



Community Development Department  
 6000 Main Street SW  
 Lakewood, WA 98499  
 253-512-2261  
 permits@cityoflakewood.us  
[www.cityoflakewood.us](http://www.cityoflakewood.us)

## TEMPORARY USE PERMIT APPLICATION

Application Fee: \$200  
 Technology Fee: \$4.00

Applications and all required documentation are required to be submitted through our online dashboard <https://pals.cityoflakewood.us/palonline/#/dashboard>.

### GENERAL SUBMITTAL DOCUMENTS

REQUIRED: A=Always; M= Maybe

Temporary Use Permit Fee	A
Temporary Use Permit Application	A
Operational Characteristics Description (See CDD Handout #6)	A
Shoreline Development Permit General Description (See CDD Handout #8)	A
Narrative Addressing the Required Findings (See "C" in submittal description)	A
Site Plan (See CDD Handout #1)	A
Parking Plan	M
Lease Agreement/Owner Approval	M
Certificate of Water Availability	M
Sewer Availability Letter from P.C. Utilities or Septic System Approval Letter from TPCHD	M

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



## TEMPORARY USE PERMIT APPLICATION

**APPLICATION NAME:** \_\_\_\_\_ **ZONE:** \_\_\_\_\_

**PROPOSED USE:** \_\_\_\_\_

**ADDRESS/LOCATION:** \_\_\_\_\_

**PIERCE COUNTY PARCEL NUMBER (S):** \_\_\_\_\_ **ACRES:** \_\_\_\_\_

**APPLICANT:** (mandatory)

Name: \_\_\_\_\_ Contact Person? Yes \_\_\_ No \_\_\_

Mailing Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Name: \_\_\_\_\_ Contact Person? Yes \_\_\_ No \_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

**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 WITH APPLICATION SUBMITTAL. REQUIRED NUMBER OF COPIES SHALL ONLY APPLY TO NON-ELECTRONIC SUBMITTALS. ELECTRONIC SUBMITTAL IS STRONGLY ENCOURAGED:**

- A. The completed original application form, making sure that all of the required signatures have been obtained.
- B. One (1) copy of an operational characteristics description in accordance with Community Development Department Handout #6, and which includes:
  - 1. The length of time that the use will occupy the site or operate within the City of Lakewood, not to exceed forty-five (45) days except as provided in LMC 18A.30.740.E.
  - 2. A list of all city, state, and other applicable licenses and required approvals. A copy of each license or approval shall be provided with this application.
  - 3. Discussion of how the site will be cleaned and evidence of the temporary use removed from the site upon discontinuation of the use.
- C. One (1) copy of answers addressing *LMC Section 18A.30.750 Criteria for Granting Approval for a Temporary Use Permit*:
  - A. *The temporary use will be compatible with uses in the general vicinity and on adjacent properties.*
  - B. *The temporary use will not create a material adverse effect on the livability or appropriate development of abutting properties and the surrounding community.*
  - C. *The temporary use will not impair the normal, safe and effective operation of a permanent use on the same site.*
  - D. *The temporary use will comply with the requirements of the zone within which it is proposed.*
  - E. *The temporary use shall comply with all applicable standards of the Pierce County Health Department.*
  - F. *In applying temporary use criteria and determination of appropriate conditions, consideration shall be given, but not limited to:*
    - 1. *The harmony and scale, bulk, coverage, and density.*
    - 2. *The availability of public facilities and utilities.*
    - 3. *The harmful effect, if any, upon a desirable neighborhood character.*
    - 4. *The generation of traffic and the capacity of surrounding streets and roads.*
    - 5. *The creation of noise, vibration, odors, or other similar nuisances.*
    - 6. *Any other relevant impact on the peace, quiet, comfort, and enjoyment by and of the abutting properties and the surrounding community.*
- D. One (1) of a site plan in accordance with Community Development Department Handout #1, and which addresses the following standard:
  - 1. No Temporary Use shall occupy or use public rights-of-way, parks or other public lands in any manner unless specifically approved by the City Council.
- E. One (1) of a parking plan in accordance with Community Development Department Handout #2, and which addresses the following standards:
  - 1. If conducted in a parking lot or other parking facility, the temporary use shall not occupy or remove from availability more than twenty (20) percent of the spaces required for permanent uses on the site.
  - 2. Each site occupied by a temporary use must provide or have available sufficient off-street parking and vehicular maneuvering area for customers. Such parking need not comply with the

development requirements of LMC 18A.80, Parking, but must provide safe and efficient interior circulation and ingress and egress from the public right(s)-of-way.

- F. If applicable, one (1) copy of signed Certificate of Water Availability from Lakewood Water District.
- G. If applicable, one (1) copy of signed letter from Pierce County Sewer and Utilities regarding sewer availability or from the Tacoma Pierce County Health Department, if the site is not served by sewer.

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.



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

***CITY OF LAKEWOOD  
COMMUNITY DEVELOPMENT  
DEPARTMENT HANDOUT #6***

## **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.

**Criteria for Granting Approval for a Temporary Use Permit (LMC Section 18A.30.750)**

Written findings must be made that all of the standards and criteria provided below have been met or can be met by the proposal when conditions of approval are implemented. Please indicate how your proposed use will comply with the following criteria:

- A. *The temporary use will be compatible with uses in the general vicinity and on adjacent properties.*
  
- B. *The temporary use will not create a material adverse effect on the livability or appropriate development of abutting properties and the surrounding community.*
  
- C. *The temporary use will not impair the normal, safe and effective operation of a permanent use on the same site.*
  
- D. *The temporary use will comply with the requirements of the zone within which it is proposed.*
  
- E. *The temporary use shall comply with all applicable standards of the Pierce County Health Department.*
  
- F. *In applying temporary use criteria and determination of appropriate conditions, consideration shall be given, but not limited to:*
  - 1. *The harmony and scale, bulk, coverage, and density.*
  - 2. *The availability of public facilities and utilities.*
  - 3. *The harmful effect, if any, upon a desirable neighborhood character.*
  - 4. *The generation of traffic and the capacity of surrounding streets and roads.*
  - 5. *The creation of noise, vibration, odors, or other similar nuisances.*
  - 6. *Any other relevant impact on the peace, quiet, comfort, and enjoyment by and of the abutting properties and the surrounding community.*