



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 ¹		Number of Permanent Bathrooms/Sanitation Facilities ²	
Number of Temporary Hand Washing Stations ²		Number of Temporary Bathrooms/Sanitation Facilities ²	

¹ 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.

² 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 Fireworks Animals

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



Application Submittal Information

SUBMITTAL INSTRUCTIONS

Please submit all permit applications and plans to 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 project takes place near property line setbacks).
- 4. FLOOR PLAN.** 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.
- 5. GENERAL LOCATION MAP.** The map must show an area at least 500 feet in all directions from the project boundary.
- 6. BUSINESS LICENSE AND PROOF OF INSURANCE.** A Tulalip Tribes Business License and proof of insurance are 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**
Email: tld@tulaliptribes-nsn.gov or online: <https://www.tulaliptribes-nsn.gov/Visitors/TLD>
- 7. 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

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
- A food permit, if the intent is to serve food at the event
- A liquor license, if the intent is to serve liquor at the event
- A license to operate fireworks compliant with Chapter 10.25 TTC, Fireworks, if the intent is to operate fireworks at the event
- Other permits; as structures must be permitted and 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
- Other if needed

Please contact the Tax and Licensing Department for food permits and liquor 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 construction to confirm what may be required for your project.

Tulalip Tax & Licensing Department: **360-716-4209** Tribal Employment Rights Office: **360-716-4747**