



City of Puyallup

**Engineering Division**

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

www.cityofpuyallup.org

Contour Engineering LLC

PO Box 949

GIG HARBOR, WA 98335

October 01, 2025

## Development Submittal Notice

### Permit Application Number PRCCP20251209

Dear Contour Engineering LLC,

Thank you for submitting your permit application documents to the City of Puyallup. The Permit Center reviewed your submission on September 10, 2025 and determined that it is insufficient.

#### Missing or Insufficient Submittal Documents

Please submit the following items through the [permitting portal](#).

#### Completeness Check Comments

As a courtesy to our customers, the plan reviewers have conducted a completeness check to verify that the contents of the permit submission are adequate to complete a thorough first review. Even though all the minimum submittal documents were received, the plan reviewers have deemed your submittal as incomplete and compiled the completeness check comments below based on the scope and details of your project. Please address any comments below by updating your permit submittals and resubmitting them through the [permitting portal](#).

*Engineering Civil/Storm Completeness Check*

Lance Hollingsworth

(253) 770-3337

LHollingsworth@PuyallupWA.gov

- Civil Plans missing the following requirement items for review:

- Drainage control plan with standard city notes. The report mentions where runoff will be



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going, but the mentioned design is not provided in the plans.

- existing and proposed topography
- disturbed area table
- Existing and proposed utilities in civil set
- zoning labels for project parcels and adjacent parcels
- Lot sizes
- Existing and proposed easements
- City general plan notes
- Construction sequence
- Cut/Fill quantities
- Lot perimeter labels and street labels missing from most plan view sheets

- Storm Report:

Adjust stormwater report to reflect Ecology's 2019 stormwater Manual.

MR 5 incomplete Not all list 1 BMPs were considered. Missing rain gardens, bioretention, and concentrated sheet flow.

The narrative for what is proposed appears incomplete. The plans and an exhibit show asphalt removed for landscape, but there is no narrative describing this or how much is being removed. I am assuming the intent is no net increase in PGHS on the existing storm system?

*Traffic Completeness Check*

*Mieco Hutchens*

*(253)993-0179*

*mhutchens@puyallupwa.gov*

- Provide a document nullifying the existing gate agreement. This document should provide a signature block for the property owner and the City's Development and Permitting Services Manager.

Provide a document agreeing to the closure of the Valley Ave access gate, which requires the access to remain closed at all times, secured with a Knox box for emergency vehicle access only.

Add a note to the civil plan set referencing the agreement on file with the City which prohibits the use of the access gate on Valley Ave.

The submittal shall only be considered complete if the information requested above is received by the City of Puyallup within 90 days of date of this letter and deemed satisfactory by the Permit Center. Otherwise, your permit application will be canceled, and you will need to apply for a new permit. Once



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your submission is accepted, deemed complete, and any outstanding fees are paid, your submittal will proceed to plan review.

For questions or assistance, please contact the Permit Center.

Always in Season,

**Puyallup's Permit Center**

333 S Meridian, 2nd Floor

Puyallup, WA 98371

(253) 864-4165, option 1

[PermitCenter@PuyallupWA.gov](mailto:PermitCenter@PuyallupWA.gov)