

**OFFICE USE ONLY**

CASE NO.: \_\_\_\_\_  
DATE RECEIVED: \_\_\_\_\_  
BY: \_\_\_\_\_

**SPECIAL USE PERMIT APPLICATION | [GHMC 17.65](#)**

☐ **FOOD TRUCK SPECIAL USE PERMIT** – Must include required submittal materials and completed [checklist](#)

<b>Name of Event:</b>	
<b>Applicant:</b>	
<b>Address:</b>	<b>City/State/Zip:</b>
<b>Phone:</b>	<b>Email:</b>
<b>Property Owner:</b>	
<b>Address:</b>	<b>City/State/Zip:</b>
<b>Phone:</b>	<b>Email:</b>

**Applicant Signature****Date**

*I (we) do hereby affirm and certify, under penalty of perjury, that I am one (or more) of the owner or owners under contract of the herein described property and that the foregoing statements and answers are in all respects true and correct on my information and belief as to those matters, I believe it to be true.*

**Property Owner Signature****Date****PROPERTY LOCATION****Address:****Building or Project Name:****Parcel:****Zoning:****Parcel Size:****Existing Site Use:****EVENT INFORMATION**

**Please use the space provided below to describe your proposed event:** (Food Truck applicants must complete the related [checklist](#) and provide all required documentation)

☐ **Expected number of attendees:** \_\_\_\_\_

☐ **Date(s) and time(s) of proposed event:** \_\_\_\_\_

☐ **Alcohol being served:** \_\_\_\_\_

☐ **Amplified or live music:** ☐ No ☐ Yes - If yes times: \_\_\_\_\_

*This application must be accompanied by a written statement of justification for approval of the special use permit which meets the criteria in [GHMC 17.65.050](#), a site plan indicating locations of any proposed temporary structures and include a circulation plan showing all access points for the site, all driveways, streets or roads and parking areas.*

Planning Division | 3510 Grandview Street | Gig Harbor, WA 98335 | 253.851.6170 | [gigharborwa.gov](http://gigharborwa.gov)

The City of Gig Harbor is pleased to offer electronic plan review.

Please submit completed application and submittal documents to [planningintake@gigharborwa.gov](mailto:planningintake@gigharborwa.gov)

10.28.2024

## **SPECIAL USE PERMIT | CHAPTER 17.65 GHMC**

A special use permit is a Type I permit application and shall be subject to the following review procedures and requirements. Complete application requirements for food trucks are provided in GHMC 17.65.080.

- ☐ Complete Special Use Permit Application
- ☐ Written statement of justification for approval of the special use permit which meets the criteria in GHMC 17.65.05
  - That the type of use for which the special use permit is applied is permitted or conditionally permitted in the applicable zoning district and is consistent with the description and purpose of the zone district in which the property is located;
  - That the granting of the special use permit will not be detrimental to the public health, safety, comfort, convenience and general welfare, will not adversely affect the established character of the surrounding neighborhood, and will not be injurious to the property or improvements in such vicinity and/or zone in which the property is located;
  - That the proposed use is properly located in relation to the other land uses in the vicinity; and further, that the use can be adequately served by such public facilities and street capacities without placing an undue burden on such facilities and streets;
  - That the site is of sufficient size to accommodate the proposed use;
  - The special use may not operate more than 14 events during the calendar year. An event is equal to one 12-hour period per day;
  - A request for more than 14 events per calendar year by any given applicant or for any given site shall not be considered as a special use and may only be authorized through the site plan approval process established under Chapter 17.96 GHMC
- ☐ A site plan showing the proposed location of the requested use, and any existing development on the site. The site plan shall indicate locations of any proposed temporary structures and include a circulation plan showing all access points for the site, all driveways, streets or roads and parking areas

**This checklist is intended as a guide for applicants and is not a substitute for the applicable code sections.**