



6000 Main St. SW, Lakewood, WA 98499

Phone: (253) 512-2261

***CITY OF LAKEWOOD  
COMMUNITY DEVELOPMENT  
DEPARTMENT HANDOUT #10***

**DEVELOPMENT PLAN REQUIREMENTS FOR  
INTEGRATED SIGN PLAN APPLICATIONS**

- 1) **Integrated Sign Plan Project Description.** The applicant shall provide a written explanation of the design parameters implied in the integrated sign plan. Please be sure to include:
  - a) Explanation of the project's unique sign needs and the comprehensive rationale for the proposed signage.
  - b) Justification for any deviations or exceptions to the existing sign code.
  
- 2) **Site Plan.** The following items are required to be depicted on the site plan:
  - a) Site address
  - b) Property lines.
  - c) North arrow and decimal engineering scale (ie. 1"=20'; **not** 1/8"=1' architectural scale).
  - d) Pierce County tax parcel number.
  - e) Total site acreage.
  - f) Identify the legal property boundaries of the project site. If there are multiple parcels owned by the applicant, identify the boundaries of each lot and clearly illustrate the limits of the project site.
  - g) 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.
  - h) Location and dimensions of any existing or proposed free-standing signs. Please number and catalog each sign to correspond with the exhibits provided within the application.
  - i) Location and type of any existing or proposed exterior lighting to be placed on the site.
  - j) Proposed and existing building locations (include building footprint and dimensions).
  - k) Dimensions of all setbacks (including freestanding signs).
  - l) Location of existing and proposed landscape areas (include dimensions inside of curbing and square footage inside curbing).
  - m) Existing and proposed fences or retaining walls (specify type and height of fence or wall).
  - n) Location of all paved/parking areas.

- 3) **Existing Sign Inventory.** The applicant shall depict the location of all existing freestanding and wall signs. Identify which signs are considered non-conforming as defined in LMC 18A.50.675. Please indicate how the property owner plans to address the existing non-conforming signs.
- 4) **Freestanding/Wall Sign Design Illustrations.** The following items are required for the freestanding/wall sign design illustrations:
- a) Drawn to scale.
  - b) Proposed sign locations.
  - c) Building elevation drawings (include the total area of each building façade or tenant space, if a multiple tenant building. Please illustrate each side of the building).
  - d) Sign elevation (front and side views).
  - e) Foundation diagram or mounting diagram.
  - f) Plan view diagram.
  - g) Proposed sign dimensions and sign area for each sign (illustrate the proposed sign dimensions in feet).
  - h) Other relevant information/justification (i.e., wall sign # 23 is meant to be visible a distance of 300' while driving along Gravelly Lake Drive SW).
- 5) **Floor Plan Diagram.** Please provide general building floor plans for each building located on the project site indicating and identifying separate lease spaces. Please include the total square footage per lease space and identify the proposed use/occupancy (office, manufacturing, warehouse, retail, etc.).

**Additional information may be required based on the specific project and/or site. THE APPLICATION MUST BE ORGANIZED AND SUBMITTED IN PRESENTATION FORMAT, INCLUDING SECTION DIVIDERS AND PAGE NUMBERS (LISTED ON THE BOTTOM LEFT HAND CORNER OF EACH PAGE). ALL LARGE MAPS MUST BE DUPLICATED IN 11x17 FORMAT AND INCLUDED IN THE PRESENTATION BOOKLET.**

Handouts and application forms may be revised without notice.