

TEMPORARY USE APPLICATION

Property address or general location (cross-streets): _____	<u>Office Use Only</u>
Legal Description (or Tax #): Parcel Number: _____	Permit # _____
Addition: _____, Block(s): _____,	Associated Permits:
Lot(s): _____	_____
_____	_____
_____	_____
Description of Temporary Use (attach additional pages if necessary):	
Business Name: _____	
Describe type of items sold: _____	
Property Owner:	Contact/Representative (if different):
Name: _____	Name: _____
Address: _____	Address: _____
City/St/Zip: _____	City/St/Zip: _____
Phone: _____	Phone: _____
Email: _____	Email: _____
Requested start and end dates: _____	
Days and hours of operation: _____	
Will you have any signs? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please describe (number, size, location)	

Signature of Temporary Use owner: I certify that all activities associated with this permit will be in accordance with State Laws and the Port Townsend Municipal Code.

Print Name: _____

Signature: _____

Date: _____

Signature of all the owners of the affected property: I certify that I am either the owner(s) or authorized to act on behalf of the owner(s)

Print Name: _____

Signature: _____

Date: _____

ABATEMENT STATEMENT FOR TEMPORARY USE APPLICANT

ABATEMENT STATEMENT

The undersigned irrevocably grants the City permission to summarily enter the applicant's/owner's property with reasonable notice and abate the temporary use, and all physical evidence of that use if it has not been removed as required by the terms of the permit. The undersigned will reimburse the City for any expenses incurred in abating the temporary use under the authority of 17.60.090 PTMC.

Signature**Date**

STATE OF WASHINGTON)

) ss.

COUNTY OF JEFFERSON)

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and that person acknowledged that he/she signed this instrument and acknowledged it to be his/her free and voluntary act and deed for the uses and purposes mentioned in the instrument.

Dated: _____

(stamp)

[Print name:]
 Notary Public in and for the State of Washington,
 residing at _____.
 My commission expires: _____.

Temporary Use Application Submittal Requirements

CHECKLIST

- Completed Temporary Use application form (Page 1) and Abatement Statement (Page 2)

- Application fee:
 - New temporary use: \$161.00
 - Renewal of same as last year: \$109.00

- A site plan, to scale, showing:
 - Property with lot lines, block number and lot numbers
 - Lot dimensions
 - Existing parking spaces*
 - Location of existing buildings
 - Location of temporary use**
 - Adjoining street name(s)
 - All easements, deeds, restrictions or other encumbrances restricting the use of the property, including Critical Areas and/or buffers as defined in the Critical Area Ordinance (PTMC 19.05), if applicable
 - North Arrow

- A City Business License. The City requires that no person engage in any business within the City limits without first obtaining and being the holder of a valid and current business license (PTMC Chapter 5.08). This is an annual license. Please refer to the City Website: <http://www.cityofpt.us/businesslicense.htm> for additional information.

* Note: the temporary use cannot occupy required off-street parking facilities for adjacent or nearby uses.

** Note: the temporary use must be set back six feet or more from the public sidewalk or right-of-way.

For more Temporary Use information, see Port Townsend Municipal Code Chapter 17.60; on the website: <http://www.cityofpt.us/>

For property legal description and parcel number, see Jefferson County Assessor's office, or website <http://www.co.jefferson.wa.us/assessors/parcel/ParcelSearch.asp>