



City of Leavenworth

700 Highway 2 / Post Office Box 287
Leavenworth, Washington 98826
(509) 548-5275 / Fax: (509) 548-6429
Web: www.cityofleavenworth.com

Special Use Application

Please print with blue or black ink or use auto-fill to complete.

Site Information

Project Address: _____ Parcel Number: _____
Application Date: _____ Project Description: _____

Applicant

Last Name: _____ First Name: _____
Business/Organization Name: _____
UBI #: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

Event Manager/Emergency Contact (if different from Applicant)

Contact Name: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

Event Information

The following information shall be included with your request. If not applicable for your Special Use, indicate this with an "N/A" or other statement.

Provide a detailed narrative of the proposal, including purpose, dates, times, location, estimated attendance, alcohol service, amplified music, lighting, signs and number of employees. Use additional sheets as applicable.

Provide a Management Plan, including days and hours of use, sanitation facilities, security and cleanup, as applicable.

Copy of liability insurance coverage.

If alcohol will be sold or permitted, provide type, location and time. _____

If requesting a Special Use Permit for use of the sidewalk, provide the following additional information:

1. Written authorization from the adjacent private property owner and occupant/tenant.
2. Drawing to scale depicting the following:
 - i. The specific location and dimensions of the proposed sidewalk use.
 - ii. Location(s) of ingress/egress to the sidewalk use and to the adjacent properties.
 - iii. Proposed location of fixtures, furniture, and other obstructions.
 - iv. Nearby on-street parking areas and crosswalks.
 - v. Existing objects/obstructions such as street lights, traffic signs and signals, fire hydrants, solid waste receptacles, postal boxes, etc.
 - vi. Sidewalk area proposed for unobstructed use by the general public.
3. Construction plans detailing how fixtures will be secured/anchored.
4. Site plan showing furniture locations, ingress/egress and other obstructions.
5. Maintenance and Restoration Plan – detailing how the area will be kept clean and restored to its original condition.

Any other information required by the Administrator, including but not limited to traffic control plan, crowd control plan, bonding, or copy of any permit/license required by another local or state agency.

Depending on your request, address the appropriate code requirements with an additional narrative:

- Festivals, LMC 5.38
- Fireworks, LMC 8.36
- Park Use, LMC 12.24
- Sidewalk Special Uses, LMC 12.06
- Temporary Parking, LMC 10.08.220
- Temporary Recreational Vehicle permits, LMC 10.14
- Temporary Wireless Telecommunications Facilities, LMC 18.74
- Transient Businesses, LMC 5.38
- Taxicabs and Motorized Vehicles for Hire, LMC 5.36
- Nonmotorized Vehicles for Hire, LMC 5.37
- Alcohol, LMC 12.24.070
- Food, LMC 5.38.040

Fees, per City Fee Schedule.

Acknowledgements

All provisions of laws and ordinances governing the type of project shall be complied with whether specified herein or not. The granting of the permit or an approval does not presume to give authority to violate or cancel the provisions of any federal, state, or local laws regulating construction, the performance of construction, and/or operation of the project or use.

I hereby certify that I have read and examined this application and know the same to be true and correct, and if any of the information provided is incorrect, the permit or approval may be revoked.

I acknowledge that upon issuance of any permit by the City of Leavenworth that it is my obligation to comply with any and all laws, ordinances and regulations governing the type of project permitted whether or not specified in the permit. I acknowledge that the granting of a permit or an approval by the City of Leavenworth does not give any authority to violate or modify the provisions of any other federal, State or local law, ordinance or regulation with respect to regulation of construction, performance of construction and/or operation of the project.

Applicant Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____