



# Planning and Public Works

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

Visit our office:  
Tues. – Thurs. 9am – 12pm

Contact us:  
Permit Center  
[permits@cityoflakewood.us](mailto:permits@cityoflakewood.us)

Rental Housing Safety Program  
[rentals@cityoflakewood.us](mailto:rentals@cityoflakewood.us)

Business Licensing  
[businesslicensing@cityoflakewood.us](mailto:businesslicensing@cityoflakewood.us)

Engineering  
[publicworksengineering@cityoflakewood.us](mailto:publicworksengineering@cityoflakewood.us)

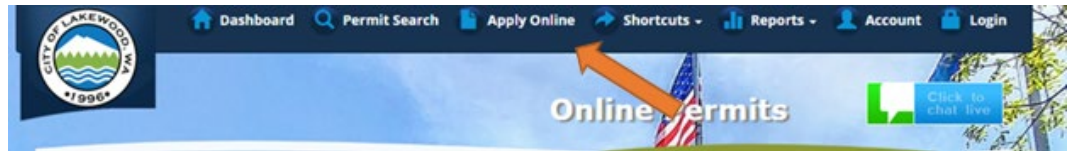
Planning  
[planning@cityoflakewood.us](mailto:planning@cityoflakewood.us)

# Submitting an Annual Right of Way 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 (Not Parcel/Address Specific)”



- Select “Right of Way”
  - The proceeding screens will just ask you to confirm your information and the Site Information.

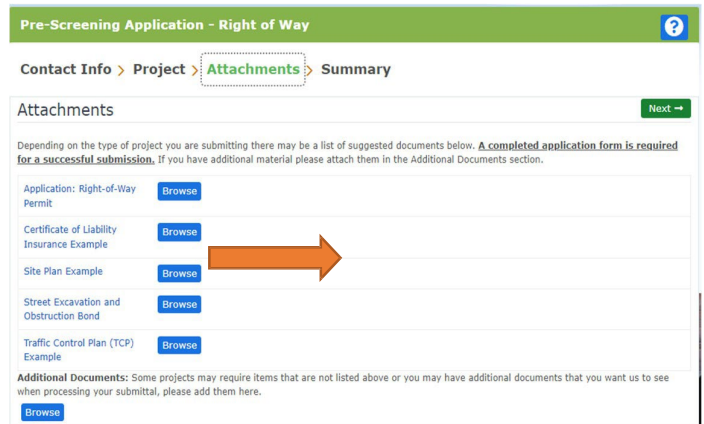


- Type of Project – Right-Of-Way-Annual
  - Short Description of Project – Include a brief description of the scope of work to be performed.
  - Click “Next”



- The next screen is where you’ll be able to upload the necessary documents
  - 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.
  - A COI is required for a successful application.

- 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”.

