



SEPA Modification Application

Application Fee: \$200.00

Number of Copies Required:	Description of Required Documents:	Required: A=always; M=may be
1	SEPA Modification Application Fee	A
4	Operational Characteristics Description* (See CDD Handout #6)	A
4	Site Plan (See CDD Handout #1)	A
1	11" x 17" Reduced Copy of Development Plans	A

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

Provide detailed description of proposed modification in this questionnaire.



SEPA MODIFICATION APPLICATION FORM

APPLICATION FEE: \$200.00

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: _____

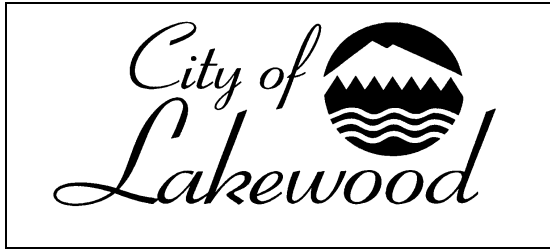
The above signed property owners, certify that the above information is true and correct to the best of our knowledge and under penalty of perjury, each state that we constitute all of the legal owners of the property described above and designate the above parties to act as our agent with respect to this application:

OFFICE USE ONLY:

APPLICATION #: _____ ZONE: _____
APPLICATION NAME: _____
DATE APPLICATION RECEIVED: _____ RECEIVED BY: _____
DATE APPLICATION COMPLETE: _____ COMPLETENESS REVIEW BY: _____

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.

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