



Land Use Permit Modification Application

Fees:

Major Modification: one half of original land use fee

Minor Modification: one quarter of original land use fee

Hearing Examiner Deposit: \$2,500.00

| Number Required | Description of Required Documents | Required |
|-----------------|---|----------|
| 1 | Permit Modification Fee | A |
| 2 | Application | A |
| 2 | Description of Project Modification | A |
| 7 | Revised Site Plan (See CDD Handout #1) | A |
| 1 | 8 ½" x 11" Reduced Copy of the Development Plan | A |

| | | |
|-----------------|---|---|
| 7 | Landscaping Plan (See CDD Handout #3) | M |
| 3 | Tree Retention Plan (See CDD Handout #5) | M |
| (See SEPA Form) | SEPA Environmental Checklist Application | M |
| 1 | Lease Agreement/Owner Approval | M |
| 1 | Certificate of Water Availability | M |
| 1 | Sewer Availability Letter From P.C. Utilities Or Septic System Approval Letter From TPCHD | M |

A= Always Required M= May Be Required



Land Use Permit Modification Application

APPLICATION NAME: _____

CASE NUMBER OF PERMIT TO BE MODIFIED: _____

PROPOSED USE: _____ ZONE: _____

ADDRESS/LOCATION: _____

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

BRIEF DESCRIPTION OF MODIFICATION: _____

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: _____ Professional 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:

APPLICATION NUMBER _____ DATE APPLICATION RECEIVED: _____

DATE APPLICATION COMPLETE: _____ COMPLETENESS REVIEW BY: _____

DESCRIPTION OF PROJECT MODIFICATION

Please provide a description of the modification of the approved project; potential negative impacts to the public health, safety and general welfare; and how the project will be mitigated to reduce or eliminate adverse impacts to the uses, property, or improvements adjacent to and in the vicinity of the site upon which the proposed use is to be located.



CITY OF LAKEWOOD
COMMUNITY DEVELOPMENT DEPARTMENT
HANDOUT #1

**SITE PLAN REQUIREMENTS FOR NEW AND MAJOR ADDITIONS TO
COMMERCIAL, INDUSTRIAL AND MULTI-FAMILY DEVELOPMENT**

A detailed site plan must be drawn to scale and include the following information, as applicable, to be considered complete:

1. Site address
2. Vicinity map clearly showing the location of the project with respect to public streets and other parcels and development in the area.
3. Property lines.
4. North arrow and decimal engineering scale (ie. 1"=20'; **not** 1/8"=1' architectural scale).
5. Pierce County tax parcel number.
6. Lot dimensions and total square footage.
7. All existing and proposed public and private roads, driveway accesses and road right-of-ways with dimensions and road names, including curbs and gutters, sidewalks and/or edges of pavement. Include all existing driveways within 200 feet of the subject property on both sides of all streets, in both directions along public street frontages.
8. All easements (access, utility, railroad, storm water, etc.). Indicate type and dimensions of easement.
9. All major manmade or natural features (slope, shorelines, riparian areas, railroad tracks, bridges, etc.).
10. Existing building locations.
11. Dimensions and square foot area of all proposed new structures and/or additions.
12. Dimensions and square foot area of all structures or pavement expected to be removed.
13. Dimensions of all setbacks (distance from the wall of all existing and proposed structures to property lines).
14. Location, dimensions and square foot area of all parking areas.
15. Vehicle loading and unloading areas, including dimensions of truck loading and maneuvering areas and total square footage.
16. Location of all paved areas.
17. Location of existing and proposed landscape areas (include dimensions inside of curbing and square footage inside curbing).
18. Existing and proposed fences or retaining walls (specify type and height of fence or wall).
19. Location and dimensions of any free-standing signs.
20. Location and type of any existing or proposed exterior lighting to be placed on the site
21. Areas of future development.
22. Location of outside storage areas (include dimensions and total square footage).
23. Location of trash dumpster(s).

24. Adjacent uses (undeveloped, single family, commercial, etc.) and the location of any structures within 5 feet of the property line on all abutting property.
25. Location of water and sewer mains nearest the site, including line size and other utility connections.
26. Water features or wetlands, including but not limited to, lakes, ponds, saltwater, year-round or seasonal streams, creeks, wetlands, gully or natural drainage way, drainage ditches, etc.
27. Critical areas, such as slopes, wetlands, shorelines and wildlife habitat.
28. Contours at two-foot intervals if the parcel(s) or access road(s) contain slopes of greater than 10%.
29. Sight distance triangles for all driveway locations and across the corners of properties at street intersections. Show the location and type of potential sight obstructions including height of vegetation.

ADDITIONAL INFORMATION MAY BE REQUIRED BASED ON THE SPECIFIC PROJECT AND/OR SITE. ALL LARGE MAPS MUST BE FOLDED TO FIT INTO A 10 X 13 INCH ENVELOPE WITH THE APPLICATION NAME OF THE PLAN SHOWING.

Handouts and application forms may be revised without notice.



CITY OF LAKEWOOD
COMMUNITY DEVELOPMENT DEPARTMENT
HANDOUT #03

LANDSCAPE PLAN REQUIREMENTS

A detailed landscape plan shall be drawn to scale by a Washington state registered landscape architect, a Washington state certified nurseryman, or a Washington state certified landscaper, except that landscape plans for short plats, may be prepared by the applicant, subject to approval by the Community Development Director. The landscape plan must include the following information to be considered complete:

1. Site address.
2. Property lines.
3. Lot dimensions and total square footage.
4. North arrow and decimal engineering scale (only use one of the following scales: 1"=10', 1"=20', or 1"=30'). The site plan, tree retention plan and landscape plan generally should use the same scale.
5. Proposed and existing building locations.
6. All areas designated as undeveloped or for future development.
7. All existing and proposed public and private roads, driveway accesses and road right-of-ways with dimensions and road names, including curbs and gutters, sidewalks and/or edges of pavement. Include all existing driveways within 200 feet of the subject property on both sides of all streets, in both directions along public street frontages.
8. All easements (access, utility, railroad, stormwater, etc.). Indicate type and dimensions of easement.
9. Location of existing and proposed fire hydrants on site.
10. All major manmade or natural features (slope, shorelines, riparian areas, railroad tracks, bridges, etc.).
11. Water features or wetlands, including but not limited to lakes, ponds, saltwater, year-round or seasonal streams, creeks, wetlands, gully or natural drainage way, drainage ditches, etc.
12. Adjacent uses (undeveloped, single family, commercial, etc.) and the location of any structures within 5 feet of the property line on all abutting property.
13. Location of all proposed landscape areas, including landscape islands in parking areas. Provide dimensions and square footage calculations for each landscape area inside of curbing.
14. Location and dimensions of all paved areas and curb cuts, including pedestrian sidewalks, walkways and paths. Provide the height of all curbs and total square footage of paved areas. (include dimensions and calculations of total square footage of paved and gravel areas).
15. Type of paving material(s) to be utilized, including pedestrian sidewalks, walkways and paths.
16. Location of any graveled areas (include dimensions and total square footage).
17. Location of all parking stalls. Provide dimensions of stalls, accesses and drive aisles including calculations of total square footage of parking and maneuvering areas.
18. Outside storage areas (include calculations of total square footage of area).
19. Proposed location of trash dumpster(s) and illustrate fencing and landscape details.
20. Existing and proposed fences and retaining walls (type of materials and height).
21. Location of overhead loading doors and indicate loading deck height (dock-high or ground level).
22. Location of all exterior entrance/exit doors.
23. Location and/or arrangement of proposed plantings (show actual location of individual plants except for groundcover).
24. Existing natural vegetation to be incorporated into formal planting areas, including significant trees (specify type, size and quantity).

25. Sight distance triangles for all driveway locations and across the corners of properties at street intersections. Show the location and type of potential sight obstructions including height of vegetation.
26. Finished contours at two-foot intervals for any portion of the site where the finished grade is expected to exceed 15% slope.
27. Cross-section of typical planting for landscape berms or any landscape areas exceeding 20% slope.
28. Location of biofiltration areas and other stormwater detention facilities.
29. Cross-section drawing of biofiltration areas if slopes contain landscape plantings. **Landscaping in or near biofiltration areas and/or other stormwater detention facilities may be subject to additional requirements by the Public Works Department.**
30. Total square foot area in landscaping (separately list the area of perimeter, parking lot, other required landscaping and total landscaping area).
31. Total square foot area of impervious surface on the site.
32. Percentage of parcel in open space (for multi-family developments only).
33. An irrigation plan prepared by a Washington State registered landscape architect, except irrigation plans for short plats, which may be prepared by the applicant, which shall include the following information:
 - (a) Location of pipes, sprinkler heads, and back flow devices.
 - (b) System data including pump(s) size and location, pipe size, head capacity, water pressure in pounds per square inch at the pump and sprinkler heads, and specifications of timer system.
34. Planting schedule with the following information:
 - (a) Plant Type (both common name and botanical name).
 - (b) Number of each Plant Type.
 - (c) Caliper size (diameter) of deciduous trees (as measured by nursery industry standard at six (6) inches above the top of the root ball).
 - (d) Height of conifer trees at time of planting.
 - (e) Spacing of proposed plantings.
 - (f) Pot or root ball sizes and height of shrubs.
 - (g) Pot size of groundcover.
 - (h) Physical specifications of plants.
 - (i) Planting and staking drawings and details for trees.
 - (j) Type and depth of organic mulch materials to be utilized throughout site.
 - (k) Soil preparation techniques to facilitate deep water penetration and soil oxygenation including the depth of tilling, use of soil amendments and the depth to which organic matter will be incorporated, and any other methods used to improve water drainage, moisture penetration or water-holding capacity.

Applicants are strongly encouraged to utilize drought tolerant plant material native to Western Washington and introduced noninvasive plants common to the area that are well suited to the wet/dry climate of the Puget Sound. All large maps must be folded to fit into a 10 x 13-inch envelope with the application name of the plan showing. **Handouts and application forms may be revised without notice.**



**CITY OF LAKEWOOD
COMMUNITY DEVELOPMENT DEPARTMENT
HANDOUT #05**

TREE RETENTION PLAN REQUIREMENTS

A detailed tree retention plan shall be drawn to scale and must include the following information to be considered complete:

1. The precise location of each significant tree, which is a:
 - (a) Tree of any other species that is 9 inches in diameter or greater, at 4 ½ feet above ground.
 - (b) Garry Oak, also known as Oregon White Oak, that is 6 inches in diameter or greater, at 4 ½ feet above ground (forestry standard).
 - (c) Tree, regardless of its diameter, that is determined by the Community Development Director to be significant due to the uniqueness of the species or provision of important wildlife habitat.
2. The location of any significant tree that has been determined to be damaged or diseased pursuant to LMC 18A.70.320.A.3.
3. The location of the drip line of each significant tree.
4. The caliper size (diameter) of each tree of 3 inches or greater in diameter at 4 ½ feet above ground (forestry standard)
5. The common name of each tree (i.e. fir, spruce, maple, alder, etc.)
6. Specify which trees are intended to be retained or removed.
7. Specify the species, location, drip line and caliper size of existing trees (3 inches diameter or greater) that will be retained for retention credit.
8. Specify the number, species, and caliper size of replacement trees (minimum of 3 inches diameter at 6 inches above ground) and the location of proposed planting.
9. The tree retention plan must illustrate the location of each tree in relation to all existing and proposed development on the site including, but not limited to, the following information:
 - (a) Property lines (include lot dimensions).
 - (b) Footprint of all existing and proposed buildings and structures.
 - (c) Location of all existing and proposed public and private roads, driveway accesses and road right-of-ways and easements (access, utility, stormwater, etc.), with dimensions and road names, including curbs and gutters, sidewalks, and/or edges of pavement.
 - (d) Location of all parking areas, vehicle loading and unloading areas, other paved areas, pedestrian pathways, fences, retaining walls, trash dumpsters, outdoor storage areas, and areas reserved for future development.
 - (e) Location of all utilities, stormwater facilities and other development requiring tree removal.
 - (f) Location of all proposed landscape areas.
 - (g) Location of all riparian areas and riparian buffers, shorelines, and critical areas including wetlands, wetland buffers, habitat areas, etc.

- (h) Limits of proposed grading on the site.
- (i) Amount and location of fill, excavation and changes in elevation on the site.
- (j) Protection measures (fencing, tree wells, etc.) proposed to be utilized at or outside of the drip line to prevent damage to tree roots pursuant to LMC 18A.70.320.E.1.

Additional information may be required based on the specific project and/or site. All large maps must be folded to fit into an 10 x 13-inch envelope with the application name of the plan showing.

I:/Shared/Templates/Application Handouts/Tree Retention Plan Handout 5.doc