

SUP No.

Applicant:	Phone
Mailing Address	Fax:
City, State, Zip	E-mail:
Property Owner's Name(s):	Phone:
Mailing Address:	
City, State, Zip:	E-mail:

Property Site Street Address		
Zoning District:	Historic District? ☐ Yes ☐ No	Assessor's Parcel #:
Legal Description: Addition:	Block:	Lot(s):

What type of street use are you proposing?

☐ Sidewalk cafés or similar use where the use is restricted to the applicant or business. ☐ Tables and chairs only on the sidewalk where the use is open to members of the public without restriction (i.e. need not be customer of the applicant or business).	☐ Planter Boxes ☐ Other- Describe:
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Please describe your proposal and demonstrate how it has been designed to ensure public safety, maintain travel patterns/access, and comply with the Americans With Disabilities Act (ADA). Attach additional pages; including photos/site plans/scaled drawings as necessary.

Do you own/operate the abutting business? ☐ Yes ☐ No	
Requested start and end dates: _____	Days and hours of operation: _____

Signature of Applicant or Authorized Representative	Print Name	Date

Office Use Only

☐ Short-term ☐ Annual ☐ HPC Admin. Review Required ☐ Reviewed by PW Director Approved/Denied Date: _____ Date of Expiration: _____	CONDITIONS:
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Abatement Statement for Street Use Applicant

**ACKNOWLEDGMENT OF APPLICANT'S RESPONSIBILITY FOR ADA &
OF CITY'S RIGHT TO ABATE**

The undersigned acknowledges that the applicant is responsible for informing employees of ADA Americans with Disabilities Act (ADA) requirements, and the permit, if granted, is subject to revocation for violation of permit conditions including violation of ADA requirements.

The undersigned irrevocably grants the City permission to summarily remove the applicant's/owner's property located within the public right-of-way with reasonable notice and abate the use, and all physical evidence of that use if it has not been removed as required by the terms of the permit. The undersigned will reimburse the City for any expenses incurred in abating the street use under the authority of 17.60.090 PTMC.

Signature

Date

STATE OF WASHINGTON)

) ss.

COUNTY OF JEFFERSON)

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and that person acknowledged that he/she signed this instrument and acknowledged it to be his/her free and voluntary act and deed for the uses and purposes mentioned in the instrument.

Dated: _____

(stamp)

[Print name:]

Notary Public in and for the State of Washington,
residing at _____.

My commission expires: _____.



STREET USE PERMIT APPLICATION

NOTE: A Street Use Permit may be short-term (72 hours or less) per PTMC 12.10.020, or Annual (PTMC 12.10.030). **Annual renewal is required (PTMC 12.10.010).**

CHECKLIST (All items must be checked. If not applicable, mark "N/A")

The application is not complete without all the information on this checklist

- ☐ Completed Street Use Application (Page 1)
- ☐ Notarized Abatement Statement (Page 2)
- ☐ Application Fee: New \$545.50, Renewal \$170 + \$2.14/sqft
- ☐ Vicinity Map with proposed location indicated
- ☐ Original 8 ½ x 11 site plan showing proposed work and existing conditions including:
 - ☐ Proposed street use location & dimensions
 - ☐ Edge of street travel way with street names clearly labeled
 - ☐ Driveways and parking spaces
 - ☐ Location of existing buildings
 - ☐ All trees/vegetation/ street lamps/furniture
 - ☐ North Arrow
 - ☐ If applicable, all easements, deeds, restrictions or other encumbrances restricting the use of the property, including Critical Areas and/or buffers as defined in the Critical Areas Ordinance (PTMC 19.05).
- ☐ A City Business License. The City requires that no person engage in any business within the City limits without first obtaining and being the holder of a valid and current business license (PTMC Chapter 5.08). There is a link on the City Website www.cityofpt.us under Doing Business, Business Licensing.

Note:

A Hold Harmless in a form approved by the city attorney will be required as a Condition of the permit.

There will be a fee charged for drafting the Hold Harmless form and there will be a fee required to record the Hold Harmless form at the Jefferson County auditor's office.

Performance deposits/security devices/insurance may be required as a condition of permit approval.

For more Street Use Permit information, see Port Townsend Municipal Code Chapter 12.10; on the website: <http://www.cityofpt.us/> and go to the Municipal Code.

For property legal description and parcel number, see Jefferson County Assessor's office, or website <http://www.co.jefferson.wa.us/assessors/parcel/ParcelSearch.asp>

