



# Shoreline Conditional Use Permit

**Application Fee:**

Less than \$10,000 valuation.....	\$770.00
\$10,001 thru \$100,000.....	\$1070.00
\$100,001 thru \$250,000.....	\$2200.00
\$250,001 thru \$500,000.....	\$3,000.00
\$500,001 thru \$1,000,000.....	\$4,000.00
Greater than \$1,000,000.....	\$5,000.00

Number Required:	Description of Required Documents:	Required:
1	Shoreline Conditional Use Permit (CUP) Fee	A
2	Shoreline CUP Application Form	A
1	Applicant/Owner Affidavit of Posting*	A
11	Shoreline Development Permit General Description (See CDD Handout #8)	A
2	Applicant's Answers Addressing the Required Findings (See Shoreline CUP Application Form)	A
11	Shoreline Site Development Plans (See CDD Handout #9)	A
1	8 ½" x 11" Reduced Copy of the Development Plans	A

11	Landscaping Plan (See CDD Handout #3)	M
11	Architectural Plans	M
5	Tree Retention Plan (See CDD Handout #5)	M
(See SEPA Form)	SEPA Environmental Checklist Application and \$480.00 Application Fee	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.



**SHORELINE CONDITIONAL USE APPLICATION**

APPLICATION #: \_\_\_\_\_  
OFFICE USE ONLY

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

PROPOSED USE: \_\_\_\_\_ ZONE: \_\_\_\_\_

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

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

1/4 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 A SHORELINE CUP 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. Eleven (11) copies of the Shoreline Development Permit General Description in accordance with Community Development Department Handout #8.
- D. Two (2) copies of answers addressing *LMC Section 20.72.030 Required Findings* for granting a Shoreline Conditional Use Permit:
  - 1. *That there is some necessity for a shoreline site for the proposed use or that the particular site applied for is essential for this use.*
  - 2. *The use will cause no unreasonably adverse effects on the environment or other uses.*
  - 3. *That water, air, noise and other classes of pollution will not exceed the level customarily found in that particular environment.*
  - 4. *Design of the site will be compatible with the Master Program.*
  - 5. *The use will not interfere with public use or public shorelines.*
- E. The applicant shall provide two (2) copies addressing how the proposal meets the following criteria from *WAC 173-27-160(1)*:

*Uses which are classified or set forth in the applicable master program as conditional uses may be authorized provided that the applicant demonstrates all of the following:*

  - 1. *That the proposed use is consistent with the policies of RCW 90.58.020 and the master program;*
  - 2. *That the proposed use will not interfere with the normal public use of public shorelines;*
  - 3. *That the proposed use of the site and design of the project is compatible with other authorized uses within the area and with uses planned for the area under the comprehensive plan and shoreline master program;*
  - 4. *That the proposed use will cause no significant adverse effects to the shoreline environment in which it is to be located; and*
  - 5. *That the public interest suffers no substantial detrimental effect.*
- F. Eleven (11) copies of the Shoreline Site Development Plan in accordance with Community Development Department Handout #9.
- G. Eleven (11) copies of a landscape plan in accordance with Community Development Department Handout #3 and addressing all applicable community design standards as identified by planning staff in the pre-application conference or design review meeting.
- H. If significant trees exist on the site, five (5) copies of a tree retention plan in accordance with Community Development Department Handout #5.
- I. Eleven (11) copies of architectural drawings illustrating all building elevations, floor plan and site plan information.

- J. One (1) reduced copy (8 ½" x 11") of the development plans (Sections F-I above).
- K. If a SEPA Environmental Checklist is required for this project, the environmental checklist application must be completed and submitted in conjunction with this application.  
Environmental checklist processing fee: \$480 plus consulting fees over 4 hours.

**ALL LARGE MAPS MUST BE FOLDED TO FIT INTO A 10" x 13" ENVELOPE WITH THE APPLICATION NAME OF THE PLAN SHOWING.**

**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 # 8**

**SHORELINE DEVELOPMENT  
GENERAL DESCRIPTION REQUIREMENTS**

The Shoreline Development General Description for a shoreline substantial development, conditional use, or variance permit shall contain, as a minimum, the following information in order to be deemed complete:

- 1) The name, address and phone number of the applicant. The applicant should be the owner of the property or the primary proponent of the project.
- 2) The name, address and phone number of the property owner, if other than the applicant.
- 3) Location of the property. This shall, at a minimum, include the property address and identification of the section, township and range to the nearest quarter, quarter section or latitude and longitude to the nearest minute. All applications for projects located in open water areas away from land shall provide a longitude and latitude location.
- 4) Identification of the name of the shoreline (water body) that the site of the proposal is associated with. This should be the water body from which jurisdiction of the act over the project is derived.
- 5) A general description of the proposed project that includes the proposed use or uses and the activities necessary to accomplish the project.
- 6) A general description of the property as it now exists including its physical characteristics and improvements and structures.
- 7) A general description of the vicinity of the proposed project including identification of the adjacent uses, structures and improvements, intensity of development and physical characteristics.
- 8) Extent and type of proposed improvements to the site within the 50' shoreline buffer and 200' Shoreline Jurisdictional area (i.e. new buildings, additions/alterations to existing buildings, landscaping, proposed bulkheads, piers/docks, and/or boatlifts, etc.).

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.**





## CITY OF LAKEWOOD COMMUNITY DEVELOPMENT DEPARTMENT HANDOUT # 9

### SHORELINE SITE DEVELOPMENT PLAN REQUIREMENTS

The development plans for a substantial development, conditional use, or variance permit shall contain, as a minimum, a site development plan consisting of maps and elevation drawings drawn to scale depicting clearly the following information in order to be deemed complete:

#### REQUIRED INFORMATION:

1. Vicinity map clearly showing the relationship of the property and proposed development or use to roads, utilities, other parcels and existing developments and uses on adjacent properties in the area.
2. North arrow and decimal engineering scale (ie. 1"=20'; **not** 1/8"=1' architectural scale).
3. Property Address.
4. Property lines.
5. Pierce County tax parcel number.
6. Lot dimensions and total square footage.
7. The ordinary high water mark of all water bodies located adjacent to or within the boundary of the project. This may be an approximate location, provided that for any development where a determination of consistency with the applicable regulations requires a precise location of the ordinary high water mark, the mark shall be located precisely and the biological and hydrological basis for the location as indicated on the plans shall be included in the development plan. Where the ordinary high water mark is neither adjacent to or within the boundary of the project, the plan shall indicate the distance and direction to the nearest ordinary high water mark of a shoreline.
8. The dimensions and locations of all existing and proposed structures and improvements including but not limited to: buildings, paved or graveled areas, roads, utilities, septic tanks and drainfields, material stockpiles or surcharge, and stormwater management facilities.
9. Quantity, source and composition of any fill material that is placed on the site whether temporary or permanent.
10. Quantity, composition and destination of any excavated or dredged material.
11. Dimensions of all setbacks (distance from the wall of all existing and proposed structures to property lines or shoreline buffer).
12. Existing and proposed fences or retaining walls (specify type and height of fence or wall).
13. The location of any structures on abutting properties within 5 feet of the property line.
14. Data required to be listed on the site plan:
  - a. Percent of site covered by structures.
  - b. Percent of site covered by impervious surface.
  - c. Total square footage of paved area.
15. The location of any proposed docks/ramps and bulkheads.
16. Existing and proposed land contours. The contours shall be at two-foot intervals to accurately determine the existing character of the property and the extent of proposed change to the land that is necessary for the development. Areas within the boundary that will not be altered by the development may be indicated as such and contours approximated for that area.
17. All easements (access, utility, railroad, stormwater, etc.). Indicate type and dimensions of easement.

**SITE-SPECIFIC INFORMATION – MAY BE REQUIRED:**

18. A delineation of all wetland areas that will be altered or used as a part of the development.
19. A general indication of the character of vegetation found on the site.
20. Where applicable, a landscaping plan for the project.
21. Where applicable, plans for development of areas on or off the site as mitigation for impacts associated with the proposed project shall be included and contain information consistent with the requirements of this section.
22. Where applicable, a depiction of the impacts to views from existing residential uses and public areas.
23. On all variance applications the plans shall clearly indicate where development could occur without approval of a variance, the physical features and circumstances on the property that provide a basis for the request, and the location of adjacent structures and uses.

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.**

# 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