



Community Development Department  
 6000 Main Street SW  
 Lakewood, WA 98499  
 253-512-2266  
 permits@cityoflakewood.us  
[www.cityoflakewood.us](http://www.cityoflakewood.us)

## SEPA CHECKLIST APPLICATION

- Type I and Type II (administrative) applications: \$550 plus \$11 technology fee
- Type III and Type IV (discretionary) applications: \$1,840 plus \$36.80 technology fee

*Type III and Type IV discretionary permits include: CUP, Land Use Modification, Planned Development Districts, Preliminary Plat, Public Facilities Master Plan, Shoreline CUP, Shoreline Substantial Development, Shoreline variance, Unusual Use(s), Variance, Site-Specific Rezones, Scrivener corrections to CPA map and/or CPA text*

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

### GENERAL SUBMITTAL DOCUMENTS

REQUIRED: A=Always; M= Maybe

SEPA Application Fee	A
Applicant/Owner Affidavit of Posting*	A
SEPA Environmental Checklist	A
Operational Characteristics Description (See CDD Handout #6)	A
Site Plan (See CDD Handout #1)	A
8½" x 11" Reduced Copy of Development Plans	A
Title Report	A
Traffic Study/Report	M
Landscaping Plan (See CDD Handout #3)	M
Irrigation Plan	M
Architectural Plans	M
Parking Plan (See CDD Handout #2)***	M
Tree Retention Plan (See CDD Handout #5)	M
Cultural Resources Report	
Noise Study	M
Biological or Habitat Assessment	M
Geotechnical Report	M
Lease Agreement/Owner Approval	M

\* 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



# ENVIRONMENTAL CHECKLIST APPLICATION FORM

Please fill in every field. If a field is not applicable mark N/A

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

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

PROJECT DESCRIPTION: \_\_\_\_\_

**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: \_\_\_\_\_ 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 #: \_\_\_\_\_ ZONE: \_\_\_\_\_

DATE APPLICATION RECEIVED: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_

DATE APPLICATION COMPLETE: \_\_\_\_\_ COMPLETENESS REVIEW BY: \_\_\_\_\_

# SEPA ENVIRONMENTAL CHECKLIST

## ***Purpose of checklist:***

Governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

## ***Instructions for applicants:***

This environmental checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. You may use "not applicable" or "does not apply" only when you can explain why it does not apply and not when the answer is unknown. You may also attach or incorporate by reference additional studies reports. Complete and accurate answers to these questions often avoid delays with the SEPA process as well as later in the decision-making process.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

## ***Instructions for Lead Agencies:***

Please adjust the format of this template as needed. Additional information may be necessary to evaluate the existing environment, all interrelated aspects of the proposal and an analysis of adverse impacts. The checklist is considered the first but not necessarily the only source of information needed to make an adequate threshold determination. Once a threshold determination is made, the lead agency is responsible for the completeness and accuracy of the checklist and other supporting documents.

## ***Use of checklist for nonproject proposals:***

For nonproject proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B plus the [SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS \(part D\)](#). Please completely answer all questions that apply and note that the words "project," "applicant," and "property or site" should be read as "proposal," "proponent," and "affected geographic area," respectively. The lead agency may exclude (for non-projects) questions in Part B - Environmental Elements –that do not contribute meaningfully to the analysis of the proposal.

## **A. Background**

1. Name of proposed project, if applicable:
2. Name of applicant:
3. Address and phone number of applicant and contact person:
4. Date checklist prepared:
5. Agency requesting checklist:
6. Proposed timing or schedule (including phasing, if applicable):
7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.
8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.
9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.
10. List any government approvals or permits that will be needed for your proposal, if known.
11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)

12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

## **B. ENVIRONMENTAL ELEMENTS**

### **1. Earth**

a. General description of the site:

(circle one): Flat, rolling, hilly, steep slopes, mountainous, other \_\_\_\_\_

b. What is the steepest slope on the site (approximate percent slope)?

c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils.

d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.

e. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill.

f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.

g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?

h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any:

## 2. Air

- a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known.
  
  
  
  
  
  
  
  
  
  
- b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.
  
  
  
  
  
  
  
  
  
  
- c. Proposed measures to reduce or control emissions or other impacts to air, if any:

## 3. Water

### a. Surface Water:

- 1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.
  
  
  
  
  
  
  
  
  
  
- 2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.
  
  
  
  
  
  
  
  
  
  
- 3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.
  
  
  
  
  
  
  
  
  
  
- 4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.
  
  
  
  
  
  
  
  
  
  
- 5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.

6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.

b. Ground Water:

1) Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give general description, purpose, and approximate quantities if known.

2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals. . . ; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

c. Water runoff (including stormwater):

1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.

2) Could waste materials enter ground or surface waters? If so, generally describe.

3) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.

d. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any:

#### 4. Plants

- a. Check the types of vegetation found on the site:

\_\_\_\_deciduous tree: alder, maple, aspen, other  
\_\_\_\_evergreen tree: fir, cedar, pine, other  
\_\_\_\_shrubs  
\_\_\_\_grass  
\_\_\_\_pasture  
\_\_\_\_crop or grain  
\_\_\_\_ Orchards, vineyards or other permanent crops.  
\_\_\_\_ wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other  
\_\_\_\_ water plants: water lily, eelgrass, milfoil, other  
\_\_\_\_ other types of vegetation

- b. What kind and amount of vegetation will be removed or altered?

- c. List threatened and endangered species known to be on or near the site.

- d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:

- e. List all noxious weeds and invasive species known to be on or near the site.

#### 5. Animals

- a. List any birds and other animals which have been observed on or near the site or are known to be on or near the site.

Examples include:

birds: hawk, heron, eagle, songbirds, other:  
mammals: deer, bear, elk, beaver, other:  
fish: bass, salmon, trout, herring, shellfish, other \_\_\_\_\_

- b. List any threatened and endangered species known to be on or near the site.



c. Is the site part of a migration route? If so, explain.

d. Proposed measures to preserve or enhance wildlife, if any:

e. List any invasive animal species known to be on or near the site.

## 6. Energy and Natural Resources

a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.

b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.

c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:

## 7. Environmental Health

a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so, describe.

1) Describe any known or possible contamination at the site from present or past uses.

2) Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.

- 3) Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.
  
- 4) Describe special emergency services that might be required.
  
- 5) Proposed measures to reduce or control environmental health hazards, if any:

b. Noise

- 1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?
  
- 2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site.
  
- 3) Proposed measures to reduce or control noise impacts, if any:

**8. Land and Shoreline Use**

- a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe.
  
- b. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses as a result of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use?

1) Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how:

c. Describe any structures on the site.

d. Will any structures be demolished? If so, what?

e. What is the current zoning classification of the site?

f. What is the current comprehensive plan designation of the site?

g. If applicable, what is the current shoreline master program designation of the site?

h. Has any part of the site been classified as a critical area by the city or county? If so, specify.

i. Approximately how many people would reside or work in the completed project?

j. Approximately how many people would the completed project displace?

k. Proposed measures to avoid or reduce displacement impacts, if any:

L. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:

m. Proposed measures to ensure the proposal is compatible with nearby agricultural and forest lands of long-term commercial significance, if any:

## 9. Housing

a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.

b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.

c. Proposed measures to reduce or control housing impacts, if any:

## 10. Aesthetics

a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?

b. What views in the immediate vicinity would be altered or obstructed?

c. Proposed measures to reduce or control aesthetic impacts, if any:

## 11. Light and Glare

a. What type of light or glare will the proposal produce? What time of day would it mainly occur?

b. Could light or glare from the finished project be a safety hazard or interfere with views?

c. What existing off-site sources of light or glare may affect your proposal?

d. Proposed measures to reduce or control light and glare impacts, if any:

## 12. Recreation

a. What designated and informal recreational opportunities are in the immediate vicinity?

b. Would the proposed project displace any existing recreational uses? If so, describe.

c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:

## 13. Historic and cultural preservation

a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers located on or near the site? If so, specifically describe.

b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources.

c. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc.

- d. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.

#### 14. Transportation

- a. Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any.
  
- b. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop?
  
- c. How many additional parking spaces would the completed project or non-project proposal have? How many would the project or proposal eliminate?
  
- d. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private).
  
- e. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.
  
- f. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates?
  
- g. Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe.
  
- h. Proposed measures to reduce or control transportation impacts, if any:

**15. Public Services**

- a. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe.
  
  
  
  
  
  
  
  
  
  
- b. Proposed measures to reduce or control direct impacts on public services, if any.

**16. Utilities**

- a. Circle utilities currently available at the site:  
  
electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system,  
other \_\_\_\_\_
  
  
  
  
  
  
  
  
  
  
- b. Describe the utilities that are proposed for the project, the utility providing the service,  
and the general construction activities on the site or in the immediate vicinity which might  
be needed.

**C. Signature**

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature: \_\_\_\_\_  
Name of signee \_\_\_\_\_  
Position and Agency/Organization \_\_\_\_\_  
Date Submitted: \_\_\_\_\_



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

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

## **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.
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.

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



## ***CITY OF LAKEWOOD COMMUNITY DEVELOPMENT DEPARTMENT HANDOUT #1***

6000 Main St. SW, Lakewood, WA 98499

Phone: (253) 512-2261

### **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. 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