



City of Lakewood Development Services

Developer's Forum
June 11, 2015



Permit Counter Operations

- Functions: general information, application intake, permit issuance
- Hours of Operation: 8:30 – 5:00
 - Building hours currently 8:30 – 12:30 and 2:00 – 4:30
 - Appointments are available and suggested for larger projects. Walk in customers are served on a first come/first served basis, however wait times can vary.
- Always best to make an appointment to see a planner for larger projects, however a “planner of the day” is generally available to serve walk-in customers.



Development Process

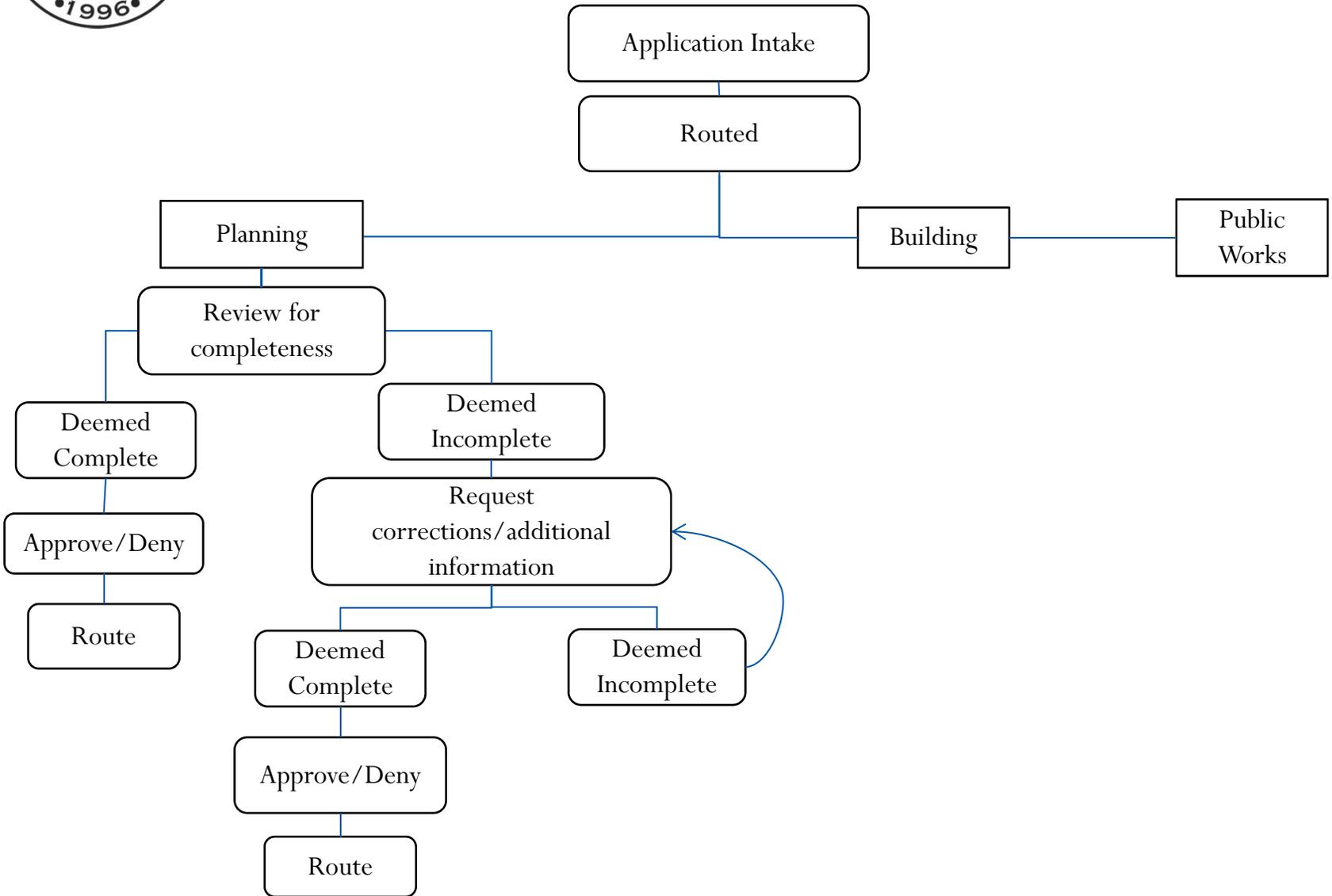
- Information available on-line: zoning ordinance, maps (zoning, land use, electric providers), SMP, application forms, handouts
- Informal meeting with planning/building/public works: Call early, call often
- Determine type of permits needed
- What type of land use permit? Administrative, AUP, CUP, Shoreline
- What permit process will need to be followed? Notices, hearing examiner, etc.



- Outside agencies involved: West Pierce Fire, Electric Utilities, Pierce County Sewer, Lakewood Water
- Pre-application conference
- Application submittal
 - The importance of complete applications and associated materials
- Project team communication and coordination
- Processing and Decision
 - Planning and Building review concurrent

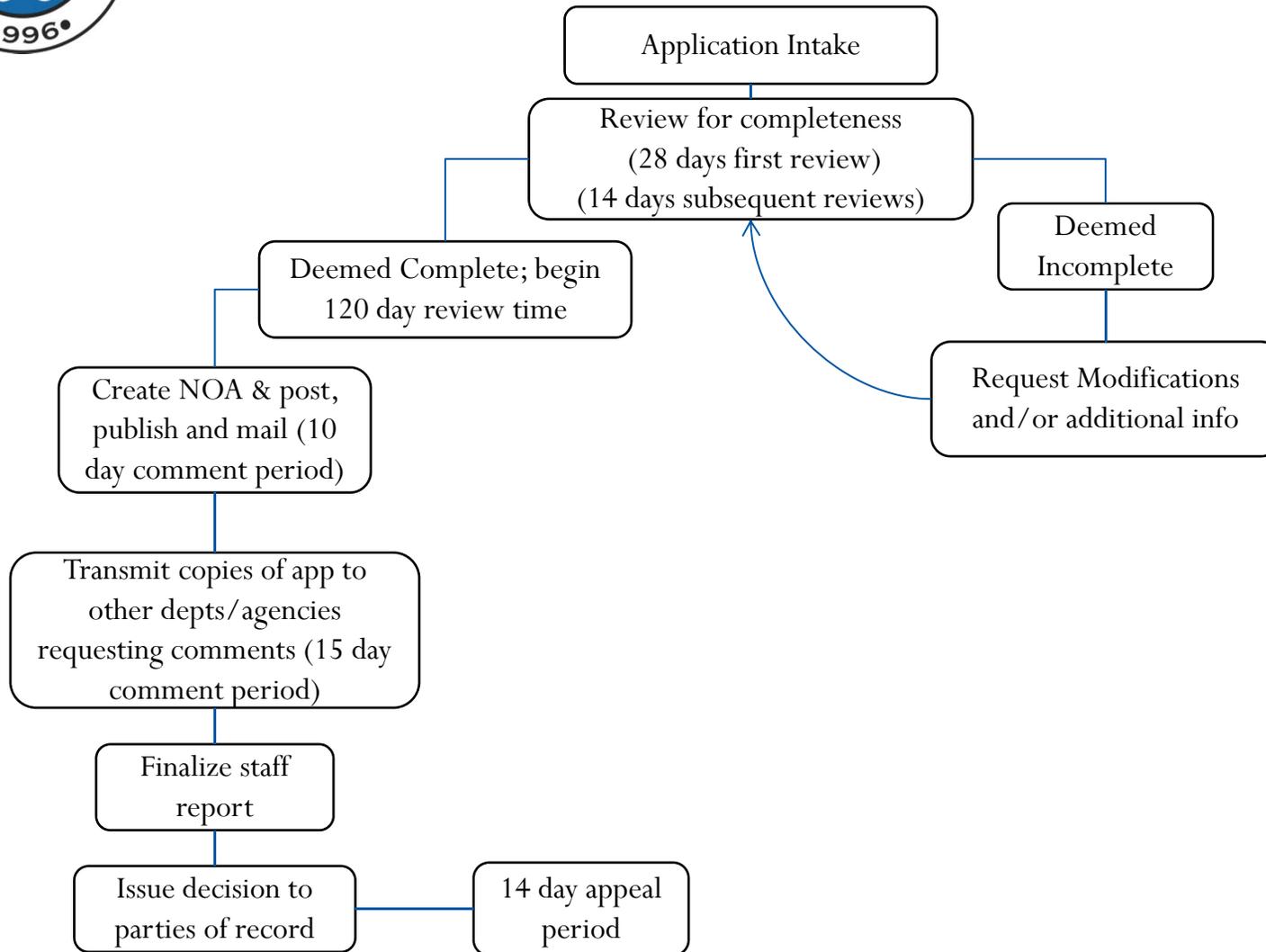


Process I Permits (no SEPA)
Building, Signs, Temporary Use, Design
Review, Zoning Certification



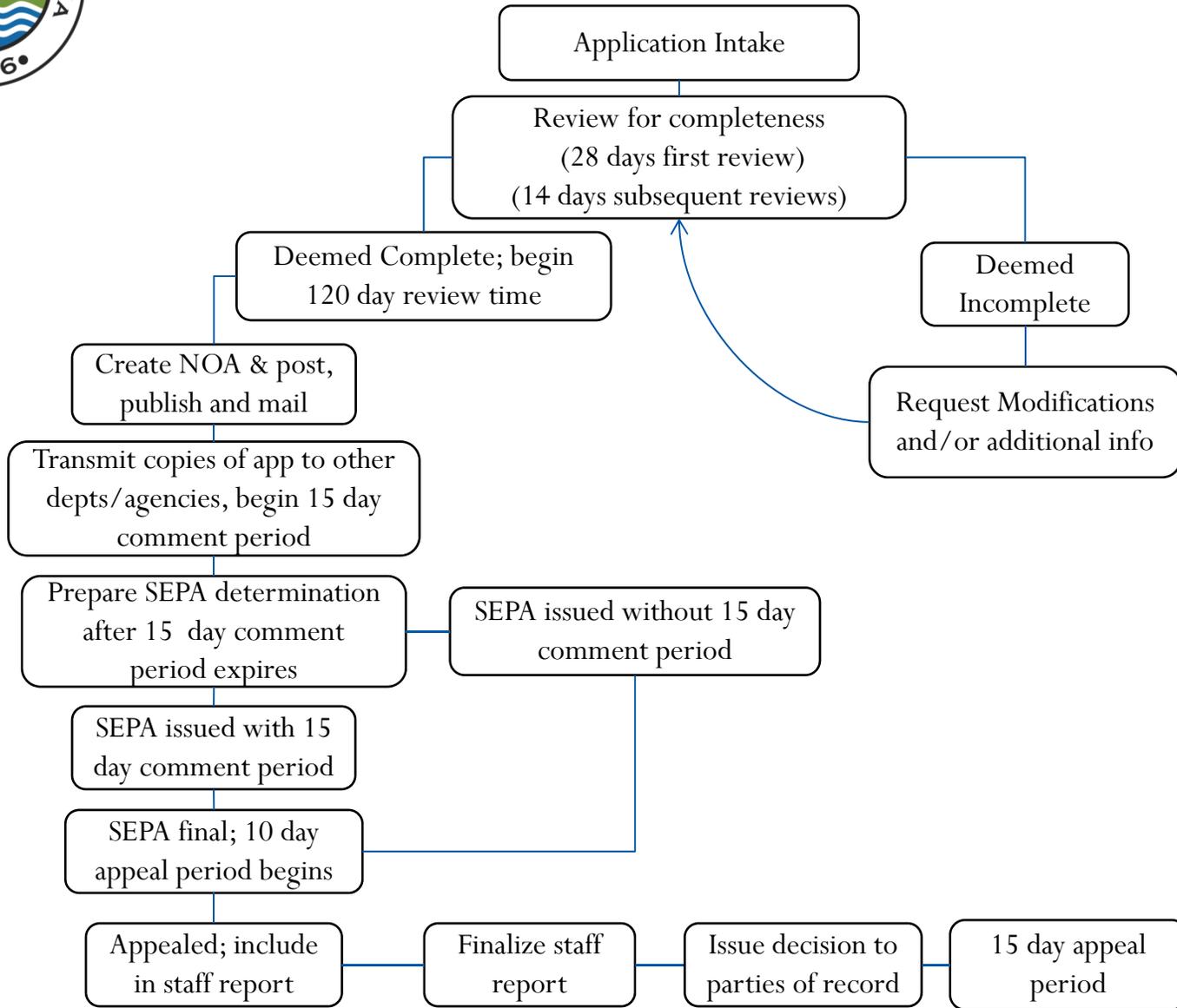


Process II Land Use Permit Not Requiring SEPA:
AUP, Short Plat, Home Occupation, Admin
Variance, Shoreline Substantial Development



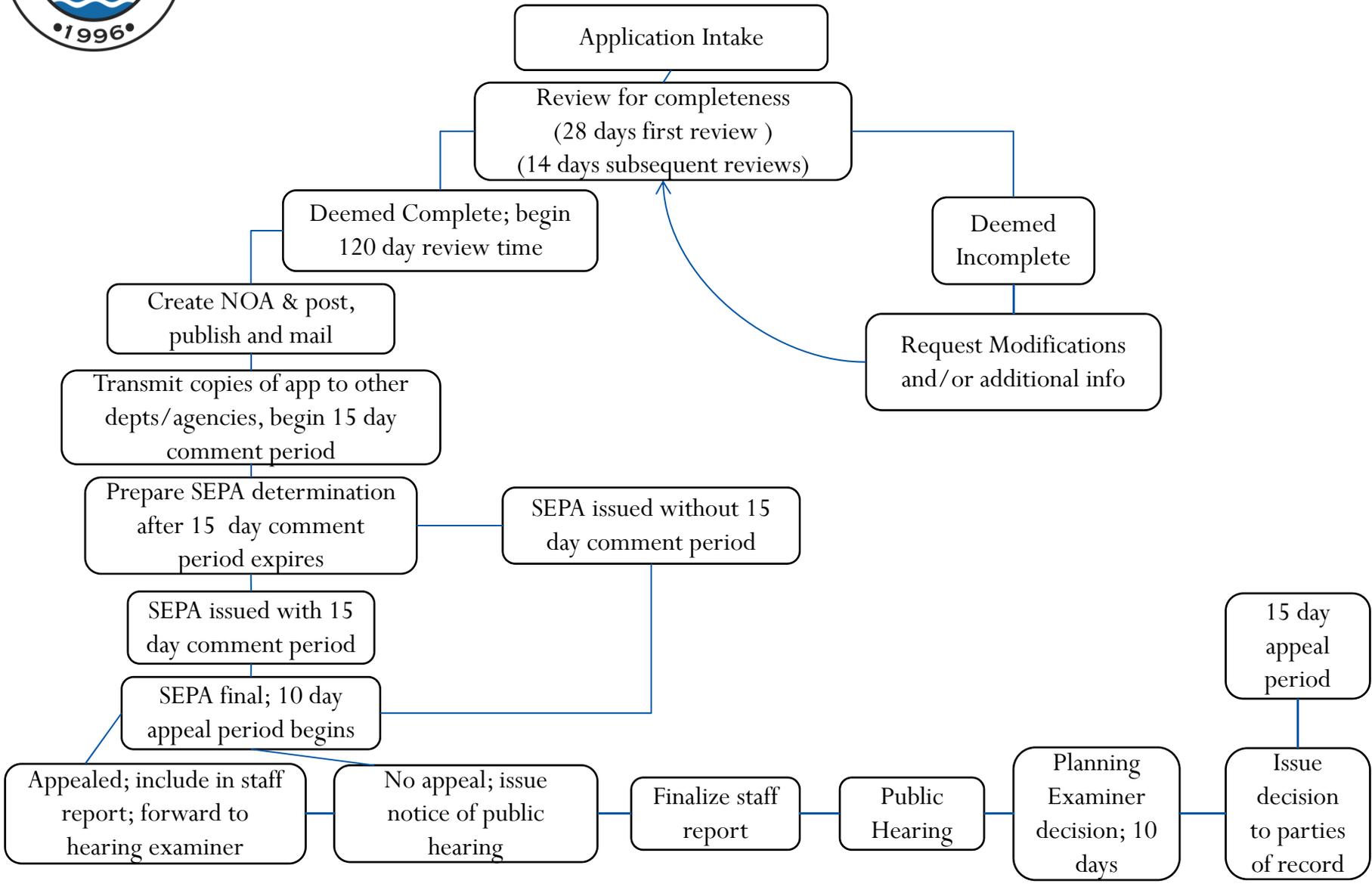


Process II Land Use Permit Requiring SEPA





Process III Land Use Permit : CUP, Major Variance, Preliminary Plat, Shoreline CUP, Modification of Process III Permit



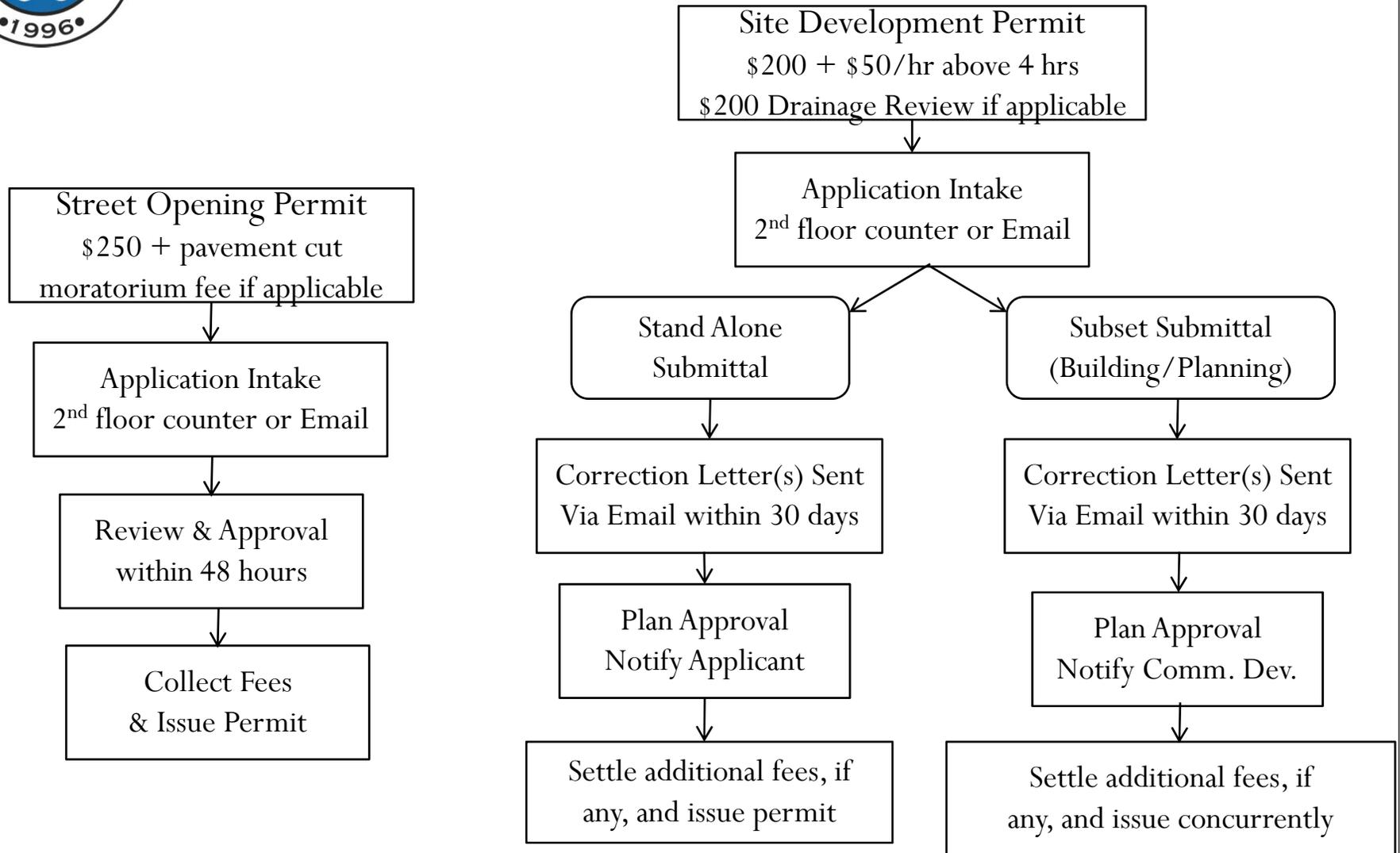


Target Review Times

Description	Target Review Time (Days)
Zoning Certification	30
Administrative Use Permit	120
Conditional Use Permit	120
Sign Permit	20
Site Development Permit	90
Shoreline Permit	180+
Short Plat	90
Long Plat	120
Building Permits (not including signs)	20



Public Works





Public Works

- Traffic
 - Trip Generation Letter
 - Traffic Impact Analysis (TIA) Thresholds (50 Peak Hour, 200 ADT, or 20 through signalized intersection)
 - Consultant Traffic Engineer for TIA Peer Review
 - New trip-based 6yr TIP Proportionate Share Contribution in lieu of Traffic Impact Fees
- Stormwater
 - Runoff must remain onsite
 - Soils are conducive to infiltration
 - Stormwater design conforms to State & Federal standards
 - DOE approved stormwater treatment solutions



Process Enhancements

- On-Line Permitting
 - Target July 1, 2015
- Electronic Plan Review
 - Blue Beam Software
 - Target July 1, 2015
- On-Line Payments



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Thank You