearing before the Hearing Examiner.

Upon written request the Director of Community and Economic Development may issue an extension for a period not to exceed six months. Requests for extensions exceeding six months of previously approved Temporary Use Permits with specified time periods of authorization shall also be considered at a public hearing before the Hearing Examiner and may be granted for a period of one to five years, provided that the following minimum criteria are met:

- The use complies with the permit conditions.
- There have been no significant adverse changes in circumstances.

REQUIRED MATERIALS CHECKLIST

Only completed applications will be accepted. An application must include all of the following information:

Please check the each box to identify that is included in your application package:

- TUP Application:** A completed application signed by the applicant or applicant's representative
- Project Narrative:** A detailed explanation of the project goals, plan, and outcome
- SEPA Checklist:** An Environmental Checklist signed by the applicant (If determined necessary by staff)
- A Vicinity Map:** Showing the relation to surrounding properties, zoning, and land use
- Structure Details:** Include anchor specifications, size, type, etc.
- A Site Plan (x2):** Accurate drawing complete with all property lines, existing and proposed structures, parking plan (if applicable), required setbacks, and significant vegetation (Scale: 1" = 20')
- Digital Copy of Site Plan:** Provide a digital copy via email or portable storage device
- Mailing Addresses:** Mailing labels and a list (MS Excel format) of property owners within 300 feet of the proposed site, obtained from the Clallam County Assessor's Office (If request is greater than ≥1 year)

APPEALS

Any person aggrieved by the decision of the Director or Hearing Examiner may appeal the decision as allowed in Sections 2.18.060 and 2.18.065 PAMC. Appeals shall be submitted to the Department of Community and Economic Development in writing within 15 days following the date of the decision and shall pay and shall remit the fee set by resolution for such action.



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APPLICANT INFORMATION

Applicant Name: _____ (Property Owner: Yes No)

Mailing Address: _____

Phone: _____ Email: _____

Applicant's Representative (If other than applicant): _____

Phone: _____ Email: _____

(If applicant, or applicant's representative, is not the owner, property owner acknowledgment of this proposed land use action must be provided)

SUBJECT PROPERTY

Full Street Address: _____

Full Legal Description: _____

Property ID / Parcel #: _____

Property Owner(s): _____ (Same as Applicant)

Property Owner Address: _____

Current Zoning: _____

Lot Dimensions: _____

Total Parcel Area: _____ (sq. ft.) Percent Site Coverage: _____ Percent Lot Coverage: _____

Site Coverage: The amount of impervious surface on a parcel, including structures, paved driveways, sidewalks, patios, and other impervious surfaces. (PAMC 17.08.095[H])

Lot Coverage: The percent of ground area of a lot on which buildings are located. (PAMC 17.08.065[N])

Physical Characteristics: _____
(i.e. flat, sloped, developed, etc.)

Structures Description: _____
(i.e. # of buildings, use, size, etc.)

I have read and completed the application and attached all application materials and know it to be true and correct. I am authorized to apply for this permit and understand that additional information may be required and it is my responsibility to determine what other permits are required and to obtain permits prior to work, use, or activity. I understand that I will forfeit fees if I withdraw the application prior to permit issuance.

Date _____ Print Name _____ Signature (Owner Representative) _____

Notes:	DATE STAMP
Fees: < 1 year: \$75, ≥ 1 year: \$225, Amendment: \$75	