



NEW COMMERCIAL / INDUSTRIAL BUILDINGS OR ADDITIONS

NUMBER REQUIRED	DESCRIPTION OF REQUIRED DOCUMENTS	SUBMITTAL	
		OPT	REQ
1	BUILDING APPLICATION FORM		X
1	PLAN REVIEW FEE <i>(Due at Submittal)</i>		X
1	ZONING CERTIFICATION FEE <i>(Due at Submittal)</i>		X
4	SITE PLAN <i>(See CDD Handout #1) min drawing on 11"x17"</i>		X
4	BUILDING PLANS/STRUCTURAL PLANS <i>min drawing on 11"x17"</i>		X
2	TRUSS ENGINEERING		X
2	Documentation necessary to verify legal lot status. Refer to LMC 18A.50.115.A.2. These documents may include recorded deeds, subdivision records, or recorded boundary line adjustments or possibly a chain of title report. *		X
2	CURRENT TITLE REPORTS		X
1	OPERATIONAL CHARACTERISTICS DESCRIPTION <i>(See CDD Handout #6)</i>		X
2	CIVIL ENGINEERING/PUBLIC WORKS REVIEW**		
2	PARKING PLAN <i>(See CDD Handout #2)</i>		X
2	LANDSCAPE PLAN <i>(See CDD Handout #3)</i>		X
1	WATER AVAILABILITY LETTER <i>(Fire Flow Info) – Lakewood Water</i>		X
1	ENERGY FORMS (NREC)/ HEAT LOSS CALCULATIONS		X
1	SEWER PERMIT/SEWER PERMIT <i>(Before Permit Issuance) – Pierce County</i>		X
1	HEALTH DEPT APPROVAL <i>(Food Service Only) – Pierce County</i>		
(Maybe)	**SITE DEVELOPMENT PERMIT		
2 (Maybe)	TREE RETENTION PLAN <i>(See CDD Handout #5)</i>		

*May be waived by CDD if the Planning Department can verify legal lot status.

COMMUNITY DEVELOPMENT DEPARTMENT APPLICATION REQUIREMENTS

The City of Lakewood Building Division enforces the 2009 series International Building Code, International Mechanical Code, International Fuel Gas Code, Uniform Plumbing Code, 2009 Washington State Energy Code and the 2009 Washington State Ventilation and Indoor Quality Code as adopted by City of Lakewood Ordinance. These codes set forth the minimum standards for sound construction and fire-life-safety issues.

PERMITS

A permit is required to erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish any building. (Section 105, IBC) Permits can be obtained at the Community Development Department permit counter.

PLANS

Three complete sets of plans (copies made on substantial paper) must be filed at the time application is made for a permit. Plan sets shall be clear and legible, stapled together, in order, with each page numbered consecutively. All submitted construction documents must be of sufficient detail to show clearly the project in its entirety with emphasis on the following:

- Structural integrity
- Life safety
- Accessibility
- Compliance with applicable codes
- Scope of work
- Deferred submittal information

Plan sets must include the following:

- Cover Sheet
- Site Plan (per Planning guidelines)
- Foundation Plan
- Floor Plan (for each floor)
- Floor Framing Plan (for each floor)
- Roof Framing Plan
- Elevations (front side and back views)
- Complete construction details including material, sizes, connection details and any details of special features.

Plan sheets that are cut, pasted, taped or that have been altered by any means (pen, pencil, marking pen, etc.) WILL NOT be accepted for plan check. NO PENCIL DRAWINGS WILL BE ACCEPTED.

INFORMATION REQUIRED ON PLANS

- Engineering – shall be prepared by an engineer licensed in the State of Washington.
- Structural calculations are required to be separated from the structural drawings. The cover sheet of the calculations and each sheet of structural drawings prepared by a licensed professional shall be 'wet' stamped.
- A registered Architect or Engineer must stamp buildings, which are over 4000 square feet in area. Buildings less than 4000 square feet in area may also require a stamp.

Cover Sheet

- Project identification.
- Project address, legal description, location map and tax parcel number.
- Design professionals involved in the project, to include addresses and telephone numbers.
- Project point of contact.
- Design criteria separated or non-separated uses.
- Occupancy group
- Type construction
- Square footage and allowable areas
- Fire sprinkler requirements
- Height and number of stories
- Occupant loading
- Land use zone
- Parking requirements
- Design loads (roof, floor, wind, codes, seismic zones and factors)
- Index of drawings

Foundation Plans – scale 1/4" = 1'-0"

Plan view of foundation – show the size and shape with a dashed line for the footing. Show size and locations of all underfloor support footing pads.

- Slab on grade – if applicable, indicate which areas are slab on grade and method of insulation.
- Crawl space vents – call out ventilation area required per IBC Sec 1203.3.
- Crawl space access – call out location and size of opening.
- Ground cover – describe type proposed. (6 mil black polyethylene minimum)
- Carports, patios, breezeways, decks, etc. – show extent and location and sizes of all slabs, foundations and footings.

Floor Plans – scale 1/4"=1'-0"

Label the use of each room.

- Openings – show and size all wall openings (door and window). Indicate if fixed or operable. Label all safety glazed openings. Call out on the plans the size and location of the attic access and any other openings in the floor or ceiling such as laundry chutes, dumbwaiters, etc.
- Doors – call out sizes and show direction of swing. Show sliding door locations. If a pocket door is proposed, show the entire pocket area. Provide a door hardware schedule.
- Stairs – show direction of travel (up or down).
- Plumbing fixtures – show locations of all fixtures, water heater, pressure tanks and expansion tanks. Indicate the installation of seismic straps on the water heater.
- Furnace – show location and energy source.
- Indicate all fire walls, fire barriers, fire partitions, smoke barriers, smoke partitions and their related assemblies.

Framing Plans – Floor

Layout – show the layout direction of all floor joists, indicating any cantilevered areas. Show sizes and direction of underfloor supporting beams. Clearly indicate deck areas and the requirement for treated materials.

- Materials and species – show floor and deck framing including size, species, grade and spacing.
- Connectors – beam to beam, post to beam and joist hangers. Call out size and locations.
- Miscellaneous structural components – show doubled joists, blocking, headers, bearing points, etc.
- Stairs – show locations of rough openings, headers, double joists, etc.

Framing Plans – Roof

Layout – show direction of layout for ceiling joists, rafters and trusses.

- Roof members – call out size, spacing, species, grade and all headers and beams. Show and label hip masters, hip jacks, end jacks, girder trusses, common trusses, hangers, bearing areas, etc.
- Indicate locations of roof mounted equipment.
- Connectors – call out sizes and locations.
- Ridges, hips and valleys – call out size and species of ridge board, hip rafter, valley rafter and purlins.
- Skylites – call out sizes and locations.
- Indicate locations of draft stops.

Reflected Ceiling Plan

Show light fixture locations. Indicate wattage of fixture.

- Indicate locations of exit signs and emergency lighting fixtures.
- Indicate HVAC diffuser supply and return air locations.

Interior elevations – Provide elevations of bathrooms indicating mounting heights of all accessible equipment installations with vertical height dimensions shown.

Elevations – scale $\frac{1}{4}''=1'-0''$

Exterior elevations – show all four elevation views of the exterior of the building. Indicate the locations of all windows and doors.

- Exterior finishes – siding type, roofing type, veneers, etc.
- Vertical dimensions – show the height of each story.
- Existing and finish grade.

Cross Sections and Details- scale $\frac{3}{4}''=1'-0''$ Show sections of the structure that clarify in detail the typical conditions and describe otherwise hidden conditions.

- Provide a section cut through the entire building. This is usually through the most complicated portion of the structure. Indicate areas that are detailed. This can be drawn to a scale of $\frac{1}{4}''=1'-0''$.
- Foundation footings and walls – show footing and wall sizes, required structural steel, anchor bolts and required (6) inch separation between wood and soil at exterior grade. Show required clearances in the crawl space area.
- Floor – call out the proposed floor system. Show size and type floor sheathing, joists and joist spacing, and insulation.
- Wall – call out the wall system. Show siding, wind infiltration barrier, sheathing, stud size and spacing, insulation type, vapor barrier and inside wall covering. Indicate minimum seven foot ceiling height.
- Truss to wall – show connections of trusses to wall plate, blocking, venting, insulation and insulation baffle, roof sheathing, type roofing, overhang and roof pitch.
- Stairs – show stair rise, run, handrails, landing and headroom dimensions. Show one-hour fire protection in areas under stairs that are finished.
- Patios and decks – call out materials. Indicate height of finished floor from grade.
- Guards and handrails – show heights and spacing of pickets.
- Show that building elements comply with fire-resistive requirements of the IBC.
- Provide details for rated walls complying with the IBC or specify the UL Design Number or the Gypsum Association File Number for all rated assemblies.
- Provide details of fire assemblies protecting penetrations through fire-resistive elements.
- Show sections for required parapet walls.
- Provide detail / ICC report for rated suspended ceilings. Include UL approved detail for tenting of light fixtures.

Energy Code Compliance

- Completed set of Non-Residential Energy Code Compliance (NREC) documents.



NEW COMMERCIAL/ INDUSTRIAL BUILDING PERMIT APPLICATION

PERMIT #: _____
(FOR OFFICE USE)

SITE ADDRESS: _____

PARCEL #: _____

PERMIT SUBMITTAL REQUIREMENTS:

- ___ 1) The completed original application form, making sure that all of the required signatures have been obtained.
- ___ 2) A check made out to the City of Lakewood for the plan review/zoning certification fee (due at the time of submittal).
- ___ 3) Four (4) copies of a commercial site plan in accordance with Community Development Department Handout #1.
- ___ 4) Four (4) copies of building/structural plans.
- ___ 5) Two (2) copies of truss engineering.
- ___ 6) Two (2) copies of documentation proving legal lot status.
- ___ 7) Two (2) copies current title reports (within 30 days).
- ___ 8) One (1) copy of answers to the Operational Characteristics Description (Handout #6).
- ___ 9) Two (2) copies Civil Engineering/ Public Works review.
- ___ 10) Two (2) copies of parking plan (Handout #2).
- ___ 11) Two (2) copies of landscaping/ irrigation plan (Handout #3).
- ___ 12) Water Availability (Fire Flow Info) from Lakewood Water District.
- ___ 13) Energy Forms (NREC) / Heat loss calculations.
- ___ 14) Sewer permit from Pierce County Sewer
- ___ 15) Health department approval (Food Services only) from Pierce County Health

All above items 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.

BUILDING/PROPERTY OWNER: (mandatory if different from tenant)

Name: _____ Daytime Phone: _____

Mailing Address: _____ Fax No.: _____

City/State/Zip _____

APPLICANT: (mandatory)

Name: _____ Daytime Phone: _____

Mailing Address: _____ Fax No.: _____

City/State/Zip: _____ Email: _____

Will the applicant be the contact person? YES NO If other, please specify below:

Contact person: _____ Phone #: _____

Mailing Address: _____

City/State/Zip: _____ Email: _____

CONTRACTOR: (mandatory)

Name: _____ Daytime Phone: _____

Mailing Address: _____ Fax No.: _____

City/State/Zip: _____ License No.: _____

Email: _____ Expiration Date: _____

City Business License #: _____

TENANT: (mandatory)

Name: _____ Daytime Phone: _____

Mailing Address: _____ Fax No.: _____

City/State/Zip: _____ Email: _____

City Business License #: _____

APPLICATION TYPE: (please circle) **COMMERCIAL** or **RESIDENTIAL**

APPLICATION SUB-TYPE: (please circle) **NEW** **ADDITION** **REMODEL** **REPAIR** **RE-ROOF**

ESTIMATED VALUE OF CONSTRUCTION:

WORK DESCRIPTION: _____

BLDG #:		STE. #:		APT. #:		UNIT #:	
OCCUPANCY GROUP:		# OF UNITS:		# OF BLDGS:			
EXIST. SQ. FT.:		NEW SQ. FT.:		CONSTRUCTION TYPE:			
BLDG HEIGHT:		# OF STORIES:					
# OF BEDROOMS:		# OF BATHROOMS:					
# OF FIREPLACES:		FIRE SPRINKLERS (EXISTING AREA)		FIRE SPRINKLERS (NEW AREA)			

HEATING SYSTEM: (please circle) **ELECTRIC** **GAS** **OIL** **HEATPUMP**
INDOOR AIR: (please circle) **PRESCRIPTIVE** **COMPONENT** **PERFORMANCE**

<u>FLOOR AREAS</u>					
	EXISTING	REMODEL	ADDITION	NEW	TOTAL
BASEMENT					
1 ST FLOOR					
2 ND FLOOR					
3 RD FLOOR					
DECK					
GARAGE					
CARPORT					

TOTAL NUMBER OF PARKING SPACES: _____

PARKING AREA PAVED & STRIPED: YES NO LANDSCAPING EXISTING ON SITE: YES NO

AUTHORIZED AGENT/OWNER SIGNATURE:

By affixing my signature hereto, I certify under penalty of perjury that the information furnished herein is true and correct to the best of my knowledge and that I am the owner of the premises where the work is to be performed, or I am acting as the owner's authorized agent. I further agree to hold harmless the City of Lakewood as to any claim (including costs, expenses and attorney's fees incurred in investigation of such claim) which may be made by any person, including the undersigned, and filed against the City of Lakewood, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information provided to the City as part of this application.

Signature of Authorized Agent/Owner

Date

OFFICE USE ONLY:

PERMIT #: _____ BUSINESS LICENSE #: _____

TITLE: _____ BIN

#: _____

ZONE: _____ ZONING USE TYPE: _____

DATE PERMIT APPLICATION RECEIVED: _____ RECEIVED BY: _____

9. Traffic (vehicular trips to and from site per day) generated by the use, including deliveries and client-related trips (i.e. any proposed shipping and receiving activities, projected employee trip generation, projected customer trip generation).
10. Total square footage of the floor area of the tenant space.
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. If more than one tenant on the site, provide the square footage of each tenant space, business names of tenants, and type of business

Space #	Type of Business	Tenant Name	Area

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, stormwater, etc.). Indicate type and dimensions of easement.
9. All major manmade or natural features (slope, shorelines, riparian areas, railroad tracks, bridges, etc.).
10. Proposed and existing building locations.
11. Dimensions and square foot area of all existing and proposed new structures on the site.
12. Dimensions and square foot area of all structures or pavement expected to be removed.
13. Building floor plan and total square footage per use/occupancy (office, manufacturing, warehouse, retail, etc.)
14. Dimensions of all setbacks (distance from the wall of all existing and proposed structures to property lines).
15. Location of all fire hydrants within 300 feet of the site.
16. Fire access road/drive within 150 feet of all portions of the exterior first floor of all structures.
17. Location, dimensions and square foot area of all parking areas.
18. Vehicle loading and unloading areas, including dimensions of truck loading and maneuvering areas and total square footage.
19. Location of all paved areas.
20. Location of required landscape areas (include dimensions inside of curbing and square footage inside curbing).
21. Location of other proposed landscape areas (include dimensions inside of curbing and square footage inside curbing).
22. Existing and proposed fences or retaining walls (specify type and height of fence or wall).
23. Location and dimensions of any free-standing signs.
24. Location and type of any existing or proposed exterior lighting to be placed on the site
25. Areas of future development.
26. Location of outside storage areas (include dimensions and total square footage).
27. Location of trash dumpster(s).
28. Adjacent uses (undeveloped, single family, commercial, etc.) and the location of any structures within 5 feet of the property line on all abutting property.

29. Location of water and sewer mains nearest the site, including line size and other utility connections.
30. 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.
31. Critical areas, such as slopes, wetlands, shorelines and wildlife habitat.
32. Contours at two-foot intervals if the parcel(s) or access road(s) contain slopes of greater than 10%.
33. 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.
34. Vehicle maneuvering diagrams for all multi-family, commercial and industrial developments.
35. Data required to be listed on the site plan:
 - a. Type of construction per IBC.
 - b. Occupancy classifications per IBC Chapter 3.
 - c. Area per occupancy (office, manufacturing, warehouse, retail, etc.).
 - d. Building height and number of stories.
 - e. Zoning and overlay districts.
 - f. Sprinklered or non-sprinklered.
 - g. Total building area with area breakdown by levels (ie. 1st floor, mezzanine).
 - h. Allowable area calculations per IBC Chapter 5.
 - i. Percent of site coverage by structures.
 - j. Percent of site coverage by impervious surface.
 - k. The number of compact and handicapped parking spaces provided.
 - l. Total number of parking stalls, including compact and handicapped spaces.
 - m. Total square footage of parking, drive aisles, loading zones and maneuvering area.
 - n. Total square footage of paved area.
 - o. Total square footage of required landscaping areas.
 - p. Percentage of parcel in open space (multi-family housing and zero lot line development only).
 - q. The location of hazardous materials and waste shall be indicated on the site plan.
36. Data required in addition to the site plan:
 - a. A Hazardous Material Inventory Statement listing all hazardous materials and waste, including their form (liquid, gas, solid), the quantity size (ie. 5 gallon bucket), cumulative totals for each form of hazardous material or waste on site.
 - b. A Hazardous Materials Management Plan shall be provided, if required by the Fire Marshal.

Additional information may be required based on the specific project and/or site. All large maps must be folded to fit into an 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 # 2**

PARKING PLAN REQUIREMENTS

A detailed parking plan shall drawn to scale and 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'). Both the site plan and parking plan generally should use the same scale.
5. Proposed and existing building locations.
6. Total square footage of building(s).
7. Total square footage per use/occupancy (office, manufacturing, warehouse, retail, etc.)
8. 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.
9. All easements (access, utility, railroad, stormwater, etc.). Indicate type and dimensions of easement.
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. Finished contours at two-foot intervals for any portion of the site where the finished grade is expected to exceed 15% slope.
13. Location of required landscape areas (include dimensions inside of curbing and square footage inside curbing).
14. Location of other proposed landscape areas (include dimensions inside of curbing and square footage inside curbing).
15. Total square footage of required landscaping areas.
16. Total square footage of all landscaping areas provided on site.
17. 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.
18. Type of paving material(s) to be utilized, including pedestrian sidewalks, walkways and paths.
19. Location of any graveled areas (include dimensions and total square footage).
20. Percent of lot covered by impervious surface (include percentage of lot covered by buildings and percentage of lot covered by paving).
21. Location of parking areas, including:
22. Total number of all parking stalls and the numbers of standard, compact and American Disabilities Act accessible parking spaces.
23. Location of all standard, compact and American Disabilities Act accessible parking spaces.
24. Location of all vehicular circulation routes.
25. Dimensions of stalls and all drive aisles.
26. Location of all wheel stops.
27. Total square footage of parking and maneuvering area.
28. Location of outside storage areas (include dimensions and total square footage).
29. Location of trash dumpster(s).
30. Location of cart return spaces for all wholesale or retail commercial or industrial buildings.
31. Existing and proposed fences and retaining walls (type of materials and height).

32. Location of biofiltration areas and stormwater detention facilities.
33. Location of overhead loading doors. Indicate height of loading deck surface (i.e. dock-high or ground level).
34. Vehicle loading and unloading areas, including dimensions of truck loading and maneuvering areas and total square footage.
35. All areas designated for future development.
36. Location of all exterior entrance/exit doors.
37. The location of all freestanding signs and utilities boxes on or adjacent to the site.
38. Location and type of any existing or proposed exterior lighting on the site.
39. Location of existing and proposed fire hydrants on site.
40. Fire access road/drive within 150 feet of all portions of the exterior first floor of all structures.
41. 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.
42. Vehicle maneuvering diagrams for all multi-family, commercial and industrial developments.
43. Vehicle stacking or queing lanes. Provide data on peak hour usage including expected number of vehicles in que and anticipated waiting periods.
44. Location and details of all required transit support facilities, including concrete pad, bench, shelter, garbage receptacles, lighting, pavement treatment, etc.
45. Parking plan for any site to be used for off-site parking in accordance with LMC 18A.50.550.E, Shared Use Parking or 18A.50.550.F, Off-Site Parking.

Additional information may be required based on the specific project and/or site. All large maps must be folded to fit into an 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.



**CITY OF LAKEWOOD
COMMUNITY DEVELOPMENT
DEPARTMENT HANDOUT # 5**

TREE RETENTION PLAN REQUIREMENTS

A detailed tree retention plan shall be drawn to scale and must include the following information to be considered complete:

1. The precise location of each significant tree, which is a:
 - (a) Tree of any other species that is 9 inches in diameter or greater, at 4 ½ feet above ground.
 - (b) Garry Oak, also known as Oregon White Oak, that is 6 inches in diameter or greater, at 4 ½ feet above ground (forestry standard).
 - (c) Tree, regardless of its diameter, that is determined by the Community Development Director to be significant due to the uniqueness of the species or provision of important wildlife habitat.
2. The location of any significant tree that has been determined to be damaged or diseased pursuant to LMC 18A.50.320.A.3.
3. The location of the drip line of each significant tree.
4. The caliper size (diameter) of each tree of 3 inches or greater in diameter at 4 ½ feet above ground (forestry standard)
5. The common name of each tree (i.e. fir, spruce, maple, alder, etc.)
6. Specify which trees are intended to be retained or removed.
7. Specify the species, location, drip line and caliper size of existing trees (3 inches diameter or greater) that will be retained for retention credit.
8. Specify the number, species, and caliper size of replacement trees (minimum of 3 inches diameter at 6 inches above ground) and the location of proposed planting.
9. The tree retention plan must illustrate the location of each tree in relation to all existing and proposed development on the site including, but not limited to, the following information:
 - (d) Property lines (include lot dimensions).
 - (e) Footprint of all existing and proposed buildings and structures.
 - (f) Location of all existing and proposed public and private roads, driveway accesses and road right-of-ways and easements (access, utility, stormwater, etc.), with dimensions and road names, including curbs and gutters, sidewalks, and/or edges of pavement.
 - (g) Location of all parking areas, vehicle loading and unloading areas, other paved areas, pedestrian pathways, fences, retaining walls, trash dumpsters, outdoor storage areas, and areas reserved for future development.
 - (h) Location of all utilities, stormwater facilities and other development requiring tree removal.
 - (i) Location of all proposed landscape areas.
 - (j) Location of all riparian areas and riparian buffers, shorelines, and critical areas including wetlands, wetland buffers, habitat areas, etc.
 - (k) Limits of proposed grading on the site.
 - (l) Amount and location of fill, excavation and changes in elevation on the site.
 - (m) Protection measures (fencing, tree wells, etc.) proposed to be utilized at or outside of the drip line to prevent damage to tree roots pursuant to LMC 18A.50.320.E.1.

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.