



# Seattle Parks & Recreation

**Mail to:**

Seattle Parks and Recreation  
Attn: Property Management  
Elliott Bay Office Park  
300 Elliott Avenue West, Suite 100  
Seattle, WA 98119

## Revocable Use Permit Application for Non-Park use of park property

### Permit Applicants Information

Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Organization /Business Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address Suite/Unit#  
City State Zip

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Park or Facility: \_\_\_\_\_

Parcel Number/Address: \_\_\_\_\_

Explain fully how you wish to use park property as defined by the questions below. Attach additional sheets if necessary. The average processing time for permits is a minimum 4 – 6 weeks.

### What Type of Work Will You be Doing? (Check all that apply)

<input type="checkbox"/>	Environmental Research	<input type="checkbox"/>	Construction Work
<input type="checkbox"/>	Forestry/Tree Work	<input type="checkbox"/>	Survey work
<input type="checkbox"/>	Encroachment Removal	<input type="checkbox"/>	Utility Work

### Logistics:

Will equipment or materials be staged on park property? YES NO

### Proposed Project Time Frame

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Consecutive number of days needed to complete the project: \_\_\_\_\_

1. *What is the scope of work? Include diagrams, drawings etc. (Attach additional sheets if necessary)*

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**2. What kind of equipment will you use (weight, size etc)?**

---

---

---

---

---

**3. How will you access the Permit work area? (Describe and include a route map).**

---

---

---

---

**4. Where will you need to occupy park property? Include maps, survey drawings etc.**

---

---

---

---

**5. How will your temporary use/occupancy limit or restrict public access and use of the park/facility?**

---

---

---

---

---

## **Permittee Responsibilities**

### **Insurance Requirements**

Permittee shall, at no cost to the City, maintain at all times during the Permit Period Commercial General Liability (CGL) and Automobile Liability insurance with minimum limits of \$1,000,000 each occurrence combined single limit bodily injury and property damage. CGL and Automobile liability insurance shall include "The City of Seattle" as an additional insured for primary and non-contributory limits of liability with the CGL insurance policy including an ISO CG 20 12 additional insured endorsement or its equivalent designated or blanket additional insured policy provision.

Certification of Insurance, including an attached actual copy of the CGL additional insured policy provision, shall be issued to "The City of Seattle, RUP 2020-xx, Seattle Parks and Recreation, 300 Elliott Ave W, Suite 100, Seattle, WA 98119" and approved by the City prior to the issuance of the Permit. If you have questions, contact Parks Property and Acquisition Services at [Jeanette.Geiger@seattle.gov](mailto:Jeanette.Geiger@seattle.gov) or 206-233-7928.

### **Be sure to include: (Check all that apply)**

- Site Plan
- Tree/Landscaping Restoration Plan

### **Does your work require permission from other Gov't agencies?**

#### **Provide copies of other permits.**

- SDOT (Seattle Department of Transportation)
  - Street Use & or Parking Permit
  - Traffic Control Plan (For arterial and high impact areas)
- SDCI (Seattle Dept of Construction & Inspections)
- Washington State Dept of Labor & Industries
- US Army** Corps of Engineers

## **Fees and disclaimer**

Revocable Permits to Use or Occupy Park Property, commonly called **Revocable Use Permits (RUP)**, are issued by the Superintendent of Parks and Recreation, under authority of Seattle Municipal [Code \(SMC\) Title 18](#), for **various non-park uses of City of Seattle public park land**. Permits are **revocable upon thirty (30) days notice** or immediately upon failure of the Permittee to comply with the terms and conditions of the Permit. **Unauthorized use of park property, including failure to apply for and obtain a Revocable Use Permit, is unlawful and subject to enforcement actions or other remedies as specified in [SMC 18.30](#) or other applicable law.**

**Application fee (non-refundable):** \$200

**Limited Term Permit:** Min \$325 for one day or \$250 per day for 2 or more days.

**Continuing Use Permit:** determined by formula OR \$650 minimum, whichever is greater. [Refer to Fee Schedule](#)

**Inspection and monitoring fee(s):** \$200 per hour

**Processing/Review Charges:** \$130 per hour (cost of staff time in excess of two hours)

**MAKE CHECKS PAYABLE TO:** Seattle Parks and Recreation

Here is the link to the Parks Revocable Use Permit application and Fee Schedule:

<http://www.seattle.gov/parks/reservations/ParkPropertyUse.htm>

In addition to the application fee and the permit fee (if a permit is issued), there will be other requirements, including evidence of insurance, liability waiver, restoration of park property. Additional requirements will be determined on a case-by-case basis. If you have any questions, please contact Parks Property and Acquisition Services at [Jeanette.Geiger@seattle.gov](mailto:Jeanette.Geiger@seattle.gov) or call 206-233-7928 or (fax) 206-233-7038.

### **Signature**

**I certify that my answers are true and complete to the best of my knowledge. False or misleading information in my application will result in revocation or denial of my permit.**

Print Name \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Office Use Only  
RUP #**