



# Special Event Permit Application

For additional application submittal information, please see the pages after this form.

## PROPERTY INFORMATION (site of proposed activity)

Site Address	BIA Allotment Number or Parcel Number
	Nearest Intersection

Current Use

☐ Vacant ☐ Residential ☐ Commercial ☐ Institutional/Gov. Facility ☐ Other:

## APPLICANT INFORMATION

Applicant Name(s)	Primary Telephone Number
Mailing Address	Secondary Telephone Number
	Email Address

Relationship to Property Owner

☐ Self ☐ Contractor ☐ Employee ☐ Other:

## PROPERTY OWNER INFORMATION (if different than applicant)

Property Owner Name(s)	Primary Telephone Number
Mailing Address	Secondary Telephone Number
	Email Address

## EVENT DESCRIPTION

*Provide a narrative description of the event, including its purpose, anticipated hours of operation, anticipated number of attendees, and steps that will be taken to ensure all requirements listed are met and that the event will have no significant adverse impact on surrounding land uses and activities.*

Proposed Use

☐ Residential ☐ Commercial ☐ Institutional/Gov. Facility ☐ Other:

EVENT DETAILS

Property Size	Days of Operation	Hours of Operation	Estimated Number of Attendees
Number of Off-Street Parking Spaces <sup>1</sup>		Number of Permanent Bathrooms/Sanitation Facilities <sup>2</sup>	
Number of Temporary Hand Washing Stations <sup>2</sup>		Number of Temporary Bathrooms/Sanitation Facilities <sup>2</sup>	

<sup>1</sup> Sufficient off-street parking spaced to serve the maximum number of event patrons must be provided. No on-street parking is allowed for special events.

<sup>2</sup> Sufficient sanitation facilities, including the temporary use of portable self-contained toilet facilities, and hand washing facilities.

Check the following that will be served/present at the event:

☐ Food   ☐ Alcohol   ☐ Animals   ☐ Temporary Structures

If animals are part of this special event please describe the variety, quantity, and their containment conditions:

If temporary structures are part of this special event please describe:

Will there be an entry fee for this event?   ☐ Yes   ☐ No

Which of these services are currently available at the site?

☐ Public Water   ☐ Individual Well   ☐ Public Sewer   ☐ Septic System

APPLICANT SIGNATURE

I hereby certify that I have prepared this application and site plan and that, to the best of my knowledge, the information provided is complete, accurate, and a true representation of the proposed special event, I further attest that I have the authority to submit this application and agree to comply with any and all conditions of special event permit approval. I agree to provide any additional information required and understand that if the scope of the project is modified, a new application may be required.

Signature Date	Applicant's Signature
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# Application Submittal Information

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## SUBMITTAL INSTRUCTIONS

Please submit all permit applications and plans to **[permits@tulaliptribes-nsn.gov](mailto:permits@tulaliptribes-nsn.gov)**

**Note:** Paper submittals can be accepted on a case-by-case basis if there is a hardship.

## SUBMITTAL REQUIREMENTS

- 1. SPECIAL EVENT PERMIT APPLICATION.** Please ensure the application is signed and dated. Indicate as “N/A” those questions which are not applicable to your project.
- 2. PROPERTY OWNERSHIP DOCUMENTATION.** Such as a Title, Assessor’s property information, Title Status Report (TSR), or Lease.
- 3. SITE PLAN.** The site plan includes property boundaries, all buildings, structures and proposed areas for event activities, as well as their dimensions, distance to property lines, roads, right-of-ways, utilities, and waterbodies. This document should also depict areas for event parking, fencing, access, exits, storage, signs, lighting, sanitation, and temporary screening as applicable. (A survey may be required if the property lines are not properly identified or in dispute).
- 4. GENERAL LOCATION MAP.** The map must show an area at least 500 feet in all directions from the project boundary.
- 5. BUSINESS LICENSE.** A Tulalip Tribes Business License is required for a special event to take place. Please contact Tax and Licensing in order to obtain a business license through one of the following methods: phone: **360-716-4209** or email: **[tld@tulaliptribes-nsn.gov](mailto:tld@tulaliptribes-nsn.gov)** or online: **<https://www.tulaliptribes-nsn.gov/Visitors/TLD>**
- 6. PERMIT FEES.** Fees will vary for different uses. For a list of up to date permit fees check the Planning Dept website: **<https://www.tulaliptribes-nsn.gov/Base/File/TTT-Title-7-Permit-Fees-20230728>**

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## Application Submittal Information

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### INTAKE

After submittal your application will be reviewed for completeness. Within a couple days Planning Dept. staff will respond with a permit reference number, permit fees, and estimated review time. If the application is incomplete or additional submittal requirements are required, Planning staff may request one or more of the following depending on the nature of the project:

- Tulalip Utility Hook-Up Agreement
- Well or Septic Tank Permits
- Topographic Map
- Drainage Plan
- Erosion Control Plan
- Environmental Checklist
- Storage License
- Cultural Survey
- Traffic Study
- Property Survey
- Mitigation or Restoration Plan
- Environmental Lands Impact Avoidance & Minimization Form
- Proof of Insurance
- A food permit, if the intent is to serve food at the event
- A State Banquet Permit, if the intent is to serve liquor at the event-based business
- A Tulalip Banquet License, if the intent is to serve liquor at the event-based business
- Other permits; as structures must be permitted or exempt under the International Building Code
- Confirmation that tidelands restrictions will be communicated to event attendees, explaining the specific access and use restrictions which apply to Tulalip Tribes tidelands
- A floor plan of the structure in which the event will be held that includes the size of all rooms, the location of restrooms, ADA accessibility, exits, and the location of any on-site kitchen facilities
- Other if needed

Please contact the Tax and Licensing Department for food permits and banquet licenses that may be needed in association with your special event. Phone: **360-716-4209** Email: **tld@tulaliptribes-nsn.gov** or online: **<https://www.tulaliptribes-nsn.gov/Visitors/TLD>**

### REVIEW PROCESS

Your complete application will be reviewed by multiple Tribal departments for consistency with Tulalip Tribal Codes. All contractors and subcontractors doing business in Tulalip are required to have a current Tulalip Business License and may also be subject to TERO review. Please contact these Departments prior to confirm what may be required for your special event.

Tulalip Tax & Licensing Department: **360-716-4209**

Tribal Employment Rights Office: **360-716-4747**