



Community Development Department
 6000 Main Street SW
 Lakewood, WA 98499
 253-512-2266
permits@cityoflakewood.us
www.cityoflakewood.us

SHORELINE CONDITIONAL USE PERMIT APPLICATION

Application Fee: \$3,100
 Hearing Examiners Deposit: \$2,500
 Technology Fee: \$62

Electronic submittals are strongly encouraged, please contact the City of Lakewood permitting department at permits@cityoflakewood.us to submit electronically

GENERAL SUBMITTAL DOCUMENTS

REQUIRED: A=Always; M= Maybe

Shoreline Conditional Use Permit (CUP) Fee	A
Shoreline CUP Application Form	A
Applicant/Owner Affidavit of Posting*	A
Shoreline Development Permit General Description (See CDD Handout #8)	A
Answers Addressing How the Proposal Meets the Criteria from WAC 173-27-160(1) (See Application Form)	A
Shoreline Site Development Plan (See CDD Handout #9)	A
Landscaping Plan (See CDD Handout #3)	M
Architectural Plans	M
Tree Retention Plan (See CDD Handout #5)	M
SEPA Environmental Checklist Application and Fee	M
Biological or Habitat Assessment	M
Geotechnical Report	M
Electronic Copy of all submitted Development Plans and application documents (i.e. compact disc, USB drive or dropbox submittal)	A

* The applicant will be required to post a notice board on the property on which City notices can be placed. 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. The City will post a city-generated notice onto the board after receiving a complete application.

*** Parking Plan is not required if incorporated into site plan

*** Pursuant to WAC 197-11-330 the applicant may be required to provide additional supporting documents to support the environmental analysis after the City's initial review of the completed SEPA checklist



SHORELINE CONDITIONAL USE PERMIT 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 _____

City/State/Zip: _____ Professional License No: _____

Signature: _____ Contact Person: _____

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

Name: _____ Daytime Phone: _____

Mailing Address: _____ Email Address _____

City/State/Zip: _____ License No: _____

PROPERTY OWNER 1: (mandatory if different from applicant)

Name: _____ Daytime Phone: _____

Mailing Address: _____ Email Address _____

City/State/Zip: _____ Signature: _____

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

Name: _____ Daytime Phone: _____

Mailing Address: _____ Email Address _____

City/State/Zip: _____ 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 SUBMITTING A SHORELINE CUP APPLICATION. REQUIRED NUMBER OF COPIES SHALL ONLY APPLY TO NON-ELECTRONIC SUBMITTALS. ELECTRONIC SUBMITTAL IS STRONGLY ENCOURAGED:

- A. The completed original application form and one (1) additional copy, making sure that all of the required signatures have been obtained.
- B. One (1) copy of the Applicant/Owner Affidavit of Posting form, to include all of the required signatures.
- C. Ten (10) copies of the Shoreline Development Permit General Description in accordance with Community Development Department Handout #8.
- D. The applicant shall provide two (2) copies addressing how the proposal meets the following criteria from *WAC 173-27-160(1)*:

Uses which are classified or set forth in the applicable master program as conditional uses may be authorized provided that the applicant demonstrates all of the following:

- 1. That the proposed use is consistent with the policies of RCW 90.58.020 and the master program;*
- 2. That the proposed use will not interfere with the normal public use of public shorelines;*
- 3. That the proposed use of the site and design of the project is compatible with other authorized uses within the area and with uses planned for the area under the comprehensive plan and shoreline master program;*
- 4. That the proposed use will cause no significant adverse effects to the shoreline environment in which it is to be located; and*
- 5. That the public interest suffers no substantial detrimental effect.*

- E. Ten (10) copies of the Shoreline Site Development Plan in accordance with Community Development Department Handout #9.
- F. Ten (10) copies of a landscape plan in accordance with Community Development Department Handout #3 and addressing all applicable community design standards as identified by planning staff in the pre-application conference or design review meeting.
- G. If significant trees exist on the site, five (5) copies of a tree retention plan in accordance with Community Development Department Handout #5.
- H. Ten (10) copies of architectural drawings illustrating all building elevations, floor plan and site plan information.
- I. One (1) reduced copy (8 ½" x 11") of the development plans (Sections F-I above).
- J. If a SEPA Environmental Checklist is required for this project, the environmental checklist application must be completed and submitted in conjunction with this application.

**ALL LARGE MAPS MUST BE FOLDED TO FIT INTO A 10" x 13"
ENVELOPE WITH THE APPLICATION NAME OF THE PLAN SHOWING.**

All above items and any other material that may be required by the city must be submitted at the time of application in order for the application to be accepted as complete.

Handouts and application forms may be revised without notice.



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***CITY OF LAKEWOOD
COMMUNITY DEVELOPMENT
DEPARTMENT HANDOUT #08***

**SHORELINE DEVELOPMENT
GENERAL DESCRIPTION REQUIREMENTS**

The Shoreline Development General Description for a shoreline substantial development, conditional use, or variance permit shall contain, as a minimum, the following information in order to be deemed complete:

- 1) The name, address and phone number of the applicant. The applicant should be the owner of the property or the primary proponent of the project.

- 2) The name, address and phone number of the property owner, if other than the applicant.

- 3) Location of the property. This shall, at a minimum, include the property address and identification of the section, township and range to the nearest quarter, quarter section or latitude and longitude to the nearest minute. All applications for projects located in open water areas away from land shall provide a longitude and latitude location.

- 4) Identification of the name of the shoreline (water body) that the site of the proposal is associated with. This should be the water body from which jurisdiction of the act over the project is derived.

- 5) A general description of the proposed project that includes the proposed use or uses and the activities necessary to accomplish the project.

- 6) A general description of the property as it now exists including its physical characteristics and improvements and structures.

- 7) A general description of the vicinity of the proposed project including identification of the adjacent uses, structures and improvements, intensity of development and physical characteristics.

- 8) Extent and type of proposed improvements to the site within the 50' shoreline buffer and 200' Shoreline Jurisdictional area (i.e. new buildings, additions/alterations to existing buildings, landscaping, proposed bulkheads, piers/docks, and/or boatlifts, etc.).



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CITY OF LAKEWOOD COMMUNITY DEVELOPMENT DEPARTMENT HANDOUT #09

SHORELINE SITE DEVELOPMENT PLAN REQUIREMENTS

The development plans for a building permit, substantial development, conditional use, or variance permit shall contain, at a minimum, a surveyed site development plan consisting of maps and elevation drawings drawn to scale depicting clearly the following information in order to be deemed complete¹:

REQUIRED INFORMATION:

1. Vicinity map clearly showing the relationship of the property and proposed development or use to roads, utilities, other parcels and existing developments and uses on adjacent properties in the area.
2. North arrow and decimal engineering scale (ie. 1"=20'; **not** 1/8"=1' architectural scale).
3. Property Address.
4. Property lines.
5. Pierce County tax parcel number.
6. Lot dimensions and total square footage.
7. The ordinary high water mark of all water bodies located adjacent to or within the boundary of the project. This may be an approximate location, provided that for any development where a determination of consistency with the applicable regulations requires a precise location of the ordinary high water mark, the mark shall be located precisely and the biological and hydrological basis for the location as indicated on the plans shall be included in the development plan. Where the ordinary high water mark is neither adjacent to or within the boundary of the project, the plan shall indicate the distance and direction to the nearest ordinary high water mark of a shoreline.
8. The dimensions and locations of all existing and proposed structures and improvements including but not limited to: buildings, paved or graveled areas, roads, utilities, septic tanks and drainfields, material stockpiles or surcharge, and stormwater management facilities.
9. Quantity, source and composition of any fill material that is placed on the site whether temporary or permanent.
10. Quantity, composition and destination of any excavated or dredged material.
11. Dimensions of all setbacks (distance from the wall of all existing and proposed structures to property lines or shoreline buffer).
12. Existing and proposed fences or retaining walls (specify type and height of fence or wall).
13. The location of any structures on abutting properties within 5 feet of the property line.

¹ Refer to LMC 18A.60.090.D & E

14. Data required to be listed on the site plan:
 - a. Percent of site covered by structures.
 - b. Percent of site covered by impervious surface.
 - c. Total square footage of paved area.
15. The location of any proposed docks/ramps and bulkheads.
16. Existing and proposed land contours. The contours shall be at two-foot intervals to accurately determine the existing character of the property and the extent of proposed change to the land that is necessary for the development. Areas within the boundary that will not be altered by the development may be indicated as such and contours approximated for that area.
17. Data required for height calculations:
 - a. The existing grade elevation at the mid-point of each wall and at each corner of the structure.
 - b. Finished first floor elevation of proposed structure.
 - c. Highest elevation of finished structure.
18. All easements (access, utility, railroad, stormwater, etc.). Indicate type and dimensions of easement.

SITE-SPECIFIC INFORMATION – MAY BE REQUIRED:

19. A delineation of all wetland areas that will be altered or used as a part of the development.
20. A general indication of the character of vegetation found on the site.
21. Where applicable, a landscaping plan for the project.
22. Where applicable, plans for development of areas on or off the site as mitigation for impacts associated with the proposed project shall be included and contain information consistent with the requirements of this section.
23. Where applicable, a depiction of the impacts to views from existing residential uses and public areas.
24. On all variance applications the plans shall clearly indicate where development could occur without approval of a variance, the physical features and circumstances on the property that provide a basis for the request, and the location of adjacent structures and uses.

Additional information may be required based on the specific project and/or site.

APPLICANT/OWNER AFFIDAVIT OF POSTING

PRIOR TO APPLICATION SUBMITTAL, the applicant is 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. The affidavit is to be completed and submitted with the application **after** the notice board has been installed.

I, _____ state and swear; that in compliance with the provisions of the City of Lakewood Land Use and Development Code, I caused to have posted a four foot by four foot (4'x4') plywood face generic notice board in _____ conspicuous place(s) on the street frontage bordering the subject property which is the subject of the _____ application on the _____ day of _____, 20__.

Applicant Signature

Date

OR

Property Owner Signature

Date