



Administrative Use Permit Application

Application Fee: \$350.00

Number Required:	Description of Required Documents:	Required:
1	Administrative Use Permit Fee	A
2	Administrative Use Permit Application	A
1	Applicant/Owner Affidavit of Posting*	A
11	Operational Characteristics Description (See CDD Handout #6)	A
2	Applicant's Answers Addressing the Required Findings (See AUP Application Form)	A
11	Site Plan (See CDD Handout #1)	A
11	Landscaping Plan (See CDD Handout #3)	A
1	8 1/2" x 11" Reduced Copy of the Development Plans	A

3	Architectural Plans	M
3	Tree Retention Plan (See CDD Handout #5)	M
(See SEPA Form)	SEPA Environmental Checklist Application and \$480.00 Application Fee	M
1	Lease Agreement/Owner Approval	M
1	Certificate of Water Availability	M
1	Sewer Availability Letter from P.C. Utilities or Septic System Approval Letter from TPCHD	M

*PRIOR TO APPLICATION SUBMITTAL, the applicant will be required to post a notice board on the property. The notice board shall be a four foot by four foot (4'x4') plywood generic notice board mounted and bolted onto at least two (2) four inch by four inch (4"x4") wood posts and placed securely in the ground. The notice board shall be placed by the applicant in a conspicuous location on the street frontage bordering the subject property.

A=Always required.

M=May be required.



**ADMINISTRATIVE USE PERMIT
APPLICATION**

APPLICATION FEE: \$350
WTF APPLICATION FEE: \$800

APPLICATION #: _____
OFFICE USE ONLY

APPLICATION NAME: _____

PROPOSED USE: _____ **ZONE:** _____

ADDRESS/LOCATION: _____

PIERCE COUNTY PARCEL NUMBER (S): _____ **ACRES:** _____

PROJECT DESCRIPTION:

¼ Section _____ **SECTION** _____ **TOWNSHIP** _____ **N RANGE** _____ **E**

APPLICANT: (mandatory)
Name: _____ Daytime Phone: _____
Mailing Address: _____ Fax Number: _____
City/State/Zip: _____ Professional License No: _____
Signature: _____ Contact Person: _____

AGENT/ CONSULTANT/ ATTORNEY: (mandatory if primary contact is different from applicant)
Name: _____ Daytime Phone: _____
Mailing Address: _____ Fax Number: _____
City/State/Zip: _____ License No: _____

PROPERTY OWNER 1: (mandatory if different from applicant)
Name: _____ Daytime Phone: _____
Mailing Address: _____ Fax Number: _____
City/State/Zip: _____ Signature: _____

PROPERTY OWNER 2: (if more than two property owners attach additional info/signature sheets)
Name: _____ Daytime Phone: _____
Mailing Address: _____ Fax Number: _____
City/State/Zip: _____ Signature: _____

The above signed property owners, certify that the above information is true and correct to the best of our knowledge and under penalty of perjury, each state that we constitute all of the legal owners of the property described above and designate the above parties to act as our agent with respect to this application.

OFFICE USE ONLY:

DATE APPLICATION RECEIVED: _____ RECEIVED BY: _____

DATE APPLICATION COMPLETE: _____ COMPLETENESS REVIEW BY: _____

THE APPLICANT MUST PROVIDE THE FOLLOWING INFORMATION WHEN SUBMITTING AN ADMINISTRATIVE USE PERMIT APPLICATION:

- A. The completed original application form and one (1) additional copy, making sure that all of the required signatures have been obtained.
- B. One (1) copy of the Applicant/Owner Affidavit of Posting form, to include all of the required signatures.
- C. Eleven (11) copies of an operational characteristics description in accordance with Community Development Department Handout #6.
- D. Two (2) copies of answers addressing *LMC Section 18A.10.230 Required Findings* for granting an administrative use permit:
The Community Development Director shall approve an AUP only when the proposed use has been reviewed and written findings made that all of the standards and criteria set forth below have been met or can be met subject to conditions of approval:
 - 1. *That the approval of the proposed AUP will not be detrimental to the public health, safety, and general welfare; nor will it be injurious to, or adversely affect, the uses, property, or improvements adjacent to and in the vicinity of the site upon which the proposed use is proposed to be located.*
 - 2. *That the approval of the proposed AUP is consistent and compatible with the intent of goals, objectives and policies of the comprehensive plan and any other City ordinances.*
 - 3. *The proposed use and the project design comply with the zoning district and all applicable development regulations.*
 - 4. *That all conditions necessary to mitigate the impacts of the proposed use have been included in the project design or will be required as conditions of approval, and are capable of being monitored and enforced.*
 - 5. *That all requirements for a specific use have been addressed by the applicant.*
- E. Eleven (11) copies of a site plan in accordance with Community Development Department Handout #1.
- F. Eleven (11) copies of a parking plan in accordance with Community Development Department Handout #2 and addressing all applicable community design standards as identified by planning staff in the pre-application conference or design review meeting.
- G. Eleven (11) copies of a landscape plan in accordance with Community Development Department Handout #3 and addressing all applicable community design standards as identified by planning staff in the pre-application conference or design review meeting.
- H. If significant trees exist on the site, three (3) copies of a tree retention plan in accordance with Community Development Department Handout #5.
- I. Three (3) copies of architectural drawings showing all building elevations, and illustrating and specifying all applicable community design standards, including:
 - 1. The location and type of any existing or proposed lighting to be placed on the building.
 - 2. The materials and exterior finishes to be utilized for the building, windows, roofing, awnings, paving and trim. Samples may also be required to be furnished upon request.
 - 3. The architectural details and decorative trim.
 - 4. The colors to be used for all exterior surfaces.
 - 5. Any artwork or other decorative design features.

6. The existing and proposed landscaping, trellises and other landscaping features surrounding the structure.
 7. All other detail information addressing relevant community design criteria.
- J. One (1) reduced copy (8 ½" x 11") of the development plans (Sections D-H above).
 - K. One (1) copy of signed Certificate of Water Availability from the applicable water service provider.
 - L. One (1) copy of signed letter from Pierce County Sewer and Utilities regarding sewer availability or from the Tacoma Pierce County Health Department, if the site cannot be served by sewer.
 - M. If a SEPA Environmental Checklist is required for this project, the environmental checklist application must be completed and submitted in conjunction with this application. Environmental checklist processing fee: \$480 plus consulting fees over 4 hours.

All above items and any other material that may be required by the city must be submitted at the time of application in order for the application to be accepted as complete. Handouts and application forms may be revised without notice.

ALL LARGE MAPS MUST BE FOLDED TO FIT INTO A 10" x 13" ENVELOPE WITH THE APPLICATION NAME OF THE PLAN SHOWING.

11. Proposed type of equipment/machinery to be used by the business or stored on site (i.e., office equipment, manufacturing equipment, construction equipment).
12. Proposed use of outdoor space on lot (i.e., outdoor storage, outdoor display and sales of merchandise, parking/open space, recreation space).
13. Total square footage of each type of proposed outdoor use on the lot.
14. Previous use of property.
15. Existing number of parking spaces.
16. Surrounding uses and businesses next to proposed business/project site.
17. Operational characteristics or functions that create emission of gasses, dust, odors, vibration, electrical interference, smoke, noise, air pollution, light, glare, odor or dust in a manner likely to cause offense or irritation to neighboring residents.
18. Site and building design features that minimize land use impacts, such as traffic, aesthetics, etc. or environmental impacts such as noise, vibration, dust or air pollution, glare, odor and dust, etc.
19. Storage, distribution, production and/or operations that involve the use of toxic or flammable materials.

Handouts and application forms may be revised without notice.



CITY OF LAKEWOOD COMMUNITY
DEVELOPMENT DEPARTMENT
HANDOUT # 1

SITE PLAN REQUIREMENTS FOR NEW AND MAJOR ADDITIONS TO
COMMERCIAL, INDUSTRIAL AND MULTI-FAMILY DEVELOPMENT

A detailed site plan must be drawn to scale and include the following information, as applicable, to be considered complete:

1. Site address
2. Vicinity map clearly showing the location of the project with respect to public streets and other parcels and development in the area.
3. Property lines.
4. North arrow and decimal engineering scale (ie. 1"=20'; **not** 1/8"=1' architectural scale).
5. Pierce County tax parcel number.
6. Lot dimensions and total square footage.
7. All existing and proposed public and private roads, driveway accesses and road right-of-ways with dimensions and road names, including curbs and gutters, sidewalks and/or edges of pavement. Include all existing driveways within 200 feet of the subject property on both sides of all streets, in both directions along public street frontages.
8. All easements (access, utility, railroad, storm water, etc.). Indicate type and dimensions of easement.
9. All major manmade or natural features (slope, shorelines, riparian areas, railroad tracks, bridges, etc.).
10. Existing building locations.
11. Dimensions and square foot area of all proposed new structures and/or additions.
12. Dimensions and square foot area of all structures or pavement expected to be removed.
13. Dimensions of all setbacks (distance from the wall of all existing and proposed structures to property lines).
14. Location, dimensions and square foot area of all parking areas.
15. Vehicle loading and unloading areas, including dimensions of truck loading and maneuvering areas and total square footage.
16. Location of all paved areas.
17. Location of existing and proposed landscape areas (include dimensions inside of curbing and square footage inside curbing).
18. Existing and proposed fences or retaining walls (specify type and height of fence or wall).
19. Location and dimensions of any free-standing signs.
20. Location and type of any existing or proposed exterior lighting to be placed on the site
21. Areas of future development.
22. Location of outside storage areas (include dimensions and total square footage).
23. Location of trash dumpster(s).
24. Adjacent uses (undeveloped, single family, commercial, etc.) and the location of any structures within 5 feet of the property line on all abutting property.
25. Location of water and sewer mains nearest the site, including line size and other utility connections.
26. Water features or wetlands, including but not limited to, lakes, ponds, saltwater, year-round or seasonal streams, creeks, wetlands, gully or natural drainage way, drainage ditches, etc.
27. Critical areas, such as slopes, wetlands, shorelines and wildlife habitat.

28. Contours at two-foot intervals if the parcel(s) or access road(s) contain slopes of greater than 10%.
29. Sight distance triangles for all driveway locations and across the corners of properties at street intersections. Show the location and type of potential sight obstructions including height of vegetation.

ADDITIONAL INFORMATION MAY BE REQUIRED BASED ON THE SPECIFIC PROJECT AND/OR SITE. ALL LARGE MAPS MUST BE FOLDED TO FIT INTO A 10 X 13 INCH ENVELOPE WITH THE APPLICATION NAME OF THE PLAN SHOWING.

Handouts and application forms may be revised without notice.



*CITY OF LAKEWOOD COMMUNITY
DEVELOPMENT DEPARTMENT
HANDOUT # 3*

LANDSCAPE PLAN REQUIREMENTS

A detailed landscape plan shall be drawn to scale by a Washington state registered landscape architect, a Washington state certified nurseryman, or a Washington state certified landscaper, except that landscape plans for short plats, may be prepared by the applicant, subject to approval by the Community Development Director. The landscape plan must include the following information to be considered complete:

1. Site address.
2. Property lines.
3. Lot dimensions and total square footage.
4. North arrow and decimal engineering scale (only use one of the following scales: 1"=10', 1"=20', or 1"=30'). The site plan, tree retention plan and landscape plan generally should use the same scale.
5. Proposed and existing building locations.
6. All areas designated as undeveloped or for future development.
7. All existing and proposed public and private roads, driveway accesses and road right-of-ways with dimensions and road names, including curbs and gutters, sidewalks and/or edges of pavement. Include all existing driveways within 200 feet of the subject property on both sides of all streets, in both directions along public street frontages.
8. All easements (access, utility, railroad, stormwater, etc.). Indicate type and dimensions of easement.
9. Location of existing and proposed fire hydrants on site.
10. All major manmade or natural features (slope, shorelines, riparian areas, railroad tracks, bridges, etc.).
11. Water features or wetlands, including but not limited to lakes, ponds, saltwater, year-round or seasonal streams, creeks, wetlands, gully or natural drainage way, drainage ditches, etc.
12. Adjacent uses (undeveloped, single family, commercial, etc.) and the location of any structures within 5 feet of the property line on all abutting property.
13. Location of all proposed landscape areas, including landscape islands in parking areas. Provide dimensions and square footage calculations for each landscape area inside of curbing.
14. Location and dimensions of all paved areas and curb cuts, including pedestrian sidewalks, walkways and paths. Provide the height of all curbs and total square footage of paved areas. (include dimensions and calculations of total square footage of paved and gravel areas).
15. Type of paving material(s) to be utilized, including pedestrian sidewalks, walkways and paths.
16. Location of any graveled areas (include dimensions and total square footage).
17. Location of all parking stalls. Provide dimensions of stalls, accesses and drive aisles including calculations of total square footage of parking and maneuvering areas.
18. Outside storage areas (include calculations of total square footage of area).
19. Proposed location of trash dumpster(s) and illustrate fencing and landscape details.
20. Existing and proposed fences and retaining walls (type of materials and height).
21. Location of overhead loading doors and indicate loading deck height (dock-high or ground level).
22. Location of all exterior entrance/exit doors.
23. Location and/or arrangement of proposed plantings (show actual location of individual plants except for groundcover).
24. Existing natural vegetation to be incorporated into formal planting areas, including significant trees (specify type, size and quantity).
25. Sight distance triangles for all driveway locations and across the corners of properties at street intersections. Show the location and type of potential sight obstructions including height of vegetation.

26. Finished contours at two-foot intervals for any portion of the site where the finished grade is expected to exceed 15% slope.
27. Cross-section of typical planting for landscape berms or any landscape areas exceeding 20% slope.
28. Location of biofiltration areas and other stormwater detention facilities.
29. Cross-section drawing of biofiltration areas if slopes contain landscape plantings. **Landscaping in or near biofiltration areas and/or other stormwater detention facilities may be subject to additional requirements by the Public Works Department.**
30. Total square foot area in landscaping (separately list the area of perimeter, parking lot, other required landscaping and total landscaping area).
31. Total square foot area of impervious surface on the site.
32. Percentage of parcel in open space (for multi-family and zero lot line residential developments only).
33. An irrigation plan prepared by a Washington State registered landscape architect, except irrigation plans for short plats, which may be prepared by the applicant, which shall include the following information:
 - (a) Location of pipes, sprinkler heads, and back flow devices.
 - (b) System data including pump(s) size and location, pipe size, head capacity, water pressure in pounds per square inch at the pump and sprinkler heads, and specifications of timer system.
34. Planting schedule with the following information:
 - (a) Plant Type (both common name and botanical name).
 - (b) Number of each Plant Type.
 - (c) Caliper size (diameter) of deciduous trees (as measured by nursery industry standard at six (6) inches above the top of the root ball).
 - (d) Height of conifer trees at time of planting.
 - (e) Spacing of proposed plantings.
 - (f) Pot or root ball sizes and height of shrubs.
 - (g) Pot size of groundcover.
 - (h) Physical specifications of plants.
 - (i) Planting and staking drawings and details for trees.
 - (j) Type and depth of organic mulch materials to be utilized throughout site.
 - (k) Soil preparation techniques to facilitate deep water penetration and soil oxygenation including the depth of tilling, use of soil amendments and the depth to which organic matter will be incorporated, and any other methods used to improve water drainage, moisture penetration or water-holding capacity.

Applicants are strongly encouraged to utilize drought tolerant plant material native to Western Washington and introduced noninvasive plants common to the area that are well suited to the wet/dry climate of the Puget Sound.

All large maps must be folded to fit into a 10 x 13-inch envelope with the application name of the plan showing.

Handouts and application forms may be revised without notice.

APPLICANT/OWNER AFFIDAVIT OF POSTING

PRIOR TO APPLICATION SUBMITTAL, the applicant is required to post a notice board on the property. The notice board shall be a four foot by four foot (4'x4') plywood generic notice board mounted and bolted onto at least two (2) four inch by four inch (4"x4") wood posts and placed securely in the ground. The notice board shall be placed by the applicant in a conspicuous location on the street frontage bordering the subject property. The affidavit is to be completed and submitted with the application **after** the notice board has been installed.

I, _____ state and swear; that in compliance with the provisions of the City of Lakewood Land Use and Development Code, I caused to have posted a four foot by four foot (4'x4') plywood face generic notice board in ____ conspicuous place(s) on the street frontage bordering the subject property which is the subject of the _____ application on the _____ day of _____, 20____.

Applicant Signature

Date

OR

Property Owner Signature

Date