



6000 Main St. SW, Lakewood, WA 98499
Phone: (253) 512-2261

DOWNTOWN PLAN TRIP MITIGATION FEE REQUEST

Description of Required Documents:	Required:
Downtown Plan Trip Mitigation Fee Request Application	A
Operational Characteristics Description (See CDD Handout #13- only the first 5 questions need to be answered to receive an estimate)	A
Preliminary Site Plan (See CDD Handout #1) The preliminary site plan may be prepared by the applicant rather than by an engineer or surveyor.	O
Preliminary Floor Plan	O

A=Always required.

O= Optional

All documents must be submitted electronically to permits@cityoflakewood.us



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DOWNTOWN PLAN TRIP MITIGATION FEE REQUEST APPLICATION

APPLICATION #: _____
OFFICE USE ONLY

APPLICATION NAME: _____

PROPOSED USE: _____ **ZONE:** _____

ADDRESS/LOCATION: _____

PIERCE COUNTY PARCEL NUMBER (S): _____ **ACRES:** _____

APPLICANT: (mandatory)

Name: _____ Daytime Phone: _____

Mailing Address: _____

Email Address: _____ Professional License No: _____

Signature: _____ Contact Person: _____

AGENT/ CONSULTANT/ ATTORNEY: (mandatory if primary contact is different from applicant)

Name: _____ Daytime Phone: _____

Mailing Address: _____

Email Address: _____ License No: _____

PROPERTY OWNER 1: (mandatory if different from applicant)

Name: _____ Daytime Phone: _____

Mailing Address: _____

Email Address: _____ Signature: _____

PROPERTY OWNER 2: (if more than two property owners attach additional info/signature sheets)

Name: _____ Daytime Phone: _____

Mailing Address: _____

Email Address: _____ Signature: _____

The above signed property owners, certify that the above information is true and correct to the best of our knowledge and under penalty of perjury, each state that we constitute all of the legal owners of the property described above and designate the above parties to act as our agent with respect to this application:

OFFICE USE ONLY:

DATE APPLICATION RECEIVED: _____ RECEIVED BY: _____

DATE APPLICATION COMPLETE: _____ COMPLETENESS REVIEW BY: _____

**THE APPLICANT MUST PROVIDE THE FOLLOWING INFORMATION
WHEN REQUESTING A DOWNTOWN PLAN TRIP MITIGATION FEE
ESTIMATE:**

- A. The completed original application form.
- B. The first five questions of the Downtown Plan Operational Characteristics Description (Community Development Department Handout #13)
- C. Optional - One (1) copy of the site plan (Section C above) at a reduced size of 8 1/2 x 11-inch sheets.
- D. Optional – Six (6) copies of a preliminary floor plan layout.

**APPLICATIONS WILL ONLY BE ACCEPTED ELECTRONICALLY
WHEN EMAILED TO PERMITS@CITYOFLAKEWOOD.US**

Handouts and application forms may be revised without notice.



**CITY OF LAKEWOOD
COMMUNITY DEVELOPMENT DEPARTMENT
HANDOUT #13**

**DOWNTOWN LAKEWOOD OPERATIONAL
CHARACTERISTICS DESCRIPTION**

For trip mitigation information, please fill out the first 5 questions

A detailed description of operational characteristics is required for all discretionary land use permits such as, administrative use permits, conditional use permits, temporary use permits, variance applications, etc. and may be required for zoning certification and other permits, as deemed necessary by Community Development Department staff. The operational description must include the following information to be considered complete:

1. Description of proposed use/project application. What will be the nature of your business?

2. Extent and type of proposed improvements to the site and/or interior or exterior building remodeling to existing building(s) (i.e. additions to building, interior building improvements or alterations, landscaping, proposed signs, additional parking spaces, etc.).

3. Traffic (vehicular trips to and from site per day) generated by the use, including deliveries and client-related trips (i.e. any proposed shipping and receiving activities, projected employee trip generation, projected customer trip generation). **NOTE: Self-reported numbers that conflict with the ITE manual used to estimate fees will be taken into consideration only when accompanied by a trip generation letter with supporting documents.**

4. Previous use of property: Has the property been vacant for 12 or more months? **YES / NO**
Name of previous Business _____ (circle one)
Type of previous business (ie. grocery store, nail salon, restaurant etc) _____

5. Total square footage of the floor area of the tenant space.

OFFICE USE ONLY:

Proposed Land Use Code: LUC _____ Former Land Use Code: LUC _____

Total estimated Trip Mitigation Fee: _____

Notes:

6. Proposed number of full and part-time employees.
7. Proposed number of students on the site at any one time if application is for a day care or educational facility.
8. Maximum numbers of employees on the site at any one time.
9. Proposed hours, days, place and manner of operation.
10. Type of products or services proposed to be available on the site.
11. Number of commercial vehicles proposed to be parked or stored on the site.
12. Proposed type of equipment/machinery to be used by the business or stored on site (i.e., office equipment, manufacturing equipment, construction equipment).
13. Proposed use of outdoor space on lot (i.e., outdoor storage, outdoor display and sales of merchandise, parking/open space, recreation space).

14. If more than one tenant on the site, provide the square footage of each tenant space, business names of tenants, and type of business

Space #	Type of Business	Tenant Name	Area

15. Existing number of parking spaces.

16. Surrounding uses and businesses next to proposed business/project site.

17. Operational characteristics or functions that create emission of gasses, dust, odors, vibration, electrical interference, smoke, noise, air pollution, light, glare, odor or dust in a manner likely to cause offense or irritation to neighboring residents.

18. Site and building design features that minimize land use impacts, such as traffic, aesthetics, etc. or environmental impacts such as noise, vibration, dust or air pollution, glare, odor and dust, etc.

19. Provide a hazardous material inventory statement and summary.