

Temporary Use Permit (TUP)

Planning Division – Community and Economic Development
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What is a Temporary Use Permit (TUP)?

A TUP may authorize seasonal outdoor sales, neighborhood sales and events, construction office or temporary lodging associated with active construction, temporary storage, and similar short-term land uses.

Please see the TUP Standards at the end of the application for additional standards and restrictions.

Project Name

Site Address

City, State

Zip

Applicant (Permit Contact)

Applicant Email

Applicant Phone

Applicant Address

City, State

Zip

Property Owner

Owner Email

Owner Phone

Owner Address

City, State

Zip

Project Description:

Owner Authorization I HEREBY AUTHORIZE THE APPLICANT NAMED ABOVE TO APPLY FOR THIS PERMIT

Owner Signature:

Printed Name:

Applicant/Owner Certification I HEREBY CERTIFY THAT THE INFORMATION PROVIDED FOR THIS APPLICATION IS TRUE AND CORRECT

Applicant Signature:

Printed Name:

The following checklist sets the minimum requirements for a complete application. The submittal will be deemed incomplete if the submittal does not meet the minimum requirements of this checklist.

Staff	Applicant
<input type="checkbox"/> 1. Temporary Use Permit Application Packet	<input type="checkbox"/>
<input type="checkbox"/> 2. Site Plan	<input type="checkbox"/>
<input type="checkbox"/> 3. Supplemental Documents and Additional Information	<input type="checkbox"/>

**Additional materials may be requested during the review process.*

Temporary Use Standard Requirements

Site Clean-up

1. Each site occupied by a temporary use shall be left free of debris, litter or other evidence of temporary use upon completion or removal of the use.

Parking Availability

2. A temporary use conducted in a parking facility shall not occupy or remove from availability more than 20 percent of the spaces required for the permanent use.
3. Each site occupied by a temporary use must provide or have available sufficient off-street parking and vehicular maneuvering area for customers. Such parking need not comply with the development requirements of EMC [18.90.130](#), Parking, but must provide safe and efficient interior circulation and ingress and egress from the public right-of-way.

No Use of Public Property

4. No temporary use shall occupy or use public rights-of-way, parks or other public lands in any manner unless specifically approved by the city council.

Time Limitation – 90 Days

5. No temporary use shall occupy a site or operate within the city for more than 90 days within any calendar year, except as follows:
 - a. When authorized by the community development director or designee, a temporary use may operate an additional 90 days if it is found that such an extension will be consistent with the requirements of Chapter [18.80](#) EMC, Land Use Zones, and this subsection (D).
 - b. A temporary use may be given an additional extension if unique circumstances exist that necessitate a longer use such as construction office or security housing for an active construction site and such an extension will be consistent with the requirements of Chapter [18.80](#) EMC, Land Use Zones, and this subsection (D), or can be consistent, subject to conditions of approval.

Signs may require a Permit

6. All signs shall comply with the requirements of Chapter [18.97](#) EMC, Sign Code, except as otherwise specified in this section.

Other Permits and Conditions

7. All temporary uses shall obtain all required city permits, licenses or other approvals, prior to occupancy of the site.
8. The community development director or designee may establish such additional conditions as may be deemed necessary to ensure land use compatibility and to minimize potential impacts on nearby uses. These include, but are not limited to, time and frequency of operation, setbacks, special yards, and spaces; control of points of vehicular ingress and egress, temporary arrangements for parking, loading and traffic circulation, requirements for screening or enclosure, site maintenance during use, and guarantees for site restoration and cleanup following temporary use.

Code Reference: Temporary Use Permits – [EMC 18.50.070](#)