

**CITY OF SEATTLE - DEPARTMENT OF PARKS AND RECREATION
APPLICATION FOR REVOCABLE PERMIT TO USE OR OCCUPY PARK PROPERTY**

Applicant Name: _____

Mailing Address: _____

Contact Person: _____

Telephone: _____ Cell Phone: _____

Email: _____ Fax: _____

Name of Park Facility: _____

Location of proposed permit activity (*location within park, address or legal description of adjacent property*):

Permission Is Requested to: Explain fully how you wish to use park property, when, and for what period of time; attach map/site drawing, diagram or sketch, labeled appropriately; include recently dated photo(s), if available, which clearly identify the area for which the request is made; attach additional sheets as necessary. **[See information on back of this sheet.]**

APPLICATION FEE: \$200

PERMIT ISSUANCE FEE: To be determined; consult fee schedule
<http://www.seattle.gov/parks/reservations/ParkPropertyUse.htm>

MAKE CHECKS PAYABLE TO: Seattle Department of Parks and Recreation

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 questions, contact Parks Property and Acquisition Services at parkproperty@seattle.gov or (206) 684-8018.

Applicant Signature: _____ **Date:** _____



Mail application form and application fee to:

Seattle Department of Parks and Recreation
Property and Acquisition Services
800 Maynard Avenue South - 3rd Floor
Seattle, WA 98134

Revocable Permits to Use or Occupy Park Property, commonly called **Revocable Use Permits**, 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.**

In completing the application form on the reverse side, please provide as much information as possible to assist us in our timely review of your application. Applications for use of park property are reviewed on a time available basis.

Please consider the following questions and describe:

- **what** you want to do;
- **how** you will access the park property;
- **what** kind of equipment you will use, how heavy, etc.;
- **where** you'll need to occupy park property;
- for **how long**;
- starting **when**;
- **how** your temporary use/occupancy might limit or restrict public access and/or use of the park;
- **what** restoration measures may be necessary after your use (e.g., damage to hard surfaces, turf, plantings).

Give as much detail as you can and include a map, site drawing, or photos, if possible. If you have any questions, please contact Parks Property and Acquisition Services at parkproperty@seattle.gov or call 206-684-8018 or (fax) 206-233-7038.

Here is the link to the Parks Revocable Use Permit application and Fee Schedule:
<http://www.seattle.gov/parks/reservations/ParkPropertyUse.htm>