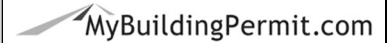


TEMPORARY USE PERMIT

**Physical Address:**

Auburn City Hall Annex, 2nd Floor
1 E Main St

Mailing Address:

25 W Main St
Auburn, WA 98001

Phone and Email:

253-931-3090
permitcenter@auburnwa.gov

Apply Online: www.MyBuildingPermit.com

Select: Auburn | Land Use | New | None |
Temporary Use

INFORMATION SHEET

What is Temporary Use Permit (TMP) and how is a decision rendered?

A TMP is an administrative approval issued by the City of Auburn to provide temporary or time-limited use of public or private property for a land use, building, or structure without requiring full compliance with the development standards for the applicable zoning district. The City may also use a temporary use permit to allow seasonal or transient uses not otherwise permitted. TMPs are not intended to provide a means to circumvent the strict application of the permitted uses established in the City's zoning regulations.

The City's temporary use regulations only address those temporary uses located on public or private property outside of public rights-of-way. Uses located in public rights-of-way shall be separately authorized in accordance with Auburn City Code (ACC) [Title 12](#).

TMPs are processed by City Staff and are not subject to a public hearing unless a written decision is appealed to the City of Auburn Hearing Examiner.

What are the types of TMPs?

Type I TMP decisions are typically issued within 30 days of the application determined complete. The Planning Director or designee may extend the decision-making upon a written determination transmitted to an applicant of the need for more information or other City permits or licenses or other agency licenses or permits. In this instance, a Type I TMP may be issued following receipt and review of the additional information or receipt of written evidence of other City or agency permits or licenses, as applicable.

For a Type I TMP, the City *does not* issue a Notice of Application in accordance with the provisions of ACC [Title 14](#) (Project Review). A written decision for a Type I TMP is issued to the applicant, property owner if not the same as the applicant, other City departments, as applicable, and other interested parties or agencies that have previously requested to be notified.

Type II TMP decisions are typically issued within 50 days of the application determined complete. The Planning Director or designee may extend the decision-making upon a written determination transmitted to an applicant of the need for more information or other City permits or licenses or other agency licenses or permits. In this instance, a Type II TMP may be issued following receipt and review of the additional information or receipt of written evidence of other City or agency permits or licenses, as applicable.

For a Type II TMP, the City *will* issue a Notice of Application in accordance with the provisions of ACC Title 14. A decision on a Type II temporary use permit shall not be issued until after the public comment period expires, wherein the City solicits comments regarding impacts to the neighborhood or community.

Special Events are Type I TMPs that are held at either the Auburn Outlet Collection or Emerald Downs. These are normally issued within 14 days of submittal. There is an additional form that will need to be filled out on when you are applying on www.MyBuildingPermit.com when you select "Temporary Use Special Event".

NOTE: Fireworks display events must be processed as a Type I or Type II TMP application, these events are not eligible for the Special Events TMP application. Firework display events also require approval of a Fire Permit.

What are the requirements for approval?

The approval criteria for TMPs can be found in [ACC 18.46A.080](#). In addition all TMPs must comply with the performance standards listed in [ACC 18.46A.090](#) and all other City rules and regulations.

How long can is my TMP valid for and how do I get an extension?

A TMP may be issued for *up to* 180 days, depending on the type of use per [ACC 18.46A.100](#). An extension *may* be granted if the permit holder submits a written request to applications@auburnwa.gov at least 30 days prior to the permit expiration ([ACC 18.46A.100](#)) or within 2 days if the TMP is only valid for 30 days or less.

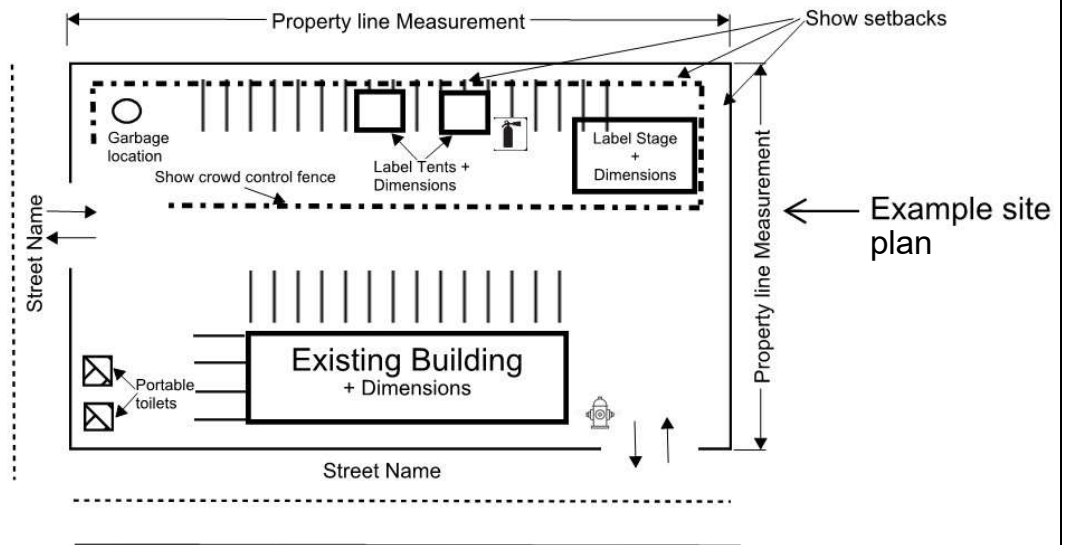
What is required to be uploaded to www.MyBuildingPermit.com?

- ☐ [Owner Authorization Form\(s\)](#) for all owners involved.
- ☐ **Site plan**, showing the following information:

Submit a current site plan of the entire property, which must show all dimensions.

Include:

- Existing property lines
- Existing parking areas
- Existing buildings or structures
- Proposed temporary uses
- Proposed temporary structures
- Proposed parking areas and access points
- Indicate the location of fire extinguisher(s) and fire hydrant(s) on and near the site.



PLEASE NOTE: Applicants are responsible for complying with all City Codes and ordinances and should review all City regulations that may be applicable to their proposed project. For assistance in determining which regulations are applicable, please contact the City of Auburn Permit Center.