

## 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 Department 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.
- Evidence of Insurance
- Fire lanes are shown on all maps
- Two** Copies of all maps

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

- The name of the activity/event.
- 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.

***“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**  
 152 W. Cedar Street  
 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 = \$105.00
- Group C = \$210.00 (or as provided by contract)
- Group D = \$210 plus \$52.00 per hour for staff time over four hours (or as provided by contract)

\* Fees above do not include deposit and rental fees of a City facility. See Facility Rental Application.  
***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.



<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:



**TRAFFIC CONTROL PLAN**

Police officers may be required at signalized intersections. Flaggers may be required at non-signalized intersections. Monitors may be required at driveway entrances and other pedestrian and vehicle access points. *Please attach map/sketch.*

<b>TRAFFIC CONTROL</b> (List monitor, flagger or police officer)	<b>Location</b>	<b>Duties</b>

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)