

Commercial Site Development Permit Application

Permit #	Staff use
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The items listed below are required to be submitted for a complete Commercial Site Development Permit

INSTRUCTIONS: Please mark each box to indicate that the requested information is included in your submittal. Please submit the number of copies requested for each item

- ☐ Title Report
 - ☐ Less than 30 days old, demonstrating legal lot status
- ☐ Letter of Description
 - ☐ Narrative describing project
- ☐ [Water](#) & [Sewer](#) Certificates
- ☐ Development Plan Set (see pg. 4-5)
 - ☐ **Three (3)** full size copies: 22 x 34
 - ☐ **One (1)** copy + electronic PDF: 11 x 17
- ☐ Technical Information Report Drainage
 - ☐ **Three (3)** copies & electronic PDF
- ☐ Fire Hydrant Location Exhibit
 - ☐ **Three (3)** copies and electronic PDF
- ☐ [Geotechnical Report](#)
 - ☐ **Three (3)** copies and electronic PDF
- ☐ Base Land Use Application (included)
- ☐ Legal Description of Site
- ☐ Mailing List, Map & Labels
 - ☐ One List of map of property owners within 500 feet of subject property line
 - ☐ Three sets of mailing labels
- ☐ List of Prior/Pending Applicable Permits or Decisions

Additional items that may be required

If you are unsure if these items apply to your project, please contract with a qualified professional

- ☐ Traffic Impact Analysis Report
 - ☐ **Three (3)** copies & electronic PDF
- ☐ Critical Area Study
- ☐ [SEPA Checklist](#)

DISCLAIMER: *The information contained in this application is not a substitute for regulations and codes. The applicant must comply with all code and rule requirements, whether or not they are described herein.*

PERMIT APPLICATION FEES

Fees must be paid at time of application

Commercial Site Development Permit	\$ 8,500.00
Land Use Public Notice Signage Fee	\$ 400.00
Additional Public Signage Fee (\$25 each)	
Technology Fee (10% of Fee Total)	
Total Fees	

The applicant may be responsible for additional fees related to engineering and legal expenses

Acceptance of financial responsibility for project fees:

Project Address:
Parcel Number(s) #:
Property Owner:

Person taking financial responsibility for payment:

Name:
Company Name:
Address:
City/State/Zip:
Phone:
Email:

I, _____, declare under penalty of perjury under the laws of the State of Washington that I am the _____ of the above referenced property/project and that the information provided herein is correct and complete. I will pay all permit fees for the above project, regardless whether the permit is issued or whether the application is canceled before permit issuance. If my address changes at any time before the City of Lake Forest Park has received full payment for all fees billed or owing, I will immediately notify the City of Lake Forest Park of the new address. I understand that there may be hourly or other review fees that accrue during review or prior to closing the permit that are above the minimum permit fee paid at time of application. I will be responsible for any and all additional fees.

Signed this ____ day of _____, 20____

Signature: _____

- ☐ Owner
- ☐ Developer
- ☐ Engineer
- ☐ Architect
- ☐ Seller
- ☐ Agent
- ☐ Rezone
- ☐ Contract
- ☐ Other:
- Petitioner
- Purchaser
- _____

BASE LAND USE APPLICATION

Applicant Information	
Applicant Name:	
Contact:	
Address:	
City/State/Zip:	
Daytime phone:	
Email:	

Representative (if other than applicant)	
Name:	
Address:	
City/State/Zip:	
Daytime phone:	
Email:	

Property Owner(s) (if other than applicant)	
Name:	
Contact:	
Address:	
City/State/Zip:	
Daytime phone:	
Email:	

Property Information	
Proposed Use:	
Zoning:	
Total Square Feet:	
Comp Plan:	
Site Address:	
Parcel Number:	
Legal Description (attachment permitted):	

DEVELOPMENT PLAN SET

Instructions: Prepare the sheets as shown and in the format described below.

Digital copies of all documents is required.

For questions please contact the Permit Center at
(206) 957-2832

- ❑ **Plan Set:** Submit **three (3)** copies of plan set meeting the following specifications:
 - A. Sheet size 22" x 34"
 - B. Numbered sequentially in lower right hand corner
 - C. Name of Project
 - D. Date, including additional space for revision dates
 - E. North arrow – on all site related sheets
 - F. Engineering scale – include scale bar on all sheets
 - G. Survey drawings
 - H. Contour intervals = 2'
 - I. Elevations within 50' of subject site
 - J. Professional Stamp – civil engineer, surveyor

- ❑ **Title Sheet**
 - A. Project name
 - B. Land Use Planning Number (*not available at submittal point*)
 - C. Vicinity map of proposed development
 - D. Sheet index
 - E. Table of existing & proposed:
 - 1. Total acres & square feet per lot
 - 2. Total number of dwelling units
 - 3. Total impervious surfaces
 - 4. Zoning designation
 - F. Parcel # (Section, Township, & Range)
 - G. Legal Description

- ❑ **Existing Conditions Survey**
 - A. Existing parcel boundary
 - B. Existing impervious surfaces – indicate asphalt, gravel, etc.
 - C. Existing structures – indicate demolition, if applicable
 - D. Existing utilities on site and along frontage – including any septic drain field and wells
 - E. Existing significant trees on site, along frontage (as per [Ordinance No. 1152](#))
 - F. Existing/Proposed easements
 - G. Neighboring parcel numbers
 - H. [Environmentally critical areas](#), buffers, setbacks

❑ **Conceptual Grading and Drainage Plan**

- A. Storm water facilities
 - 1. Existing & proposed
 - 2. Erosion and sediment control features
- B. Contours, Existing/Proposed
- C. Show sewer/water & other utility conceptual plans
- D. Critical areas and buffers (if present, [LFPMC 16.16](#) applies)
- E. Existing significant trees – more than 6" DBH

❑ **Paving Plan** – Public or private streets & driveway plans, including the following, at a minimum:

- A. Existing pavement – indicate asphalt, concrete, gravel, etc.
- B. Proposed pavement
- C. Road cross sections

❑ **Landscaping/Canopy Coverage Plan** – The landscape plan submitted to the department must be drawn on the same base map as the development plans & identify the following:

- A. Total landscape area including identification, calculation of canopy coverage % & any retained trees
- B. Landscape materials botanical/common name and applicable size
- C. Property lines
- D. Impervious surfaces
- E. Open space and proposed recreation areas showing sq. ft. of areas provided vs. required
- F. Location of proposed utilities – water, sewer, overhead electric, telephone & storm water
- G. Natural or manmade water features or bodies.
- H. Existing or proposed structures, fences, and retaining walls.
- I. Existing and proposed grade
- J. Natural features or vegetation left in natural state.
- K. Designated recreational open space areas.
- L. Plant specifics, including at a minimum:
 - 1. Plant name (botanical / common)
 - 2. Counts of individual plants
 - 3. Plant sizes
 - 4. Diameter / minimum height
 - 5. Percentage of tree types (i.e. deciduous / coniferous)
- M. Landscaping details, including at a minimum:
 - 1. Plant installation
 - 2. Root barrier
 - 3. Compost / mulch treatments
- N. The proposed landscape plan must be certified by a Washington State licensed landscape architect

Critical Areas Affidavit

The purpose of this affidavit is for the applicant to disclose to the city the presence of any Critical Areas as defined in the Lake Forest Park Municipal Code [LFP MC 16.16.040](#)

Critical Areas are defined as:	
Wetlands	Fish and wildlife habitat conservation areas
Streams	Steep-slope hazard areas
Areas with a critical recharging effect on aquifers (CARA)	Erosion hazard areas
Landslide hazard areas	Seismic hazard areas

"Critical Areas" also means & includes associated buffers, as well as critical areas that are located on neighboring lots

Disclosure is required when:

- A. A proposed development site contains a Critical Areas and/or required buffer either on or within 215 feet of the property that is the subject of the application.
- B. There have been illegal alterations to Critical Areas or buffers
- C. Violations have occurred (including whether corrections satisfactory to the city have been completed).

Failure to accurately disclose this information may require additional review, project revisions and/or fees.

If you are unsure, please contract with a Qualified professional to review on-site and surrounding conditions and determine the presence of Critical Areas and/or buffers

If such areas are present and proposed development will alter them, a Critical Area study, as outlined in [LFP MC 16.16.100](#) et. seq., must be submitted as part of the development application. If such areas are present and any disruptive work will take place within them, a Critical Area Work Permit is required.

STATE OF WASHINGTON)

)SS:

COUNTY OF KING)

Applicant Name

Applicant(s), Representative and/or Owner(s):

The undersigned, being first duly sworn on oath deposes and says:

Date

A. The affiant* is competent to be a witness herein;

Signature

B. The affiant is the applicant for the above project;

C. To the best of the affiant's knowledge:

- ☐ The development proposal site contains Critical Area(s) and/or buffer(s); and they have not been illegally altered; or
- ☐ The affiant has previously been found to be in violation of Critical Areas regulations, for any property in the City; and such violations have been corrected; or
- ☐ The affiant has no known Critical Area on the development proposal site

I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct

Notary Acknowledgement Certificate

Given under my hand and official seal this on this

____ Day of _____, 20____

Notary Signature

Appointment Expiration Date

{Seal}

RELEASE/HOLD HARMLESS AGREEMENT

I, the undersigned, his/her heirs and assigns, in consideration for City processing the application agrees to release, indemnify, defend and hold the City of Lake Forest Park harmless from any and all damages and/or claims for damages, including reasonable attorney fees, arising from any action or inaction as based in whole or in part upon false, misleading or incomplete information furnished by the applicant, his agents or employees.

The undersigned acknowledges that this application is for a permit from the City of Lake Forest Park; that any permit issued by the City as a result of this application establishes only that the applicant's project complies with City ordinances and regulations; and that other State and Federal laws and regulations, particularly the Endangered Species Act, 16 U.S.C. §1531 et seq., may apply to this project. The undersigned further acknowledges and accepts responsibility for complying with such other laws and regulations and agrees to release the City of Lake Forest Park, indemnify and defend it from any claim, damages, injuries, or judgments, including reasonable attorney's fees, arising from or related to violations of such other laws or regulations.

Permission to enter subject property

I, the undersigned, certify (or declare) under penalty under the laws of the State of Washington that the above answers are true and complete to the best of my knowledge. I also grant his/her or its permission for public officials and staff of the City of Lake Forest Park to enter the subject property for the purpose of inspection and posting attendant to this application.

Date

Signature of applicant, owner or representative #1

Date

Signature of applicant, owner or representative #2

**Complete applications must be submitted to the City of Lake Forest Park Planning and Building Department
17425 Ballinger Way Northeast, Lake Forest Park, WA
98155**

Official review of a proposal will not commence until the responsible official has determined that all materials necessary for a complete application have been received.

Access to Information

Electronic versions of all forms, permits, applications, and municipal codes are available on the Lake Forest Park website:

<http://www.cityofflp.com/>

Other helpful links:

King County iMap (in-depth geographic information):

<http://www.kingcounty.gov/services/gis/Maps/imap.aspx>

Endangered Species Act:

<https://www.law.cornell.edu/uscode/text/16/chapter-35>

Paper copies of all of the above are available at City Hall:
17425 Ballinger Way Northeast, Lake Forest Park, WA 98155

Questions?

For more information, please contact the Planning
Department:

aplanner@cityofflp.com

206-957-2837