



## TEMPORARY HOMELESS ENCAMPMENTS

**IN GENERAL:** The City has adopted a chapter to the Mount Vernon Municipal Code (MVMC) named, Temporary Homeless Encampments, MVMC Chapter 17.210. The purpose of this chapter is to regulate homeless encampments within the City in compliance with the requirements of RCW 35.21.915.

**PROCESS:** An application for a temporary homeless encampment permit must be filed at least 30 days before the date on which the temporary homeless encampment is proposed to move onto a proposed location; however, the Community & Economic Development (CEDD) Director may agree to a shorter period in the case of an emergency beyond the control of the encampment host and encampment sponsor.

An application for a temporary homeless encampment permit shall be processed as a Type II Permit subject to administrative appeal and final administrative decision by the City Hearings Examiner.

In addition to the requirements for a Type II permit under Chapter MVMC 14.05, the following additional procedures apply:

- **Public Meeting Required.** The Director shall hold an informational public meeting. The public meeting shall be held as early in the review process as possible for the application.
- **Additional Mailed Notice.** The requirements for mailed notice of the application set forth for Type II Permits under Chapter 14.05 shall be expanded to include owners of real property within 600 feet of the project site.
- The applicant shall provide notice of the application by posting two Land Use Change signs on the site or in a location immediately adjacent to the site that provides visibility to motorists using adjacent streets.

**COMPLETE APPLICATION REQUIRED:** The City will not accept an application that does not have all of the required items listed below. To accept your application, each of the numbered items must be submitted at the *same time*. However, if you have received a prior written waiver of a submittal item(s), please provide the signed waiver form in lieu of any submittal item not provided.

**APPLICATION REVIEW:** Applicants are required to bring one copy of the application package for informal review by a CEDD staff prior to formal application and fee payment to ensure the application is complete. This should be done prior to making the requested number of copies. Please call the CEDD to arrange a convenient time.

# TEMPORARY HOMELESS ENCAMPMENT PERMIT

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

Parcel Number (if applicable): \_\_\_\_\_

Lot/Tract Number/Plat name (if applicable): \_\_\_\_\_

Flood Zone (if applicable): \_\_\_\_\_

**ENCAMPMENT HOST NAME:**

**ENCAMPMENT MANAGER NAME:**

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

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

City/State: \_\_\_\_\_

City/State: \_\_\_\_\_

Zip: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

**ENCAMPMENT SPONSOR NAME:**

**SUBMITTAL ITEMS:**

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

**The following items must be submitted to the City with the noted number of copies – as applicable:**

**Application Fees**

Application fees must be paid when an application is submitted to the CEDD. The total fee amount will be determined at the pre-submittal meeting with a staff planner.

City/State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

**Project Narrative (9 copies)**

A clear and concise description and summary of a proposed project that includes all of the items listed on the accompanying project narrative sheet.

Email: \_\_\_\_\_

**Site Plan(s) (9 copies)**

A site plan that includes all of the items listed on the accompanying site plan requirements list.

I, \_\_\_\_\_, declare that I am (please check one) \_\_\_\_\_ the owner of the property involved in this application, \_\_\_\_\_ the authorized representative to act for the property owner (proof of authorization must be attached), and that the statements and answers herein contained and the information herewith submitted are in all respects true and correct to the best of my knowledge and belief.

**Applicant Signature:** \_\_\_\_\_

## **PROJECT NARRATIVE REQUIREMENTS:**

- 1. Describe how and why the property or building is of sufficient size to accommodate the proposed number of tents and residents and the on-site facilities required.**
  
- 2. Describe how adequate provisions for drinking water, disposal of human waste, disposal of garbage and other solid waste, and the provision of other services, including, but not limited to, the following facilities will be made:**
  - (i) Sanitary portable toilets or other restroom facilities in the number required to meet health regulations for the residents and staff of the temporary homeless encampment; and**
  - (ii) Hand washing stations by the toilets or restrooms and by food service areas; and**
  - (iii) Refuse receptacles meeting the requirements of the city's solid waste division; and**
  - (iv) A food service tent or other food service building or facility meeting health department requirements; and**
  - (v) A management tent or other management office or facility providing administrative and security services and readily identifiable to residents and visitors.**
  
- 3. Describe how the temporary homeless encampment will meet all setbacks for the zoning district in which the property is located; provided, that where the temporary homeless encampment abuts property containing residential uses, the temporary homeless encampment shall be set back 20 feet from the property line or the minimum setback provided in the Mount Vernon Municipal Code, whichever is greater.**



- 8. Verify that no children under the age of 18 shall be allowed in the temporary homeless encampment. Please note that if a child under the age of 18 attempts to reside at the temporary homeless encampment, the Encampment Sponsor, the Encampment Host, or the Encampment Manager shall immediately contact Child Protective Services.**
  
- 9. Verify that no animals will be permitted in the temporary homeless encampment, except for service animals.**
  
- 10. Verify that you have attached a code of conduct for the temporary homeless encampment and a statement describing how the code of conduct will be enforced. The code of conduct shall, at a minimum, contain the following:**
  - (i) A prohibition on the possession or use of illegal drugs or alcohol.**
  - (ii) A prohibition on the possession of guns, knives with blades in excess of three inches, and weapons of all kinds.**
  - (iii) A prohibition on violence.**
  - (iv) A prohibition on open flames.**
  - (v) A prohibition on trespassing into private property in the surrounding neighborhood.**
  - (vi) Hours during which quiet is to be observed.**

- 11. Provide details with regard to the required transportation plan providing for access to transit. Please note that all temporary homeless encampments must be located within one-half mile of transit service. This measurement shall be taken in a straight line from the closest property line where the temporary homeless encampment is proposed to the existing transit service provided by Skagit Transit. During hours when public transportation is not available, the Encampment Sponsor, Encampment Host, or Encampment Manager shall also make transportation available to anyone who is rejected from or ordered to leave the Temporary Homeless Encampment.**
  
- 12. Provide details demonstrating how the Temporary Homeless Encampment will comply with all regulations of Washington State, the City of Mount Vernon, and the Skagit County Public Health Department. The Temporary Homeless Encampment shall comply with the requirements of the International Fire Code and Washington Cities Electrical Code as adopted by the city of Mount Vernon. The Encampment Sponsor and Encampment Host shall permit inspections at all reasonable times by appropriate public officials from the agencies enforcing these codes for code compliance.**
  
- 13. Explain how the Encampment Sponsor will take all reasonable and legal steps to obtain verifiable identification from prospective residents of the temporary homeless encampments and use the identification to obtain sex offender and warrant checks from the appropriate agency. Please note that if the warrant and sex offender check reveals that a prospective resident or existing resident is a sex offender who is required to register with police or that the prospective resident has an outstanding warrant, the Encampment Sponsor shall reject the prospective resident or evict the existing resident.**



## **SITE PLAN REQUIREMENTS:**

A plan drawn at a scale approved by the Director containing all of the following information:

1. Scale, north arrow, and legal description
2. Location, identification, and dimensions of all buildings, property lines, setbacks, streets, adjacent streets, and easements
3. Location and dimensions of existing and proposed structures, parking and loading areas, driveways, existing on-site trees, existing or proposed fencing or retaining walls, freestanding signs, easements, refuse and recycling areas, freestanding lighting fixtures, utility junction boxes, public utility transformers, storage areas, buffer areas, open spaces, curbs, gutters and sidewalks
4. The location and dimensions of natural features and critical areas along with their buffers; such as streams, lakes, marshes and wetlands
5. Off-street parking layout and driveways
6. Lighting and sign structures
7. Fire hydrant locations within three hundred feet (300') of building
8. Existing utilities and connection to existing and/or new utilities
9. Identify the location of the six-foot-tall fencing around the perimeter of the encampment – or show the location of the vegetation, topographic variation, or other site conditions providing equivalent screening
10. Identify the location and separation requirements for the tents and all other associated structures
11. Identify the location of sanitary portable toilets or other restroom facilities (as applicable)
12. Identify the location of hand washing stations
13. Identify the location of refuse receptacles
14. Identify the location of a food service tent or other food service building or facility
15. Identify the location of a management tent or other management office(s)