

# Submittal Item Waiver



**Development and  
Permitting Services**  
333 S. Meridian  
Puyallup, WA 98371  
253-864-4165  
www.cityofpuyallup.org

Submit this worksheet as a REPLACEMENT document in place of required submittal documents for your permit application. You must have written authorization from a staff person to waive a required submittal item in order for your application to be accepted and routed for review. If you need help determining if your project is required to submit this waiver, please contact the Permit Center at (253) 864-4165 Option 1.

## Submittal Instructions

- 1 Navigate to the upload files step page on the City's online permits portal.
- 2 For each required submittal line click 'upload document'.
- 3 Submit this worksheet as a REPLACEMENT for EACH required submittal document. A separate form must be submitted for each waived item. Include the required waiver documentation as a second page to this form.

This form needs to include an attached email from the Planning reviewer confirm this waiver.

## Applicant Information

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

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## Site Information

Parcel Number(s): \_\_\_\_\_

Property Address: \_\_\_\_\_

## Submittal Item (s) to be Waived

List below ALL of the submittal Item (s) that will NOT be submitted:

Reason not submitted:

Project does not exceed qualifying threshold (e.g., SEPA threshold, stormwater hard surface threshold)

Project does not include critical area

Other (please explain):

## **Waiver Documentation**

Provide proof of City staff person authorization to waive submittal requirement. Attach as an additional page to this worksheet an email, letter, or other documentation of waiver. This documentation is required for this waiver to be processed. Failure to provide documentation will result in an incomplete application.

INSERT WIAVER DOCUMENTATION BELOW (OR AS ADDITIONAL PAGE)