



## City of Sequim Temporary Activity Permit Application Submittal Requirements Checklist

***\*\*\*It is the responsibility of the applicant to ensure that all submittal requirements listed below are turned in as part of this application. Incomplete applications will not be accepted by the City of Sequim Dept. of Community Development***

- A complete Temporary Activity Permit (TAP) application with all required submittal materials (Including applicable fee).
- For outdoor events, a map to scale showing the location/s of the event, including walking/running routes for walkathons/marathons.
- A map showing the location of all tents with the tent identification number highlighted and a key to the occupants of the tent.
- A “Sign Map” showing the location of all allowed signage for the event.
- Fire lanes are shown on all maps
- Two** Copies of all maps

### **Maps shall provide the following information**

- The name of the project.
- Date, scale and north arrow.
- Boundary lines, right-of-way for streets, private or public easements (their purpose) and property lines of lots.
- Street (right-of-way) names.

Certificate of Liability showing City of Sequim, 152 W Cedar Street, Sequim, WA 98382 as an additional insured.

***“The City of Sequim Department of Community Development may require additional information necessary for decision making purposes.”***



City of Sequim  
**TEMPORARY ACTIVITY PERMIT  
 APPLICATION PACKET**  
**Type A Permits**

**Department of Community Development**  
 Mailing Address: 152 W Cedar Street  
 Physical Address: 615 N. 5<sup>th</sup> Ave.  
 Sequim, WA 98382  
 Phone: (360) 683-4908  
 Fax: (360) 681-0552  
 www.sequimwa.gov

Definition and Purpose:

A Temporary Activity Permit (TAP) is a permit granted by the Community Development Director which regulates certain temporary activities of property which are not otherwise regulated, beyond business license registration, by other City ordinances or regulations.

Applicability:

A Temporary Activity Permit is required for the group of activities listed in the following table.

Group Classification	Activities <sup>2</sup>
Group A1	political march / gathering; charity event / fundraiser; “drive” (food, blood, book, etc.); temporary stall (fireworks stand, Christmas tree lot; fall harvest stand); indoor show (dog, quilt, doll, hobby, home, sportsman)
Group A2 <sup>1</sup>	store sales events / grand openings / tent sales; car show; customer appreciation day(s); family / kids fairs (non-profit)
Group B	commercial auctions; community-wide runs / walks; carnival
Group C	community displays (fireworks); markets / bazaars; major sport events / tournaments
Group D	music festival / concert; parade; street dance; off-site assembly; festival <sup>3</sup>

**Notes on Fig. 18.68.030**

- 1 A Group A2 activity may be reclassified by the director as a Group B activity as determined by the classification worksheet specified in subsection B of this section.
- 2 Activities that are exempt from this chapter include: funeral procession, government meeting in normal places of assembly, conference/convention held in facilities designed for that purpose, and any other activity of limited nature and short-term duration that is conducted customarily as an incidental aspect of a primary use.
- 3 A festival is an application that combines two or more temporary activities and generates the highest level of community impact and draws on city resources due to the great number of tourists attracted to the event.

Submittal Fee\*:

- Group A = \$ 25.00
- Group B = \$102.00
- Group C = \$205.00 (or as provided by contract)
- Group D = \$205 plus \$52.00 per hour for staff time over four hours (or as provided by contract)

\* Fees do not include rental fees at the Guy Cole Center

*Please submit all of the items listed on the attached checklist.*

**FAILURE TO SUBMIT ALL REQUESTED ITEMS (IN A LEGIBLE FORM) WILL DELAY PROCESSING OF YOUR APPLICATION.**

Procedure:

1. It will take a minimum of 1 to 4 weeks from the date of filing a complete application for a **Group A1 and Group A2** decision to be made.
2. It will take a minimum of 1 to 3 months from the date of filing a complete application for a **Group B or C** decision to be made.
3. It will take a minimum of 2 to 4 months from the date of filing a complete application for a **Group D** decision to be made.
4. The applicant must respond to all review criteria contained in this application form for a “Temporary Activity Permit” (TAP).
5. Any administrative decision regarding a TAP may be appealed to the Board of Adjustment. The Board of Adjustments decision is final unless appealed to the Superior Court of Clallam County.

## General Permit Conditions (Additional Conditions May be Applied Dependent on the Activity).

Temporary activities may be located within all zones when consistent with the conditions set forth herein below and attached to a permit.

- A. All temporary structures approved with a temporary activity permit shall be removed within 24 hours of the conclusion of activity, leaving the site in the same condition as it was prior to the placement of the temporary use.
- B. **Setbacks.** Temporary activities and structures shall be set back consistent with the zoning district in which the activity or structure is located unless another setback is specified as a condition of the permit.
- C. **Noise.** Noise levels generated shall not be in excess of levels allowable in the zone that the temporary activity is located, consistent with Chapter 173-60 WAC, as may be amended, which is incorporated by reference herein.
- D. **Fumes. Odors and Dust.** Temporary activities that create noxious fumes, offensive odors, or excessive amounts of airborne dust shall not be permitted or shall be required to meet applicable state standards regarding the control of such nuisances.
- F. **Other Permit Requirements.** The city may require proper insurance, indemnification and hold harmless agreements, proof of possession of any federal, state, county or local required permits or licenses, damage deposits, deposits for payment for cleanup, traffic control, security and other similar requirements, including any applicable provisions for business licenses and collection and reporting of sales tax; which shall be identified in the permit.



## TEMPORARY ACTIVITY PERMIT APPLICATION

Return to: Dept. of Community Development  
 Temporary Activity Permits  
 615 N. 5<sup>th</sup> Ave.  
 Sequim, Washington 98382

Phone: (360) 683-4908  
 Fax: (360) 681-0552  
 Website: [www.sequimwa.gov](http://www.sequimwa.gov)  
 Physical Address: 615 N 5<sup>th</sup> Ave.

This application must be completed, signed and forwarded to the City of Planning Department at least seven (7) to ninety (90) days prior to the first day of the event, depending on which group classification applies to the proposed activity. Please see the "Classification Matrix" on Page 1 of this packet. **All events shall meet Fire, Life Safety and Occupancy requirements. Occupancy for Carrie Blake Park (Guy Cole Center) is Max. Occupancy 335 people. James Center for the Performing Arts is Max. Occupancy 1,200 people. All applications shall set forth a plan to assure compliance with these limits.** Any misrepresentation in this application or deviation from the final agreed upon route and/or method of operation described herein, may result in the immediate revocation of the permit even during the event. Please type or print information clearly and attach additional sheets as necessary. Application fees as shown on Page 1 of this packet are **non-refundable**.

EVENT	FILLED IN BY CITY STAFF
PERMIT NO. TAP	GROUP CLASSIFICATION:
<b>Event Name:</b> _____	
<b>Event Date(s):</b> _____ <b>Day(s) of the Week:</b> _____ <b>Time:</b> _____	
<b>Event Location:</b> _____	
Facilities to be used (check): <input type="checkbox"/> Park <input type="checkbox"/> Street <input type="checkbox"/> Sidewalk <input type="checkbox"/> Private Property	
Set-Up Date/Times:              Begin:              Date: _____ Time _____ a.m./p.m. Take-Down Date/Times              Dismantle:              Date: _____ Time _____ a.m. /p.m.	
<b>Purpose of Event:</b> _____	
<b>Event Crowd Size:</b> Participants _____      Spectators _____      Volunteers/Personnel _____	
Has event been produced previously? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, what were the dates of the event? _____	
Any change from previous events? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please list changes on a separate sheet.	

APPLICANT INFORMATION	
<b>Organization Name:</b> _____	
Mailing Address _____	
<b>Applicant's Name:</b> _____	
Title: _____	
Telephone(s) Home: _____	Work: _____
Pager: _____	Cellular: _____
Fax: _____	Email: _____
<b>Contact Person:</b> _____	
Telephone(s) Home: _____	Work: _____
Pager: _____	Cellular: _____
Fax: _____	Email: _____
<b>Contact Person During Event:</b> _____	
Telephone(s) Home: _____	Work: _____
Pager: _____	Cellular: _____

<b>EVENT NAME:</b>		
<b>EXEMPTION REQUEST</b>		
Are you requesting exemption from the event bonding, Letter of Credit? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, state the reason for the exemption (Use additional sheets, if necessary. This exemption can only be approved by Sequim City Council and/or Sequim City Manager):		
<b>FEES AND PROCEEDS</b>		
Admission Fee: <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, how much? _____		
Any Vending Sales: <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, check all that apply: <input type="checkbox"/> Food <input type="checkbox"/> Beverage <input type="checkbox"/> T-Shirts/Hats <input type="checkbox"/> Buttons <input type="checkbox"/> Books <input type="checkbox"/> Balloons <input type="checkbox"/> Other: (please specify): _____		
<b>ENTERTAINMENT AND PROMOTIONS</b>		
Sound System: <input type="checkbox"/> Acoustic <input type="checkbox"/> Amplified		
Describe entertainment: _____		
List of entertainers or bands performing at event: _____		
Check type of promotion you plan to use to attract participants: <input type="checkbox"/> Television <input type="checkbox"/> Radio <input type="checkbox"/> Newspaper <input type="checkbox"/> Flyers <input type="checkbox"/> Billboards <input type="checkbox"/> Posters <input type="checkbox"/> Other (please specify): _____		
Have local neighborhood groups/businesses approved your event concept? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If no, what steps will be taken to notify them of your event? _____		
List community contacts and phone numbers (for verification) or attach an approval letter.		
Name: _____ Phone: _____		
Name: _____ Phone: _____		
<b>SPECIAL SET-UPS REQUESTED</b>		
Check appropriate category below and fill in details or numbers, size and type. Leave blank, if not applicable.		
Alcohol:	Will alcohol be served or available? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will alcohol be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, by whom?
Amplified Sound: Noise Variance:	Noise Variance required for amplified sound after 10 p.m.	Basis for request and hours of variance:
Animals:	How many?	Species:
Booths/Vendors:	How many booths? How many vendors?	Where:
Signage:	How many?	Size?
Electricity Source:	Generators:	How many? Size:
Fireworks/Fire Performance:	<input type="checkbox"/> Ground <input type="checkbox"/> Aerial <input type="checkbox"/> N/A	Pyrotechnic Company:
Portable Restrooms:	How many?	Handicapped Accessible: <input type="checkbox"/> Yes <input type="checkbox"/> No
Rides:	How many?	Type:
Staging/Scaffolding:	How many?	Height:

Tents/Canopies:	How many?	Size:
Vehicles:	How many?	Size and Gross Weight

**EVENT NAME:**

**INSURANCE AND BONDING INFORMATION**

Permittee shall provide a bond (in the form of an irrevocable letter of credit, certified or cashier's check made payable to the City of Sequim, or cash) to cover the costs of restoration, rehabilitation and cleanup of the area, public safety and police law enforcement coverage, and any other unbudgeted costs resulting from the special event. The City of Sequim Public Works Department will determine the appropriate bond amount, but in any event, the minimum amount of this bond will be five hundred dollars (\$500) per day for the duration of the event. Bond costs may increase, depending on the size and scope of the event. The bond must be furnished to the City of Sequim at least fifteen (15) days in advance of the opening date of the event. All monies received will be deposited within three business days of receipt. A damage assessment will be made immediately following the close of the event. Accounting of charges incurred as a result of the event will be completed by the City within 24 hours following the close of the event. Any costs accruing to the City will be itemized and deducted from the bond. A check for the balance remaining will be returned to the permittee/sponsor, or if necessary, a bill for collection for costs exceeding the bond amount will be issued to the permittee. In the case of an irrevocable letter of credit, accountable charges will be billed within thirty days, and a release issued. Also at this time, an itemized accounting of charges will be sent to the permittee.

Evidence of insurance must be provided no less than 15 days prior to the event. "City of Sequim" at 152 West Cedar Street, Sequim, WA, 98382 must be named "additional insured" to all coverage on form CG2026 or its equivalent: Notation on certificate will not be accepted. Surplus line policies must be issued and stamped in the State of Washington. Minimum Limits as applicable: \$1,000,000 Commercial General Liability, Liquor Liability, \$1,000,000 Garage Keepers Legal Liability, \$500,000 Auto Liability. All limits and coverage may be adjusted to meet exposure as determined by City Risk Manager. Special Event Permit will **not** be issued until insurance has been approved.

City of Sequim  
152 W. Cedar Street  
Sequim WA 98382

Office: (360) 683-4139  
Fax: (360) 681-3448

**EVENT NAME:**

**SOLID WASTE COLLECTION INFORMATION**

Contact made with Waste Management concerning garbage collection?  Yes  No  
Please describe your arrangements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you providing recycling containers:  Yes  No

If Yes, please describe: \_\_\_\_\_  
\_\_\_\_\_

**PARKING AND TRAFFIC**

How will parking and traffic be accommodated?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The applicant and/or party represents and warrants that all necessary approvals for this agreement have been obtained, and the persons whose signatures appear below have the authority necessary to execute this agreement on behalf of the party/organization indicated.

The applicant agrees to comply with all federal, state and local laws, rules and regulations with respect to the conduct and operations on the premises.

Any misrepresentation in this application or deviation from the final agreed upon method of operation described herein may result in the immediate revocation of the permit.

\_\_\_\_\_  
Print Applicant's Name

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Print Property Owner's Name (or authorized Representative)

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Property Owner's Signature (or authorized Representative)



152 West Cedar Street Sequim, WA 98382  
City Hall (360) 683-4139 FAX (360) 681-3448  
Public Works (360) 683-4908 FAX (360) 681-0552

## INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

This Indemnification and Hold Harmless Agreement is executed on the date last below written by \_\_\_\_\_ (“Indemnitor”) in favor of the City of Sequim, Washington (the “City”).

WITNESSETH

WHEREAS, the Indemnitor has applied to the City for a Permit to hold an event on City property located at \_\_\_\_\_ (the “Property”); and

WHEREAS, as a condition of approval of the Permit, the Indemnitor has agreed to provide this Indemnification and Hold Harmless to the City, including the insurance provisions;

NOW, THEREFORE, in consideration of the above Permit, Indemnitor agrees:

1. **Indemnification and Hold Harmless:** The Indemnitor covenants and agrees that it will indemnify, defend and hold harmless the City, its elected officials, its employees, agents, consultants, legal counsel, and volunteers from any and all claims, including bodily injury or property damage, liabilities, losses, damages, fines, costs, fees, and expenses, including attorneys’ fees and costs (at both trial and appellate levels) arising out of or in any way relating to the Indemnitor’s activities upon the Property, including, without limitation, claims of third parties for property damage or for bodily injuries and any and all expenses or obligations including reasonable attorneys’ fees and costs.
2. **Insurance:** The Indemnitor hereby represents to the City that it has obtained the required insurance naming the City as an additional insured for the minimum coverage amounts specified by the City Manager or designee, and has provided the City with a Certificate of Insurance. The Indemnitor further represents that the Insurance Certificates delivered to the City are in full force and effect and shall not be cancelled prior to the event.
3. **Cleanup:** The Indemnitor shall be responsible for maintenance of the Property during the event period. The Indemnitor shall remove all trash and debris accumulated during the event period from the Property and shall return the Property to the Contractor in the same condition as received. If the property is not returned in the same condition, Indemnitor agrees to pay actual costs of cleanup.

4. Personal Property: All personal property placed at the Property by the Indemnitor shall be at the risk of the Indemnitor and the City shall not be liable for any loss or damage to the Indemnitor's personal property located thereon for any reason whatsoever. The Indemnitor agrees and understands that the City does not and shall not carry liability, theft or fire insurance on said property to cover the Indemnitor's interest therein.

5. Survival of Terms: The hold harmless and indemnifications provided in this Agreement shall survive termination of the event.

6. Release: The Indemnitor shall additionally hold harmless and release the City Manager or designee from any claims for damages, including but not limited to economic consequential or other monetary damages suffered by the Indemnitor, in the event that the City Manager or designee revokes the Permit or otherwise stops the event due to the Indemnitor's violations of any conditions of the Permit, applicable laws or City regulations.

7. Successors or Assigns: This Agreement shall be binding on the Indemnitor's successors, assigns or heirs and runs in favor of the City's successors and assigns.

IN WITNESS WHEREOF, Indemnitor has executed this Agreement.

INDEMNITOR:

\_\_\_\_\_  
Signature                      Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
As authorized by: \_\_\_\_\_

\_\_\_\_\_  
*(list the governing body of the entity, e.g.,  
board, council, etc.)*

\_\_\_\_\_  
Signature                      Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
As authorized by: \_\_\_\_\_

\_\_\_\_\_  
*(list the governing body of the entity, e.g.,  
board, council, etc.)*