



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

Number Required:	Description of Required Documents:	Required:
1	Integrated Sign Plan Fee	A
2	Integrated Sign Plan Application	A
1	Applicant/Owner Affidavit of Posting*	A
7	Integrated Sign Plan Project Description (See CDD Handout #10)	A
2	Applicant's Answers Addressing the Required Findings (See Integrated Sign Plan Application Form)	A
7	Site Plan (See CDD Handout #10)	A
7	Existing Sign Inventory (See CDD Handout #10)	
7	Freestanding/Wall Sign Design Illustrations (See CDD Handout #10)	A
7	Floor Plan Diagram (See CDD Handout #10)	A
1	8 1/2" x 11" Reduced Copy of the Development Plans	A

7	LANDSCAPING PLAN(SEE CDD HANDOUT #3)	M
5	TREE RETENTION PLAN (SEE CDD HANDOUT #5)	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.

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.



INTEGRATED SIGN PLAN APPLICATION

APPLICATION FEE:

Under 10 acres.....Not eligible to apply per LMC 18A.50.655.F
10 to 50 acres.....\$2,680 plus consultant fees over 4 hours
Over 50 acres.....\$4,360 plus consultant fees over 4 hours

APPLICATION #: _____
OFFICE USE ONLY

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:

DATE APPLICATION RECEIVED: _____ RECEIVED BY: _____

DATE APPLICATION COMPLETE: _____ COMPLETENESS REVIEW BY: _____

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.



**CITY OF LAKEWOOD COMMUNITY
DEVELOPMENT DEPARTMENT
HANDOUT # 10**

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 (ie. 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.

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