



City of Puyallup

**Engineering Division**

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

[www.cityofpuyallup.org](http://www.cityofpuyallup.org)

# Permit Review Correction Letter

**Permit Application # PRCCP20251209**

November 19, 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 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 Civil Review</b>	<b>Lance Hollingsworth</b>	<b>(253)770-3337</b>	<b>LHollingsworth@PuyallupWA.gov</b>
<p>- Add Existing Utilities to this sheet. [CIVIL PLANS SET; 2025\PRCCP20251209\2025.10.20 - Bass Pro - Civil Plan Set .pdf; pg. 4]</p> <p>- Call out maximum allowable cut slope (2:1 or less if preferred or recommended by geotech). [CIVIL PLANS SET; 2025\PRCCP20251209\2025.10.20 - Bass Pro - Civil Plan Set .pdf; pg. 4]</p> <p>- Provide lighting layout and confirm there are not conflicts between footing and existing utilities such as the infiltration gallery. [CIVIL PLANS SET; 2025\PRCCP20251209\2025.10.20 - Bass Pro - Civil Plan Set .pdf; pg. 4]</p> <p>- Silt fence does not work on pavement. Provide alternative equal (BMP C208 triangular silt dike or similar that can be used on pavement) [CIVIL PLANS SET; 2025\PRCCP20251209\2025.10.20 - Bass Pro - Civil Plan Set .pdf; pg. 2]</p> <p>- Confirm callout is for construction access and revise accordingly. [CIVIL PLANS SET; 2025\PRCCP20251209\2025.10.20 - Bass Pro - Civil Plan Set .pdf; pg. 2]</p> <p>- Construction entrance is not in legend or on plans. This does not need to be quarry spalls since the site disturbance is minimal and trucks will likely not be traveling on disturbed areas. [CIVIL PLANS SET; 2025\PRCCP20251209\2025.10.20 - Bass Pro - Civil Plan Set .pdf; pg. 2]</p> <p>- A lease agreement will be needed to allow access for Parcel A onto Parcel B. It should include permission to release stormwater runoff from new surfaces on Parcel B to flow to Parcel A and restoration conditions at the time the agreement ends. [CIVIL PLANS SET; 2025\PRCCP20251209\2025.10.20 - Bass Pro - Civil Plan Set .pdf; pg. 1]</p> <p>- Where is the existing biopod filter that is mentioned in the storm report? [CIVIL PLANS SET; 2025\PRCCP20251209\2025.10.20 - Bass Pro - Civil Plan Set .pdf; pg. 4]</p> <p>- What direction does the existing pavement slope? Provide slope arrows and grades to clarify there are no drainage implications to removing the curb from this site. [CIVIL PLANS SET; 2025\PRCCP20251209\2025.10.20 - Bass Pro - Civil Plan Set .pdf; pg. 4]</p> <p>- The downstream path is not clear. Provide an exhibit showing the downstream path that shows the biopod filter catch basin mentioned. Since there are two parcels involved, the narrative needs to be clear which parcel the new runoff flows to and how it is being mitigated. [STORMWATER REPORT; 2025\PRCCP20251209\2025_10_15 - Bass Pro - Drainage Report.pdf; pg. 6]</p> <p>- Provide documentation showing Pro Shops' system can handle the additional runoff and any runoff from the existing contractor yard. [STORMWATER REPORT; 2025\PRCCP20251209\2025_10_15 - Bass Pro - Drainage Report.pdf; pg. 6]</p> <p>- Additional Submittal Item Required: Submit a draft of an Easement with an agreement for "Lot A" Bass Pro to access "Lot B" and a reciprocal agreement that allows for stormwater runoff from Lot B to flow to Lot A. The access easement can be conditioned to end at the time of lease termination, but the storm runoff must be allowed to continue unless provisions are provided to require the physical removal of the access back to pre-</p>			

lease conditions. [Lance Hollingsworth @ 10/28/2025 9:47 AM] [Comment Correction; ; pg. N/A]  
 - Use unaltered cost estimate. I can help you print to pdf the entire workbook if needed. [ENGINEERING COST BREAKDOWN ; 2025\PRCCP20251209\2025\_09\_09 - Bass Pro Access Connection - Eng Cost Estimate.pdf; pg. 1]

- Add erosion control using disturbed area, rough grading using the cut/fill quantities, parking lot lights (this can either be street lights or misc item add-in), and private utility trenching for the parking lot power.  
 [ENGINEERING COST BREAKDOWN ; 2025\PRCCP20251209\2025\_09\_09 - Bass Pro Access Connection - Eng Cost Estimate.pdf; pg. 1]

<b>Engineering Traffic Review</b>	<b>Mieco Hutchens</b>	<b>(253)993-0179</b>	<b>mhutchens@puyallupwa.gov</b>
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- Awaiting final correction to the gate agreement, otherwise the permit is approveable for Traffic. [Comment Correction; ; pg. N/A]

<b>Fire Review</b>	<b>David Drake</b>	<b>(253)864-4171</b>	<b>DDrake@PuyallupWA.gov</b>
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- 1. Provided the existing access does not change and the parcel only provides parking and access through the warehouse complex and not valley, there will be no other requires for access.

2. If electronic gates are used, you will be required to provide KNOX manual override with battery backup. You may be required to use OPTICOM or an equivalent system.

3. The gate on Valley will be required to set back 45' to meet fire and traffic queuing requirements. This is a nonnegotiable number for the length of our fire trucks to safely pull out of traffic to unlock and lock the gate.

4. Gates must swing into property and not out towards Valley.

5. Provide a layout for parking. [Comment Correction; ; pg. N/A]

<b>Planning Review</b>	<b>Jillian Hulse-Lew</b>	<b>(253)770-3330</b>	<b>JHulseLew@PuyallupWA.gov</b>
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- Please add a notation that identifies the proposed height of the fence and gate at the connection between the two parcels.  
 See CIVIL PLANS SET, sheet 4 of 4. [CIVIL PLANS SET; 2025\PRCCP20251209\2025.10.20 - Bass Pro - Civil Plan Set .pdf; pg. 4]

- Make a new landscaping space on the west side of the parcel that is an equivalent square footage to the removed landscaping in the proposed driveway.  
 Replace (3) trees and other vegetation like-for-like in newly created landscape area.  
 See LANDSCAPE PLANS, Sheet 1 of 2. [LANDSCAPE PLANS ; 2025\PRCCP20251209\2025\_08\_19 Bass Pro Access Connection - LS Plans.pdf; pg. 1]

- Please clarify the intended use for the two bold sections near the entrance on the east side of the site.  
 The "CIVIL PLANS SET" (sheet 1 of 4) identifies this space as "new landscape area", while the landscape plan identifies this space as asphalt.  
 See LANDSCAPE PLANS, sheet 1 of 2. [LANDSCAPE PLANS ; 2025\PRCCP20251209\2025\_08\_19 Bass Pro Access Connection - LS Plans.pdf; pg. 1]

- Any landscaping to be removed and replaced on the west side of the parcel shall be replaced on the same side, rather than replaced elsewhere on the site.

See LANDSCAPE PLANS, sheet 1 of 2. [LANDSCAPE PLANS ; 2025\PRCCP20251209\2025\_08\_19 Bass Pro Access Connection - LS Plans.pdf; pg. 1]

- Please refer to page 44 of the VMS (Vegetation Management Standards) for parking lot light pole standards.

Per 14.4, Type IV: Parking Lot Landscaping, Type IV Design Standards (E): "Internal parking lot lighting poles and fixtures shall be located to minimize future conflicts with parking lot trees -- parking lot lights shall be placed 10' from any parking lot tree required under the type IV standard."

See LANDSCAPE PLANS, sheet 1 of 2. [LANDSCAPE PLANS ; 2025\PRCCP20251209\2025\_08\_19 Bass Pro Access Connection - LS Plans.pdf; pg. 1]

## 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, 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 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 <a href="https://www.cityofpuyallup.org/DocumentCenter/View/16622/Performance-Bond-51122-appvd-by-Legal">https://www.cityofpuyallup.org/DocumentCenter/View/16622/Performance-Bond-51122-appvd-by-Legal</a> for more information.	Engineering Division	Open
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 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	Engineering Division	Open

Condition Category	Condition	Department	Condition Status
	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).		
Prior to Issuance	Certificate or Insurance/CG2012 must be received prior to issuance	Engineering Division	Open
Prior to Issuance	Provide recorded copy of requested Easement with an agreement for "Lot A" Bass Pro to access "Lot B" and a reciprocal agreement that allows for stormwater runoff from Lot B to flow to Lot A. The access easement can be conditioned to end at the time of lease termination, but the storm runoff must be allowed to continue unless provisions are provided to require the physical removal of the access back to pre-lease conditions. [Lance Hollingsworth @ 10/28/2025 9:47 AM]	Development & Permitting Services	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)