



## King County

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#### Division of Parks and Recreation

Property Management

King Street Center Building

KSC-NR-0700

201 South Jackson Street, Suite 700

Seattle, WA 98104-3856

206-263-6216

Fax 206-263-6217

## PARKS APPLICATION QUESTIONNAIRE FOR USE PERMITS/EASEMENTS/REQUESTS TO ALTER DIVISION PROPERTY

**I am applying for** (please circle number for appropriate use):

1. Temporary or permanent improvements or alterations to Division of Parks and Recreation (“Division”) property that enhance the public parks and recreation purpose(s) of the site. Examples: Installation/Donation of scoreboards, benches, signs, and vegetation.
2. Long-term or permanent alterations to Division property not related to parks and recreation use of the site. Examples: Utility easements, access easements, leases, long-term use permits.
3. Short-term or temporary use or alterations to Division property not related to parks and recreation use of the site. Examples: Installation/alteration of vegetation, temporary structures or roads, and access to private property.

### **Parks Application Fees:**

#### **A. Rail Banked Trail Corridor Permits:**

(East Lake Sammamish Trail; Cedar River Trail and Snoqualmie Valley Trail Extension.)

Appropriate application and processing fees will be assessed at the time the permit is issued. The Parks

Application should be mailed to King County Parks and Recreation Division, ATTN: Robert Nunnenkamp, 201 South Jackson St, Suite 700, KSC-NR-0700, Seattle, WA 98104, faxed to 206-263-6217, or e-mail, [robert.nunnenkamp@kingcounty.gov](mailto:robert.nunnenkamp@kingcounty.gov).

#### **B. General Division Land Alterations/Use Permits:**

This Parks Application Questionnaire must be accompanied by a \$50.00 application fee. Any other applicable fees will be assessed when the permit is issued. The Parks Application Questionnaire and the non-refundable \$50.00 fee should be mailed to King County Division of Parks and Recreation, ATTN: Robert Nunnenkamp, 201 South Jackson St, Suite 700, KSC-NR-0700, Seattle, WA 98104. Parks Application Questionnaire may also be faxed to 206-263-6217 or e-mailed, [machelle.jones@kingcounty.gov](mailto:machelle.jones@kingcounty.gov). Make the check payable to *King County Parks*. Fees do not apply to property enhancement projects (#1 above) or volunteer activity permits.

If you have any questions about the Application Questionnaire process, please contact Robert Nunnenkamp, 206-263-6207 or e-mail [robert.nunnenkamp@metrokc.gov](mailto:robert.nunnenkamp@metrokc.gov), Nick Halverson, 206-263-7005 or email [nick.halverson@kingcounty.gov](mailto:nick.halverson@kingcounty.gov), or Machel Jones, 206-263-6216 or e-mail [machelle.jones@kingcounty.gov](mailto:machelle.jones@kingcounty.gov).

**Note to the Applicant:** Please complete this questionnaire carefully. Your explanations and descriptions must be specific. The information you provide will enable staff to determine the full impact of the project on present or future development, maintenance, facility use and enjoyment by the public.

In addition to completing this Parks Application Questionnaire, you must also submit supporting documentation. This material will facilitate the review and evaluation process of your proposed project. Examples of the types of information that should be included are, vicinity map, survey, site plans, construction drawing or sketches, comprehensive list of any supplies and/or materials that you will provide in the development of your project, and the size/type of vehicles or equipment that will need to access the Division’s property, etc.

Depending on the type of use proposed, law from other County, State and Federal agencies may require permits. It is the applicant's responsibility to determine and apply for any other permits, licenses, etc. to complete the proposed project. You must provide proof of having obtained approved permits before your application will be considered for approval.

When you have provided the necessary information, Parks Division staff will review your application and return their recommendation of approval or disapproval within six weeks of receipt.

The Division of Parks and Recreation does not have final authority to approve use or conveyance of property rights on Division lands. In certain cases, the Property Services Division, the Prosecuting Attorney’s Office, or the County’s legislative authority must concur with the use or conveyance. If your proposal is accepted, the Parks Division will forward its recommendation to the Real Estate Services Division and, in some cases, the Prosecuting Attorney’s Office at the same time it notifies you of its recommendation.

If the Division of Parks and Recreation recommends approval, the Property Services Division will complete the evaluation process and, upon their approval of your project, issue the appropriate Use Permit, set any necessary performance bond amounts, and required permit and land use fees.

**SECTION I - General Information**

(Please type or print)

Name of Applicant: \_\_\_\_\_

Organization/Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: (Day) \_\_\_\_\_ (Eve) \_\_\_\_\_

E-mail address: \_\_\_\_\_ Fax: \_\_\_\_\_

Name of park for proposed use/alteration: \_\_\_\_\_

Parcel number of property referenced in this permit application:  
(same as the Property Tax Account # on your tax bill) \_\_\_\_\_ - \_\_\_\_\_

Precise description of property for proposed use or alteration (include vicinity map, showing cross-streets):

\_\_\_\_\_  
\_\_\_\_\_

Precise description of proposed use or alteration (Be specific, attach additional pages if necessary)

Have you discussed your project with Parks Resource Section staff? Who? When?

\_\_\_\_\_  
\_\_\_\_\_

What other alternatives to using Division property are available to you? \_\_\_\_\_

\_\_\_\_\_

Proposed start date and end date of project: Begin \_\_\_\_\_ End \_\_\_\_\_

Your projected cost for the project \$ \_\_\_\_\_

**SECTION II- Public Benefit**

Is the proposed use/alteration for public or private purposes? (circle)      Public    Private

Is the proposed use/alteration for commercial purposes? (circle)      Yes    No

Will proposed use/alteration benefit this or other Division properties? \_\_\_\_\_

Will the proposed use or alteration conflict with Parks Resource Section use or development of the land for park purposes? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**SECTION III- Project Contractor**

Who do you intend to have perform the work of your project? \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ ZIP: \_\_\_\_\_ Phone: \_\_\_\_\_

Are they bonded? (circle)    Yes    No      Amount of liability insurance: \$ \_\_\_\_\_

**SIGNATURE OF APPLICANT**

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**DIVISION ACTION**

Approved (conditions attached): \_\_\_\_\_ Disapproved: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_