

# LAND USE APPLICATION



## ADMINISTRATIVE CONDITIONAL USE

### COMMUNITY & ECONOMIC DEVELOPMENT

18204 59<sup>th</sup> Avenue NE • Arlington, WA 98223 • Main Line 360.403.3551

| PERMIT TYPE                                                                                                                             |                                                                                                                                                                                                                                                                                                     |                              |                                                                                                                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Type of Permit                                                                                                                          | <input type="checkbox"/> Homeless Encampments<br><input type="checkbox"/> Temporary / Seasonal Use<br><input type="checkbox"/> Mobile Sales and Mobile Food Vendor                                                                                                                                  | Required Submittals          | <input type="checkbox"/> Type I Application<br><input type="checkbox"/> ACUP Supplemental Document<br><input type="checkbox"/> Submittal Checklist Items |
|                                                                                                                                         |                                                                                                                                                                                                                                                                                                     |                              |                                                                                                                                                          |
| SITE INFORMATION                                                                                                                        |                                                                                                                                                                                                                                                                                                     |                              |                                                                                                                                                          |
| Project/Business Name:                                                                                                                  |                                                                                                                                                                                                                                                                                                     |                              |                                                                                                                                                          |
| UBI:                                                                                                                                    |                                                                                                                                                                                                                                                                                                     |                              |                                                                                                                                                          |
| Proposed Use:                                                                                                                           | <input type="checkbox"/> Vending Cart <input type="checkbox"/> Food Truck <input type="checkbox"/> Ice Cream Truck <input type="checkbox"/> Mobile Espresso<br><input type="checkbox"/> Retail Trailer <input type="checkbox"/> Homeless Encampment <input type="checkbox"/> Other (Please explain) |                              |                                                                                                                                                          |
|                                                                                                                                         | Other:                                                                                                                                                                                                                                                                                              |                              |                                                                                                                                                          |
| Offsite Storage Location<br>If Applicable                                                                                               | Address:                                                                                                                                                                                                                                                                                            | City:                        | State:                                                                                                                                                   |
|                                                                                                                                         |                                                                                                                                                                                                                                                                                                     |                              |                                                                                                                                                          |
| <b>Site Address/Addresses</b><br>Please provide address for locations within City Limits other than the food truck court, if applicable | Will you be utilizing the food truck court? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A                                                                                                                                                                   |                              |                                                                                                                                                          |
|                                                                                                                                         | #1.                                                                                                                                                                                                                                                                                                 | <input type="checkbox"/> N/A |                                                                                                                                                          |
|                                                                                                                                         | Existing Business Use:                                                                                                                                                                                                                                                                              |                              |                                                                                                                                                          |
|                                                                                                                                         | #2.                                                                                                                                                                                                                                                                                                 | <input type="checkbox"/> N/A |                                                                                                                                                          |
|                                                                                                                                         | Existing Business Use:                                                                                                                                                                                                                                                                              |                              |                                                                                                                                                          |
|                                                                                                                                         | #3.                                                                                                                                                                                                                                                                                                 | <input type="checkbox"/> N/A |                                                                                                                                                          |
|                                                                                                                                         | Existing Business Use:                                                                                                                                                                                                                                                                              |                              |                                                                                                                                                          |
|                                                                                                                                         | #4.                                                                                                                                                                                                                                                                                                 | <input type="checkbox"/> N/A |                                                                                                                                                          |
| Existing Business Use:                                                                                                                  |                                                                                                                                                                                                                                                                                                     |                              |                                                                                                                                                          |



# City of Arlington

18104 59<sup>th</sup> Avenue NE  
Arlington, Washington 98113  
(360) 403-3551

## Administrative Conditional Use Permit– Submittal Requirements

| <p>➤ The number indicates the item is required for submittal</p>                                                                                                                                                                                                                              |                          |                          |                          | <p>• Indicates the item may be required depending on the proposed use and shall be submitted upon request</p> |                          |                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------|--------------------------|----------------------|
| Submittal Requirements                                                                                                                                                                                                                                                                        | Included in submission?  |                          |                          | Mobile Sales & Mobile Food Vendor                                                                             | Temporary / Seasonal Use | Homeless Encampments |
|                                                                                                                                                                                                                                                                                               | Yes                      | No                       | N/A                      |                                                                                                               |                          |                      |
| <b>General Application:</b>                                                                                                                                                                                                                                                                   |                          |                          |                          |                                                                                                               |                          |                      |
| Land Use Application Form & Submittal Checklists                                                                                                                                                                                                                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1                                                                                                             | 1                        | 1                    |
| Project Narrative <ul style="list-style-type: none"> <li>Proposed Use</li> <li>Hours of Operation</li> <li>Duration of Stay</li> <li>Strategies to Minimize Traffic Congestion &amp; Pedestrian Hazards</li> </ul>                                                                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1                                                                                                             | 1                        | 1                    |
| Permit Fee                                                                                                                                                                                                                                                                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1                                                                                                             | 1                        | 1                    |
| Site Plan                                                                                                                                                                                                                                                                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1                                                                                                             | 1                        | 1                    |
| Snohomish County Health District Approval Letter                                                                                                                                                                                                                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                                                                                                               |                          |                      |
| Facility Agreement (If not providing separately) <sup>1</sup>                                                                                                                                                                                                                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1                                                                                                             | 1                        | 1                    |
| Commissary Kitchen Agreement                                                                                                                                                                                                                                                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1                                                                                                             | •                        |                      |
| Proof of Vehicle Registration                                                                                                                                                                                                                                                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1                                                                                                             | •                        |                      |
| Certificate of Vehicle Insurance                                                                                                                                                                                                                                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1                                                                                                             | •                        |                      |
| Proof of COA Business License                                                                                                                                                                                                                                                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1                                                                                                             | 1                        |                      |
| Documents referencing how the proposal meets the requirements of AMC Chapter 20.44.035                                                                                                                                                                                                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                                                                                                               |                          | 1                    |
| <b>Site Plan Details:</b>                                                                                                                                                                                                                                                                     |                          |                          |                          |                                                                                                               |                          |                      |
| Proposed Use Location with setback distances                                                                                                                                                                                                                                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1                                                                                                             | 1                        | 1                    |
| Parking Stalls & ADA Parking Stalls                                                                                                                                                                                                                                                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1                                                                                                             | 1                        | 1                    |
| Ingress/Egress & On-site Traffic Flow                                                                                                                                                                                                                                                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1                                                                                                             | 1                        | 1                    |
| Crosswalks/Pedestrian Access                                                                                                                                                                                                                                                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1                                                                                                             | 1                        | 1                    |
| Portable Facilities Location <sup>1</sup>                                                                                                                                                                                                                                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1                                                                                                             | 1                        | 1                    |
| Tents or other portable structures                                                                                                                                                                                                                                                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1                                                                                                             | 1                        | 1                    |
| <b>Notes</b>                                                                                                                                                                                                                                                                                  |                          |                          |                          |                                                                                                               |                          |                      |
| <sup>1</sup> Facilities include the following: Restroom, hand washing stations and refuse receptacles<br>All supplemental forms, checklists or requirements can be found at <a href="http://www.arlingtonwa.gov/169/Applications-Forms">http://www.arlingtonwa.gov/169/Applications-Forms</a> |                          |                          |                          |                                                                                                               |                          |                      |