



City of Puyallup

**Building Division**

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

www.cityofpuyallup.org

# Permit Review Correction Letter

**Permit Application #PRRNSF20230919**

October 31, 2023

The City has completed the review of the above-mentioned permit submittal. All of your review comments, conditions, and redlined plans can be found on the [City's permit portal](#). Redlined plans can be found on the City's Permit Portal in the "Reviews" section under "Documents Returned for Corrections". Below please find the permit submittal review comments from your review team and re-submittal instructions. Should you have any questions regarding the review comments, please contact the plan reviewer associated with the comment listed below.

## Re-submittal Instructions

To resubmit, you must address all comments and complete and submit the [resubmittal form](#) and a letter of transmittal. Letter of transmittal must be submitted to the 'resubmittal form' item listed in the submittal items list. Avoid using "upload additional docs" unless there is NO submittal item available for your document. Please Note: If you do not resubmit as instructed your re-submittal will be rejected. If you have any questions about how to resubmit, please contact the permit center.

- 1 Log in to your permits portal and navigate to the status page for this permit under the "My Items" tab by selecting the "Upload Submittals" button under the permit number.
- 2 For each submittal item listed re-submit a new version of the submittal item by clicking the "New Version" button next to the file name of the original file submitted. DO NOT click the 'browse' button unless the document you are submitting for that submittal item is not a new version of the originally submitted document. Click 'Upload Documents' at bottom of the page.
- 3 If any re-submittal fees have been assessed, you will need to pay your resubmittal fee at the time of resubmittal. Your resubmittal will not be processed until the fee has been paid.

## Corrections

Corrections to be addressed on the next set of resubmitted plans:

<b>Engineering Review</b>	<b>Linda Lian</b>	<b>(253)841-5577</b>	<b>LindaL@PuyallupWA.gov</b>
<ul style="list-style-type: none"> <li>- Site plan cannot be approved until the stormwater report is approved and all requirements are verified between the two documents. [Site plan Sheet 1 of 3]</li> </ul>			
<b>Engineering Storm Review</b>	<b>Lance Hollingsworth</b>	<b>(253)770-3337</b>	<b>LHollingsworth@PuyallupWA.gov</b>
<ul style="list-style-type: none"> <li>- include why the infiltration trench is not feasible for the other duplex. Include feasibility narrative on downspout dispersion for lot 2. [Storm Report, Page 9]</li> <li>- A feasible bmp has not been identified in the "other hard surface category" analyze each bmp in the list and cite infeasibility criteria from the manual for each. [Storm Report, Page 9]</li> <li>- Expand on permeable pavement infeasibility. Cite specific infeasibility criteria from Manual. shallowest groundwater is stated at 6.7 feet BGS. permeable pavement criteria is 1 foot below bottom layer. [Storm Report, Page 9]</li> <li>- Fill out the flowchart circling the yes or no describing the site thresholds. {Storm Report, Page 7]</li> <li>- Provide a filled out Figure I-3.5 Flow Chart for Determining Wetland Protection Level Requirements from the Ecology Manual. [Storm Report, Page 10]</li> <li>- Provide O&amp;M Manual. [Storm Report, Page 10]</li> <li>- Provide inspection forms and site log [SWPPP, Pg 41]</li> <li>- Provide SWPPP BMP details [SWPPP, Pg 44]</li> <li>- The City uses the CityView Online Permit Portal to schedule inspections. There is no inspection line to call. [Site Plan, Sheet 1 of 3]</li> <li>- Request for inspections online. Note, Contractor must be a portal user to request inspections [Site Plan, Sheet 1 of 3]</li> <li>- Add approximate grading cut/fill quantities in CY. [Site Plan, Sheet 1 of 3]</li> <li>- Reference short plat amendment where storm easement is recorded. [Site Plan, Sheet 1 of 3]</li> <li>- Low spots are draining toward landscaping instead of catch basin. [Site Plan, Sheet 1 of 3]</li> <li>- Add clean out in perf pipe of interceptor trench Minimum spacing between structures is 100 feet. [Site Plan, Sheet 1 of 3]</li> <li>- Add roof drain min slope and lengths. Add cleanouts as needed to achieve min 100' spacing [Site Plan, Sheet 1 of 3]</li> <li>- Add inlet protection on all proposed inlets if used during construction [Site Plan, Sheet 1 of 3]</li> <li>- Add stormwater notes per City Design Standards Section 207. [Site Plan, Sheet 3 of 3]</li> <li>- Add Type 1 Catch Basin Detail 02.01.02. [Site Plan, Sheet 3 of 3]</li> <li>- Add Storm Drain Cleanout Detail 02.01.09. [Site Plan, Sheet 3 of 3]</li> <li>- Add Downspout Infiltration Trench Detail 02.05.01. [Site Plan, Sheet 3 of 3]</li> <li>- Add Trash Rack Detail 02.02.03. [Site Plan, Sheet 3 of 3]</li> <li>- Callout trash rack [Site Plan, Sheet 3 of 3]</li> <li>- Show energy dissipater dimensions. See COP Detail 02.02.02 for reference. [Site Plan, Sheet 3 of 3]</li> <li>- Add 811 call before you dig note [Site Plan, Sheet 1 of 3]</li> <li>- Add FEMA floodplain note [Site Plan, Sheet 1 of 3]</li> <li>- Add to narrative how Effective impervious surfaces towards MR 7 was reduced to under 10,000, thus making MR 7 no longer required. The manual's glossary lists 3 criteria that is needed to reduce effective impervious surface. This project</li> </ul>			

- appears to have some of these criteria. [Storm Report, Page 9]
- Effective impervious surfaces towards MR 7 was reduced to under 10,000 sf so this sentence is not applicable [Storm Report, Page 10]
  - General protection and protection from pollutants is still required. Add to narrative how the project will meet the criteria for each level of protection required. Add additional protection measures to site plan as required. [Storm Report, Page 10]
  - Label Wetland with Category. [Site Plan, Sheet 1 of 3]
  - Show on plans additional wetland protection measures as applicable from stormwater report. (General protection and pollutant protection measures) [Site Plan, Sheet 1 of 3]

<b>Planning Review</b>	<b>Josh Kubitza</b>	<b>(253)383-2422</b>	<b>jkubitza@ahbl.com</b>
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- Perimeter of wetland buffer shall be staked every 50 ft with permanent buffer signs. Mark on site plan and include required detail. Detail available for download at [www.cityofpuyallup.org/1591/Master-Document-List](http://www.cityofpuyallup.org/1591/Master-Document-List). Signs will be provided by City of Puyallup at no charge. Contact Planner for more details.
- Additional Submittal Item Required: The project is located in the Downtown Design Guidelines Review Area. The project is therefore subject to design review by the Design Review and Historic Preservation Board (DRHPB) because it meets one of the following scopes of work: all new development projects of any size; or exterior alterations, redevelopment or additions to existing buildings that affect: 25% of an exterior elevation that is a street or alley-facing façade; or 50% of an exterior elevation that is facing a side lot line or adjacent property; buildings constructed prior to 1949. Additional thresholds apply to RM zoned parcels. See the Downtown Design Guidelines (DDGs) pg. 4-5 for more details. This design review is a separate permit application. The application form can be downloaded from the City website here: [www.cityofpuyallup.org/DocumentCenter/View/12898/Downtown-Design-Review-Application\\_2020](http://www.cityofpuyallup.org/DocumentCenter/View/12898/Downtown-Design-Review-Application_2020). Please submit this application form through the City’s online permit portal by applying for the Planning permit called “Downtown Design Review”. The Downtown Design Guidelines can be downloaded at [www.cityofpuyallup.org/DocumentCenter/View/1362/Downtown-Design-Guidelines-](http://www.cityofpuyallup.org/DocumentCenter/View/1362/Downtown-Design-Guidelines-). Your project will be reviewed by the Board who will approve, approve with conditions or deny your application. You can schedule a pre-application meeting with the Board to receive early feedback before proceeding into the formal design review process. Contact the case planner for further details. Your design review meeting with the Board cannot be scheduled until your landuse permit, if one is required for your project, has been issued its first Design Review Team Comment (DRT) comment letter. Therefore, your design review permit will not be accepted until your landuse permit has been submitted (again if one is required for your project). Planning is unable to approve building permit application until design review is complete.
- No dispersion trenches, pipes or other storm facilities shall be allowed in the wetland buffer without an approved mitigation plan and hydroperiod analysis. See PMC 21.06.940 (1) (c) for requirements for stormwater facilities in wetland buffers. While you have relocated the stormwater in the out 25% of the wetland buffer, your resubmittal did not address PMC 21.06.940 (1) (c) requirements. In your resubmittal, please provide a response to PMC 21.06.940 (1) (c) (i) - (vi). If mitigation is required, please provide a mitigation plan for 3rd party review.

## Conditions

The items listed in the table below are conditions of the permit that do not need to be addressed on the next resubmittal of plans but will need to be fulfilled at some point in the permit review process. The “Condition Category” indicates the approximate phase of the permit process by which the condition must be fulfilled in order for the City to continue processing this permit. “Condition Status”

if "Open" means that the condition has not been fulfilled, if "Resolved" means the condition has been fulfilled successfully. For some conditions that require submittal of a document to the City, those documents can be submitted via the Conditions Section of the [City's permit portal](#).

Condition Category	Condition	Department	Condition Status
Prior to Completion	Permanent critical area markers are required to be installed every 50 ft around the boundary of critical area buffers for the following critical areas; wetlands, streams, landslide hazard areas. See City buffer posting details at <a href="http://www.cityofpuyallup.org/1591/Master-Document-List">www.cityofpuyallup.org/1591/Master-Document-List</a> . The City will provide the buffer posting signs at no cost. Applicant is responsible for cost of post and all other materials for installation. Contact the Planning Division to order signs at <a href="mailto:Planning@puyallupwa.gov">Planning@puyallupwa.gov</a> .	Planning Division	Open
Prior to Issuance	** Site plan cannot be approved until the stormwater report is approved and all requirements are verified between the two documents **	Engineering Division	Open
Prior to Issuance	Civil permit must be issued prior to the issuance of this permit. Civil permit application has not yet been submitted. LL 10/26/2023	Engineering Division	Open
Prior to Occupancy	All work associated with civil permit XXX must be completed prior to occupancy. Civil permit application has not yet been submitted. LL 10/26/2023	Engineering Division	Open
Prior to Occupancy	The approved Stormwater Maintenance Agreement shall be recorded prior to the City granting a certificate of occupancy. Once recorded, provide the City with the Auditor File Number (AFN) for verification.	Engineering Division	Open

If you need assistance with resubmitting your corrections, please contact the Permit Center.

Sincerely,

City of Puyallup Permit Center  
 (253) 864-4165 option 1  
[permitcenter@puyallupwa.gov](mailto:permitcenter@puyallupwa.gov)