



# Shoreline Variance Permit

6000 Main St. SW. Lakewood, WA 98499

Phone: (253) 512-2261

\* Note - Applications and all required documentation are required to be submitted through our online dashboard <https://pals.cityoflakewood.us/palsonline/#/dashboard>.

**Application Fee: \$3,100.00**

**Hearing Examiner Deposit: \$2,500.00  
Plus SEPA**

**Checklist...Add'n...\$1,840.00**

**Technology Fee: \$62.00**

| Number Required: | Description of Required Documents:   | Required: |
|------------------|--|-----------|
| 1                | Shoreline Variance Permit Fee  | A         |
| 1                | Shoreline Variance Application Form  | A         |
| 1                | Applicant/Owner Affidavit of Posting*  | A         |
| 1                | Shoreline Development Permit<br>General Description<br>(See CDD Handout #8)                          | A         |
| 1                | Applicant's Answers Addressing the<br>Required Findings<br>(See Shoreline Variance Application Form) | A         |
| 1                | Shoreline Site Development Plans<br>(See CDD Handout #9)   | A         |
| 1                | Geotechnical Report  | A         |

|                 |  |   |
|-----------------|--|---|
| 1               | Landscaping Plan (See CDD Handout #3)                                      | M |
| 1               | Architectural Plans  | M |
| 1               | Tree Retention Plan (See CDD Handout #5)                                   | M |
| (See SEPA Form) | SEPA Environmental Checklist Application<br>and \$1,840.00 Application Fee | 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= Maybe required.

Revised 12/26/19



## SHORELINE VARIANCE 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: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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: \_\_\_\_\_ E-Mail: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ License No: \_\_\_\_\_

.....  
**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: \_\_\_\_\_

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 VARIANCE APPLICATION:

- A. The completed original application form 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. One (1) copy of the Shoreline Development Permit General Description in accordance with Community Development Department Handout #8.
- D. One (1) copy of answers addressing Section 6.1.c., Criteria for Granting Variances, of the City of Lakewood Shoreline Master Program, for the type of variance requested:
  - 1) Variances for development that will be located **landward of the OHWM and landward of any wetland** may be authorized provided the applicant can demonstrate consistency with the following variance criteria as listed in WAC 173-27-170:
    - a. That the strict application of the bulk, dimensional, or performance standards set forth in the SMP precludes, or significantly interferes with, reasonable use of the property.
    - b. That the hardship described above is specifically related to the property, and is the result of unique conditions such as irregular lot shape, size, or natural features and the application of the SMP and not, for example, from deed restrictions or the applicant's own actions.
    - c. That the design of the project is compatible with other permitted activities within the area and with the uses planned for the area under the Comprehensive Plan and SMP and the design will not cause adverse impacts to the shoreline environment.
    - d. That the variance will not constitute a grant of special privilege not enjoyed by the other properties in the area.
    - e. That the variance requested is the minimum necessary to afford relief.
    - f. That the public interest will suffer no substantial detrimental effect.
  - 2) Variances for a development that will be located **waterward of the OHWM mark or within any wetland** may be authorized provided the applicant can demonstrate all of the following:

- a. That the strict application of the bulk, dimensional, or performance standards set forth in the SMP precludes all reasonable use of the property.
  - b. That the proposal is consistent with the criteria established under subsection (1)(a) through (f) of this section.
  - c. That the public rights of navigation and use of the shorelines will not be adversely affected.
- 3) In the granting of all variances, consideration shall be given to the cumulative impact of additional requests for like actions in the area. For example, if variances were granted to other developments and/or uses in the area where similar circumstances exist, the total of the variances shall also remain consistent with the policies of RCW 90.58.020 and shall not cause substantial adverse effects to the shoreline environment.
- 4) Variances from the use regulations of the SMP are prohibited.
- E. One (1) copy of the Shoreline Site Development Plan in accordance with Community Development Department Handout #9.
  - F. One (1) copy 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, one (1) copy of a tree retention plan in accordance with Community Development Department Handout #5.
  - H. One (1) copy of architectural drawings illustrating all building elevations, floor plan and site plan information.
  - I. A geotechnical report shall be required for any proposed grading and/or construction/repair/replacement of retaining walls. The geotechnical report shall describe the site slope stability and if the retaining walls will be holding back land surcharge.
  - 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. Environmental checklist processing fee: \$480 plus consulting fees over 4 hours.

**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.





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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 complete<sup>1</sup>:

**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.

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<sup>1</sup> Refer to LMC 18A.60.090.D & E, and Pierce County Shoreline Management Regulations

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. All large maps must be folded to fit into an 10 x 13-inch envelope with the application name of the plan showing.

**Handouts and application forms may be revised without notice.**



## 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