

TEMPORARY USE PERMIT (TUP) or SPECIAL EVENT PERMIT (SEP) APPLICATION CHECKLIST

To ensure that your application is complete and to avoid delays, please provide all information requested below that is applicable to your project and provide a copy of the completed checklist with your application.

PLEASE SELECT THE PERMIT TYPE BELOW.

- TEMPORARY USE PERMIT (TUP):** A Temporary Use means temporary utilization of property for a special unique or limited duration not otherwise either authorized by this code or permits granted for uses normally operated on that property. *TUPs submitted to City Hall.*

- Submit a completed & signed *General Application Form*
 All applicable fees. (*Reference the King City Master Fee Schedule*)

Uses subject to a TUP: _____ New _____ Amendment

- Temporary Assembly
 Circuses
 Open Air Markets
 Rodeos
 Carnivals
 Other uses not expressly exempt per Municipal Code Section §7.60.050

- SPECIAL EVENT PERMIT (SEP):** Special Event means an event sponsored by any person, entity, business or group including a special event venue or public right-of-way within the City and open to the public. Special event permits shall be granted at the sole discretion of the chief of police as described in Municipal Code §7.60.070. *SEPs submitted to Police Department.*

- Submit a completed & signed *Special Event/Alcohol Permit Form*.
 All applicable fees. (*Reference the King City Master Fee Schedule*)

Events subject to an SEP: _____ New _____ Amendment

- Parades
 Public Park/Public Facility Events
 Personal Entertainment where an admission is charged and not covered by a TUP.
 Rallies, Picket Lines, Demonstration
 Block Parties
 Sidewalk Sales one (1) table 6ft x 30" (public property)
 Events with amplified music after 10 p.m. must receive approval by city council.
 Commercial filming

- Submit TUP applications to City Hall and SEP applications to Police Department at least thirty (30) calendar days prior to the special event, unless otherwise waved by the Community Development Department or the Chief of Police.**

APPLICANT NAME AND/OR ORGANIZATION:	LOCATION:
APPLICANT MAILING ADDRESS:	PRIVATE OR PUBLIC PROPERTY:
APPLICANT PHONE NUMBER:	PERSON IN CHARGE (NAME, ADDRESS & PHONE #):
APPLICANT DATE OF BIRTH:	TYPE OF FACILITY WHERE EVENT WILL TAKE PLACE:
ALTERNATIVE CONTACT PERSON (NAME & CONTACT INFORMATION):	NATURE & PURPOSE OF EVENT (INCLUDING HOURS & DATES):
ESTIMATED STARTING & ENDING TIME OF EVENT:	
ESTIMATED NUMBER OF PERSONS ANTICIPATED:	
DESCRIPTION OF SOUND AMPLIFICATION EQUIPMENT:	
FOOD OR ALCOHOLIC AND/OR NON-ALCOHOLIC BEVERAGES WILL BE SOLD:	
WILL SECURITY BE UTILIZED AT THE EVENT:	
PARKING CONTINGENCIES PLANNED:	
CASE NO.:	FEES PAID:

EVENT QUESTIONNAIRE:

Will admission fees or donations be collected and/or food, liquid refreshments or physical articles sold at the event? _____ If so, the applicant must provide proof of federal and/or state tax exemption status or present a copy of a valid city business license and tax certificate and a food handling permit before the permit may be issued.

- Federal and/or State Tax Exemption Status
- City Business License
- Sales Tax Permit
- Health Permit

Will the event include music, dance or entertainment activity requiring sound amplification equipment? _____ If so, please describe what the event will include:

Events with amplified music after 10 p.m. shall obtain approval by City Council.

If applicable, date of City Council approval: _____

Does the facility where the event will take place have a valid City Business License for a dance hall, cabaret, or other applicable permit or license which authorizes the use of the facility for this type of activity or event? If so, please list the approved licenses or permit numbers:

- _____
- _____

What is the occupancy load for the facility:

Does the facility have any other conditions for use imposed by the City? _____

TEMPORARY USE PERMIT (TUP) OR SPECIAL EVENT PERMIT (SEP)

ACTION TAKEN ON APPLICATION:

Approved by _____

Denied by _____

Conditionally Approved _____

Date Denial Letter Sent: _____

Conditions of Approval (CDD or Police Chief to Check Conditions that apply to the permit):

- Applicant shall retain or hire one or more security officers to provide security at and during the event, said security officers present and on duty at all times during the event.
- Applicant or other responsible party to be personally present at all times during the event.
- Applicant or other responsible party to provide a working telephone where the applicant or responsible party can be reached directly at all times during the event.
- The event facility or location shall be posted with the event permit.
- A refundable security deposit before issuance of the permit toward the costs of city services and/or cost of damages to public facilities that may be associated with such an event.
- Medical services on-site required.
- List of live performances (names, stage name of every act performing).
- Copies of all promotional materials simultaneously with the posting or distribution of said materials. All promotional materials must identify the promoter and must not be posted or affixed to or on City or public property.
- Proof of Liability Insurance in the amount required by the city, as may be set by City Council resolution.
- Other additional conditions necessary to protect the public health, safety, welfare and order as well as health and welfare of restricted and other animals, and to minimize adverse impacts upon the surrounding neighborhood and the general community.
- _____

- Advance payment to the City of all costs related to delivery, set-up and removal or road closure and traffic control requirements.

The undersigned applicant affirms that all information contained with this application is true and accurate and that the applicant is authorized to make such application to the City of King. Additionally, the undersigned applicant understands and agrees that the application fee is a deposit and the application is processed on a time and materials basis. By signing this application, the undersigned applicant agrees to all statutory processing time periods (e.g., Permit Streamlining Act) and understands that if the deposit is depleted and an additional deposit is not made to the City Finance Department, the City will suspend processing the application until said deposit is made with the City Finance Department.

If the applicant is not the property owner, the property owner must either sign below or provide written authorization for the applicant to act on his/her behalf.

Applicant Signature

Date

Community Development Director Signature (**TUP Approval**)

Date

Police Chief Signature (**SEP Approval**)

Date