



TEMPORARY USE PERMIT FOR OUTDOOR RESTAURANT DINING AND GYM USE OF PARKING LOT COMMUNITY DEVELOPMENT

806 WEST MAIN STREET • MONROE, WA 98272
City Hall 360.794.7400 • landuse@monroewa.gov

The City Council wishes to encourage business activity consistent with applicable Stay Safe – Stay Healthy requirements, including without limitation the requirements of Proclamation 20-25.8, and to make gyms, fitness facilities, restaurants, taverns and other food and beverage establishments safer and more viable to operate by leveraging available private and public space to be used as additional outdoor areas for fitness classes and dining activity while maintaining applicable social distancing requirements; and believes that allowing fitness facilities and gyms to temporarily expand their fitness classes onto privately-owned parking facilities where they may not otherwise be permitted by city code will support the Governor's Stay Safe – Stay Healthy plan, encourage compliance with social distancing requirements, and promote business operation and economic recovery while maintaining the focus on core public safety principles.

If an applicant desires to include a **temporary membrane (e.g., a canopy or tent)** for the temporary outdoor dining/gym facility area, the City's existing temporary membrane permit application and review process shall be incorporated into this temporary use permit application. Please contact the Permit Division at (360) 863-4501 for assistance with the canopy/tent permit application process. You can find this permit application at: <http://monroewa.gov/DocumentCenter/View/10916/Temporary-Membrane-Structures-and-Tents>

*(There is no application fee for a Temporary Use permit for Outdoor
Restaurant Dining/Gym Parking Lot)*

APPLICATION INSTRUCTIONS

SUBMITTAL OPTIONS:

- **ELECTRONIC** Submittals can be made electronically by requesting a Sharefile link at landuse@monroewa.gov.
- **IN PERSON** If you prefer to submit hard copies in person at City Hall, please call the Permit Center @ 360-863-4501 for an intake appointment. You will be required to submit 1 of each of the checklist items.

Below is a checklist of items that must be submitted as part of your application:

SUBMITTAL CHECKLIST

- ◇ Combined Permit Application Form (attached) signed by the property owner and business owner, or authorized agents. (Authorized agent must provide evidence that they are authorized to sign on behalf of the property owner.)
- ◇ Vicinity Map (on 8½" X 11")



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- ◇ Written Narrative (description of proposal including how the dining area/gym equipment will be delineated, the number of parking spaces temporarily displaced, and the occupant load of the restaurant)
- ◇ Site plan (Drawn to scale on minimum 11"x17", including furniture layout (for outdoor dining), proposed canopies (if applicable) and accessible routes to restrooms).

SPECIFIC REQUIREMENTS AND RESTRICTIONS

H. Temporary Outdoor Classes for Gyms and Fitness Facilities. Temporary outdoor classes may be provided by those businesses that provide the services of fitness studio, independent sports and fitness training, group fitness, gym, and multi-use indoor fitness facility that provides private instruction and access to personal fitness training and/or specialized equipment, including but not limited to weight and resistance training, cardio exercise equipment, martial arts, yoga, gymnastics, dance, climbing, and similar personal training, group training or independent fitness services (collectively "gyms and fitness facilities").

General Provisions

- a. Gyms and fitness facilities offering outdoor classes may conduct the same within private off-street parking areas immediately adjacent to the gym or fitness facility.
- b. All such outdoor classes are subject to all applicable state law limitations, requirements and restrictions, including without limitation all applicable proclamations and guidance of the Washington State Governor.
- c. Applicants shall provide the City with written proof of the property owner's approval to utilize private off-street parking areas for outdoor classes.
- d. The temporary use shall not include permanent improvements or interior expansions.
- e. If an applicant desires to include a temporary membrane (e.g., a canopy or tent) for the temporary outdoor dining area, the City's existing temporary membrane permit application and review process shall be incorporated into the temporary use permit application.

I. Temporary Outdoor Dining. Temporary outdoor dining may be provided by those businesses that provide the services of restaurant, fast food restaurant, micro-brewery, bakery, coffee shop or tavern, as respectively defined by Chapter 22.12 MMC, and "food service establishment" as referenced in Chapter 12.30 MMC (collectively, "food service establishments").



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General Provisions

- a. Food service establishments offering outdoor dining may provide outdoor dining within private off-street parking areas immediately adjacent to the food service establishment.
- b. All such outdoor dining is subject to all applicable state law limitations, requirements and restrictions, including without limitation all applicable proclamations and guidance of the Washington State Governor.
- c. Applicants shall provide the City with written proof of the property owner's approval to utilize private off-street parking areas for outdoor dining.
- d. The temporary use shall not include permanent improvements or interior expansions.
- e. If an applicant desires to include a temporary membrane (e.g., a canopy or tent) for the temporary outdoor dining area, the City's existing temporary membrane permit application and review process shall be incorporated into the temporary use permit application.

****A current City of Monroe business license is a prerequisite to being issued a permit.

ANY OTHER ITEMS DEEMED NECESSARY BY THE ZONING ADMINISTRATOR.



Community Development
Permit Division

806 West Main Street, Monroe, WA 98272
Phone (360) 794-7400 Fax (360) 794-4007
www.monroewa.gov

FOR OFFICE USE ONLY
PERMIT FILE #
APPLICATION #
SEPA #

COMBINED PERMIT APPLICATION

PERMIT SUBMITTAL HOURS
MONDAY - FRIDAY 8:00 - 12:00 / 1:00 - 5:00

Building Operations Fire Land Use
[] Basic SFR [] Engineering Review [] Fire Alarm [] Type I Permit
[] Commercial T/I [] Fencing [] Fire Sprinkler [] Type II Permit
[] Demolition [] Grading [] High Piled Storage [] Type III Permit
[] Garage/Carport [] Retaining wall [] Hood Suppression [] Type IV Permit
[] Mechanical [] Rockery [] Operational [] See permit types listed on
[] New Construction (Commercial/Residential) [] Right-of-Way Disturbance [] Spray Booth attached form
[] Plumbing [] Utility Service [] Tents & Canopies [] Other
[] Racking [] Other [] Other
[] Residential Remodel
[] Other

NOTE: All required Electrical Permits will be issued by the Dept. of Labor & Industries.

THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT COMPLETED SUBMITTAL REQUIREMENTS

Site Address or Property Location:
Size of site (acre/square feet):
Assessor's Tax Parcel Number (14 digits):

Applicant: Phone # ()
*Signature: Printed Name:
Mailing Address: Fax # ()
City State Zip E-mail

Property Owner: Phone # ()
**Signature: Printed Name:
Mailing Address: Fax # ()
City State Zip E-mail

Attach a separate sheet for additional property owners/additional addresses

*Applicant: By your signature above, you hereby certify that the information submitted is true and correct and that you are authorized by the property owner(s) to act on their behalf.

**Property Owners: by your signature above, you hereby certify that you have authorized the above applicant to make application on your behalf for this application.

City of Monroe
Land Use Permit Application- Page 2



Forest Tax Reporting Account Number (if harvesting timber call the Department of Revenue at (800) 548-8829 for tax reporting information or to receive a tax number):

Give a detailed description below of the proposal / work. Provide details specific to your application e.g., current and proposed lot sizes, number of lots, description of driveway, description of proposed business including hours of operation, number of employees, existing and proposed parking spaces.

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Planning Application Fee: _____ Publication Fee: _____
Fire Plan Check Fee: _____ Mailing Fee: _____
SEPA Fee: _____ Technology Fee: _____

Hearing Examiner Deposit required (\$2,500.00):

Consultant review fee (if applicable) – Deposit for estimated cost + 10% Admin fee:

TOTAL FEES: _____