



Development Agreement Application

Application Fee: \$1000.00 Plus consultant fees over 25 hours

Number Required:	Description of Required Documents:	Required:
1	Development Application Fee	A
2	Development Application Form	A
1	Applicant/Owner Affidavit of Posting*	A
5	Project Presentation Booklet (CDD Handout #14)	A
5	Enlarged (24" x 36") Existing Conditions Site Plan (CDD Handout #14)	A
5	Enlarged (24" x 36") Master Site Plan (CDD Handout #14)	A
5	Enlarged (24" x 36") Phasing Plan (only if applicable - see CDD Handout #14)	M
5	Enlarged (24" x 36") Landscaping Plan and Open Space Areas (CDD Handout #14 & #3)	A
1	11" x 17" Reduced Copy of the Development Plans	A
1	Certificate of Water Availability	A
1	Sewer Availability Letter from P.C. Utilities or Septic System Approval Letter from TPCHD	A
(See SEPA Form)	SEPA Environmental Checklist Application and \$480.00 Application Fee	A

5	Tree Retention Plan (CDD Handout #5)	M
5	Traffic / Parking Study	M
5	Environmental Studies	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.

A=Always required.
M=May be required.



DEVELOPMENT AGREEMENT APPLICATION

APPLICATION FEE: \$1000.00 plus consultant fees over 25 hours

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:

APPLICATION NUMBER _____ DATE APPLICATION RECEIVED: _____

DATE APPLICATION COMPLETE: _____ COMPLETENESS REVIEW BY: _____

THE APPLICANT MUST PROVIDE THE FOLLOWING INFORMATION WHEN SUBMITTING A DEVELOPMENT AGREEMENT APPLICATION:

- A. The applicable review fee.**
- B. The completed original application form and one (1) additional copy, making sure that all of the required signatures have been obtained.**
- C. One (1) copy of the Applicant/Owner Affidavit of Posting form, to include all of the required signatures.**
- D. Five (5) copies of the project presentation booklet in accordance with Community Development Department Handout #14.**
- E. Five (5) enlarged copies of the existing conditions site plan in accordance with Community Development Department Handout #14.**
- F. Five (5) enlarged copies of the master site plan in accordance with Community Development Department Handout #14.**
- G. If the project will be developed in multiple phases, provide five (5) enlarged copies of the phasing plan in accordance with Community Development Department Handout #14.**
- H. Five (5) enlarged copies of the landscaping plan and open space areas in accordance with Community Development Department Handout #3 and #14.**
- D. One (1) reduced copy (11" x 17") of the development plans (Sections D-H above).
- E. If significant trees exist on the site, five (5) copies of a tree retention plan in accordance with Community Development Department Handout #5.
- F. If applicable, five (5) copies of a traffic/ parking study.
- G. If applicable, five (5) copies of environmental studies completed within the project site.
- H. One (1) copy of a certificate of water availability.
- I. One (1) copy of a sewer availability letter from P.C. Public Works and Utilities. If serviced by a septic system, one (1) copy of a preliminary approval letter from Tacoma-Pierce County Health Department.
- J. Provide completed SEPA environmental checklist application 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 # 14

**RECOMMENDED GUIDELINES FOR
DEVELOPMENT AGREEMENTS**

Administrative Notes:

These guidelines are intended to be a resource for developers that are interested in applying for a development agreement pursuant to LMC 18A.10.600-630 and RCW 36.70B.170. The level of information provided within each development agreement is expected to vary based on the individual objectives of each project. For that reason, some of the elements proposed within these guidelines may not be applicable.

- Additional information may be required based on the specific project and/or site.
- The application should be organized and submitted in presentation booklet format, including page numbers listed on the bottom left hand corner of each page. Please provide staff with one (1) unbound copy of the proposal. Please provide duplicates of large maps in 11x17 format.

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- 1) Project Description. Provide a written explanation of the project to be covered by the development agreement. Please include:
 - a) Explanation of the project's scope and the anticipated community benefit of the project.
 - b) Indicate how the project will achieve an enhanced urban design which could not be achieved through strict application of the development standards of the zoning district.
 - c) Provide a written explanation of each component of the project, including a description of phasing plans, modifications to interior roadways/parking areas, alterations to the existing utility infrastructure, future boundary line revisions, easement modifications and/or condominium parcels, and any other elements that will impact the design and/or implementation of the project.
 - 2) Land Use. Include a written description of proposed functions, uses, hours of operation for each use, proposed programmatic elements, approximate number of employees, approximate number of customers/clients served at each phase, minimum and maximum floor area ratios and projected traffic volumes at each phase.
 - 3) Vicinity Map. Provide a vicinity map showing the location of the project with respect to public streets and other parcels and development in the area.
 - 4) Existing Conditions Site Plan. Identify the following features:
 - a) Site address

- b) Property lines. 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.
 - c) North arrow and scale at 1"=20' or 1'=40'.
 - d) Pierce County tax parcel number.
 - e) Total site acreage.
 - f) All easements (access, utility, railroad, stormwater, etc.). Indicate type and dimensions of easement.
 - g) All major manmade or natural features (slope, shorelines, forested areas, riparian areas, railroad tracks, etc.)
 - h) All existing 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.
 - i) Location of all fire hydrants on or within 300 feet of the site.
 - j) Location and dimensions of any existing free-standing signs. Please number and catalog each sign to correspond with the exhibits provided within the application.
 - k) Location and type of any existing exterior lighting located onsite.
 - l) Existing building locations (include building footprint and dimensions).
 - m) Distance of all setbacks (including freestanding signs).
 - n) Location of existing landscape areas (include dimensions inside of any curbing and square footage inside any curbing).
 - o) Existing fences or retaining walls (specify type and height of fence or wall).
 - p) Location of all paved/parking areas.
 - q) Vehicle loading and unloading areas, including dimensions of truck loading and maneuvering areas.
 - r) Location of outdoor storage areas.
 - s) Location of trash Dumpster(s).
- 5) Demolition Plan. Provide a site plan that illustrates any structures, paved areas or land features to be removed or modified.
- 6) Master Site Plan. Identify the proposed improvements planned in conjunction with the development agreement. Include any existing site improvements that will remain listed under item 3, "Existing Site Improvements":
- a) All existing improvements that will remain for each phase of the proposed site.
 - b) Proposed improvements planned in conjunction with the master plan.
 - c) Conceptual plans for possible future uses.
 - d) Proposed locations of usable open space, any land proposed to be dedicated for open space.
 - e) Proposed pedestrian, bicycle and transit connection between the site and public or private streets serving the development.
 - f) Location and dimensions of any proposed free-standing signs. Please number and catalog each sign to correspond with the exhibits provided within the application.
 - g) Location and type of any proposed exterior lighting located on-site.
 - h) Proposed building locations (include building footprint and dimensions).

- i) Distance of all setbacks (including freestanding signs).
 - j) Proposed landscape areas (include dimensions inside of curbing and square footage inside curbing).
 - k) Proposed paved/parking areas.
 - l) Proposed vehicle loading and unloading areas, including dimensions of truck loading and maneuvering areas.
 - m) Proposed gates and fencing.
 - n) Proposed outdoor storage areas.
 - o) Proposed trash Dumpster(s).
- 7) Phasing Plan. If the project will be developed in multiple phases, include the proposed phases, probable sequence for proposed developments and interim uses of the property awaiting development. If the phasing plan is based on specific projects that are not subject to a definite timeline, the plan should address the anticipated level of impact to the site based on each increment of development. The plan should address traffic impacts, environmental impacts, parking demands, and other factors at each phase of development.
- 8) Landscaping Plan and Open Space Areas. Provide a landscaping plan in accordance with CDD Handout #3 that identifies landscaping, parks, plazas, public open space and gathering areas.
- 9) Circulation, Transportation and Parking. Include projections by phase of traffic impacts, probable safety concerns, internal circulation layout, parking requirements, ingress/egress locations and proposed road standards for each phase. Specific requirements for transportation and parking **may** include:
- a) Traffic Study. The expected number of trips (peak daily), an analysis of the impact of those trips on the adjacent street system, and proposed mitigation measures to limit any projected negative impacts. Mitigation measures may include improvements to the street system or specific programs to reduce traffic impacts such as encouraging the use of public transit, carpools, vanpools, and other alternatives to single-occupant vehicles.
 - b) Parking Study. Projected peak parking demand, an analysis of this demand compared to existing on-site supply, potential impacts to adjacent land uses, and mitigation measures.
- 10) Architectural Design Guidelines / Conceptual Elevation Drawings. Propose project-specific architectural design guidelines and provide conceptual elevation drawings that illustrate the key features of the design guidelines. If the project includes multiple buildings, the conceptual elevation drawings should identify unifying architectural themes; while at the same time allow for individual architectural integrity and variation.
- 11) Conceptual Floor Plan Diagrams. Provide conceptual floor plans for proposed buildings located on the project site. Please indicate anticipated building size and identify the proposed use/occupancy (office, educational, warehouse, retail, etc.). If the project includes commercial/ industrial uses, indicate whether separately leased or owned tenant spaces will be provided within any of the buildings.

- 12) Utilities. Include evidence of service availability from primary service providers (water, sewer, power, cable, natural gas, telephone) and address stormwater drainage management both on and off-site. Please illustrate any proposed alterations to the existing utility infrastructure in order to serve the development.

- 13) Environment. Development Agreements are subject to environmental review pursuant to SEPA. Please identify any significant environmental features/sensitive areas that are located on the project site (i.e.: wetland areas, forested areas, shorelines/streams, geologic hazards, flood zones, etc.). Please identify and quantify any hazardous wastes anticipated. The application should address any special handling techniques and/or site design elements required for containment. Additional information and/or environmental studies may be required during the SEPA review process. The development agreement must adequately describe and address the environmental impacts.

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 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.

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