



# SEPA Checklist Application

Application Fee: \$480.00 plus  
consulting fees over four hours

Number of Copies Required:	Description of Required Documents:	Required: A=always; M=may be
1	SEPA Application Fee	A
1	Applicant/Owner Affidavit of Posting*	A
11	SEPA Environmental Checklist	A
11	Operational Characteristics Description (See CDD Handout #6)	A
11	Site Plan (See CDD Handout #1)	A
1	8½" x 11" Reduced Copy of Development Plans	A

3	Landscaping Plan (See CDD Handout #3)	M
3	Irrigation Plan	M
8	Architectural Plans	M
8	Parking Plan (See CDD Handout #2)**	M
5	Tree Retention Plan (See CDD Handout #5)	M
1	Lease Agreement/Owner Approval	M

\*The applicant will be required to post a notice board on the property on which City notices can be placed. 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.

\*\* Parking Plan is not required if incorporated into site plan



# ENVIRONMENTAL CHECKLIST APPLICATION FORM

APPLICATION FEE: \$480.00

PIERCE COUNTY PARCEL NUMBER (S): \_\_\_\_\_ ACRES: \_\_\_\_\_

ADDRESS/LOCATION: \_\_\_\_\_

PROJECT DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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:**

APPLICATION #: \_\_\_\_\_ ZONE: \_\_\_\_\_

APPLICATION NAME: \_\_\_\_\_

DATE APPLICATION RECEIVED: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_

DATE APPLICATION COMPLETE: \_\_\_\_\_ COMPLETENESS REVIEW BY: \_\_\_\_\_

**TO BE COMPLETED BY APPLICANT**

**A. BACKGROUND INFORMATION**

1. Name of Project: \_\_\_\_\_

2. Name of Applicant: \_\_\_\_\_

3. Mailing Address: \_\_\_\_\_

\_\_\_\_\_

4. Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

(Note that all correspondence will be mailed to the applicant listed above.)

5. Applicant is (owner, agent, other): \_\_\_\_\_

6. Name of Legal Owner: \_\_\_\_\_ Telephone: \_\_\_\_\_

7. Mailing Address: \_\_\_\_\_

\_\_\_\_\_

8. Location. Give general location of proposed project (street address or nearest intersection streets: section, township and range).

9. Legal description and tax identification number.

10. Existing conditions: Give a general description of the property and existing improvements, size, topography, vegetation, soil, drainage, natural features, etc. (if necessary, attach a separate sheet).

11. Site Area: \_\_\_\_\_ Site Dimensions: \_\_\_\_\_  
Square Feet of Building: \_\_\_\_\_ Impervious Area Square Feet: \_\_\_\_\_

12. Project description: Give a brief, complete description of the intended use of the property or project. (Attach site plans as described in the instructions):

13. Schedule: Describe the timing or schedule (include phasing and construction dates, if possible).
  
14. Future plans: Do you have any plans for future additions, expansion or further activity related to or connected with this proposal? If yes, explain.
  
15. Permits: List all permits for this project from local, state, federal, or other agencies for which you have applied or will apply.
  
16. Environmental information: List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.
  
17. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? (i.e. Hydraulics Permit, Forest Practices). If yes, explain.

## B. ENVIRONMENTAL ELEMENTS

### 1. Earth

- a. General description of the site (circle one): Flat, rolling, hilly, steep slopes, mountainous, other.
  
- b. What is the steepest slope on the site (approximate percent slope)?
  
- c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any prime farmland.

- d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.
- e. Describe the purpose, type and approximate quantities of any filling or grading proposed. Indicate source of fill.
- f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.
- g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?
- h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any.

## **2. Air**

- a. What types of emissions to the air would result from the proposal (i.e. , dust, automobile, odors, industrial wood smoke) during construction and when the project is completed? If any, generally describe and give approximate quantities if known.
- b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.
- c. Proposed measures to reduce or control emissions or other impacts to air, if any.

## **3. Water**

- a. Surface:
  - 1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, salt water, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.

- 2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.
- 3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.
- 4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities, if known.
- 5) Does the proposal lie within a 100 year floodplain? If so, note location on the site plan.
- 6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.

b. Ground:

- 1) Will ground water be withdrawn, or will water be discharged to ground water? Give general description purpose, and approximate quantities, if known.
- 2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: domestic sewage; industrial, containing the following chemicals...; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

c. Water Runoff (including storm water):

- 1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.

2) Could waste materials enter ground or surface waters? If so, generally describe.

d. Proposed measures to reduce or control surface, ground, and runoff water impacts, if any:

#### 4. Plants

a. Check or circle types of vegetation found on the site:

deciduous tree: alder, maple aspen, other \_\_\_\_\_

evergreen tree: fir, cedar, pine, other \_\_\_\_\_

shrubs

grass

pasture

crop or grain

wet soil plants: cattail, buttercup, bulrush, skunk cabbage,  
other \_\_\_\_\_

water plants: water lily, eelgrass, milfoil, other \_\_\_\_\_

other types of vegetation \_\_\_\_\_

b. What kind and amount of vegetation will be removed or altered?

c. List threatened or endangered species known to be on or near the site.

d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site if any:

**5. Animals**

- a. Circle any birds and animals which have been observed on or near the site or are known to be on or near the site:

**birds:** hawk, heron, eagle, songbirds, other \_\_\_\_\_

**mammals:** deer, bear, elk, beaver, other \_\_\_\_\_

**fish:** bass, salmon, trout, herring, shellfish, other \_\_\_\_\_

- b. List any threatened or endangered species known to be on or near the site.

- c. Is the site part of a migration route? If so, explain.

- d. Proposed measures to preserve or enhance wildlife, if any:

**6. Energy and Natural Resources**

- a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.

- b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.

- c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:

**7. Environmental Health**

a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so, describe.

1) Describe special emergency services that might be required.

2) Proposed measures to reduce or control environmental health hazards, if any:

b. Noise

1) What types of noise exist in the area which may affect your project (for example: traffic, equipment operation, other)?

2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other? Indicate what hours noise would come from the site.

3) Proposed measures to reduce or control noise impacts, if any:

## **8. Land and Shoreline Use**

a. What is the current use of the site and adjacent properties?

b. Has the site been used for agriculture? If so, describe.

c. Describe any structures on the site.

- d. Will any structures be demolished? If so, what?
  
- e. Has any part of the site been classified as an "environmentally sensitive" area? If so, specify.
  
- f. Approximately how many people would reside or work in the completed project?
  
- g. Approximately how many people would the completed project displace? Proposed measures to avoid or reduce displacement impacts, if any:
  
- h. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any.

**9. Housing**

- a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low income housing.
  
- b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low income housing.
  
- c. Proposed measures to reduce or control housing impacts, if any.

**10. Aesthetics**

- a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?
- b. What views in the immediate vicinity would be altered or obstructed?
- c. Proposed measures to reduce or control aesthetic impacts, if any.

## **11. Light and Glare**

- a. What type of light or glare will the proposals produce? What time of day would it mainly occur?
- b. Could light or glare from the finished project be a safety hazard or interfere with views?
- c. What existing off-site sources of light or glare may affect your proposal?
- d. Proposed measures to reduce or control light and glare impacts, if any.

## **12. Recreation**

- a. What designated and informal recreational opportunities are in the immediate vicinity?
- b. Would the proposed project displace any existing recreational uses? If so, describe.
- c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any.

### **13. Historic and Cultural Preservation**

- a. Are there any places or objects listed on, or proposed for, national, state or local preservation registers known to be on or next to the site? If so, generally describe.
  
- b. Generally describe any landmarks or evidence of historic, archaeological, scientific, or cultural importance known to be on or next to the site.
  
- c. Proposed measures to reduce or control impacts, if any.

### **14. Transportation**

- a. Identify public streets and highways serving the site, and describe proposed access to the existing street system. Show on site plans, if any.
  
- b. Is site currently served by public transit? If not, what is the approximate distance to the nearest transit stop?
  
- c. How many parking spaces would the completed project have? How many would the project eliminate?
  
- d. Will the proposal require any new roads or streets, or improvements to existing roads or streets, not including driveways? If so, generally describe (indicate whether public or private).
  
- e. Will the project use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.
  
- f. How many vehicular trips per day would be generated by the completed project? If known, indicate when peak volumes would occur.

- g. Proposed measures to reduce or control transportation impacts, if any.

**15. Public Services**

- a. Would the project result in an increased need for public services (for example: fire protection, police protection, health care, schools, other)? If so, generally describe.
  
  
  
  
  
  
  
  
  
  
- b. Proposed measures to reduce or control direct impacts on public services, if any.

**16. Utilities**

- a. Circle utilities currently available at the site: electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system, other.
  
  
  
  
  
  
  
  
  
  
- b. Describe the utilities that are proposed for the project, the utilities providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.

**C. SIGNATURE**

Under penalty of perjury the above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FREE CONSENT STATEMENT**

**LAKESIDE ENVIRONMENTAL CHECKLIST**

**IN WITNESS WHEREOF, SAID PARTNERS HERETO HAVE CAUSED THIS INSTRUMENT TO BE EXECUTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_.**

**ACKNOWLEDGMENT**

**NOTARY**

State of Washington )  
County of Pierce )

I certify that I know or have satisfactory evidence that \_\_\_\_\_ is the person who appeared before me and said person acknowledged that he/she signed this instrument and acknowledged it to be his/her free and voluntary act for the use and purposes mentioned in the instrument. I further understand that there are no refunds of license fees and that falsifications, or omissions on this application are grounds for the denial, suspension, or revocation of the license applied for.

Dated: \_\_\_\_\_

Witness my hand and official seal:

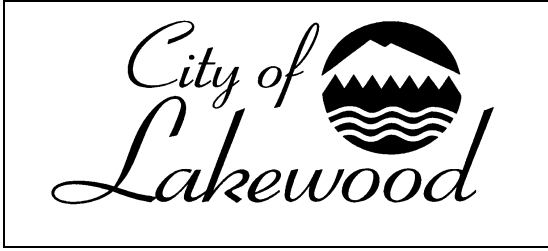
\_\_\_\_\_

Signature: \_\_\_\_\_

Name as commissioned: \_\_\_\_\_

Title: \_\_\_\_\_

My appointment expires: \_\_\_\_\_



***CITY OF LAKEWOOD  
COMMUNITY DEVELOPMENT  
DEPARTMENT HANDOUT #6***

## **OPERATIONAL CHARACTERISTICS DESCRIPTION**

A detailed description of operational characteristics is required for all discretionary land use permits such as, administrative use permits, conditional use permits, temporary use permits, variance applications, etc. and may be required for zoning certification and other permits, as deemed necessary by Community Development Department staff. The operational description must include the following information to be considered complete:

1. Description of proposed use/project application.
  
  
  
  
  
  
  
  
  
  
2. Extent and type of proposed improvements to the site and/or interior or exterior building remodeling to existing building(s) (i.e. additions to building, interior building improvements or alterations, landscaping, proposed signs, additional parking spaces, etc.).
  
  
  
  
  
  
  
  
  
  
3. Proposed number of full and part-time employees.
4. Proposed number of students on the site at any one time.
5. Maximum numbers of employees on the site at any one time.
6. Proposed hours, days, place and manner of operation.
7. Type of products or services proposed to be available on the site.
8. Number of commercial vehicles proposed to be parked or stored on the site.

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. 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.**

# 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