



**ISLAND COUNTY
PLANNING & COMMUNITY DEVELOPMENT**

PHONE: (360) 679-7339 ■ from Camano (360) 629-4522 ■ from S. Whidbey (360) 321-5111 ■
FAX: (360) 679-7306 ■ P. O. Box 5000, Coupeville, WA 98239-5000
121 N East Camano Drive, Camano Island, WA 98282 ■ Phone (360) 387-3443
www.islandcounty.net/planning

**TEMPORARY USE APPLICATION
Temporary Event Venue**

GREYED SECTION FOR COUNTY USE ONLY - Type I Decision Process			
Application Number	Date Received	Fee Paid	Receipt Number
_____	_____	_____	_____

Applicability. If you are planning to advertise or solicit for commercial gain the use of your property for a temporary event venue (e.g. weddings, reunions, graduation parties, etc.) use this form to request county review before you finalize your plans. A temporary event venue permit may be approved for no more than 10 events per calendar year, and may be renewed annually, per Department Policy #02/2013 (attached). This application does not apply to proposed entertainment, amusement or assembly of persons if the primary purpose will be the presentation of outdoor, live or recorded musical entertainment that may attract 100 or more persons; these applications are reviewed under Chapter 5.08 ICC through the Island County Sheriff's Department.

Procedure. Please use this form to ensure you provide all the information required for Island County to review your proposal. Type or neatly print all application information and provide the signatures in blue ink. Please provide complete answers and all information requested. If you believe any portion is not applicable, explain why. Illegible and/or incomplete applications will not be accepted. Collate this application together with plot plan, application fee, and necessary documentation outlined in this application, and submit the complete application package to Island County Planning and Community Development. Application packages must include an ORIGINAL AND (3) COPIES to be submitted in person to Planning & Community Development.

Name of the Event Venue _____

Contact Person Name _____

(The agent or consultant for the application who will be the only party that will receive correspondence, and inquiries.)

Street _____ City, State, Zip _____

Phone (____) _____ E-Mail Address _____

Applicant Name _____

Street _____ City, State, Zip _____

Phone (____) _____ E-Mail Address _____

Parcel Owner Names _____

(If other than the applicant)

Street _____ City, State, Zip _____

Phone (____) _____ E-Mail Address _____

Project Address (Or Closest Intersection) _____

Assessor's Parcel Number(s): _____

Section _____ Township _____ Range _____ 1/4 Section _____

Legal Description of Parcel _____

Location: North Whidbey Central Whidbey South Whidbey Camano Island

Zoning _____ Size of Parcel (sq.ft. or acres) _____

I hereby certify that I am the owner (or authorized applicant) named above and that I have familiarized myself with the rules, regulations, and procedures with respect to preparing and filing this application. All information provided as part of this submittal is accurate to the best of my knowledge and belief. I agree to comply with the conditions of approval established by Island County and listed on the reverse side of this sheet. I also understand that incomplete and/or incorrect information may cause a delay in the review process.

Owners' Signature Date Agent's Signature Date
(All owners must sign*) (If other than owner)

Owners' Signature Date Owner's Signature Date

*If there is not enough space for all property owners' signatures, a separate written, notarized letter of consent signed by all owners may be attached to this application.

Description and list of all activities for the proposed events (attach additional pages if needed):

Attach a management plan with details in regards to parking, sanitation, noise and lighting management, emergency access; and, indicate existing buildings or temporary structures if proposed to serve the temporary use. (Note: Building Code provisions may preclude some uses of existing buildings).

Attach a general plot plan drawn to a scale of not less than 1 inch = 20 feet and not greater than 1 inch = 100 feet. The plan needs to show the location of parcel boundaries, existing and proposed buildings and their uses, access points to site, internal driveways, parking lots, circulation (both vehicle and pedestrian), sanitation facilities, location of water supplies, and location and identification of proposed activities.

Upon approval and no less than 14 days prior to the first scheduled event you must provide a memo to this Department listing dates of the events, hours of operation, and number of people expected to attend each event.

Applicant: Provide the information requested below	For County Use Only
Source of potable water _____ _____ Type of sanitation facilities _____ _____ _____ Number of Toilets _____	<u>For Environmental Health Department Use</u> <ul style="list-style-type: none"> • Meets Health Requirements: Yes ___ No ___ • Number of portable toilets required _____ Conditions of Approval: Approved By: _____ Date: _____
Number of vehicular access points _____ _____ Locations of vehicular access points _____ _____ _____ _____	<u>For Sheriff's Department Use</u> <ul style="list-style-type: none"> • Traffic Control Attendants Required: Yes ___ No ___, if yes how many? _____ • Parking Lot Control Attendants Required: Yes ___ No ___, if yes, How many? _____ Conditions of Approval: Approved By: _____ Date: _____
Number of On-Site Parking Spaces _____ Driveway to Parking Area Provided: Yes ___ No ___ Describe method to be used to control dust in the parking lot _____ _____ _____ Name of the person or group who is responsible for the clearing of all debris and temporary structures after the closing of the event? _____ _____	<u>For Engineering Division Use</u> <ul style="list-style-type: none"> • Driveway is Adequate: Yes ___ No ___ • Cash Bond required to insure repair of road damage: Yes ___ No ___ • Cash Bond required to insure debris is cleared: Yes ___ No ___ Conditions of Approval: Approved By: _____ Date: _____
<p>With adherence to required conditions, the proposed Temporary Event as described by the applicant is consistent with Department Policy #02/2013 and will not disrupt the character of the surrounding uses. The _____ is approved for the dates of _____ with the hours of operation limited to _____.</p> <p><u>It is the responsibility of the applicant:</u></p> <ul style="list-style-type: none"> • To arrange and provide all water and sanitation as approved by Island County Environmental Health; • To arrange for and provide all necessary traffic and parking control attendants as prescribed by the Island County Sheriff's Department; • To provide for the control of dust in the parking lot, ensure any damage to public roads is immediately repaired, and clear all debris and temporary structures within thirty days after the end of the event as required by Island County Engineering; and • To follow the approved plan and meet all additional conditions listed above by county departments. <p>Approved By: _____ Date: _____</p> <p style="text-align: center;">Island County Planning & Community Development</p>	



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SUBJECT: Temporary Events in Rural (R), Rural Agriculture (RA), Commercial Agriculture (CA), Rural Forest (RF), Rural Center (RC), Rural Village (RV) zones

POLICY NO: 002/13

EFFECTIVE DATE: December 2, 2013

PURPOSE: To establish a uniform policy for temporary event venue permitting for several zoning districts in the Island County Code.

This policy is established with the authorization of the Board of Commissioners to designate a process of obtaining temporary event venue permits, establish basic guidelines for County Planning/Community Development staff to follow in reviewing permit applications, and serve as an interim provision to follow until an update to the Comprehensive Plan is completed, to adopt permanent standards.

This policy applies to events taking place on properties advertised or solicited for such a use (e.g. weddings, reunions, graduation parties, etc.) for a fee or otherwise as a commercial venture. It is not the County's intent to regulate private parties hosted by property owners as land use decisions; Health Department requirements may still apply.

SPECIFICALLY:

Applications for a temporary use permit shall use the attached form (*Temporary use – Event, updated 11/25/13*). Fees for a temporary use permit are established in the Island County Fee Schedule, and are due upon application to: Planning, Health, Public Works.

The temporary event permit is valid for a calendar year, and may be renewed annually until the County adopts a permanent amendment to the Island County Code addressing this land use, or takes subsequent action which repeals this policy. Criteria for renewal (or revocation) are established below.

Initial Application requirements:

Temporary Use Application and applicable fees. A map / plot plan of property(s) and other information as required on the application form.

A Management Plan, to include:

1. Parking plan – details of on-site or off-site parking areas, access points, proximity to adjacent uses, parking manager name and contact information, approximate number of staff assigned to parking management. (See application form)
2. Sanitation plan – detailing type, location and number of sanitation facilities available for event attendees. Sanitation manager name and contact information. (See application form)
3. Indicate existing buildings or temporary structures if proposed to serve the temporary use. (Note: Building Code provisions may preclude some uses of existing buildings)
4. Noise and lighting management. Details of amplified music or other communications and outside lighting, including location and directional information, hours of operation proposed.
5. Emergency access plan. Note on site plan the location for emergency access, and evidence the property owner/applicant has notified local emergency service providers of the temporary use application.

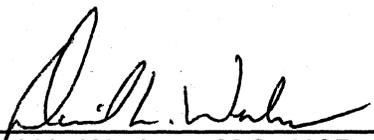
General temporary event standards:

1. An annual temporary permit for commercial event venues are limited to 150 persons in attendance, valid for up to 10 events per year. Single permits for events on the same location are required for events over 150 persons, must be applied for separately, and will be counted against the total number of annual events allowed.
2. Hours of event must cease at 10 p.m.
3. Dwelling units rented on a transient basis not occupied by owner or lessee resident (e.g. vacation rentals) are not eligible for a temporary event venue permit unless owner or manager identified in the permit is on-site during event.
4. Property(s) size must be a minimum of 5 acres, and minimum dimension of no less than 300 feet in width or length, except that design, size and location of each permit for properties of less than 5 acres will be determined on a case-by-case basis. A small parcel may be adequate if buffered by compatible uses. The type and scope of events planned will also be factored into the approval process.

General Permit provisions:

1. Temporary event permits are valid for one calendar year (Jan. 1-Dec. 31).
2. Permits are renewable if permit conditions were met in the previous year.
3. Temporary permits may be revoked based upon non-compliance with permit conditions, or valid complaints received by the County.

4. Responsibility for compliance with permit conditions lies with the property owner.



David L. Wechner, M.S. AICP
Director of Planning and Community Development



Jill Johnson, Chair
Island County Board of Commissioners