

Site Plan Requirements



Planning and Public Works

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Tues. – Thurs. 9am – 12pm

Contact us:
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permits@cityoflakewood.us

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Revised:
April 15, 2025

Code References:

- [Lakewood Municipal Code \(LMC\) Title 12](#)
- [LMC Title 14](#)
- [LMC Title 15](#)
- [LMC Title 16](#)
- [LMC Title 17](#)
- LMC Titles [18A](#), [18B](#) and [18C](#)

What is a Site Plan?

A site plan is an accurate, scaled or dimensioned drawing of your property, the proposed project and its location on a parcel/property. Site plans must include manmade and natural features such as:

- Wetlands,
- Streams,
- Trees,
- Shorelines,
- Lot lines with dimensions,
- Easements,
- Roads,
- Driveways and parking,
- Structures.

Site plans show both what currently exists on the site and help illustrate what proposed changes your project will entail. The goal of an approved site plan will show how the project meets various development standards which are required for zoning, building, land use, environmental, and site development.

A site plan would accompany you application submitted in our online [Permit Dashboard](#). Site plans are not required for interior building remodels unless:

- Changing the use of the building which triggers changes to the existing site's layout or building footprint,
- Adding dwelling units, sleeping quarters or bedrooms,
- Increasing the total square footage or valuation of the structure,
- Changing the existing egress points from the structure, or
- Proposal includes street frontage or site development improvements.

Assistance

Accurate site plans are critical to a complete application and assist in a timely review of your application and compliance with Lakewood Municipal Code.

Our Permit Center and planning staff are available to assist you as you research specifics about your property. There are several ways you can connect with our Team of experts:

- Contact our Permit Center team at permits@cityoflakewood.us or by calling 253-512-2261 for application assistance.
- Stop by during Planner of the Day, Tuesday-Thursday, 9am-12pm.
- Contact planning@cityoflakewood.us or 253-512-2261.

About My Property

About my Property has helpful information about current zoning, lot size in acreage, school district, sewer service area, environmental constraints and much more! Please visit the online [Permit Dashboard](#) and select *Research Property* on the bottom right of the screen. Once selected, [About My Property](#) webpage appears. Enter the tax parcel number or site address to look up property specifics.

Online Public Mapping & Resources

Basic property information such as property lines and lot area are available on the online [Permit Dashboard](#) by selecting City of Lakewood's [Public GIS](#) portal. You can also visit Pierce County Assessor-Treasurer Office [Informational Portal](#) available online.

Setbacks

Setbacks are the minimum distance required between a property or easement and a building. A setback can vary and depends on the property's zoning and whether it's a residential or commercial structure. To learn more about minimum setbacks, for zoning please visit LMC 18A.60.030 [Site Planning and Development Standards](#) and for building, LMC Title 15.

Critical Areas and Shorelines

Critical areas and shorelines are sensitive natural areas that have development restrictions or prohibitions. Critical areas and shorelines have buffers or protection areas, in addition to building setback requirements.

For shorelines, please visit Lakewood's Shoreline Master Program Lakewood Municipal Code (LMC) [Title 16](#). For Critical Area requirements please visit [LMC Title 14](#).

For additional information, please review Shoreline Permitting Pro-Tip, Critical Area Designation & Protection Pro-Tip, and out Tree Preservation and Protection Pro Tip.

Recorded Documents

Recorded easements, land divisions, covenants, deeds and much more can be found can be found by visiting online at the Pierce County Auditor's [Recorded Documents](#).

Example Site Plan

Property Owner Name
 Property Address
 Tax Account Parcel #

SAMPLE PLOT PLAN

Scale: 1"=20'

IMPERVIOUS SURFACE CALCS
 Proposed Building Roof Outline: 2500 sf.
 Proposed Patio: 200 sf.
 Proposed Garage: 500 sf.
 Proposed Driveway: 610 sf.
 Proposed Solid Surface Deck: 280 sf.
 Proposed Covered Porch: 75 sf.

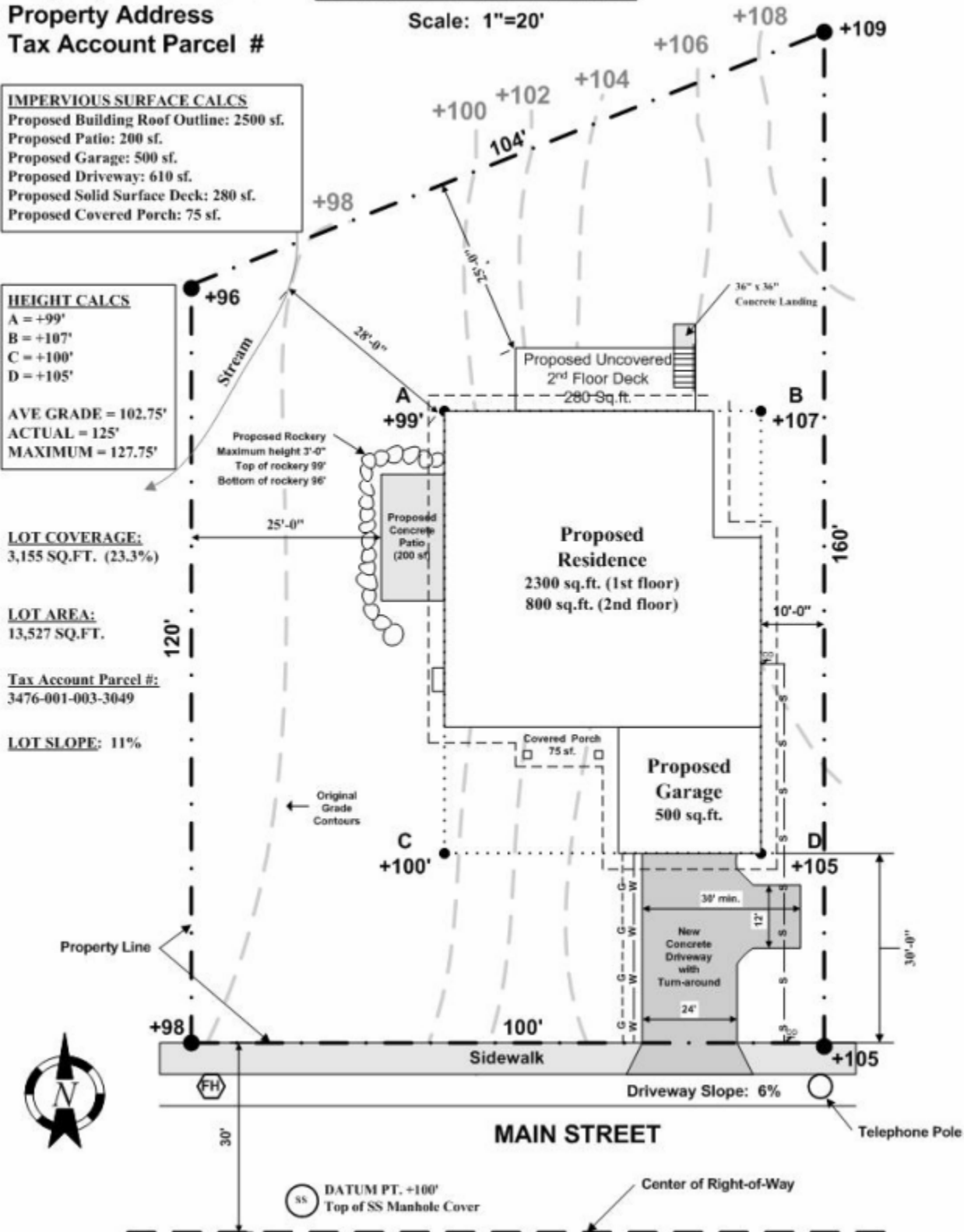
HEIGHT CALCS
 A = +99'
 B = +107'
 C = +100'
 D = +105'
 AVE GRADE = 102.75'
 ACTUAL = 125'
 MAXIMUM = 127.75'

LOT COVERAGE:
 3,155 SQ.FT. (23.3%)

LOT AREA:
 13,527 SQ.FT.

Tax Account Parcel #:
 3476-001-003-3049

LOT SLOPE: 11%



Site Plan Requirements

Below is a checklist to assist in preparing a site plan. All site plans shall be clear, accurate and must be drawn to scale and indicate the following information where appropriate.

General Project and Site Information Checklist

- Scale at 1"=20'
- North Arrow
- Address & Parcel Number(s)
- Property lines
- Existing & Proposed Structures
- Lot Dimensions (including street names, alleys, driveways)
- Building Footprint (including porches, walkways, decks, roof lines, overhangs, structure height, etc.)
- Structures to be demolished
- Setbacks (for both zoning and building code requirements)
- Easements (utilities and open spaces)
- Water & Critical areas (shoreline ordinary high-water mark, wetlands, ponds, streams, habitat areas, floodplains, etc.)
- Parking stalls and dimensions (identify ADA and EV charging for commercial projects)
- Site contours at two-foot intervals
- Drainage
- Retaining walls and fences (includes rockeries, bulkheads and proposed heights)
- Trees including all Garry Oaks and trees 4.5 feet tall or greater with a diameter at 6 inches or larger. Mark trees to be retained or removed.
- For commercial projects, include the accessible route (to structures, parking areas and public right-of-way) and design details such as slope, width, etc consistent with building codes.