



Planning and Public Works

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Contact us:

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Site Development Permit (SDP)

Code References:

- [Lakewood Municipal Code \(LMC\) Title 12](#)
- For a full list of adopted guidelines and regulations see [LMC 12.03.020](#)
- [City of Lakewood Engineering Standards Manual](#)
- [2024 Ecology Stormwater Management Manual for Western Washington](#)
- [WSDOT – Referenced Standard Plans](#)
- [Pierce County – Referenced Standard Drawings](#)
- [Pierce County – Sanitary Sewer Standard Details](#)
- View all Standard Plans and Manuals on our website [HERE](#)

What is a Site Development Permit?

A Site Development Permit is an engineering permit that reviews for land disturbing activities and infrastructure improvements associated with a development. This includes development in or near sensitive critical areas (such as steep slopes, shoreline, or wetlands), and maintenance or improvement of public roadways or flood control projects by a private entity.

The SDP provides a mechanism to ensure stormwater quantity and quality concerns, as well as other infrastructure, including roads, sidewalks, and utilities, are addressed prior to site development by:

- Requiring Stormwater Pollution Prevention Control Plans (SWPPP) for construction activities.
- Requiring review of site development civil engineering plans and other stormwater documents for the development and,
- Inspection of stormwater facilities and civil infrastructure items during construction.

When is a Site Development Permit Required?

A Site Development Permit is required for any of the following activities:

- Any work within 25 feet of a stream, gully, ditch, settling pond, creek, river, drainage course, or floodplain.
- Any cutting and clearing and/or grubbing in a "sensitive" area. Sensitive can mean shoreline area, up slope from a

shoreline area, a "High Risk" area (Likely sedimentation runoff risk), or on/at/near a steep slope.

- Cutting and clearing and/or grubbing of more than 5,000 square feet.
- Import or disturbance of more than 25 cubic yards of material not covered by another permit. Please Note: Single family residence foundation should be excluded from this calculation.

No site development shall occur until a site development permit has been issued, and a preconstruction meeting has been held.

Retaining Walls

Retaining walls are required to be submitted under a building permit if they:

- Are taller than 4' from the bottom of the footing to the top of the wall
- Subject to surcharge regardless of height

When is an Engineer Required?

A professional engineer is required for all the following development proposals per [LMC 12.05.010](#) when:

- A Site Development Permit is required
- Proposed work in right-of-way, this will also require a Right-of-Way Permit per [LMC 12.04.050](#).
- Proposed work that involves slide-prone or unstable soils as described in [LMC 14.146.020](#).
- A Traffic Mitigation Memo or Traffic Impact Analysis (TIA) is required for submittal.
- Site development where the City determines it is in the public's best interest to require that certain submittal documents be prepared by a licensed Civil Engineer.
- Improvements within the boundaries of the City of Lakewood rights-of-way for which the City of Lakewood will ultimately assume responsibility for maintenance.
- Whenever an engineer is required by the [City of Lakewood Engineering Standards Manual](#), including but not limited to design of conveyance, on-site storm water management, flow control, and water quality treatment Best Management Practices (BMPs).

What is the Cost of a Site Development Permit?

Please review the City's Fee schedule located on the [website](#).

If Pierce County Sewer, West Pierce Fire District and Lakewood Water District permits are needed for a project, additional fees may apply.

What Other Permits May be Required for a Project Requiring a Site Development Permit?

Depending on the scope of your project you may be required to obtain a:

- City [Right-of-Way Permit](#) (work within public roadways)
- To vacate a right of way ([Street Vacation Permit](#))
- City [Land Use Permit](#) (depending on project) (Tree Removal if applicable)
- City Shoreline Permits (depending on proximity to lakes and certain streams)
- City Critical Area Permits (depending on proximity to critical areas)
- City Building Permits (for structures, detention vaults, retaining walls, demolitions)
- State Environmental Policy Act (SEPA) Threshold Determination
- Traffic Mitigation Fee Permit if located in the Downtown
- Washington Department of Natural Resource Forest Practice Permit
- Hydraulic Project Approval (HPA) from the WA Dept of Fish and Wildlife
- National Pollution Discharge Elimination System (NPDES) Construction Stormwater General Permit from WA Dept of Ecology (when 1 or more acres are disturbed for total project, even if built in phases)

Am I Required to Have a Pre-Application Conference Before Submittal?

No. The pre-application conference is strongly encouraged and is scheduled through the Planning and Public Works Department. The applicant, his/her contractor and engineers meet with review staff to discuss their proposal. The purpose of this conference is to prepare the applicant for the project submittal process.

What is the Process After Submittal?

After you have submitted a complete Site Development application, Planning and Public Works engineering staff will review your application for compliance with standards. If corrections or clarifications are needed, they will send the applicant an information request.

My Application was Approved and Issued, What Now?

Once the permit is issued, prior to work commencing, the contractor will need to schedule a pre-construction inspection/meeting with a City of Lakewood Inspector. The purpose of the inspection is to meet with the applicant and all project representatives associated with the project to review the approved project scope and conditions, identify points of contact, and best practices for communication throughout the project.

How Do I Schedule an Inspection on My Active Site Development Permit?

All inspection scheduling requests shall be made through the [City's Online Permit Dashboard](#) or by contacting 253-512-2266. Instructions on how to request an inspection online can be found here: [Scheduling an inspection online](#).