



**City of Leavenworth**  
DEPARTMENT OF DEVELOPMENT SERVICES

**PARKING LOT / DRIVEWAY ACCESS PERMIT  
APPLICATION / SUPPLEMENTAL<sup>1</sup>**  
(COMMERCIAL, MULTI-FAMILY, INDUSTRIAL, ETC.)

*This application must be filled out legibly, in black ink, either hand printed or typewritten*

**Applicant:**

This party shall receive determinations and notices associated with this application and shall be the City's point of contact for processing this application.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Property:**

Physical Address of Project: \_\_\_\_\_

Assessor's Tax Parcel Number of Property: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

**Property Owner (If Different than Applicant<sup>2</sup>):**

Last Name (Business Name): \_\_\_\_\_ First Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*With my signature I, the owner of the above named property, acknowledge and give permission to the above named applicant to apply for this permit to make changes to my property and to complete any improvements upon my property as outlined in this application or as approved by the City of Leavenworth as part of this permit.*

Property Owner Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Contractor:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

License#: \_\_\_\_\_ City Business License#: \_\_\_\_\_

<sup>1</sup> This application shall be subject to all additions to and changes in the laws, regulations and ordinances applicable to the proposed development until a determination of completeness has been made pursuant to LMC Chapter 21.07.

<sup>2</sup> If more than one property owner, please use additional sheets as necessary in order to provide information for each owner.

## REQUIREMENTS

All required information and fees must be submitted at time of application. Applications which do not include all of the required information and fees may be returned to the applicant.

### FEES<sup>3</sup>:

- Permit Fee (due at application submittal).....\$50.00
  - With SEPA Review (as required - consult with Staff to determine exemption).....\$350.00
- Staff Time.....\$50/hr<sup>4</sup>
- Revision to previously approved Permit.....**50% original fee**

### GENERAL INFORMATION:

- A Parking Lot/Driveway Access Permit is required for the construction and/or alteration of parking facilities in all zoning districts to ensure compliance with Leavenworth Municipal Code Chapter 14.12. This may include re-surfacing or re-striping of parking lots where alteration or reconfiguration occurs. Review of parking with new buildings / projects may be combined with construction permitting if such parking is accessory to the new structure. "Parking facility" or "parking lot" means an area permanently reserved for the temporary storage of one or more automobiles and connected with a street by a surfaced driveway that affords ingress and egress for automobiles. Please consult Leavenworth Municipal Code Chapter 14.12 for complete information and requirements. The Code can be viewed online at [www.cityofleavenworth.com](http://www.cityofleavenworth.com).
- A separate Permit to Perform Work in City Street Right of Way may be necessary for portions of projects located outside of private property / within City right of way. Contact City staff for information at 509-548-5275.
- Areas used for parking lots shall be durable and dustless surfaces maintained adequately for all weather use. The surface must be of an impermeable material capable of accommodating the striping for parking stall identification. All parking facilities shall be permanently maintained in such a way that dust is not emitted, shall be free of weeds, litter, debris and graffiti and shall be striped biannually.
- **Provide information and applicable drawings with your application which show compliance with the requirements below.** All drawing(s) must be on paper capable of being folded for storage in an 8 1/2" x 14" file, and become the property of the City of Leavenworth.

1. Briefly describe the proposal - for example, the purpose and intent of the parking area or access (use additional pages as necessary):  

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2. Please mark next to each of the following items your acknowledgement that each item has been completed and attached to this application:
  - Four (4) scaled site plans** which clearly show:
    - The boundaries of the subject property. Lot dimensions and parcel size, in feet;
    - Location of **all** structures to be developed and retained on the site and their distances from all property lines, access easements, and/or public right-of-way. This includes accessory structures like sheds and carports, regardless of size, the locations of garbage and recycle receptacles, mailboxes, flagpoles, fences and any other pertinent features;
    - The location and width of all roads, right-of-ways, driveways, access, and parking areas, including existing to remain, and the edge of existing roads and/or sidewalks adjacent to the property (please note that in many cases property lines are NOT at the edge of pavement on City streets);
    - Parking stall locations, dimensions, and numbers in compliance with LMC 14.12.150, 14.12.160, and 14.12.170 (including Barrier Free (ADA) stalls), and service drives, access, and driveways in compliance with

<sup>3</sup> Please note that fees are subject to change without notice. Check with the City of Leavenworth for current fees prior to submittal of your application.

<sup>4</sup> In addition to the base fee, a charge of \$50 per hour will be assessed for each hour of staff time for reviewing the project, however, 50% of the base fee will be credited toward the total dollar amount of the staff hours billed to the applicant.

LMC 14.12.170;

- Proposed right-of-way improvements, including but not limited to locations of curb cuts and surfacing to connect to existing roadway(s). A Permit to Perform Work in City Street Right-of-Way may be required;
- The location of all existing and proposed utility infrastructure and easements (i.e. water, sewer, storm water, power, fire hydrants, light poles, catch basins, detention ponds, ditches, pipes, culverts, underground storage tanks etc);
- Topographic features (existing and finished grades, steep slopes, etc.) of the subject property and neighboring properties in sufficient detail to identify grade changes;
- The location of snow storage areas. Snow storage areas shall not cover catch basins nor eliminate any required parking stalls. If snow storage is not on site, a suitable agreement for off-site snow storage must be approved by the City;
- The location of exterior lights, including their area of illumination, if applicable. A Lighting Permit Application may be required;
- If applicable, the location of areas subject to inundation (including water courses with one hundred year flood-plain, floodway, and ordinary high water mark, and/or wetland areas, seasonal water bodies, irrigation canals etc);
- Address of project site, property owner's name, complete legal description, Assessor's tax parcel number, and legend;
- Directional arrow indicating North.

**Four (4) detailed plans** which clearly show:

- The proposed surfacing to be used, including depth, material, and showing cross section, OR
  - I will be using the City's Standard Detail (see attached)
- The sub-surfacing to be used, including depth, material and showing cross section, OR
  - I will be using the City's Standard Detail (see attached)
- Site preparation - describe and provide cross sections of any cuts and fills to be made, including depth and area.
- Show the detail and dimensions of curve and/or turning area radii.
- Parking lot striping plan, including type of striping, wheel stop locations and types, directional signage / striping, and showing stall and aisle dimensions.
- Parking lot maintenance plan.

Location of **all** structures to be developed and retained on the site and their distances from all property lines, access easements, and **A Stormwater Plan in compliance with the Stormwater Management Manual for Eastern Washington**. Coordination and consultation with Development Services Department staff can provide guidance for developing a Stormwater Plan.

**A Temporary Erosion and Sediment Control Plan**. Coordination and consultation with Development Services Department staff can provide guidance for developing a Stormwater Plan.

**Floor Plan(s) of the building(s) on the subject site**. Such plans are not required to be professionally developed but shall provide enough detail to show current and proposed uses and relevant information to determine parking requirements (for example: all floor areas, number of seats in restaurants, etc).

**Landscaping and Irrigation Plan(s)**. Parking facilities are subject to the provisions of LMC 14.12.190 which are applicable to all parking facilities required for all uses except single-family, duplex, or multifamily dwellings, which are regulated by the site plan approval standards in Chapter 18.22 LMC. Landscaping requirements for an underground parking facility in the multifamily zone district to provide parking for a commercial zone district shall be regulated through the conditional use permit process in Chapter 18.52 LMC. Coordination and consultation with Development Services Department staff can provide guidance for developing landscaping and irrigation plans.

- State Environmental Policy Act (SEPA) Checklist**, as applicable. Call Development Services Department staff to check on exempt status.
- Grading, Excavation and Filling**. Depending on the work to be performed, a Supplemental Information for Grading, Excavation and Filling form may be required. Coordination and consultation with Development Services Department staff can provide guidance for developing plans and ordering necessary studies.

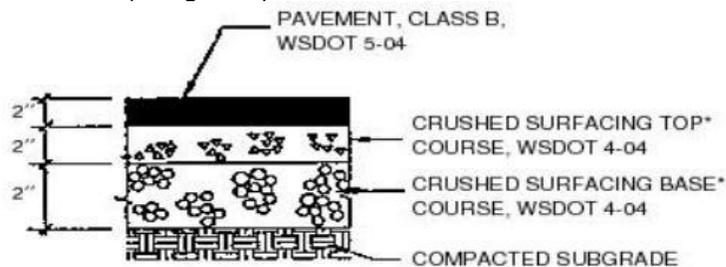
**Note:** Additional information may be requested by the City as needed for review of this application.

There may be additional requirements for loading/unloading facilities. Check with the Department of Development Services for requirements for your specific project.

## City of Leavenworth Standard Detail for Parking Facilities

LMC 14.12.170 K

Minimum surface requirements (nongravel):



NOTE: DEPTHS ARE COMPACTED THICKNESS

\*ATB MAY BE USED IN LIEU OF CRUSHED SURFACING WITH PRIOR ENGINEER APPROVAL.  
CRUSHED REPLACEMENT DEPTH WITH ATB SHALL BE 1:1. ATB SHALL BE PER WSDOT 4-06.

Compacted subgrade: 90 percent compaction required, and subsurface grubbed of organic material(s).

# GENERAL DISCLAIMER

## CITY OF LEAVENWORTH

I, the undersigned, hereby acknowledge that upon issuance of any permit by the City of Leavenworth that I am obligated to comply with any and all laws, ordinances and regulations governing the type of project permitted whether or not specified in the permit. The granting of a permit or an approval by the City of Leavenworth does not give me or my agents any authority to violate or modify the provisions of any other federal, state or local law, ordinance or regulation with respect to regulation of construction, performance of construction and/or operation of the project.

Regarding property boundaries, I acknowledge that the only accurate way to locate property lines is by a land survey conducted by a licensed professional. The City of Leavenworth makes no representation as to the accuracy or location of any boundaries related to the project and I, the undersigned, by virtue of issuance of a permit by the City of Leavenworth, agree to defend, hold harmless, and indemnify the City and its agents in any legal action related to property lines or boundaries.

Regarding excavations, I acknowledge that I, my representatives, agents, contractors, and assigns, are subject to the rules of the State of Washington as delineated within RCW 19.122 for ANY excavation. Such rules include, but are not limited to, requirements to use the one-number locator service (800-424-5555) at least 48 hours in advance of excavation, marking of excavation limits, maintaining markings, providing notification to appropriate agencies or utility operators regarding damages, and penalties for non-compliance. I hereby certify that I, and any agent of mine performing excavations, have familiarized themselves and are compliant with this Chapter of the Revised Code of Washington.

I, the undersigned, hereby agree to pay all fees associated with this permit application as set forth by the City of Leavenworth Fee Schedule or as required by law. I understand that accrual of fees begins at the time of permit submittal, and I agree to pay all applicable fees associated with the processing of this permit, per the City's fee schedule, regardless of whether the permit is issued and/or picked up, or withdrawn or otherwise abandoned. Additionally, I acknowledge that should I request (verbally or in writing) that the review of my application be expedited, that my application may be reviewed, in full or in part, by a party or parties outside of the regular employ of the City of Leavenworth, and I agree to pay any fees which may be associated with this review, *in advance*, when determined feasible by the City, above and beyond the application and permit fees which are set forth by the City of Leavenworth Fee Schedule.

I understand that the initial fee is considered a deposit toward full cost for processing. I understand that the final costs will be more than the initial fee deposit and that I will be billed for the additional charges.

I understand that the fees for this application will be based on the costs of the project and also employee time spent processing the application per adopted City Fee Schedule. I understand that staff processing time is applicable to all divisions of the Development Services Department. This includes, but is not limited to, reviewing plans/submittal packages; routing plans to and communicating with interoffice departments and outside agencies; researching documents relative to site history; conducting site visits; consulting with applicant and/or other interested parties either in person or by phone; preparing environmental documents; drafting staff reports and required notices; performing clerical functions; postage; public posting fees; preparing pertinent maps, graphs, and exhibits; and attending meetings/public hearings before the Leavenworth Hearing Examiner and/or City Council, as applicable.

All outstanding fees are due upon permit approval and issuance, or upon completion of plan review if a permit is not issued or withdrawn, however, the City may bill prior to this time for items such as administrative costs and non-building staff plan review.

I understand that receipt of all discretionary approvals does not constitute an entitlement to begin work. Nondiscretionary approvals may be required from City departments and outside agencies. I understand that additional fees will be assessed for these approvals. These fees may include, but are not limited to, building permit fees, map check fees, other development impact fees, and utility connection fees.

As applicant, I assume full responsibility for all costs leading to discretionary and nondiscretionary approvals incurred by the City in processing this application(s). I hereby certify that I have requested a copy of, and have read and understand the City's fee schedule.

I understand that the application which I am submitting is subject to all additions to and changes in the laws, regulations and ordinances applicable to the proposed development until a determination of completeness has been made pursuant to Leavenworth Municipal Code Chapter 21.07.

***I DECLARE UNDER PENALTY OF THE PERJURY LAWS THAT THE INFORMATION I HAVE PROVIDED ON THIS FORM/APPLICATION AND THE ATTACHED OR RELATED FORM(S)/APPLICATION(S) IS TRUE, CORRECT AND COMPLETE.***

\_\_\_\_\_  
Name of Applicant (please print)

\_\_\_\_\_  
Signature of Applicant

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