



Planning Department

# Temporary Use Permit (TUP) Procedure

**AHMC**  
(Airway Heights Municipal Code)  
**17.03.065**

P.O. Box 969, 13120 W. 13<sup>th</sup>, Airway Heights, WA. 99001 Phone: 509.244.2552 Fax: 509.244.4746

## Temporary Use Permit:

*"A use or activity which is non-permanent in nature and limited in scope and duration that, because of considerations of traffic, noise, lighting, hazards, health and environmental issues, require a case-by-case review to determine if the temporary use is appropriate on the site and in the vicinity."*

### TEMPORARY USE PERMITS (AHMC 17.03.065)

The City Planner may determine that a Temporary Use Permit is appropriate for those non-permanent uses which will not significantly affect surrounding properties or the environment.

Temporary Use Permits are subject to an administrative review process and may be approved, approved with conditions or denied by the Planning Department, and may only occur for a maximum of 30-days during any 12-month period.

Temporary Use Permits are not required for funeral processions, groups required by law to be so assembled, pedestrian processions along a route that is restricted to sidewalks and crossing streets only at pedestrian crosswalks in accordance with traffic regulations and controls, or activities and events deemed by the City Planner to not require a special events permit.

### WHAT TO SUBMIT

All applications shall include the following, including any additional information deemed necessary by the City Planner:

- Payment of appropriate fees
- Completed General Land Use Application Form
- Transportation/Parking Plan (if required)
- Signed Affidavit of Mailing
- Signed Affidavit of Posting
- Proof of ownership (deed or other related document)
- Site plan consistent with the requirements of AHMC 17.03.110,C
- Written notification, text, and posting notice (text must be reviewed and approved by the City Planner)

### APPLICATION PROCESS

Upon submitting a complete General Land Use Application Form, the applicant shall also submit a signed Affidavit of Mailing demonstrating property owners within 100 feet of the site proposed for the temporary use were notified in writing or reasonable attempts were made to notify them in writing of the use. The proposed site must be posted with 8½" x 11" notification sheet(s), posted as approved by the City Planner. A five (5) day comment period will begin when the property has been posted and the notifications mailed or delivered. Written notification and posting text must be reviewed and approved by the City Planner. A transportation management / parking plan appropriate for the size and type of event may be required.

A Temporary Use Permit, after consideration of any and all comments, may be approved, in whole or in part, with or without conditions, if all of the following findings of fact can be made in an affirmative manner:

1. The temporary use may occur for a maximum of thirty (30) days during any twelve (12) month period.
2. The operation of the requested use at the proposed location and within the time period specified will not jeopardize, endanger, or otherwise constitute a menace to the public health, safety, or general welfare.
3. The proposed site is adequate in size and shape to accommodate the temporary use and the proposed layout and hours of operation ensure the temporary use will operate without detriment to the use and enjoyment of other properties in the project vicinity.
4. The project makes adequate provision for access and circulation, water supply, storm

drainage, sanitary sewage disposal, emergency services, and environmental protection.

- 5. Adequate temporary transportation management / parking must be in place to accommodate vehicular traffic to be generated by the use. Parking will be available either on-site or at alternate locations acceptable to the review authority.

If the use is demonstrated to have a negative impact in excess of those presented at the time of application or the effects of the event are greater than anticipated the permit may be revoked or the conditions may be modified to mitigate for impacts by the City Manager. The City Manager may cancel a Temporary Use Permit for failure to comply with the terms of the permit or other City ordinances.

Authorization of a Temporary Use Permit shall be valid for the time specified in the approval, but not to exceed thirty (30) days in any twelve (12) month period. Additional permits may be required to meet the conditions established by the permit and/or other City codes.

**CONTACTS**

City of Airway Heights

Planning Department	509.244.2552
Building Department	509.244.5514
Fire Department	509.244.3322
Public Works	509.244.5429

**NOTES**

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**DISCLAIMER**

This form is not intended to be a complete and comprehensive list of all information that will be required as projects vary in complexity and scope. It is the responsibility of the applicant to provide all necessary information. It is highly recommended that the applicant visit the Planning Department prior to submitting a formal application.