



TEMPORARY USE PERMIT APPLICATION

Liberty Lake Community Development Department

22710 E Country Vista Drive, Liberty Lake, WA 99019

Phone: (509) 755-6704

Website: www.libertylakewa.gov

Email: permitcenter@libertylakewa.gov

A Pre-Application Conference may be required prior to the submittal of this application. To schedule a Pre-Application Conference, please contact the Community Development Department.

Temporary uses are characterized by their short term or seasonal nature and by the fact that permanent improvements are not made to the site. Temporary uses include, but are not limited to construction trailers, leasing offices, parking lot sales, retail warehouse sales, and seasonal sales such as Christmas tree sales or vegetable stands.

The items below must be electronically submitted, as applicable:

- **Application Form**
Submit completed application on the attached form with all signature blocks completed and non-refundable application fees (contact Community Development staff for a copy of the current fee schedule). *Acceptance of the application and fees does not guarantee approval of the temporary use permit).*
- **Site Plan**
Submit a copy of the Site Plan via email in pdf format. At a minimum the Site Plan shall contain the following, as applicable:
 - a. Scale of drawing & North arrow
 - b. Site area showing property boundaries & dimensions
 - c. Width and names of streets adjacent to the site
 - d. Existing building location(s)
 - e. Proposed location of temporary buildings, structures, trailers, etc. (including exterior decks/balconies) showing dimensions and distance to property boundaries / existing site features
 - f. Height of all structures
 - g. Parking areas / spaces / driveways
 - h. Landscaping
 - i. Fencing
 - j. Topography of the site
 - k. Easement(s) affecting the use of the property
 - l. Dimensions from proposed structures to the ordinary high-water mark of all water bodies
 - m. Location and size of all wetlands

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Complete the information requested below and submit via email to permitcenter@libertylakewa.gov. A Community Development staff member will contact you once processing has been completed.

Please check one:

Sales Office /
Model Home

Temporary Building

Mobile Sales /
Concessions

Temporary Stand

Answer The Following, As Applicable (Answer N/A If Not Applicable)

Property Owner Name:	
Email:	Phone:
Address:	City, State, Zip:
Applicant Name:	
Email:	Phone:
Address:	City, State, Zip:
Primary Contact's Name:	
Email:	Phone:
Address:	City, State, Zip:

Project Information	
Site Address/Location:	Parcel Number(s) of Subject Property:
Parcel Size(s)	Estimated Sq Ft:
Legal Description of Subject Property:	
Section____ Township____ Range____ Source of Legal Description:	
Adjacent Area Owned or Controlled by Property Owner (acres or sq. ft.):	
Parcel Number(s) of Adjacent Area:	
Existing Use of Subject Property:	
Describe proposed Temporary Use of the property:	
Zoning Designation:	
Sewer Purveyor:	Water Purveyor:
Name of Public Road(s) Providing Access:	
Width of Property Fronting on Public Road:	
Proposed Dates of Use:	Proposed Hours of Operation:
Does the Proposal Have Access to Public Sewer and Public Water?	Yes No
Will fencing of any type be used?	Yes No
If yes, please explain:	
Will streets, sidewalks, or bike lanes be used?	Yes No
If yes, please explain:	

Will the Structure(s) utilize a temporary heating source? If yes, please describe:	Yes	No
Will any propane or other combustible fuel sources be used for heating, cooking, etc.? If yes, please describe:	Yes	No
Will fire extinguishers be provided? If yes, how many? Please provide locations of each:	Yes	No
Do you propose to have any signage on the subject site?	Yes	No
Do you have a current City of Liberty Lake Business License?	Yes	No

The undersigned hereby certifies that the information provided on this application is true and correct, to the best of their knowledge under perjury under the laws of the State of Washington and upon permit approval, further certifies that the temporary use shall comply with the requirements as defined in City Development Code / RDSAP Section 10-4I-1 Temporary Use Permits and the requirements for the Limited Use within the applicable zone.

Signing this application is acknowledgement of agreement to pay fees based upon the City's latest approved Fee Schedule. Invoices will be sent 30 days, 60 days, and 90 days after the permit is ready for issuance, unless otherwise stated. Any balance on the account for this project that is not paid within 90 days of the invoice date may result in legal action or the initiation of other collection procedures. Land use permits, infrastructure permits, and other Zoning, Land Use & Subdivision applications will require the associated fees to be paid up front.

Required Signatures

By signing below (with either electronic or physical signature), I acknowledge that as the applicant I am the property owner or have full permission and authority to represent the property owner in this project and carry out the work specified on the permit. Additionally, I certify that my signature included on the application, if done electronically, provides the same understanding and authority as if I had signed the application permit in person or in writing. I give permission for use of my electronic signature on the permit, and I acknowledge, understand, and agree to the requirements and terms described on this application.

Applicant's Signature	Printed Name	Date
The below signed property owners certify that the above information is true and correct to the best of our knowledge and under penalty of perjury, each state that we are all of the legal owners of the property described above and designate the above listed Applicant to act as our agent with respect to this application.		

Property Owner's Signature	Printed Name	Date
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