



**PART I – REQUIRED DOCUMENTATION**

**\*\*THE APPLICATION WILL NOT BE ACCEPTED IF THE REQUIRED MATERIALS ARE NOT PROVIDED\*\***

- |   |  |
|---|--|
| <input type="checkbox"/> COMPLETED APPLICATION FORM   | <input type="checkbox"/> APPLICATION FEE \$ _____  |
| <input type="checkbox"/> SCALED SITE PLAN (to include the following, at a minimum):   |  |
| <input type="checkbox"/> North Arrow  | <input type="checkbox"/> Scale shall be: 1"=10' / 1"=20' / 1"=30' / 1"=40'                   |
| <input type="checkbox"/> Parcel Boundaries with Lot Dimensions  | <input type="checkbox"/> Environmental sensitive areas ( <i>slope, floodplain, streams</i> ) |
| <input type="checkbox"/> All existing On-site improvements  | <input type="checkbox"/> Location of ALL exiting & proposed structures with SF               |
| <input type="checkbox"/> Existing driveways, drive-aisles   | <input type="checkbox"/> Location & dimensions of all temporary parking                      |
| <input type="checkbox"/> Any drive-thru/drive-in usage  | <input type="checkbox"/> Width and name of streets abutting property                         |
| <input type="checkbox"/> Location of all proposed signage   | <input type="checkbox"/> Proposed access from surrounding street to temporary use            |
| <input type="checkbox"/> All existing On-site improvements  | <input type="checkbox"/> Location of ALL exiting & proposed structures with SF               |
| <input type="checkbox"/> On a separate sheet of paper, submit a drawing of all proposed signage (size, height, copy area & method of attachment)  |  |
| <input type="checkbox"/> <b>WRITTEN NARRATIVE:</b> Specify the type of temporary use, type of building or structure to be used, number of employees, hours of operation, timeframe for temporary use, all activities to be conducted at the property in association with the temporary use and fire prevention methods. |  |
| <b>For Seasonal Temporary Use Permit requests only – please also provide a detailed list of all the events that will be sponsored throughout the season at the property, any crops grown on-site, and temporary use timeframe (2, 4, or 6 months) requested.</b>  |  |

**PLEASE NOTE: Temporary uses involving buildings or structures may require an approved building permit from the City of Spokane Valley Building Division before the temporary use can begin operation. In addition, other permits from City Departments and other Agencies (e.g.; Spokane Regional Health District) may be required.**

**PART II – APPLICANT INFORMATION**

**PROPERTY OWNER (CHECK IF PROJECT IS OWNER BUILD  )**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/ST: \_\_\_\_\_ ZIP: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**APPLICANT (CHECK IF SAME AS ABOVE  )**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/ST: \_\_\_\_\_ ZIP: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**PART III – SITE INFORMATION**

**SITE ADDRESS:** \_\_\_\_\_ **PARCEL NO.:** \_\_\_\_\_

SIZE OF SUBJECT PROPERTY (in square feet): \_\_\_\_\_

SIZE OF AREA BEING USED FOR TEMPORARY USE (in square feet): \_\_\_\_\_

PROPOSED START DATE: \_\_\_\_\_ PROPOSED END DATE: \_\_\_\_\_

PLANNED DAYS OF OPERATION:       M    T    W    TH    F    SAT    SUN

PLANNED HOURS OF OPERATION: \_\_\_\_\_ ZONING DESIGNATION: \_\_\_\_\_

**PROVIDE DETAIL REGARDING TEMPORARY USE** (include information regarding type of structure, presence of food and/or toilet facilities, parking, ingress, and egress, etc...)

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**PART IV – SIGNAGE FOR TEMPORARY USE**  
**TO BE IN COMPLIANCE WITH SVMC [22.110](#)**

**PLEASE LIST YOUR TYPE AND NUMBER OF PROPOSED SIGNS:**

WALL: \_\_\_\_\_       FREESTANDING: \_\_\_\_\_       MONUMENT: \_\_\_\_\_

ROOF: \_\_\_\_\_       PROJECTING: \_\_\_\_\_       WINDOW: \_\_\_\_\_

POINT OF PURCHASE AND MERCHANDISE DISPLAYS: \_\_\_\_\_

**FOR ALL WALL, FREESTANDING & MONUMENT SIGNS, PLEASE COMPLETE THE FOLLOWING FOR EACH**

**WALL SIGNS** (if more than 2, please attach additional sheets)

SIGN	PROPOSED SQ FT	WALL AREA CALCULATION (Length of wall/tenant space x height)	PROJECTION FROM WALL & METHOD OF ATTACHMENT
1			
2			

**FREESTANDING / MONUMENT SIGNS** (if more than 3, please attach additional pages)

SIGN	PROPOSED SQ FT	HEIGHT OF SIGN	COPY AREA	SETBACK FROM SIDE YARD
1				
2				
3				

**PART V – AUTHORIZATION**

**\*\* SIGNATURE OF OWNER OR AUTHORIZED AGENT \*\***

I, \_\_\_\_\_, (print name) swear or affirm that the above responses are made truthfully and to the best of my knowledge.

\_\_\_\_\_  
**APPLICANT / OWNER / AUTHORIZED AGENT SIGNATURE**

\_\_\_\_\_  
**DATE**

**PART VI – NOTARY**

STATE OF WASHINGTON )

ss.

COUNTY OF SPOKANE )

SUBSCRIBED AND SWORN to be before this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

**NOTARY SEAL**

\_\_\_\_\_  
**NOTARY SIGNATURE**

Notary Public in and for the State of \_\_\_\_\_

Residing at: \_\_\_\_\_  
\_\_\_\_\_

My Appointment Expires: \_\_\_\_\_

**PART VII – LEGAL OWNER AUTHORIZATION**

If the applicant is not the legal owner(s), the owner must provide the following acknowledgement;

I, \_\_\_\_\_, owner of the above described property do hereby authorize \_\_\_\_\_ to represent me and my interests in all matters regarding this application.

DISCLAIMER: By accepting this permit and proceeding with the work, the applicant/permittee and owner acknowledges and agrees that: 1) If this permit is for construction of or on a dwelling, the dwelling is/will be served by potable water. 2) Ownership of this City of Spokane Valley permit inures to the property owner. 3) The applicant/permittee is the property owner or has full permission and authority to represent the property owner in this project and carry out the work specified in the permit. 4) All construction is to be done in full compliance with the City of Spokane Valley Municipal Code. The applicable codes are available for review at the City of Spokane Valley Permit Center. 5) The applicant/permittee further declares that they are either: (A) a contractor currently registered and properly licensed in accordance with Chapter 18.27 RCW; (B) the registered or legal owner or authorized agent of the property for which I am applying for permit and not a licensed contractor; or (C) otherwise exempt from the requirements set forth in RCW 18.27.090 and will abide by all provisions and conditions of the exemption as stated. 6) The City of Spokane Valley permit is a permit to carry out the work as specified therein and is not a permit or approval for any violation of federal, state or local laws, codes or ordinances. 7) Compliance with all federal, state, and local laws shall be the sole responsibility of the applicant/permittee and property owner. 8) Plans or additional information may be required to be submitted and subsequently approved before this application can be processed. The City is not responsible for any code violation through the issuance of this permit. 9) Failure to request and obtain the necessary inspections and inspection approvals may necessitate stoppage of work and/or removal of certain parts of the construction at the applicant's/permittee's or property owner's expense.

**PART VIII – DETERMINATION**

City of Spokane Valley approves proposed temporary use pursuant to [Chapter 19.160](#) of the Spokane Valley Municipal Code (SVMC) subject to the following conditions:

- The applicant and/or property owner shall comply with all requirements of 19.160 SVMC; and
- The applicant and/or property owner shall comply with all development regulations, such as, but not limited to water, sewer, stormwater, grading, critical areas and access; and
- All temporary signs associated with temporary use specified herein are approved only for the duration of the temporary use. All signs must comply with 22.110 SVMC; and
- The temporary use shall discontinue operation on: \_\_\_\_\_; and
- The applicant and/or property owner shall comply with the following additional conditions set forth below:

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Failure to comply with conditions could result in immediate revocation of this permit.

This temporary use permit is hereby approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

APPROVED BY PLANNING DEPARTMENT (PRINT NAME)

TITLE

PLANNING DEPARTMENT SIGNATUREE