



Planning Division
CLIENT ASSISTANCE MEMO

Special Use Permits

A special use permit is required for temporary uses or events. A special use permit is not required for annual Christmas tree and fireworks sales, community wide events permitted under a special event license such as annual art or street fairs, or events approved for use as a city park or facility. A special use permit is required for temporary events located in vacant lots, parking lots or other locations not designed for such use.

Application Requirements:

- Signed and dated application form for a special use permit;
- A verified statement by the applicant that the property affected by the application is in the exclusive ownership of the applicant or that the applicant has submitted the application with the consent of all owners of the affected property;
- Written statement of justification for approval of the special use permit which meets the criteria in [GHMC 17.65.050](#) (see below);
- A site plan showing the proposed location of the requested use, and any existing development on the site. The site plan shall indicate locations of any proposed temporary structures and include a circulation plan showing all access points for the site, all driveways, streets or roads and parking areas;
- Transportation Capacity Reservation Certification (CRC)

Review Criteria 17.65.050

Applicants for a Special Use Permit shall assure that the following conditions are met:

1. That the type of use for which the special use permit is applied for is permitted in the applicable zoning district and is consistent with the description and purpose of the zone district in which the property is located;
2. That the granting of the special use permit will not be detrimental to the public health, safety, comfort, convenience and general welfare, will not adversely affect the established character of the surrounding neighborhood, and will not be injurious to the property or improvements in such vicinity and/or zone in which the property is located;
3. That the proposed use is properly located in relation to the other land uses in the vicinity; and further, that the use can be adequately served by such public facilities and street capacities without placing an undue burden on such facilities and streets;
4. That the site is of sufficient size to accommodate the proposed use;
5. The special use may not operate more than 14 events during the authorized period. An event is equal to one 12-hour period per day;
6. A request for more than 14 events per calendar year by any given applicant or for any given site shall not be considered as a special use and may only be authorized through the site plan approval process established under Chapter [17.96 GHMC](#).