



City of Lake Forest Park
 17425 Ballinger Way NE
 Lake Forest Park, WA 98155
 206-368-5440

| FOR STAFF USE ONLY | |
|---------------------|-------|
| Application Number: | _____ |
| Application Date: | _____ |
| Amount Received: | _____ |
| Receipt Number: | _____ |

COMMERCIAL SITE DEVELOPMENT PERMIT APPLICATION REQUIREMENTS

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

| Submittal Items | | |
|-----------------|--|--|
| | Title Report (< 30 days old & demonstrating legal lot status) | Base Land Use Application |
| | Letter of Description – narrative describing project | Sensitive Area Study (if applicable) |
| | Water & Sewer Certificates | SEPA Environmental Checklist |
| | Development Plan Set (three full size copies 22 x 34, one copy 11x17 and, electronic PDF 11 x 17). | Mailing List, Map & Labels <ul style="list-style-type: none"> • One List of map of property owners within 500 feet of subject property line • Three sets of mailing labels |
| | Traffic Impact Analysis Report if applicable (3 copies & electronic PDF) | Legal Description of Site |
| | Technical Information Report Drainage (3 copies & electronic PDF) | Sensitive Area Affidavit Publication |
| | Fire Hydrant Location Exhibit (3 copies and electronic PDF) | List of Prior/Pending Applicable Permits or Decisions |
| | Geotechnical Report (3 copies and electronic PDF) | |

COMMERCIAL SITE DEVELOPMENT PERMIT APPLICATION BASE LAND USE APPLICATION

Deliver Complete Application to:

City of Lake Forest Park
Planning & Building Department
17425 Ballinger Way NE, Lake Forest Park
Hours: Monday – Friday, 9:00 am – 5:00 pm

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

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

| |
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| 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): |
| Sensitive areas on or near the property: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

COMMERCIAL SITE DEVELOPMENT PERMIT APPLICATION

FEES MUST BE PAID AT TIME OF APPLICATION

| | |
|---|--------------------------|
| <input type="checkbox"/> Commercial Site Development Permit | \$ 8,500.00 |
| <input type="checkbox"/> Land Use Public Notice Signage Fee | \$200.00 / \$25 if add'l |
| <input type="checkbox"/> Technology Fee (5% of Fee Total) | _____ |
| Total Fees | \$ _____ |

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

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

I certify that all of the information submitted in this application including any supplemental information is true and complete to the best of my knowledge and I acknowledge that willful misrepresentation of information will terminate this permit application. I have read this application in its entirety and understand that my submittal will be reviewed for completeness and, if found to be complete, will be processed in accordance with Lake Forest Park Municipal Code.

Signature: _____ Date: _____



City of Lake Forest Park
 17425 Ballinger Way NE
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Acceptance of Financial Responsibility for Project Fees

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

Person Taking Financial Responsibility For Payment

| |
|-------------------------------|
| Name: |
| Company Name (if applicable): |
| Address: |
| City/State/Zip: |
| Phone: |
| Email: |

Person taking financial responsibility:

- | | | |
|------------------------------------|---|--|
| <input type="checkbox"/> Owner | <input type="checkbox"/> Developer | <input type="checkbox"/> Rezone Petitioner |
| <input type="checkbox"/> Architect | <input type="checkbox"/> Seller | <input type="checkbox"/> Agent |
| <input type="checkbox"/> Engineer | <input type="checkbox"/> Contract Purchaser | <input type="checkbox"/> Other: _____ |

PERSON TAKING FINANCIAL RESPONSIBILITY FOR PAYMENT

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__ at _____

By: _____

(Signature)

(Title)

COMMERCIAL SITE DEVELOPMENT PERMIT APPLICATION **Development Plan Set**

Applications which require the submittal of a development plan set must prepare the sheets as shown and in the format described below. If you have questions please contact the Permit Center at (206) 957-2832.

3 Copies of Plan Set (*see below*)

All plan drawings shall be:

- A. Sheet Size, 22" x 34"
- B. Numbered sequentially (lower right hand corner of each page)
- C. Name of Project
- D. Date, including additional space for revision dates
- E. North Arrow (all site related sheets)
- F. Engineering Scale (includes 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)

1. 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

2. 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 drainfield and wells
- E. Existing Significant Trees on site, along frontage
- F. Existing/Proposed Easements
- G. Neighboring Parcel Numbers
- H. Environmentally sensitive areas, buffers, setbacks

3. Conceptual Grading and Drainage Plan

- A. Storm water Facilities, Existing/Proposed, and erosion and sediment control features
- B. Contours, Existing/Proposed
- C. Show Sewer/Water Other utility conceptual plans
- D. Sensitive Areas and Buffers (if present, LFPMC 16.16 applies)

E. Existing Significant Trees (more than 6" DBH)

COMMERCIAL SITE DEVELOPMENT PERMIT APPLICATION
Development Plan Set Requirements (continued)

4. Paving Plan

Public or Private Streets, driveways plans shall include the following at a minimum:

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

5. Landscaping/Canopy Coverage Plan

A. The landscape plan submitted to the department shall be drawn on the same base map as the development plans and shall identify the following:

- 1. Total landscape area including identification and calculation of canopy coverage % and any retained trees.
- 2. Landscape materials botanical/common name and applicable size.
- 3. Property lines.
- 4. Impervious surfaces.
- 5. Open space and proposed recreation areas showing sq. ft. of areas provided vs. required.
- 6. Location of proposed utilities (water, sewer, overhead electric/ telephone, & stormwater)
- 7. Natural or manmade water features or bodies.
- 8. Existing or proposed structures, fences, and retaining walls.
- 9. Existing and proposed grade
- 10. Natural features or vegetation left in natural state.
- 11. Designated recreational open space areas.
- 12. Plant specifics, including at a minimum:
 - a. Plant name (botanical / common)
 - b. Counts of individual plants
 - c. Plant sizes
 - d. Diameter / minimum height
 - e. Percentage of tree types (i.e. deciduous / coniferous)
- 13. Landscaping details, including at a minimum:
 - a. Plant installation
 - b. Root barrier
 - c. Compost / mulch treatments
- 14. The proposed landscape plan shall be certified by a Washington State registered landscape architect, Washington State certified

City of Lake Forest Park
COMMERCIAL SITE DEVELOPMENT PERMIT APPLICATION
Sensitive Area Affidavit

| | |
|---|--|
| <p>Sensitive areas means those areas in the City that are:</p> <ul style="list-style-type: none"> • frequently flooded areas • landslide hazard areas • seismic hazard areas • erosion hazard areas • erosion hazards near sensitive water bodies overlay • Sensitive aquifer recharge areas • wetlands • streams • fish and wildlife habitat conservation areas • wetland management area overlay • lakes | <p>The purpose of this affidavit is for the applicant to disclose to the city the presence of any Sensitive areas as defined in the Lake Forest Park Municipal Code. Disclosure is required: when a proposed development site contains a Sensitive area and/or required buffer either on or within 215 feet of the property that is the subject of the application; when there have been illegal alterations to Sensitive areas or buffers; and when violations have occurred (including whether corrections satisfactory to the city have been completed).</p> <p>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 Sensitive areas and/or buffers. If such areas are present a Sensitive areas study must be submitted as part of the development application. No notary is required for this affidavit.</p> |
|---|--|

Affidavit

STATE OF WASHINGTON)
) ss
COUNTY OF KING)

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

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

- A. The affiant is competent to be a witness herein;
- B. The affiant is the applicant for the above project;
- C. To the best of the affiant’s knowledge:
 - The Sensitive area on the development proposal site has not been illegally altered; or
 - The affiant has previously been found to be in violation of Sensitive Areas regulations, for an property in the City; and such violations have been corrected; or
 - The affiant has no known Sensitive 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.

Applicant Name: _____

Date: _____ Place (City): _____

**COMMERCIAL SITE DEVELOPMENT PERMIT APPLICATION
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 attorneys 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, U.S.C. 16.31, 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.

7. 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 NE, 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.

Contact: Ande Flower, Assistant Planner, 206-957-2832, aflower@cityoflfp.com