



***CITY OF LAKEWOOD
COMMUNITY DEVELOPMENT DEPARTMENT
HANDOUT #07***

**SITE PLAN REQUIREMENTS FOR TENANT IMPROVEMENTS AND
MINOR ADDITIONS TO COMMERCIAL AND INDUSTRIAL PROJECTS**

1. Site address.
2. Property lines.
3. North arrow and decimal engineering scale (ie. 1"=20'; **not** 1/8"=1' architectural scale).
4. Pierce County tax parcel number.
5. Lot dimensions and total square footage.
6. 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.
7. Existing building locations.
8. Dimensions and square foot area of all proposed additions.
9. Dimensions and square foot area of all structures or pavement expected to be removed.
10. Dimensions of all setbacks (distance from the wall of all existing and proposed structures to property lines).
11. Location, dimensions and square foot area of all parking areas.
12. Vehicle loading and unloading areas, including dimensions of truck loading and maneuvering areas and total square footage.
13. Location of all paved areas.
14. Location of other proposed landscape areas (include dimensions inside of curbing and square footage inside curbing).
15. Existing and proposed fences or retaining walls (specify type and height of fence or wall).
16. Location and dimensions of any free-standing signs.
17. Location of outside storage areas (include dimensions and total square footage).
18. Location of trash dumpster(s).
19. 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.
20. Critical areas, such as slopes, wetlands, shorelines and wildlife habitat.

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.