



City of Puyallup

Engineering Division

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

www.cityofpuyallup.org

Permit Review Correction Letter

Permit Application #PRCCP20250724

July 23, 2025

The City has completed the review of the above-mentioned permit submittal. All 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 upload a ~~Correction Response Letter~~ that states how the corrections have been addressed in your resubmitted documents. Avoid using "upload additional docs" unless there is NO submittal item available for your document. Please Note: 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, resubmit 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 the 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:

Engineering Civil Review	Jamie Carter	(253)435-3616	JCarter@puyallupwa.gov
- Not included in submitted civil set. [CIVIL PLANS; 2025\PRCCP20250724\2025_06-02 Todd Road Civil Plans.pdf; pg. 1] - Clarify when this gets removed. Is it in place to control sediment track out during construction until the driveway is built? [CIVIL PLANS; 2025\PRCCP20250724\2025_06-02 Todd Road Civil Plans.pdf; pg. 11] - Specify the restoration around this existing CB. Sheet C3-101 shows gravel restoration. This area should be improved to have an asphalt apron around the CB that facilitates positive drainage to the structure. [CIVIL PLANS; 2025\PRCCP20250724\2025_06-02 Todd Road Civil Plans.pdf; pg. 11] - Include and adhere to Detail 01.01.20 for utility trench restoration for the storm connection. [CIVIL PLANS; 2025\PRCCP20250724\2025_06-02 Todd Road Civil Plans.pdf; pg. 12] - Half-street improvements trigger stormwater treatment (> 5,000 square feet of PGHS). See the SWMMWW I-3.4.6. [CIVIL PLANS; 2025\PRCCP20250724\2025_06-02 Todd Road Civil Plans.pdf; pg. 12] - Scale is incorrect. [CIVIL PLANS; 2025\PRCCP20250724\2025_06-02 Todd Road Civil Plans.pdf; pg. 17] - CoP Design Standards state that private stormwater pipe shall be 12 inch diameter for mains and 8 inch diameter for laterals and shall be able to convey the 25 year storm event. [CIVIL PLANS; 2025\PRCCP20250724\2025_06-02 Todd Road Civil Plans.pdf; pg. 17] - Provide details for planting of bio-retention swales. The city has Standard Details for Bioretention Cells/Swales. Include Detail 02.07.05 for planting and either use the City Standard Details 02.07.01 and 02.07.03 instead of custom details or ensure that the custom details on C4-201 conform with City Standard Details 02.07.01 and 02.07.03 for thicknesses and type of material. Curb cut for drainage is OK. Include any pertinent notes from standard details on custom details if used (ex.: Detail 02.07.01 requires 3 inches of scarification to the sub grade. This note does not appear in the custom details). [CIVIL PLANS; 2025\PRCCP20250724\2025_06-02 Todd Road Civil Plans.pdf; pg. 17] - Revise to CB #4 to match C4-101. [CIVIL PLANS; 2025\PRCCP20250724\2025_06-02 Todd Road Civil Plans.pdf; pg. 19] - Revise to CB #3 to match C4-101. [CIVIL PLANS; 2025\PRCCP20250724\2025_06-02 Todd Road Civil			

Plans.pdf; pg. 19]

- Infiltration trenches with perforated pipe are considered Underground Injection Control Wells and are required to be registered with the department of ecology. See SWMMWW I-2.14 and I-4 for information about the owners responsibility to register the BMP and achieve the Non-endangerment Standard. [CIVIL PLANS; 2025\PRCCP20250724\2025_06-02 Todd Road Civil Plans.pdf; pg. 19]

- Include Details

02.01.03 and 02.01.05 [CIVIL PLANS; 2025\PRCCP20250724\2025_06-02 Todd Road Civil Plans.pdf; pg. 19]

- Labeled incorrectly. [CIVIL PLANS; 2025\PRCCP20250724\2025_06-02 Todd Road Civil Plans.pdf; pg. 22]

- Scale is incorrect. [CIVIL PLANS; 2025\PRCCP20250724\2025_06-02 Todd Road Civil Plans.pdf; pg. 23]

- Longitudinal water patch shall be half street improvement. Longitudinal joints are not allowed in the wheel path and a patch this narrow is not sufficient. See and include in the plans Detail 01.01.20. The limits of the required grind/overlay shall be to the nearest lane line or half street. [CIVIL PLANS; 2025\PRCCP20250724\2025_06-02 Todd Road Civil Plans.pdf; pg. 25]

- Type III Barricade for future extended sidewalks required. Include and adhere to Detail 01.02.20. [CIVIL PLANS; 2025\PRCCP20250724\2025_06-02 Todd Road Civil Plans.pdf; pg. 12]

Engineering Traffic Review	Mieco Hutchens	(253)993-0179	mhutchens@puyallupwa.gov
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- Street light required per City Standard 102.12. 300 ft spacing from the existing street light adjacent to parcel 0420222081.

Provide streetlight design plan in next submittal [Comment Correction; ; pg. N/A]

Planning Review	Nabila Comstock	(253)770-3361	NComstock@PuyallupWA.gov
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- Add the following note to the landscape plan, "A minimum of eight (8) inches of top soil, containing ten percent dry weight in planting beds, and 5% organic matter content in turf areas, and a pH from 6.0 to 8.0 or matching the pH of the original undisturbed soil. The topsoil layer shall have a minimum depth of eight inches (8") except where tree roots limit the depth of incorporation of amendments needed to meet the criteria. Subsoils below the topsoil layer should be scarified at least 6 inches with some incorporation of the upper material to avoid stratified layers, where feasible. Installation of the eight inches (8") of top soil, as described above, shall generally be achieved by placing five inches (5") of imported sandy-loam top soil into planned landscape areas (sub-base scarified four inches (4")) with a three-inch (3") layer of compost tilled into the entire depth." [Comment Correction; ; pg. N/A]

- Please estimate the total top soil required to meet the 8 inch minimum soil standard for all landscaped areas in cubic yards. The contractor will be required to submit delivery sheets and demonstrate compliance

with top soil required and specified on plans at the time of final inspection. [Comment Correction; ; pg. N/A]

- Landscape notes and details currently state that a minimum of 3" of mulch is required. Please amend plans to state, "All planting areas shall be mulched with a uniform four (4") inch layer of organic compost mulch material or wood chips over a properly cleaned, amended and graded subsurface." [Comment Correction; ; pg. N/A]

- All deciduous trees shall be at least one (1") inch in caliper, preferably 1.5" or larger, and branched with a strong, central single leader. [Comment Correction; ; pg. N/A]

- Coniferous evergreen trees shall be a minimum of 5 to 6 feet in height. [Comment Correction; ; pg. N/A]

- All shrubs required shall be no smaller than two (2) gallon in size at the time of planting [Comment Correction; ; pg. N/A]

- Please spec the total quantity of plants and on-center spacing for all landscape areas. [Comment Correction; ; pg. N/A]

- Storm water facilities, including bioretention areas, swales, and raingardens, shall be landscaped in accordance with SLD-02, contained in the Vegetation Management Standards Manual (VMS). [Comment Correction; ; pg. N/A]

- Existing trees to be retained must be clearly marked on the final clearing and grading plan, and final landscape plan.

Tree protection fencing and signage shall follow the city standard detail, see appendix 20.5.

Standard detail shall be included on all plan sets with vegetation which is scheduled for retention and protection.

All critical root protection zones (CRPZ) shall be shown on plan sets in diameter from the center of the tree. In determining tree CRPZ, the following standards shall be used. In establishing the extent of the Critical Root Protection Zone (CRPZ) for individual significant trees, groupings of significant trees, a stand of significant trees, or a heritage tree the following formula shall be used:

Individual tree diameter (in inches) X 2, converted into feet = CRPZ, in diameter (Example: 20" tree X 2 = 40' CRPZ diameter).

The following minimum performance standards shall be used to determine the extent of allowable impacts to the CRPZ of significant trees:

For significant trees, a minimum of 50 percent of the critical root zone must be preserved at natural grade, with natural ground cover. The protection zone may be irregular. The plan set shall provide a total square footage of CRPZ area and show the % of disturbance area.

For heritage trees, a minimum of 75 percent of the critical root zone must be preserved at natural grade with natural ground cover. The protection zone may be irregular.

The plan set shall provide a total square footage of CRPZ area and show the % of disturbance area. No cut or fill greater than four (4) inches in depth may be located closer to the tree trunk than $\frac{1}{2}$ the CRPZ radius distance. (Example, 20-inch DBH tree has a 40' CRPZ area (in diameter) - meaning no cut or fill greater than 4" in depth is allowed within 20' of the tree trunk). No cut or fill within the distance from the tree which is three (3) times the trunk DBH is allowed. (Example, 20-inch DBH tree X 3 = 60", meaning no cut is allowed within 60-inches of a tree which has a 20-inch diameter trunk). These criteria represent minimum standards for determining whether or not a tree may be required to be retained. Greater impacts may be allowed, provided that all design alternatives have been proven unfeasible and that a pre-conditioning and after care mitigation program is established. See section 10.1 of the VMS, and referenced appendices for more information. [Comment Correction; ; pg. N/A]

- Sight Distance standards. Adjacent to public rights-of-way and points of access, no fences or landscape material at maturity, shall exceed three (3) feet above the local finish grade within a clear sight triangle. Please spec plants that meet this standard and, please show the sight distance area on the plans.

[Comment Correction; ; pg. N/A]

- Landscaping Requirements: PMC 20.58 outlines landscaping requirements. All portions of a lot not devoted to building, future building, parking, access drives, walks, storage or accessory uses shall be landscaped in a manner consistent with the requirements of this chapter. The City also has a companion design manual – the Vegetation Management Standards (VMS) manual – found here: www.cityofpuyallup.org/puyallupvms. Please consult both the code landscape code section and the VMS for a full list of landscape requirements.

[Comment Correction; ; pg. N/A]

- All trash containers shall be screened from abutting properties and public rights-of-way by substantial sight-obscuring landscaping. Sight-obscuring fences and walls can be substituted for plant materials.

[Comment Correction; ; pg. N/A]

- Street tree soil requirements. See section 8.2 of the VMS. Copy and paste the applicable section for street tree top soil and place on plans as requirement to meet the city standards.

Root barriers, in accordance with city standards, are required for all street trees. A minimum of 8' of linear protection along the edge of the sidewalk adjacent to the street tree shall be provided, using a minimum 24" deep root barrier panels. See city standards #01.02.07 and #01.02.03 for further details.

Please be aware of the following standards in the VMS and Public Works Engineering and Construction Standards (found here: www.cityofpuyallup.org/1445/100---Roadway) as they apply to street trees:

- Integrate city standard detail 01.02.03 – root barrier detail.

- Integrate city standard detail 01.02.07 – street tree planting detail. Section 8.3 of the VMS requires (4") of organic compost mulch or wood chips. Section 12.3 (d) specifies minimum size and plant quality requirements. 1" DBH minimum for most new street trees.

- Integrate city standard detail 01.02.08a – soil amendment and depth. NOTE: Top soil placement/installation specs, depth and quality standards can be found in section 8.2 of the VMS. For new construction, cut and paste ALL of section 8.2(b) of the VMS into the planting notes/details of the final landscape plan sheets.

- Integrate the Street Tree Installation Standards Table (page 25 of the VMS) into plan sets. Please observe required spacing standards, as outlined in the table, when preparing drawings.

The city has required species mix requirements based on the quantity of street trees to be planted as a part of the project. See section 12.6 of the VMS for more information. Some common species of street trees are prohibited due to overuse and other reasons. Please check section 12.11 when specifying species to be planted. The city's policy is to plant the largest canopy tree for the rooting/overhead space available (section 12.4, VMS). Please note this when specifying tree species for the planter strip. [Comment Correction; ; pg. N/A]

- All internal landscape islands and connector strips shall include a double row (horizontally) of structural soil cells – often called “Silva Cells”, or equivalent - along the perimeter of all internal islands in parking stall areas only (under the pavement directly abutting the outer edge of the landscape island) to provide additional soil volume for tree growth. The landscape architect shall provide manufacturer's installation details for internal parking lot landscaping soil installation, including required structural soil cells, on the final landscape plan set. See section 8.2 of VMS for soil quality standards. [Comment Correction; ; pg. N/A]

- The north, east, and western perimeter landscape buffers are required to include landscaping per the vegetation management standards. Though this area has been called out on the landscaping plans, no trees and plants have been shown on the landscape plan set. The following landscaping is required as follows:

- North (front): Type IIb
- East (interior side): Type IIb
- West (interior side): Type IIb [Comment Correction; ; pg. N/A]
- Parking area internal landscaping required.

If the proposed paved areas on site exceed 10,000 square feet, the project landscape architect shall design to the city's parking lot landscaping standards (Type IV standards of the City's Vegetation Management Standards Manual (VMS). The site designer and landscape architect will need to review and integrate all the other design requirements of the type IV landscaping standards, including:

- No more than eight (8) parking spaces shall be placed consecutively without a landscaping island.
- All perimeter landscape islands (defined as islands which project into parking lots from an area connected to a perimeter landscape yard) shall be a minimum of 12' wide with a minimum depth of each landscape island to match the abutting stall depth.
- All internal landscape islands (landscape islands entirely surrounded by paving) shall be a minimum of 15' in width with a minimum depth of each landscape island to match the abutting stall depth.
- 'Head-to-head' parking stalls and internal landscape islands shall be separated by a 'connector landscaping strip' a minimum of 6' in width. All 'head-to-head' parking stalls internal to a parking lot shall have internal island 'end caps' to separate the parking stalls from abutting drive aisles. These 'end cap' islands shall follow the requirements for internal islands (size, dimensions, required landscaping, etc.).

We strongly suggest reviewing these requirements as early as possible to assess and determine costs, parking field layout and configuration of civil utilities as to minimize impacts for consistency with the Type IV standards. The Type IV standards may reduce the overall off-street parking stall count. The perimeter of all parking areas and associated access drives which abut public rights-of-way shall be screened with on-site

landscaping, earth berms, fencing, or a combination thereof. [Comment Correction; ; pg. N/A]

- The landscape plan is required to include a utility overlay. To avoid conflicts between underground and overhead utilities and trees as they grow and mature, please review the VMS tree installation standards table for required distances from various utilities and improvements. [Comment Correction; ; pg. N/A]

- If any fences are proposed, they will need to meet PMC 20.25.040 (5) - Fences & Walls standards. If fencing is proposed, please show on final landscape plan with utility overlay as part of the civil application and include proposed height, material, etc. Please note a building permit is required for a fence if it exceeds 8-feet. [Comment Correction; ; pg. N/A]

- Please show any proposed exterior mechanical equipment on plan sets as part of the civil application. They will need to meet PMC 20.25.040 (11) standards for exterior mechanical equipment. Fences greater than 8-feet will require a building permit. [Comment Correction; ; pg. N/A]

- If any outdoor lighting is proposed, it will be required to meet the code section PMC 20.25.040 (19). Please include proposed lighting as part of the civil application and include any lighting attached to the structure on the building permit application elevations. [Comment Correction; ; pg. N/A]

- The Hearing Examiner's decision for the associated CUP and Variance application (PLCUV20240004) has not been issued yet. The hearing was held on 07/09/2025. Any additional conditions made by the Hearing Examiner will be noted during the second review of this civil application. Staff will remain in contact with the applicant regarding the issuance of the Hearing Examiner decision as well as the end of the appeal period. [Comment Correction; ; pg. N/A]

- Staff is discussing internally the potential requirements for a financial guarantee for an implementation guarantee and performance guarantee for the establishment of the buffer program and associated maintenance and monitoring of the buffer program as outlined in Stream/Wetland Corridor Buffer Restoration Program on page 12-13. This will be included as a condition of approval of the civil applicant if determined to be required. [Comment Correction; ; pg. N/A]

Public Works Collection Review	Josh Grbich	(253)841-5560	JGrbich@PuyallupWA.gov
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- Straighten out storm pipe crossing by moving CB#6 to the east. [CIVIL PLANS; 2025\PRCCP20250724\2025_06-02 Todd Road Civil Plans.pdf; pg. 27]

Public Works Water Review	Brian Johnson	(253)841-5442	BrianJ@PuyallupWA.gov
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- Civil C2-301: There is a 2024 blow-off assembly installed just east of existing service for 320 Todd Rd E, and 2-inch water main has been abandoned to the east. [CIVIL PLANS; 2025\PRCCP20250724\2025_06-02 Todd Road Civil Plans.pdf; pg. 11]

- Civil C2-301: The existing 2-inch water line will be abandoned back to the west connection point, after the new 12-inch water main is on-line and all water services have been transferred to new main. [CIVIL PLANS; 2025\PRCCP20250724\2025_06-02 Todd Road Civil Plans.pdf; pg. 11]

- Civil C4-101: See water comments on sheets C7-401 and C7-402. [CIVIL PLANS; 2025\PRCCP20250724\2025_06-02 Todd Road Civil Plans.pdf; pg. 17]

- Civil C7-401: 12-inch not 8-inch water line. [CIVIL PLANS; 2025\PRCCP20250724\2025_06-02 Todd Road Civil Plans.pdf; pg. 28]

- Civil C7-401: The existing 12-inch BFV shown is on the south end of a 12-inch MJ x FI tee with 12-inch water main heading south. The new 12-inch DI water main connection point will be made using a 2-foot section of 12-inch DI class 52 pipe out of the east side of the 12-inch MJ tee into a 12-inch MJ BFV after purity and pressure test have passed. [CIVIL PLANS; 2025\PRCCP20250724\2025_06-02 Todd Road Civil Plans.pdf; pg. 28]

- Civil C7-401: The existing 2-inch water main will be getting abandoned after the new 12-inch water main is installed and has passed purity and pressure checks, and the water services for parcels 0420222008 and 0420222028 have been tied to the new 12-inch DI. [CIVIL PLANS; 2025\PRCCP20250724\2025_06-02 Todd Road Civil Plans.pdf; pg. 28]

- Civil C7-401: This valve is off a 12-inch by 4-inch tee that is not shown. Schedule a water main shutdown and remove valve and install a 4-inch blind flange on the tee to abandon. [CIVIL PLANS; 2025\PRCCP20250724\2025_06-02 Todd Road Civil Plans.pdf; pg. 28]

- Civil C7-401: The proposed fire hydrant should be placed further west to avoid vehicle off-tracking into this property. Place the hydrant closer to the curb, so it is not in the middle of the sidewalk. [CIVIL PLANS; 2025\PRCCP20250724\2025_06-02 Todd Road Civil Plans.pdf; pg. 28]

- Civil C7-401: 12-inch not 8-inch. [CIVIL PLANS; 2025\PRCCP20250724\2025_06-02 Todd Road Civil Plans.pdf; pg. 28]

- Civil C7-402: Unsure why this small building needs to have a 2-inch water service. If a 5/8-inch or 1-inch metered water service will work, it will reduce the monthly cost of the service size fee. If a 2-inch service is needed, show the 2-inch gate valve at the water main connection. If a smaller meter is needed, include city standard detail 03.03.01 to this plan set. [CIVIL PLANS; 2025\PRCCP20250724\2025_06-02 Todd Road Civil Plans.pdf; pg. 29]

- Civil C7-402: 12-inch not 8-inch. [CIVIL PLANS; 2025\PRCCP20250724\2025_06-02 Todd Road Civil Plans.pdf; pg. 29]

- Civil C7-402: There is a lot of plants required in the wetland area, but unclear if a 2-inch irrigation meter needed. If so, show the 2-inch gate valve at the water main connection. [CIVIL PLANS;

2025\PRCCP20250724\2025_06-02 Todd Road Civil Plans.pdf; pg. 29]

- Civil C7-402: These water meter boxes appear to be placed in the concrete sidewalk. To ease with future repairs place them in a 4-foot wide concrete sidewalk panel with expansion joints between panels. [CIVIL PLANS; 2025\PRCCP20250724\2025_06-02 Todd Road Civil Plans.pdf; pg. 29]

- Civil C7-402: The use of this building now or in the future is unknown. Upgrade the back flow protection to above ground RPBA. Add city standard detail 03.04.02 to this plan set. [CIVIL PLANS; 2025\PRCCP20250724\2025_06-02 Todd Road Civil Plans.pdf; pg. 29]

- Civil C7-402: The 2-inch water main has been abandoned to the east. The proposed 12-inch water main will end at the east property line. Install a blow-off assembly using a 12-inch by 4-inch MJ tee with a 12-inch MJ plug to the east with thrust blocking, and a 4-inch MJ plug with a 2-inch outlet to the south. Add city standard detail 03.06.01 to the plan set. [CIVIL PLANS; 2025\PRCCP20250724\2025_06-02 Todd Road Civil Plans.pdf; pg. 29]

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 for the City to continue processing this permit. "Condition Status." if "Open" means that the condition has not been fulfilled; "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 Issuance	Please contact the DPS Support Specialist, Robin Loewen at RLOEWEN@PUYALLUPWA.GOV to request a pre-construction meeting prior to starting site work.	Engineering Division	Open
Prior to Issuance	A Performance Bond must be received by the City of Puyallup prior to permit issuance. The Performance Bond shall be 150% of the estimated cost of work in the ROW per the approved cost estimate received prior to plan approval (attached in CityView Portal under Documents & Images section). See https://www.cityofpuyallup.org/DocumentCenter/View/16622/P	Engineering Division	Open

Condition Category	Condition	Department	Condition Status
	erformance-Bond-51122-appvd-by-Legal for more information.		
Prior to Issuance	Email a signed Inadvertent Discovery Plan to RLOEWEN@PUYALLUPWA.GOV.	Engineering Division	Open
Prior to Issuance	Overtime Inspection Fees / Main Shutdown Fees form is to be received prior to permit issuance. Signing this form is an acknowledgement that there may be billed overtime inspection fees per the current fee schedule and that whenever the City Water Division staff is required to perform a mainline shutdown, the fees shall be billed at \$134.00 per event plus \$10.00 per tag. Instances when a shutdown is performed outside regular working hour's additional overtime fees will be billed at the current overtime billing rate (3 hour minimum call out time).	Engineering Division	Open
Prior to Issuance	Certificate or Insurance/CG2012 must be received prior to issuance	Engineering Division	Open
Prior to Issuance	A Clear, Fill and, Grade Bond must be received by the City of Puyallup prior to permit issuance. The amount of the bond shall not be less than the total estimated construction cost of the interim and permanent erosion and sediment control measures per the approved cost estimate received prior to plan approval. See https://www.cityofpuyallup.org/DocumentCenter/View/16621/CFG-Bond-101822-appvd-by-Legal for more information.	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