



City of Gig Harbor

Special Event Permit Application

3510 Grandview Street Gig Harbor, Washington 98335

DATE OF APPLICATION: \_\_\_\_\_

EVENT NAME: \_\_\_\_\_

DATE/TIME OF EVENT: \_\_\_\_\_ NO. OF PARTICIPANTS: \_\_\_\_\_

LOCATION OF EVENT: \_\_\_\_\_

EVENT SPONSOR: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
(City) (State) (Zip)

PHONE NUMBER: \_\_\_\_\_ ALT. PHONE: \_\_\_\_\_

DESCRIPTION OR TYPE OF EVENT: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*The event coordinator is responsible for providing the city a copy of the following: route (if applicable), location of assembly areas, a clean-up plan, security and traffic control plan, emergency medical provisions, a list of participating vendors (if applicable), and a copy of liability insurance. If alcohol is being served the applicant must obtain a license from the WSLCB and provide the City a liquor liability coverage certificate.*

I CERTIFY THAT THE EVENT FOR WHICH THIS PERMIT IS TO BE USED WILL NOT BE IN VIOLATION OF ANY CITY OF GIG HARBOR ORDINANCE. I AGREE THAT IN THE EVENT CLEAN-UP IS NOT PROVIDED IN ACCORDANCE WITH THE PLAN SUBMITTED, THE CITY MAY CONDUCT THE NECESSARY CLEAN-UP AND BILL THE SPONSORING ORGANIZATION FOR SUCH COSTS. I ALSO AGREE TO OBTAIN INSURANCE WITH LIMITS AND COVERAGES AS REQUIRED BY CITY ADMINISTRATION. THE CITY SHALL BE NAMED AS ADDITIONAL INSURED WITH RESPECT TO ALL COVERAGES. (ORD. 1165 - § 5.28.070, 2009.)

BY APPLYING FOR THIS SPECIAL EVENT PERMIT, THE ORGANIZATION OR ENTITY OBTAINING SUCH PERMIT (APPLICANT) AGREES TO DEFEND, INDEMNIFY AND HOLD HARMLESS THE CITY, ITS OFFICERS, OFFICIALS, EMPLOYEES AND VOLUNTEERS FROM ALL CLAIMS, INJURIES, DAMAGES, LOSSES OR SUITS INCLUDING ATTORNEY FEES, ARISING OUT OF OR IN CONNECTION WITH THE ACTIVITIES OR OPERATIONS PERFORMED BY THE APPLICANT OR ON THE APPLICANT'S BEHALF OUT OF ISSUANCE OF THIS PERMIT, EXCEPT FOR INJURIES AND DAMAGES CAUSED BY THE SOLE NEGLIGENCE OF THE CITY.

(This Space Reserved for Receipting)

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**City Administration – Permit Issued**



**Community Development Department  
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, special events (permitted separately) such as annual art fairs, 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 and layout of the event;
- The original and three copies of all documents

### **Review Criteria 17.65.050**

**Each determination granting a special use permit shall assure that the following conditions are met:**

- A. 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;
- B. 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;
- C. 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;
- D. That the site is of sufficient size to accommodate the proposed use;
- E. The special use may not operate more than seven events during the authorized period. An event is equal to one 12-hour period per day;
- F. A request for more than two special use permits per calendar year shall not be considered as a special use and may only be authorized as a conditional use, subject to the requirements in Chapter 17.64 GHMC.

**Please contact a member of the Planning Division for more information on this permit process.**



CITY OF GIG HARBOR
SPECIAL USE APPLICATION

CITY USE ONLY

Case Number \_\_\_\_\_

Date Received \_\_\_\_\_

By \_\_\_\_\_

Receipt \_\_\_\_\_

Name of Event \_\_\_\_\_

Applicant (Contact Person)

(name)

(street address) (telephone)

(city & state) (zip)

Owner

(name)

(street address) (telephone)

(city & state) (zip)

I / We

(signature) (date)

(signature) (date)

I do hereby affirm and certify, under penalty of perjury, that I am one (or more) of the owners or owner under contract of the herein described property and that the foregoing statements and answers are in all respects true and correct on my information and belief as to those matters, I believe it to be true.

Property location:

(Property address)

(Building or project name)

(Parcel Number)

Zoning Designation \_\_\_\_\_

Acreage or parcel size \_\_\_\_\_

Existing Uses on Site:

Event Information:

Please use the space provided below to describe your proposed event:

Four horizontal lines for describing the proposed event.

Expected number of participants: \_\_\_\_\_

Date(s) and time(s) of the proposed event \_\_\_\_\_

This application should be accompanied by a written statement of justification for approval of the special use permit which meets the criteria in GHMC 17.65.050, a site plan showing the proposed location and layout of the event, the original and three copies of all documents.