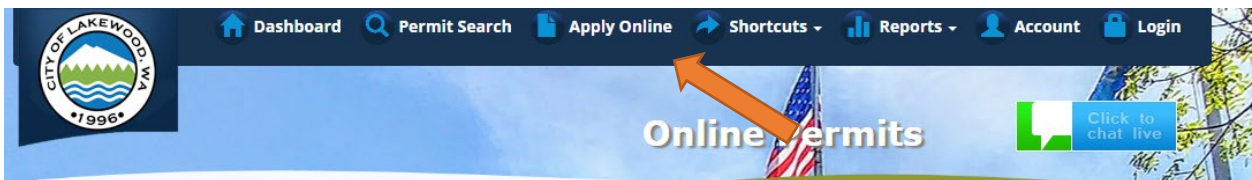


Submitting Street Vacation Permit

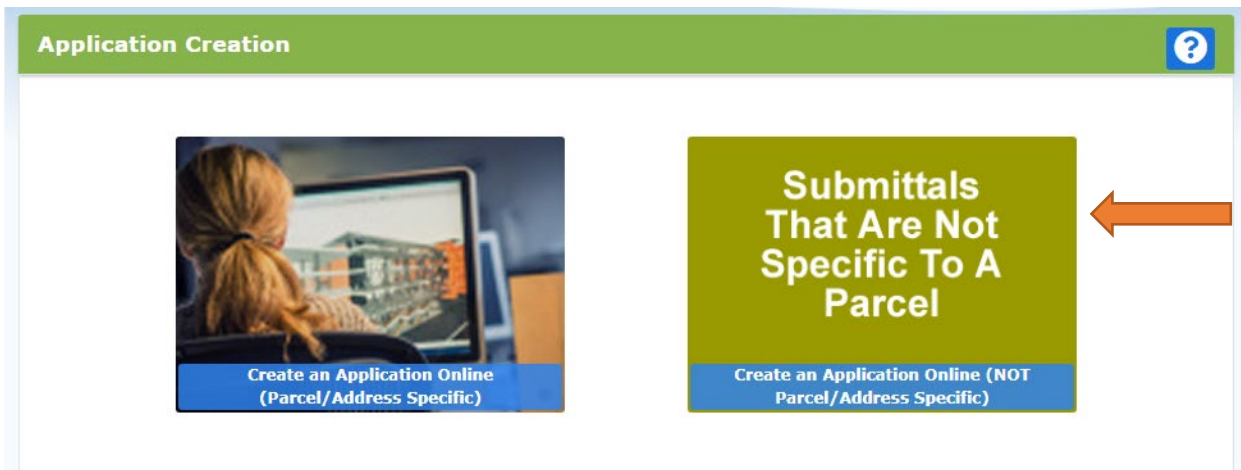
- Start at <https://pals.cityoflakewood.us/palsonline/#/dashboard> and click on Login at the top of the page and enter your email address and password.
 - If you do not currently have an account you will need to sign up for one before moving on. You will be asked to provide basic information.



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

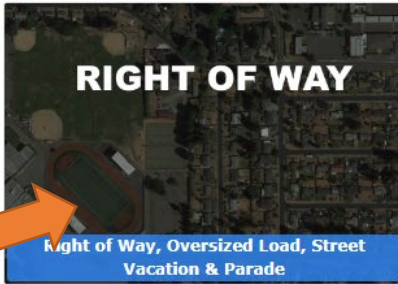


- Select “Create an Application Online (NOT Parcel/Address Specific)”



- Select “Right of Way, Oversized Load, Street Vacation & Parade”

Submittals That Are Not Specific To A Parcel



- The proceeding screens will just ask you to confirm your information and the Site Information.
- Type of Project – Street Vacation
 - Short Description of Project – Include a brief description of the scope of work to be performed.

Pre-Screening Application - Right of Way

Contact Info > **Project** > Attachments > Summary

Project Information Next →

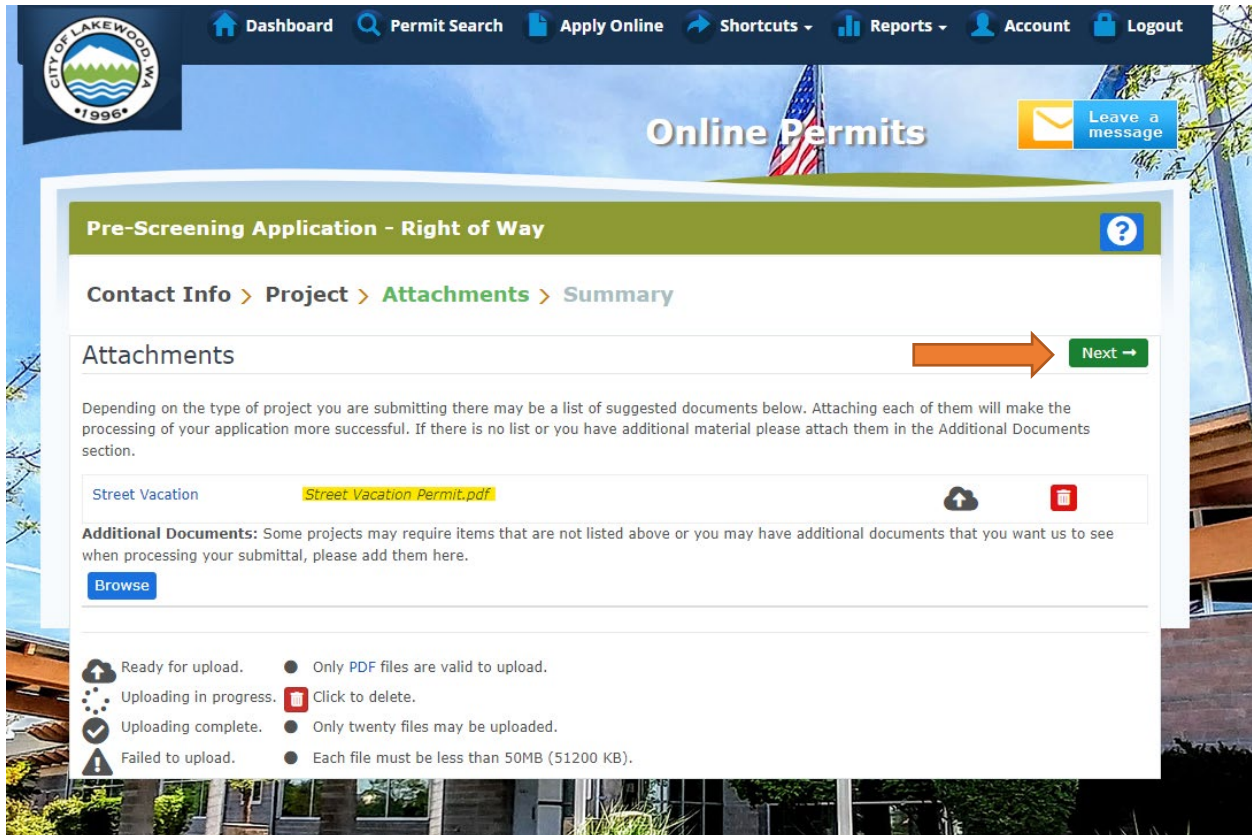
Type of Project:

Short Description of Project:

- The next screen is where you'll be able to upload the permit application(s).
 - 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.
 - If you have not completed the actual application you're able to select the document and complete it from there. You will be required to

print out the document, complete it, and scan it to your computer before moving forward.

- Once all the necessary documents have been uploaded you will be able to select “Next”.



- 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 - Right of Way



[Contact Info](#) > [Project](#) > [Attachments](#) > [Summary](#)

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'.

[Edit](#)

Project Type: Right of Way, Oversized Load, Street Vacation & Parade
Work Description: test

[Edit](#)

Applicant:
6000 Main St
Lakewood, WA 98499

[Edit](#)

Attachments:

Street Vacation	Street Vacation Permit.pdf
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