



Public Use Permit Application

City of Colville - Building Department

170 S. Oak St. Colville, WA 99114

509-684-5096 (Office) / 509-684-5030 (Fax)

* This Application, if approved, allows for the private use of publicly owned property

JOB SITE INFORMATION AND LOCATION	
Address of event site:	
Parcel Number:	
Estimated attendance:	
DESCRIPTION OF STREET USE PROPOSAL	
APPLICANT	
Business/Individual Name:	
Contact Name:	
Address:	
City/State/Zip:	
Phone:	
PROPERTY OWNER <input type="checkbox"/>	TENANT <input type="checkbox"/>
Name:	
Address:	
City/State/Zip:	
Phone:	
Email:	

PUBLIC USE REQUIREMENTS
For this application to be deemed complete and eligible for consideration, you must submit the following for all permit types:
<ul style="list-style-type: none"> Completed Application Proof of Insurance (Certificate of Liability) naming the City of Colville as Additional Insured in the amount of \$1,000,000.00 Liquor and Cannabis Board Approval for liquor distribution Dimensional Drawing/Map of requested public use showing all details and traffic control devices. Include plan for clean-up of proposed area. \$25.00 Base Fee + \$10.00 per day for use of property less than 7 days OR \$25.00 Base Fee + \$100.00 for property use greater than 7 days. Proof of Notification to adjacent Property Owners
<p>Review Period: The review and processing period for this application is generally ten (10) business days from the time the application is deemed complete in accordance with Colville Municipal Code</p> <p>Submittal Timeline: Applications are due 60 days in advance of event.</p> <p>Questions: If you have an questions regarding this application, please contact the Building and Planning office by email at sgilmore@colville.wa.us or by phone at 509-684-5096</p>

PUBLIC USE PERMIT TYPE	
<i>Please check all applicable boxes and enter information where necessary</i>	
Permit is requested for:	<input type="checkbox"/> Special Event Permit <div style="text-align: center;">FOOD VENDING</div> <input type="checkbox"/> Mobile Food Truck <input type="checkbox"/> Sidewalk Vending Unit <input type="checkbox"/> Farmers Market <i>Special Standards:</i> <ul style="list-style-type: none"> Peddler Permit required Fire Inspection required Location Review by City Planner required
	<div style="text-align: center;">ROW/STREET CLOSURE</div> <p style="text-align: center;">Requires Traffic Control Plan for each</p> <div style="display: flex; justify-content: space-around;"> Parade <input type="checkbox"/> Walk/Run <input type="checkbox"/> </div> <div style="display: flex; justify-content: space-around;"> Block Party <input type="checkbox"/> Market <input type="checkbox"/> </div> <i>Special Standards:</i> <ul style="list-style-type: none"> Cannot obstruct pedestrian traffic No use of ADA parking spaces.
	<input type="checkbox"/> Sidewalk Cafe -- Must be adjacent to building <i>Special Standards:</i> <ul style="list-style-type: none"> Must be adjacent to the property Food Service Permit issued by Health District required
	<input type="checkbox"/> Other use of Public Property <hr/>
Use Dates:	From: _____ To: _____
Use Times:	From: _____ To: _____
Permittee:	<ol style="list-style-type: none"> Is responsible for complying with Colville Municipal Code requirements and any applicable state and federal laws Accepts sole responsibility for any loss, injury, or damage resulting from the issuance of a permit.

Applicant Signature: _____	Date: _____
Owner Signature (If different than applicant): _____	Date: _____

BELOW IS TO BE COMPLETED BY CITY OF COLVILLE	
Application accepted by: _____	Date: _____
B&P <input type="checkbox"/> Police <input type="checkbox"/> Fire <input type="checkbox"/> W&S <input type="checkbox"/> Streets <input type="checkbox"/>	
Permit # _____	Issued Date: _____