



Carnivals and Special Events Temporary Use Permit Submittal Requirements Checklist

Type of Event	Activities Involved			
	Street Closure*	Rides	Tents	Booths
Carnivals	Yes or No	Yes	Yes	Yes
Street Fairs	Yes**	No	Yes	Yes
Festivals	No	No	Yes	Yes

*If streets are to be closed, a Traffic Control Plan is required to be approved by the Traffic division of the Public Works Department.

**For Cornucopia Days, Canterbury Faire, and other annual or repeated City events, traffic control is to be determined by established procedures as previous events. The Traffic division of the Public Works Department must be contacted prior to setup of traffic control devices.

Carnivals

If streets are not to be closed, provide:

- 3 detailed descriptions of the event, including dates and times of the event (See Additional Requirement #1.)
(Copies: 1 Planning, 1 Fire, 1 Police)
- 3 detailed site plans of the event, showing location of the rides, food booths and alcohol service areas (See Additional Information Requirement #2.)
(Copies: 1 Planning, 1 Fire, 1 Police)
- 2 copies of Certificate of Insurance for \$1,000,000
(Copies: 1 Planning, 1 Fire)
- 1 completed Kent Fire and Life Safety checklist
(Copies: Fire)
- If food is to be prepared and/or served on the site, a Seattle-King County Health Department approval is required. Contact the Seattle-King County Health Department at (206) 296-4600.
- If alcohol is to be served, a permit or license from the Washington State Liquor Control Board is required. Contact the Liquor Control Board at (360) 664-1600.

If streets are to be closed, provide:

- 4 detailed descriptions of the event and the streets to be closed, including dates and times of the event (See Additional Information Requirement #1.)
(Copies: 1 Planning, 1 Fire, 1 Engineering, 1 Police)
- 4 detailed site plans of the event, showing location of the rides, food booths and alcohol service areas (See Additional Information Requirement #2.)
(Copies: 1 Planning, 1 Engineering, 1 Fire, 1 Police)
- 3 copies of Certificate of Insurance for \$1,000,000
(Copies: 1 Planning, 1 Engineering, 1 Fire)
- 1 completed Kent Fire and Life Safety checklist
(Copies: Fire)
- 3 copies of Street Occupation Indemnity Agreement (Hold Harmless Agreement)
(Copies: 1 Engineering [original], 1 Planning, 1 Fire)
- If food is to be prepared and/or served on the site, a Seattle-King County Health Department approval is required. Contact the Seattle-King County Health Department at (206) 296-4600.
- If alcohol is to be served, a permit or license from the Washington State Liquor Control Board is required. Contact the Liquor Control Board at (360) 664-1600.

Street Fairs

- 4 detailed descriptions of the event, including dates and times of the event (See Additional Requirement #1.)
(Copies: 1 Planning, 1 Engineering, 1 Fire, 1 Police)
- 4 detailed site plans of the event, showing location of the rides, food booths and alcohol service areas (See Additional Information Requirement #2.)
(Copies: 1 Planning, 1 Engineering, 1 Fire, 1 Police)
- 3 copies of Certificate of Insurance for \$1,000,000
(Copies: 1 Planning, 1 Engineering, 1 Fire)
- 1 completed Kent Fire and Life Safety checklist
(Copies: Fire)
- 3 copies of Street Occupation Indemnity Agreement (Hold Harmless Agreement)
(Copies: Engineering [Original], 1 Planning, 1 Fire)
- If food is to be prepared and/or served on the site, a Seattle-King County Health Department approval is required. Contact the Seattle-King County Health Department at (206) 296-4600.
- If alcohol is to be served, a permit or license from the Washington State Liquor Control Board is required. Contact the Liquor Control Board at (360) 664-1600.

Festivals

- 3 detailed descriptions of the event, including dates and times of the event (See Additional Requirement #1.)
(Copies: 1 Planning, 1 Fire, 1 Police)
- 3 detailed site plans of the event, showing location of the rides, food booths and alcohol service areas (See Additional Information Requirement #2.)
(Copies: 1 Planning, 1 Fire, 1 Police)
- 2 copies of Certificate of Insurance for \$1,000,000
(Copies: 1 Planning, 1 Fire)
- 1 completed Kent Fire and Life Safety checklist
(Copies: Fire)
- If food is to be prepared and/or served on the site, a Seattle-King County Health Department approval is required. Contact the Seattle-King County Health Department at (206) 296-4600.

- If alcohol is to be served, a permit or license from the Washington State Liquor Control Board is required. Contact the Liquor Control Board at (360) 664-1600.

Additional Information Requirements for Completing Application

A temporary use permit application is intended to allow occasional or short-term uses, activities and structures and when consistent with the purpose, intent and regulations of the Kent City Code when compatible with the general vicinity and adjacent uses. **Kent Zoning Code Section 15.08.205(B) outlines the conditions related to the performance of certain events. However, various types of events may have additional performances standards and require other permits, approvals, licenses or inspections.**

THE FOLLOWING INFORMATION MUST BE PROVIDED AS PART OF THE TEMPORARY USE PERMIT APPLICATION:

1. A **detailed description** of the proposed event including (if applicable):
 - a) All activities proposed to take place on the site.
 - b) The use of any heating, cooling or other mechanical features.
 - c) The service of food and/or beverages.
 - d) The service of alcohol.
 - e) The preparation, heating or cooking of food on the site.
 - f) The use of a band, music or other sound system.
 - g) Number of people expected to attend or be present on the site.
2. A detailed site plan of the proposed event that shows the following:
 - a) Property lines.
 - b) North arrow.
 - c) Dimensions of site used for the event
 - d) Adjacent uses (undeveloped, single family, commercial, etc.).

- e) Sight distance triangles for all driveway locations and across the corners of properties at street intersections. Show driveway locations and potential sight obstructions.
- f) Location of parking areas (including location of stalls and drive aisles).
- g) Pedestrian access (entrance and exit from the site).
- h) Location of any buildings, structures or tents/canopies/awnings/rides/food service booths or areas.
- i) The square foot size of any tents, canopies or awnings.
- j) Location of existing and proposed fences.
- k) Location of the nearest fire hydrant(s).
- l) Fire access road/drive within 150 feet of all portions of the exterior first floor of all structures. If not providing a circuitous fire access around each building, provide fire turn-around(s) with an unobstructed 45-foot radius.
- m) Location of nearest trash dumpster.
- n) **If applicable**, list of all hazardous materials and waste associated with the use including the quantities and location on site.
- o) **If applicable**, location of water features or wetlands, including but not limited to, lakes, ponds, saltwater, year-round or seasonal streams, creeks, wetlands, gully or natural drainage way, drainage ditches, etc.
- p) **If applicable**, location of beer gardens outside existing taverns, sidewalk cafes, sidewalk sales, street vendors, or other potential obstructions to ensure exiting from existing buildings is acceptable.
- q) **If applicable**, identify rides that are greater than 24 feet in height.