

TEMPORARY TENT ENCAMPMENT AND EXTREME WEATHER SHELTER SUBMITTAL CHECKLIST

Use this document to help you submit all the required documents for a permit name.

The city of Lynnwood finds it is necessary to promote solutions to the complex problem of homelessness. One solution is to facilitate sponsors of temporary shelters in existing structures and in temporary outdoor encampments organized and managed by faith-based organizations, nonprofits and public agencies. These facilities do not represent a permanent solution to homelessness but rather can provide vitally needed shelter and a first step to more permanent forms of housing.

Note:

- We reserve the right to request additional information and documents as needed
- Please refer to the [Electronic Submittals Checklist](#) for naming conventions and other requirements
- Please be advised that additional information may be required

SUBMITTAL REQUIREMENTS

1. Land Use Application

[Land Use Applications – City of Lynnwood \(lynnwoodwa.gov\)](#)

2. Site Plan

- A site plan, drawn to scale, showing:
 - The date, scale, and north arrow
 - Existing boundaries of the site
 - Existing natural features, particularly the location of any critical areas as defined in LMC Title 17 as known to the applicant at the time of submittal
 - Existing and proposed grades
 - Existing and proposed utility improvements
 - All adjacent roads or other rights-of-way and improvements
 - All existing and proposed structures, tents, and other improvements, including sanitation facilities, landscaping, and perimeter fencing
 - Existing and proposed site improvements, such as parking
 - Any adjacent off-street parking that may be used for the duration of the temporary tent encampment
- For Extreme Weather Shelters, a floor plan, drawn to scale, showing:
 - Location and number of bathrooms
 - Location of sleeping areas and occupancy
 - Location of smoke and carbon monoxide alarms

3. Vicinity Map

- A vicinity map showing the location of the site in relation to nearby streets and properties

4. Written Description

- A written summary of the proposal responding to the standards and requirements of [LMC 21.74.030](#)
- A written code of conduct as required by [LMC 21.74.030\(I\)](#)
- A complete, notarized Affidavit of Ownership for all property owner(s) of the involved property, with original signatures
- A transportation plan as required by [LMC 21.74.030\(G\)](#)
- A written statement of the actions that the applicant will take to obtain verifiable identification from all encampment residents and to use for sex offender and warrant checks from appropriate agencies
- A set of project statistics, including site area, building coverage, number and location of tents and other temporary structures, expected and maximum number of residents, and the proposed duration of the encampment
- List other permits that are or may be required for development of the property (issued by the City or other governmental agencies), if known.