



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

## SEPA MODIFICATION APPLICATION

Application Fee: ¼ OF ORIGINAL PERMIT COST; SEE SEPA FEES BELOW

- 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*

**Electronic submittals are strongly encouraged, please contact the City of Lakewood permitting department at [permits@cityoflakewood.us](mailto:permits@cityoflakewood.us) to submit electronically**

### GENERAL SUBMITTAL DOCUMENTS

REQUIRED: A=Always; M= Maybe

SEPA Modification Application Fee	A
Detailed description of all modifications to previous project proposal	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
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	M
Noise Study	M
Biological or Habitat Assessment	M
Geotechnical Report	M
Lease Agreement/Owner Approval	M
<b>Electronic Copy of all submitted Development Plans and application documents (i.e. compact disc, USB drive or dropbox submittal)</b>	<b>A</b>

\*\*\* 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



# SEPA MODIFICATION APPLICATION FORM

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 DEEMED COMPLETE: \_\_\_\_\_ COMPLETENESS REVIEW BY: \_\_\_\_\_

## **Project Modification/Addendum**

Provide a detailed description of all modifications to the previous project proposal below.



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

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

### **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. ALL LARGE MAPS MUST BE FOLDED TO FIT INTO A 10 X 13 INCH ENVELOPE WITH THE APPLICATION NAME OF THE PLAN SHOWING.**

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



***CITY OF LAKEWOOD  
COMMUNITY DEVELOPMENT DEPARTMENT  
HANDOUT #06***

**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.