



## King County

Department of Executive Services  
Facilities Management Division  
**Real Estate Services Section**  
RES.Permits@kingcounty.gov  
(206)477-9350

# SPECIAL USE PERMIT APPLICATION REQUEST TO USE OR ALTER COUNTY-OWNED PROPERTY

**A non-refundable permit application fee of \$500 is required for all applications.** The purpose of the fee is to cover the cost of processing the application and is not contingent upon issuance of a permit. If a permit is issued, additional land use and/or inspection fees may be assessed at the time the permit is issued. This application should be emailed to RES.Permits@kingcounty.gov. Once an application is received, deemed complete & has been processed, the applicant will receive a permit/record number to pay the fee on-line using the King County Permit Portal.

**Note to the Applicant:** Please complete this application carefully. Your explanations and descriptions must be specific. The information you provide will enable staff to determine the full impact of your request on present or future development, maintenance, facility use, and enjoyment by the public.

In addition to completing this application, you must also submit supporting documentation. This will help facilitate the processing of your application. Examples of the types of information that should be included are: vicinity map, survey, site plans, construction drawings or sketches, or any other information pertinent to your request. The more complete the information you provide, the quicker the application can be processed.

Depending on the type of proposed use, other County, City, State, or Federal agencies may require permits. It is the applicant's responsibility to determine and apply for any other permits, licenses, etc., required to complete the proposed project. You may be asked to provide proof of having obtained other permits before your application will be approved. In certain cases, the Prosecuting Attorney's Office, or the County's legislative authority must concur with the use.

When you have provided the necessary information, County staff will review your application and respond within six weeks of receipt.

# APPLICATION FOR SPECIAL USE PERMIT

**Applicant/organization name:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (Day) \_\_\_\_\_ (Eve) \_\_\_\_\_

Email address: \_\_\_\_\_ Fax: \_\_\_\_\_

**Agent for applicant:** \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (Day) \_\_\_\_\_ (Eve) \_\_\_\_\_

E-mail address: \_\_\_\_\_ Fax: \_\_\_\_\_

Location/address of proposed use/alteration (include vicinity map, showing cross-streets):

\_\_\_\_\_

Parcel Number: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ Kroll Page: \_\_\_\_\_

Precise description of proposed use/alteration (Be specific, attach additional pages if necessary):

\_\_\_\_\_

\_\_\_\_\_

Proposed start date and end date of project: Begin \_\_\_\_\_ End \_\_\_\_\_

Public  Private Is the proposed use/alteration for public or private purposes?

Yes  No Is the proposed use/alteration for commercial purposes?

Yes  No Are there any Local, County, State or Federal permit applications pending?

If yes, please list permit or application numbers:

\_\_\_\_\_

Yes  No Are there any known sensitive areas, drainage features, erosion problems or unique site conditions in or near the proposed use?

If yes, please explain:

\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_