



# Temporary Encampment Submittal Requirements

## Miscellaneous Land Use Actions

Required for all proposals to establish transient or interim gatherings of temporary enclosures except recreation encampment of less than 10 days. See Land Use Code 20.30U.

The property owner is responsible for the accuracy and completeness of all information provided with or affecting the application submittal.

If the property contains or is adjacent to critical areas (streams and stream buffers, wetland, floodplains, and geologic hazard area), additional information may be required.

### Temporary Encampment (LZ)

Required Documents	Copies
Temporary Encampment Application	1
Site Sketch/Site Plan – show property lines, street, driveways and/or parking areas, accessory buildings, carport, storage shed, etc. Also note on the plan the land use of each abutting property (single-family house, apartment building, park, school, etc.)	6
Boundary and Topographic Survey - a boundary survey, including the footprint of existing structures within six feet of any portion of the proposed encampment is required when the temporary encampment or any portion thereof is proposed within two feet of any required setback. Boundary & Topographic Survey is required when the temporary encampment or any portion thereof is proposed within two feet of any required protected area primary setback. Protected Areas include slopes 40 percent and above in grade, including a 50-foot primary setback from the top of slope; wetlands, including the required primary setback; streams, including the required primary setback; floodplains and coal mine areas.	1
Noticing Requirements - The City of Bellevue provides mailed noticing (including labels) to all property owners within 500 feet of any boundary of the subject property. In conjunction with publishing the notice of application, the city will install a 2-sided public information sign on the site. The applicant will pay \$230 per sign.	

### Other Requirements

- Fees are due at submittal. Additional fees are due at issuance and may be due in monthly billings.
- Description of proposal and design intent is required.