Submitting Land Use Application
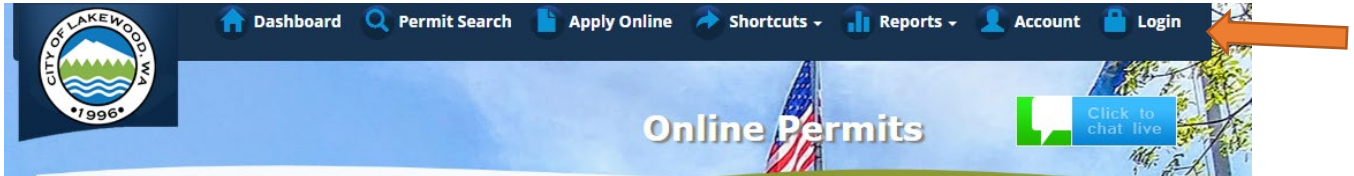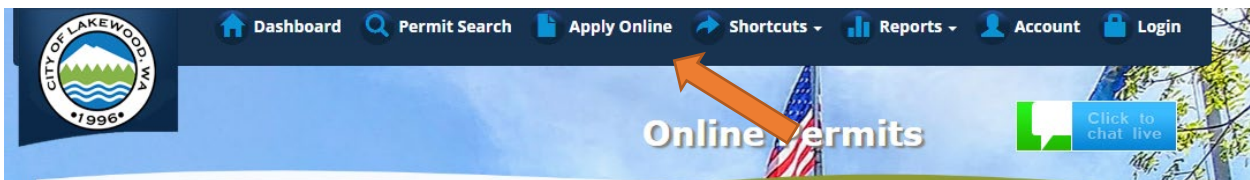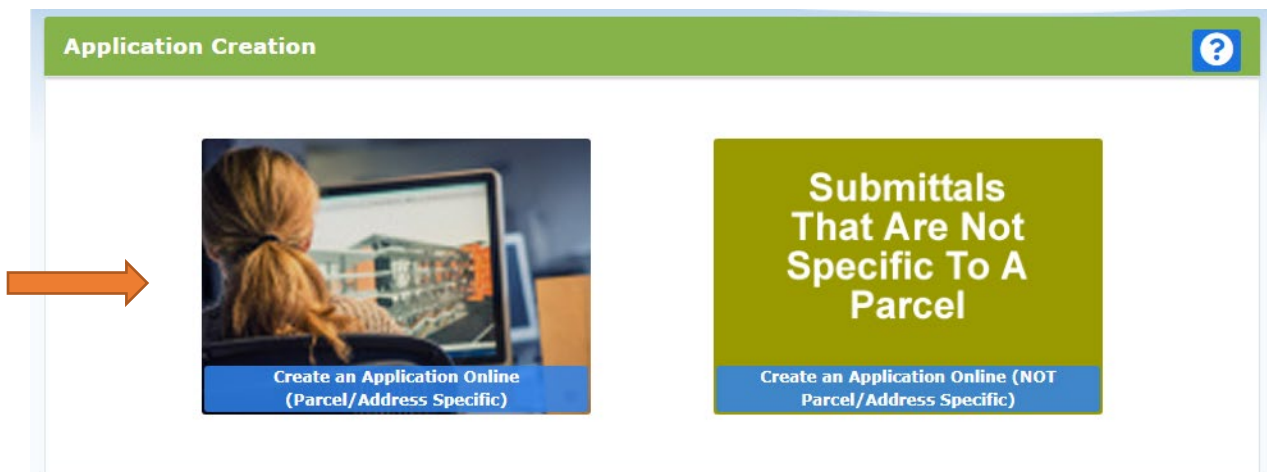
- Start at https://pals.cityoflakewood.us/palsonline/#/dashboard and click on Login at the top of the page and enter your email address and password.
    - If you do not currently have an account you will need to sign up for one before moving on. You will be asked to provide basic information.

- Once logged in click on "Apply Online" along the top of the site.

- Select "Create an Application Online (Parcel/Address Specific)

- Select either Tax Parcel # or Site Address option. Then parcel number or address in the text box.

- The following page is to confirm the address or parcel you've entered – you can click "Create" to move forward.

- Select "Land Use & Environmental Review "

- The proceeding screens will just ask you to confirm your information and the Site Information.
- Type of Project –

- o Select One (Permit Type) – Below is a list of <u>some</u> available permit types.
- o Short Description of Project – Include a brief description of the scope of work to be performed.

- The next screen is where you'll be able to upload the permit applications.
  - o If you've already completed the required applications and saved it/them to your computer all you'll need to do is click "Browse" and select the correct file.
  - o If you have not completed the actual application please click here for a list of permit forms.
- Once all the necessary documents have been uploaded you will be able to select "Next".

Pre-Screening Application to Construct/Build Something ❓

Contact Info 〉 Site Address 〉 Project 〉 **Attachments** 〉 Summary

Parcel Number: 4001880100 - 6000 MAIN ST SW

Attachments   **Next →**

Depending on the type of project you are submitting there may be a list of suggested documents below. Attaching each of them will make the processing of your application more successful. If there is no list or you have additional material please attach them in the Additional Documents section.

Handout - Single Family Residential Site Plan	*MECHANICAL_PERMIT_2.06.20.pdf*	☁	🗑
Home Occupation Permit	**Browse**		
Mechanical Permit	**Browse**		
Residential Building Permit	**Browse**		
Right of Way Permit	**Browse**		
Single Family Residential Checklist	**Browse**		

Additional Documents: Some projects may require items that are not listed above or you may have additional documents that you want us to see when processing your submittal, please add them here.

Browse

☁ Ready for upload.	● Only PDF files are valid to upload.	
⋯ Uploading in progress.	🗑 Click to delete.	
✓ Uploading complete.	● Only twenty files may be uploaded.	
⚠ Failed to upload.	● Each file must be less than 50MB (51200 KB).	

- Once you click "Next" the system will ask that you confirm the information and uploads included. Once confirmed you can click "Submit".

Pre-Screening Application for Shoreline, Environmental or Land Use Review ❓

Contact Info 〉 Site Address 〉 Project 〉 Attachments 〉 **Summary**

Parcel Number: 4001880100 - 6000 MAIN ST SW

Summary   **Submit →**

Please validate that the below information is correct.
Keep in mind that items missing from the application/submittal may result in a delay before we can begin project review.
Edit if necessary, then click 'Submit'.

	Parcel Number:	4001880100
Edit	Site Address:	6000 MAIN ST SW
Edit	Project Type: Work Description:	Land Use and Environmental Review test
Edit	Applicant:	6000 Main St Lakewood, WA 98499
Edit	Attachments:	test