



## How to Apply to Host Emergency Housing Facilities

The City's Emergency Housing Ordinance allows faith-based, non-profit and government entities to site emergency housing facilities on property they own or control, subject to a permit.

### Permitting Process:

Site hosts will apply for a temporary use permit. This is a simple 30-day review process, providing time for the City to ensure fire and life safety needs are met and notice is sent to property owners within 500 feet of the site. During the 30-day review process, the City and applicant will jointly host a neighborhood meeting.

### Permit Timeline:

The City's Emergency Housing Facility Ordinance (EHFO) provides for a one-year temporary use permit, with the option for up to (2) consecutive one-year extensions by letter of request.

Applicants have the option of applying for a conditional use permit (CUP) if seeking approval for a longer period of time.

### Permit Fees:

- Temporary use permits are \$200
- Conditional Use Permits are \$900 + \$750 Hearing Examiner deposit

**Application Process:** When all the required application materials are ready, applicants should contact the Community Planning & Development Department at 360.753.8314 to set up an intake appointment. Bring completed application materials to the appointment. There, staff will review the materials to ensure the application is complete, input the information into the online system and work with you to schedule the neighborhood meeting.

Applicants may opt to submit the application materials into the [City's online portal](#) on their own; just note, it may take up to 30 days from submittal into the online portal for staff to deem the application complete before the 30-day review process begins.

## Submittal Requirements:

The following information will need to be gathered prior to applying online (it will be needed to fill in the online form):

1. **Project Name:** \_\_\_\_\_
2. **Proposed date of establishment:** \_\_\_\_\_  
*[Not less than thirty (30) days after this application is submitted.]*
3. **Anticipated duration of facility:** \_\_\_\_\_  
*[Temporary permit good for 1 year, with possibility of (2) one-year extensions upon letter of request.]*
4. **Number of residents proposed:** \_\_\_\_\_  
*[Maximum of forty (40) residents.]*
5. **The host location:** \_\_\_\_\_
6. **Host:** \_\_\_\_\_  
*[Property owner or lessee - must be a faith-based, nonprofit, or government organization.]*  
Contact Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Mailing address: \_\_\_\_\_
7. **Sponsoring Agency:** \_\_\_\_\_  
*[If different from Host.]*  
Contact Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Mailing address: \_\_\_\_\_
8. **Designated "on-duty" manager:** \_\_\_\_\_  
*[This person does not need to be onsite 24/7, but must be an available 24/7 contact]*  
Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_
9. **Designated Back-up "on-duty" manager:** \_\_\_\_\_  
*[A back-up is required in case the designated on-duty manager cannot be reached]*  
Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_
10. **Number resident vehicles:** \_\_\_\_\_  
*[If applicable, must show location where residents will park on the site plan.]*
11. **Location of/Distance to the nearest bus stop:** \_\_\_\_\_

*[If not within a quarter mile of a bus stop with 7 day service, the Host Agency must demonstrate ability for residents to obtain access to the nearest public transportation stop (such as carpools or shuttle buses).]*

**The following documents will need to be uploaded within two (2) business days of completing the online application. Failure to do so may result in cancellation of the permit application:**

- Site Plan, showing location of primary structure, emergency housing facilities, toilets, handwash stations, potable water, refuse receptacles, and any parking, screening or other proposed facilities related to the temporary emergency housing use. *(Portable toilets shall be placed to minimize odor impacts to neighbors)*
- Attach an operations and security plan for the Emergency Housing Facility.
- Attach a Code of Conduct for living at the Emergency Housing Facility that addresses the following issues:
  - a. Possession or use of illegal drugs is prohibited.
  - b. Violence against staff or residents of the encampment is prohibited.
  - d. Any open flames are prohibited.
  - e. Trespassing on private property in the surrounding neighborhood is prohibited.
  - f. Littering on the Emergency Housing Facility site or in the surrounding neighborhood is prohibited.
  - g. Noise or music in excess of the limits set forth in OMC 18.40.080 is prohibited.'

*(Nothing in this section shall prohibit the Host Agency, Sponsoring Agency or residents from imposing and enforcing additional Code of Conduct conditions not otherwise inconsistent with the City's Emergency Housing Ordinance.)*

- Attach a copy of a proposed agreement for residents to sign which states they agree to abide by the Code of Conduct.
- If the Sponsoring Agency is not the Host Agency of the site, the Sponsoring Agency must attach a written agreement from the Host Agency allowing the homeless encampment and specifying the obligations of the Sponsoring Agency.

**When filling out the online application, you will be asked to affirm understanding of the following additional requirements:**

- No permanent structures are to be constructed.
- The site must include:
  - a. Sanitary portable toilets in the number required to meet capacity guidelines;
  - b. Hand washing stations by the toilets and by any food areas;
  - c. Refuse receptacles for trash and recycling;
  - d. Area for residents to store personal belongings (*may be the housing units*);
  - e. An adequate potable water source to the site, as approved by the City
- The Host or Sponsoring Agency shall keep a log of all people who stay overnight in the facility, including names and birth dates, and dates of stay. Logs must be kept a minimum of six (6) months.
- The Host or Sponsoring Agency shall take all reasonable and legal steps to obtain verifiable ID, such as a driver's license, government-issued identification card, military identification, or passport from prospective and existing facility residents. The Host or Sponsoring Agency will use identification received from prospective and existing residents to obtain sex offender and felony warrant checks from the Washington State Patrol, the Thurston County Sheriff's Office or the Olympia Police Department. If an active felony warrant status results in rejection or ejection of the individual from the site, the designated representative of the Host or Sponsoring Agency shall immediately contact the Olympia Police Department.
- The facility must conform to the following fire requirements:
  - a. There must be no open fires. Cooking fires shall be of a form approved by the Olympia Fire Department;
  - b. No heating appliances within the individual housing units are allowed without pre-approval by the Olympia Fire Department;
  - c. No cooking appliances, other than microwave appliances, are allowed in individual housing units;
  - d. An adequate number, with appropriate rating, of fire extinguishers shall be provided as approved by the Olympia Fire Department;
  - e. Adequate access for fire and emergency medical apparatus shall be provided. This shall be determined by the Fire Department;
  - f. Adequate separation aisles of six feet (6') shall be maintained for gurney and firefighter access and six feet (6') separation shall be maintained from fences and property lines. Separation between individual units on the site shall be determined on a site specific visit by the Olympia Building and Fire Departments; and
  - g. Electrical service shall be in accordance with recognized and accepted practice and codes.

- h. There shall be an address associated to the Emergency Housing Facility site for emergency reporting and response. The address shall be posted and readily visible on approach; and
  - i. The Emergency Housing Facility site shall remain clear of physical, environmental, biological, or medical waste that could be a health hazard to residents and emergency responders; and
  - j. There shall be no smoking inside of the housing units.
- The Host and Sponsoring agency shall permit inspections by City staff and the Thurston County Health Department at reasonable times without prior notice of compliance with the conditions of the Emergency Housing Facility Permit.
  - A minimum of two (2) weeks prior to the issuance of the temporary use permit, the Sponsoring agency must conduct at least one (1) public information meeting within, or as close to, the neighborhood where the proposed facility will be located. The time and location of the meeting must be agreed upon between the City and Sponsoring Agency. All property owners of record within 500 feet of the proposed facility must be notified by mail at least 10 days in advance of the meeting.
  - The applicant must provide notice of the application a minimum of two (2) weeks prior to the issuance of the temporary use permit by posting two signs or placards on the site or in a location immediately adjacent to the site that provides visibility to motorists using adjacent streets. The signs shall be provided by the City of Olympia.
  - Emergency Housing Facilities are prohibited within a Sensitive/Critical Area or its buffer as defined under Chapter 18.32 or the Olympia Municipal Code.
  - At the time of the City's approval, there shall be no other approved Emergency Housing Facilities located within one thousand (1,000) feet of the approved facility.

## **For More Information**

Contact:

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Homeless Response Coordinator

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