## Integrated Sign Plan Application

### Application Fee:
- Under 10 acres……… Not eligible to apply per LMC 18A.50.655.F
- 10 to 50 acres………. $2680 plus consultant fees over 4 hours
- Over 50 acres………. $4360 plus consultant fees over 4 hours

<table>
<thead>
<tr>
<th>Number Required</th>
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<td>Integrated Sign Plan Application</td>
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<td>Integrated Sign Plan Project Description (See CDD Handout #10)</td>
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<td>Applicant’s Answers Addressing the Required Findings (See Integrated Sign Plan Application Form)</td>
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<td>Site Plan (See CDD Handout #10)</td>
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<td>1</td>
<td>8 ½” x 11” Reduced Copy of the Development Plans</td>
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<td>LANDSCAPING PLAN(SEE CDD HANDOUT #3)</td>
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<td>TREE RETENTION PLAN (SEE CDD HANDOUT #5)</td>
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* 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.

**THE APPLICATION MUST BE ORGANIZED AND SUBMITTED IN PRESENTATION FORMAT, INCLUDING SECTION DIVIDERS AND PAGE NUMBERS (LISTED ON THE BOTTOM LEFT HAND CORNER OF EACH PAGE). ALL LARGE MAPS MUST BE DUPLICATED IN 11x17 FORMAT AND INCLUDED IN THE PRESENTATION BOOKLET.**
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APPLICATION #:______________________________________________________

APPLICATION NAME:____________________________________________________

PROPOSED USE:__________________________________________ZONE:________

ADDRESS/LOCATION:____________________________________________________

PIERCE COUNTY PARCEL NUMBER (S): ____________ ____________ ACRES: __________

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:________________________

I:\SHARED\Templates\APPLICATION PACKETS - LAND USE\Integrated Sign Plan.doc
THE APPLICANT MUST PROVIDE THE FOLLOWING INFORMATION WHEN SUBMITTING AN INTEGRATED SIGN PLAN 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. Seven (7) copies of a Integrated Sign Plan Project Description in accordance with Community Development Department Handout #10.

C. Two (2) copies of answers addressing LMC Section 18A.10.150 Required Findings for granting a conditional use permit:

A binding sign plan/conditional use permit shall only be granted after the Hearing Examiner has reviewed the proposed use and made written findings that all of the standards and criteria set forth below have been met or can be met subject to conditions of approval:

1. The size of the site is adequate for the proposed use including all facilities and amenities that are required by this title or desired by the applicant.

2. The proposed use will not be detrimental to the public health, safety, and general welfare of the community and will not introduce hazardous conditions at the site that cannot be mitigated to protect adjacent properties and the vicinity.

3. The topography, soils, and other physical characteristics of the site are appropriate for the use and potential problems due to weak foundation soils can be eliminated or reduced to the extent necessary for avoiding hazardous situations.

4. The proposed use will not be injurious to, or adversely affect the uses, property, or improvements adjacent to, or in the vicinity of, the site upon which the proposed use is to be located.

5. The proposed use will be compatible with adjacent land uses and consistent with the character of the surrounding area.

6. The proposed use will be supported by adequate water, sewer, storm drainage, schools, electrical, police, and fire protection facilities and services. The use will not overburden or adversely affect said public facilities and services.

7. The traffic generated by the proposed use will not unduly burden the traffic circulation system in the vicinity.

8. An adequate site layout is proposed for on-site circulation and transportation activities, considering the potential impacts of the proposed use on traffic flow and control, emergency vehicle movements and safety associated with the suitability of access points, on-site drives, parking, loading and unloading areas, refuse collection and disposal points, sidewalks, bike paths, or other transportation facilities required by this title or desired by the applicant.

9. The proposed use will cause no unreasonably adverse effects to wetlands, shorelands, wildlife habitat, and other sensitive areas.

10. The public interest will suffer no substantial detrimental effect.

11. Buffering devices such as fencing, landscaping or topographic characteristics adequately protect adjacent properties from adverse effects of the proposed use, including adverse visual or auditory effects.
12. That the granting of the proposed conditional use is consistent and compatible with the intent of the goals, objectives and policies of the comprehensive plan. For essential public facilities, the Hearing Examiner shall balance the goals and policies of the comprehensive plan, the intent of this code, and the public need for the proposed facility.

13. The proposed use complies with the appropriate development and performance standards and all other applicable provisions of the City of Lakewood Land Use and Development Code.

14. All conditions necessary to lessen any impacts of the proposed use have been included in the project design or will be required as conditions of approval.

D. Seven (7) copies of a site plan in accordance with Community Development Department Handout #10.

E. Seven (7) copies of an Existing Sign Inventory in accordance with Community Development Department Handout #10.

F. Seven (7) copies of a Freestanding/Wall Sign Design Illustrations in accordance with Community Development Department Handout #10.

G. Seven (7) copies of a Floor Plan Diagram in accordance with Community Development Department Handout #10.

H. If applicable, seven (7) copies of a landscaping plan in accordance with Community Development Handout #3.

I. If significant trees exist on the site, five (5) copies of a tree retention plan in accordance with Community Development Department Handout #5.

J. One (1) reduced copy (8 ½” x 11”) of the development plans (Sections D-G above).

THE APPLICATION MUST BE ORGANIZED AND SUBMITTED IN PRESENTATION FORMAT, INCLUDING SECTION DIVIDERS AND PAGE NUMBERS (LISTED ON THE BOTTOM LEFT HAND CORNER OF EACH PAGE). ALL LARGE MAPS MUST BE DUPLICATED IN 11x17 FORMAT AND INCLUDED IN THE PRESENTATION BOOKLET.

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.
DEVELOPMENT PLAN
REQUIREMENTS FOR INTEGRATED SIGN PLAN APPLICATIONS

1) **Integrated Sign Plan Project Description.** The applicant shall provide a written explanation of the design parameters implied in the integrated sign plan. Please be sure to include:
   a) Explanation of the project’s unique sign needs and the comprehensive rationale for the proposed signage.
   b) Justification for any deviations or exceptions to the existing sign code.

2) **Site Plan.** The following items are required to be depicted on the site plan:
   a) Site address
   b) Property lines.
   c) North arrow and decimal engineering scale (i.e. 1”=20’; **not** 1/8”=1’ architectural scale).
   d) Pierce County tax parcel number.
   e) Total site acreage.
   f) Identify the legal property boundaries of the project site. If there are multiple parcels owned by the applicant, identify the boundaries of each lot and clearly illustrate the limits of the project site.
   g) 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.
   h) Location and dimensions of any existing or proposed free-standing signs. Please number and catalog each sign to correspond with the exhibits provided within the application.
   i) Location and type of any existing or proposed exterior lighting to be placed on the site.
   j) Proposed and existing building locations (include building footprint and dimensions).
   k) Dimensions of all setbacks (including freestanding signs).
   l) Location of existing and proposed landscape areas (include dimensions inside of curbing and square footage inside curbing).
   m) Existing and proposed fences or retaining walls (specify type and height of fence or wall).
   n) Location of all paved/parking areas.

3) **Existing Sign Inventory.** The applicant shall depict the location of all existing freestanding and wall signs. Identify which signs are considered non-conforming as defined in LMC 18A.50.675. Please indicate how the property owner plans to address the existing non-conforming signs.

4) **Freestanding/Wall Sign Design Illustrations.** The following items are required for the freestanding/wall sign design illustrations:
   a) Drawn to scale.
   b) Proposed sign locations.
c) Building elevation drawings (include the total area of each building façade or tenant space, if a multiple tenant building. Please illustrate each side of the building).
d) Sign elevation (front and side views).
e) Foundation diagram or mounting diagram.
f) Plan view diagram.
g) Proposed sign dimensions and sign area for each sign (illustrate the proposed sign dimensions in feet).
h) Other relevant information/justification (i.e., wall sign # 23 is meant to be visible a distance of 300’ while driving along Gravelly Lake Drive SW).

5) Floor Plan Diagram. Please provide general building floor plans for each building located on the project site indicating and identifying separate lease spaces. Please include the total square footage per lease space and identify the proposed use/occupancy (office, manufacturing, warehouse, retail, etc.).

Additional information may be required based on the specific project and/or site. THE APPLICATION MUST BE ORGANIZED AND SUBMITTED IN PRESENTATION FORMAT, INCLUDING SECTION DIVIDERS AND PAGE NUMBERS (LISTED ON THE BOTTOM LEFT HAND CORNER OF EACH PAGE). ALL LARGE MAPS MUST BE DUPLICATED IN 11x17 FORMAT AND INCLUDED IN THE PRESENTATION BOOKLET.

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APPLICANT/OWNER AFFIDAVIT OF POSTING

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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