

# Commercial Site Development

## PUBLIC HEARING PROCESS



This help topic applies to properties in the Southern Gateway Corridor zone.  
See map on back to determine if the proposed property is in this zone.

If any of the following scenarios apply to a mixed use, multifamily, commercial and/or office proposal, then the applicant must apply for and obtain a Commercial Site Development Permit (CSDP) first:

1. If three residential units or more will be located on an individual parcel. This includes three individual single-family dwelling units, townhouse units, apartment units or a combination of dwelling types.  
**Note:** Accessory dwelling units are not counted as a residential unit for purposes of this calculation.
2. Any mixed use, new office, multifamily, commercial or office building. **Note:** New government and institutional buildings are also included in this definition.
3. Any mixed use, office, multifamily, commercial, institutional expansion, tenant improvement or change of use that results in an increase in the number of dwelling units; an increase in impervious surface which triggers a new level of surface water review; a change in the number of ingress or egress points from the site (whether at the applicant's request or expansion in any of the following areas: building square footage, parking space requirements or peak p.m. traffic trips).
4. Any mixed use, office, multifamily, commercial, institutional expansion, tenant improvement or change of use that will impact critical areas, shorelines or buffers.
5. Any mixed use, office, multifamily, commercial or institutional expansion that will require drainage review in accordance with the 2016 King County Surface Water Design Manual.

### REVIEW PROCESS

If the proposed development is:

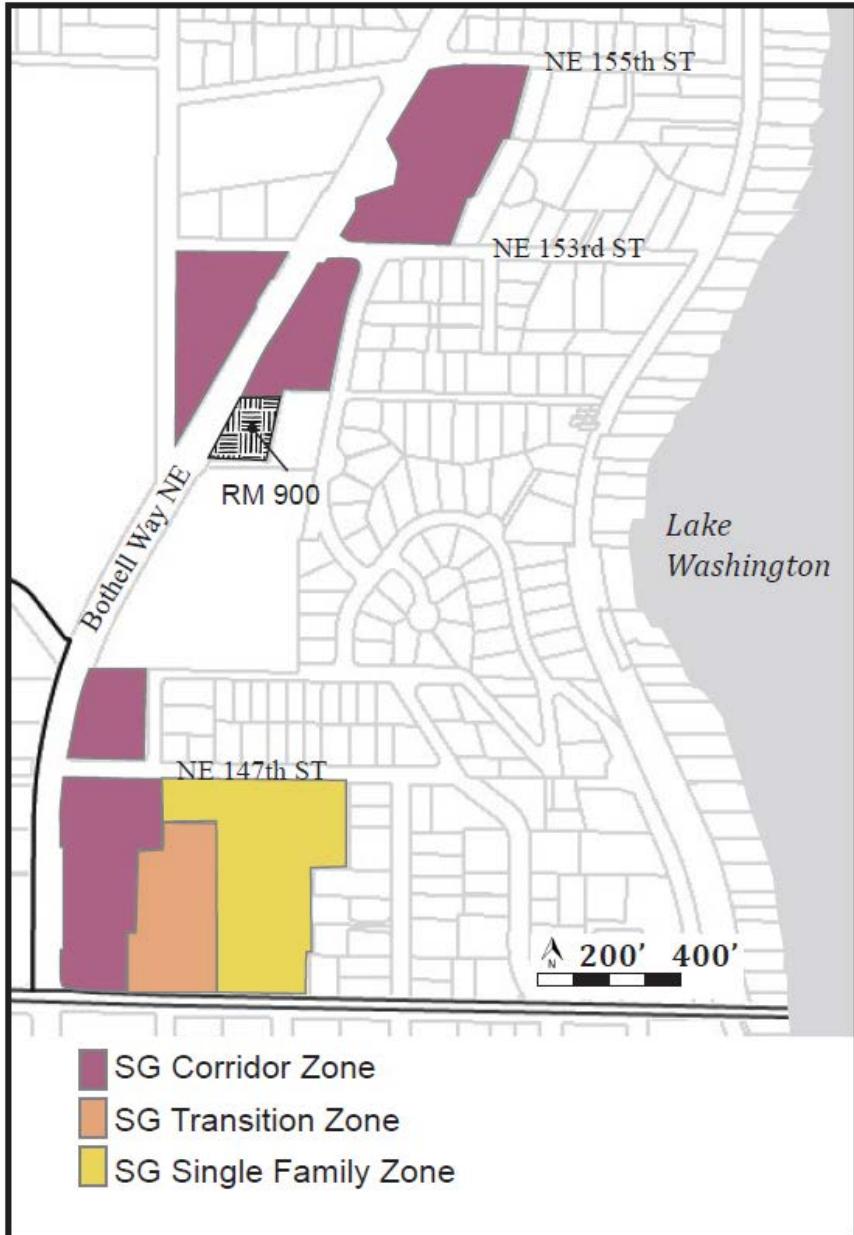
- (1) More than 30,000 square feet in total building footprint, or
- (2) More than 45,000 square feet in total property area, or
- (3) Involves more than one building, or
- (4) Involves phased development (over more than two years), **then the CSDP is only approvable by the hearing examiner as Type I decision.**

If the proposed development is:

- (1) Less than 30,000 square feet in total building footprint, and
- (2) Less than 45,000 square feet in total property area, and
- (3) Involves only one building, and
- (4) Does not involve phased development (over more than two years), **then the CSDP is approvable by the code administrator as a Type III administrative decision.**



## SOUTHERN GATEWAY ZONING MAP



### Please Note:

- A commercial site development permit is separate from and does not replace other required land use permits such as conditional use permits or shoreline substantial development permits.
- A commercial site development permit may be combined and reviewed concurrently with other permits.
- Prior to the issuance of a building permit, all applications for apartment, townhouse, commercial, or office projects must apply for and receive a commercial site development permit.

### Questions?

For more information, please contact the Planning Department  
[aplanner@cityoflfp.com](mailto:aplanner@cityoflfp.com)  
 206-957-2837

### Access to Information

Electronic versions of all forms, permits, applications, and codes  
 are available on the Lake Forest Park website:  
<http://www.cityoflfp.com/>  
 Paper copies of all of the above are available at City Hall:  
 17425 Ballinger Way Northeast, Lake Forest Park, WA 98155

**DISCLAIMER:** The information included herein is meant to provide general information and guidance into Commercial Site Development requirements and procedures in accordance with the Lake Forest Park Municipal Code and is not intended to be all inclusive. Interested parties should always verify current requirements with the City Planning & Building Department.