



# City of Leavenworth

700 Highway 2 / Post Office Box 287  
Leavenworth, Washington 98826  
(509) 548-5275 / Fax: (509) 548-6429  
Web: [www.cityofleavenworth.com](http://www.cityofleavenworth.com)

## Parking Lot Permit

Please print with blue or black ink or use auto-fill to complete.

### **Site Information**

Project Address: \_\_\_\_\_ Parcel Number: \_\_\_\_\_  
Application Date: \_\_\_\_\_ Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Applicant/Owner** *(the owner or person authorized by the owner to make application and sign)*

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Business Name: *(if applicable)* \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **Property Owner** *(if different from the applicant)*

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **Contractor** *(if different from the applicant)*

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
License #: \_\_\_\_\_ UBI # (with City Endorsement): \_\_\_\_\_

### **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.
- Receipt of an application does not constitute a complete application and shall not preclude the City from requesting additional information if new information is required or a change in the proposal occurs, regardless if a decision of completeness has been made.

### **REQUIRED SUBMITTALS**

- Narrative:** The applicant is required to provide a narrative addressing LMC requirements.
- Parking Management Plan**
- Two (2) 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, as necessary), and service drives, access, and driveways in compliance with 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 meters, manholes, catch basins, power poles, fire hydrants, light poles, stormwater 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.

**Construction Plans** which clearly show:

- The proposed sub-surfacing and surfacing to be used, including depth, material, and showing cross section or statement that you will be using the City's Standards.
- 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.

**Stormwater Plan in compliance with the Stormwater Management Manual for Eastern Washington.** For residential projects an engineered plan may not be necessary. Low Impact Development (LID) stormwater is preferred, such as infiltration to yard areas. Stormwater flows can be shown on the site plan. Commercial projects may have additional requirements. Coordination and consultation with Development Services Department staff can provide guidance for developing a Stormwater Plan.

**Temporary Erosion and Sediment Control Plan.** Coordination and consultation with Development Services Department staff can provide guidance for developing a Stormwater Plan. Basic best management practices including but not limited to, use of straw bales or silt fencing to prevent run-off while exposed soils are evident, and protection of catch basins may be appropriate for most projects.

**Floor Plan(s) of building(s) on the subject site in General Commercial and Tourist Commercial Zones, and for any building where overnight accommodation or dwellings are present in all zones.** 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) for commercial parking facilities.** Parking facilities are subject to the provisions of LMC 14.12.190 (landscaping provisions) which are applicable to all parking facilities except single-family dwellings and duplex. Multifamily dwellings 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.

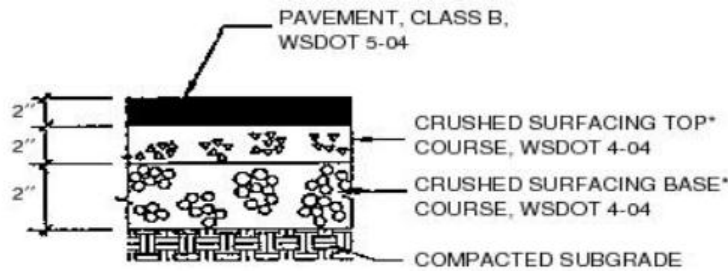
- State Environmental Policy Act (SEPA) Checklist**, for any parking lot project over 30,000 square feet in area or which accommodates more than 90 parking spaces. Call Development Services Department staff to check on exempt status.
- Grading, Excavation and Filling**. Depending on the work to be performed, a Supplemental Information from the Grading, Excavation and Filling form may be required.

**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).

**ACKNOWLEDGEMENTS/ GENERAL DISCLAIMER**

*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 acknowledge that upon issuance of any permit by the City of Leavenworth that it is my obligation to comply with any and all laws, ordinances and regulations governing the type of project permitted whether or not specified in the permit. I acknowledge that the granting of a permit or an approval by the City of Leavenworth does not give 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. By signing, I hereby certify that I am the property owner or authorized to sign on behalf of the owner. I certify or declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct, and if any of the information provided is incorrect, the permit or approval may be revoked.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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