

REVOCABLE USE PERMIT APPLICATION FOR NON-PARK USE OF PARK PROPERTY

APPLICANT or CONTACT NAME		PHONE
BUSINESS or ORGANIZATION NAME		EMAIL
MAILING ADDRESS	FINANCIALLY RESPONSIBLE PARTY <small>name, address, email, phone</small>	ADDITIONAL CONTACT(S) <small>optional</small> <small>name, address, email, phone</small>

NAME OF PARK or FACILITY		
ADDRESS	PARCEL NUMBER (PIN)	link to King County iMap

WHAT TYPE OF WORK WILL YOU BE DOING? (check all that apply)	
Environmental Research	Construction Work
Forestry/Tree Work	Utility Work
Encroachment Removal	Survey Work

LOGISTICS	
Will equipment (including fencing and materials) be staged on Park property?	

PROPOSED PERMIT PERIOD AND DAYS IN PARK			
START DATE	END DATE	# OF DAYS ON PARK PROPERTY	CONSECUTIVE?

DOES YOUR WORK REQUIRE PERMISSION FROM OTHER GOVERNMENT AGENCIES? IF YES, PROVIDE COPIES AND PROVIDE PERMIT #	
SDOT	WA State DEPT of L&I
SDCI	WA DEPT of NATURAL RESOURCES
SPU	U.S. ARMY CORPS
OTHER:	

EXPLAIN SCOPE OF PROPOSED WORK IN DETAIL (provide plans/maps etc as additional attachments)	

HOW WILL YOUR USE/OCCUPANCY LIMIT OR RESTRICT THE PUBLIC ACCESS AND USE OF THE PARK/FACILITY? EXPLAIN WHAT OTHER OPTIONS WERE CONSIDERED

LIST ALL EQUIPMENT AND TOOLS THAT WILL BE USED ON PARK PROPERTY (this includes staging, fencing, etc.)

HOW WILL YOU ACCESS PARK PROPERTY? WHAT IS YOUR PUBLIC SAFETY PLAN?

(also attach aerial map showing routes, pedestrian/traffic control plans)

WHERE SPECIFICALLY WILL YOU NEED TO OCCUPY PARK PROPERTY? (also attach an aerial map)

APPLICATIONS ARE REVIEWED ON A FIRST-IN, FIRST OUT BASIS AND MAY TAKE A MINIMUM OF 6-8 WEEKS TO PROCESS. INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED

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 noncontributory 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, 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: ParksRUP@seattle.gov

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.

Fees effective January 1, 2026

Application fee (non-refundable): \$500.00

Limited Term Permit Fee (90 days or less): \$500 per day

Continuing Use Permit Fee (91 or more days): Determined by formula (refer to Fee Schedule) OR \$650 minimum, whichever is greater.

Inspection and Monitoring Fee(s): \$250 per hour

Processing/Review Fee: \$175 per hour (cost of staff time in excess of two hours)

Applications can be mailed or emailed to:

Seattle Parks and Recreation
ATTN: PROPERTY MANAGEMENT
300 Elliott Ave W, Suite 100
Seattle, WA 98119

or

ParksRUP@seattle.gov

Be sure to include:

- Site Plan
- Tree/Landscaping Restoration Plan
- Insurance
- Pedestrian/Traffic Control Plan(s)
- Related permits from other government agencies

MAKE CHECKS PAYABLE TO: Seattle Parks and Recreation

Please note SPR is not able to accept electronic or credit card payment. Checks can be mailed to the above address.

Permits are wholly of a temporary nature, vest no permanent rights to permit holder whatsoever, are granted to Permittee only and cannot be transferred. Permit is subject to revocation by the Department of Parks and Recreation upon thirty (30) days written notice mailed to Permittee at the contact address provided

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 ParksRUP@seattle.gov

SIGNATURES

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

APPLICANT NAME (print):

SIGNATURE:

DATE:

I certify that I am responsible for payment of all fees associated with this permit

**FINANCIALLY RESPONSIBLE
PARTY NAME (print):**

SIGNATURE:

DATE: