



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

Master Facilities Plan

Application Fees:

Master Facilities Plan.....\$2,200.00
 Hearing Examine Deposit....\$2,500.00
 Plus SEPA Checklist...Add'l.....\$1,840.00
 Technology Fee: \$44.00

Number Required:	Description of Required Documents:	Required:
1	Master Facilities Plan Application Fee	A
6	Master Facilities Plan Application	A
1	Applicant/Owner Affidavit of Posting*	A
6	Operational Characteristics Description (See CDD Handout #6)	A
6	Compatibility Study pursuant to requirements set forth in LMC 18A.40.060.6.C-F	A
6	Site Plan (See CDD Handout #1)	A
1	1 Electronic Copy of application documents (i.e. compact disc)	A

1	Reduced Copy of the Development Plans 8½" x 11" or 11" x 17"	M
3	Parking Plan	M
3	Architectural Plans	M
3	Tree Retention Plan (See CDD Handout #5)	M
(See SEPA Form)	SEPA Environmental Review Application and \$1,840.00 Application Fee	M
3	Traffic study	M
1	Lease Agreement/Owner Approval	M
1	Certificate of Water Availability	M
1	P.C. Utilities Sewer Availability Letter or TPCHD Septic System Approval Letter	M

* PRIOR TO APPLICATION SUBMITTAL, the applicant will be required to post a notice board on the property. The notice board shall be a four foot by four foot (4'x4') plywood generic notice board mounted and bolted onto at least two (2) four inch by four inch (4"x4") wood posts and placed securely in the ground. The notice board shall be placed by the applicant in a conspicuous location on the street frontage bordering the subject property. A=Always required. M=May be required.



**MASTER FACILITIES PLAN
APPLICATION**

APPLICATION #: _____ **RECEIPT #:** _____
OFFICE USE ONLY OFFICE USE ONLY

ADDRESS/LOCATION: _____

ASSESSOR'S TAX PARCEL(S) NUMBER: _____

APPLICANT: (mandatory)

Name: _____ Daytime Phone: _____
Mailing Address: _____ E-mail: _____
City/State/Zip: _____ Fax Number: _____
Signature: _____

PROPERTY OWNER 1: (mandatory if different from applicant)

Name: _____ Daytime Phone: _____
Mailing Address: _____ E-mail: _____
City/State/Zip: _____ Signature: _____

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

Name: _____ Daytime Phone: _____
Mailing Address: _____ E-mail: _____
City/State/Zip: _____ Signature: _____

We, 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 are all of the legal owners of the property described above and designate the following party to act as our agent with respect to this application:

AGENT / CONSULTANT / ATTORNEY: Same as applicant above; OR

Name: _____ Daytime Phone: _____
Mailing Address: _____ E-mail: _____
City/State/Zip: _____ Fax Number : _____

OFFICE USE ONLY:

DATE APPLICATION RECEIVED: _____ RECEIVED BY: _____



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.

IF APPLICATION IS FOR A COTTAGE HOUSING PROJECT INCLUDE:

30. Individual cottage units and gross square footage of each unit.
31. Location and gross square footage of any proposed community building.
32. Overall density of the proposed project.
33. Any existing detached single family residential structures proposed to remain as part of the project.
34. The number of traditional units that could be constructed on the site under conventional development standards.
35. A note indicating any other cottage housing developments within 400 feet of the proposed development.
36. Location, dimensions and square footage of all common open spaces.
37. Orientation of front yard for all dwelling units.
38. Lot coverage of all structures and impervious areas.
39. Proposed pedestrian pathways and connections to streets and adjacent neighborhoods.

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 #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



***CITY OF LAKEWOOD
COMMUNITY DEVELOPMENT DEPARTMENT
HANDOUT #06***

OPERATIONAL CHARACTERISTICS DESCRIPTION

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.
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. Proposed number of full and part-time employees.
4. Proposed number of students on the site at any one time if application is for a day care or educational facility.
5. Maximum numbers of employees on the site at any one time.

- 6. Proposed hours, days, place and manner of operation.

- 7. Type of products or services proposed to be available on the site.

- 8. Number of commercial vehicles proposed to be parked or stored on the site.

- 9. 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).

- 10. Total square footage of the floor area of the tenant space.

- 11. Proposed type of equipment/machinery to be used by the business or stored on site (i.e., office equipment, manufacturing equipment, construction equipment).

- 12. Proposed use of outdoor space on lot (i.e., outdoor storage, outdoor display and sales of merchandise, parking/open space, recreation space).

- 13. 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

14. Previous use of property.

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. Storage, distribution, production and/or operations that involve the use of toxic or flammable materials.