



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 #PRCCP20241731**

December 05, 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:

Engineering Civil Review	Mark Higginson	(253)841-5559	MHigginson@PuyallupWA.gov
<ul style="list-style-type: none"> <li>- This statement is not entirely correct. Runoff on the south side of 5th Ave SE within the ditch generally flows westward, but the raised grade of the roadway is collected in a conveyance system that flows east. However, the east end of the 5th Ave ditch may/may not flow eastward and overflow into the trunkline system. Please use language similar to the prior submittal's stormwater report noted under Minimum Requirement 7, Page 11 (Page 17 of 32 of the PDF version). [STORMWATER REPORT - RESUB; 2025\PRCCP20241731\SBS WP Civil-Report_Drainage Report.pdf; pg. 5]</li> <li>- This will require a separate stormwater discharge agreement to allow "public" runoff to discharge onto "private" property. (Per 12/04/25 meeting, use permeable ballast at the approaches). [STORMWATER REPORT - RESUB; 2025\PRCCP20241731\SBS WP Civil-Report_Drainage Report.pdf; pg. 6]</li> <li>- Verify-68x294 = 19,992sf (0.46ac) [STORMWATER REPORT - RESUB; 2025\PRCCP20241731\SBS WP Civil-Report_Drainage Report.pdf; pg. 7]</li> <li>- Verify-0.46+0.046=0.51ac) [STORMWATER REPORT - RESUB; 2025\PRCCP20241731\SBS WP Civil-Report_Drainage Report.pdf; pg. 7]</li> <li>- See markup on Section 1.1. [STORMWATER REPORT - RESUB; 2025\PRCCP20241731\SBS WP Civil-Report_Drainage Report.pdf; pg. 9]</li> <li>- NTE-68ft noted on the plans [STORMWATER REPORT - RESUB; 2025\PRCCP20241731\SBS WP Civil-Report_Drainage Report.pdf; pg. 12]</li> <li>- Verify-35ft req'd? (68ft*10/20) [STORMWATER REPORT - RESUB; 2025\PRCCP20241731\SBS WP Civil-Report_Drainage Report.pdf; pg. 12]</li> <li>- Verify-35ft req'd? (68ft*10/20) [STORMWATER REPORT - RESUB; 2025\PRCCP20241731\SBS WP Civil-Report_Drainage Report.pdf; pg. 16]</li> <li>- Verify-7,400sf (0.17ac)? [STORMWATER REPORT - RESUB; 2025\PRCCP20241731\SBS WP Civil-Report_Drainage Report.pdf; pg. 16]</li> <li>- Verify-See markup on Lot Coverage Table, Section 1.3. (0.505ac?)...likely won't change design. [STORMWATER REPORT - RESUB; 2025\PRCCP20241731\SBS WP Civil-Report_Drainage Report.pdf; pg. 22]</li> <li>- SB 5290 requires local jurisdictions to conduct a formal meeting with the applicant after the second review cycle to discuss outstanding items. The meeting was held on 12/04/2025. After the 3rd review, the application must either be approved or denied UNLESS the applicant acknowledges in writing that they are willing to allow additional review cycles. [SBS WP Civil-Drawing - RESUB; 2025\PRCCP20241731\SBS WP Civil-Drawing.pdf; pg. 1]</li> <li>- Per 12/04/25 meeting use Permeable Ballast (or sim. permeable material). [SBS WP Civil-Drawing - RESUB; 2025\PRCCP20241731\SBS WP Civil-Drawing.pdf; pg. 5]</li> <li>- NTE-66ft used in Storm Report. [SBS WP Civil-Drawing - RESUB; 2025\PRCCP20241731\SBS WP Civil-Drawing.pdf; pg. 5]</li> <li>- See markup in Storm Report Lot Coverage Table. [SBS WP Civil-Drawing - RESUB;</li> </ul>			

2025\PRCCP20241731\SBS WP Civil-Drawing.pdf; pg. 5]

- Or relocate blocks to private property if warranted to protect patrons from hitting the FH. [SBS WP Civil-Drawing - RESUB; 2025\PRCCP20241731\SBS WP Civil-Drawing.pdf; pg. 5]
- Callout perf pipe info (size, IE, slope) [SBS WP Civil-Drawing - RESUB; 2025\PRCCP20241731\SBS WP Civil-Drawing.pdf; pg. 6]
- Callout grade board elevation at each end. [SBS WP Civil-Drawing - RESUB; 2025\PRCCP20241731\SBS WP Civil-Drawing.pdf; pg. 6]
- Per 12/04/25 meeting use Permeable Ballast (or sim. permeable material). [SBS WP Civil-Drawing - RESUB; 2025\PRCCP20241731\SBS WP Civil-Drawing.pdf; pg. 6]
- Callout IE (69.70 per C4.00) [SBS WP Civil-Drawing - RESUB; 2025\PRCCP20241731\SBS WP Civil-Drawing.pdf; pg. 7]
- Clarify-Depending on the elevation of the grade board (EI ??), the incoming runoff will backwater and overflow the swale prior to being releasee over the grade board. [SBS WP Civil-Drawing - RESUB; 2025\PRCCP20241731\SBS WP Civil-Drawing.pdf; pg. 7]
- Does not agree with the spot elevations noted on Sht C4.00. [SBS WP Civil-Drawing - RESUB; 2025\PRCCP20241731\SBS WP Civil-Drawing.pdf; pg. 7]
- NTE-66' per storm report (pg. 8) [SBS WP Civil-Drawing - RESUB; 2025\PRCCP20241731\SBS WP Civil-Drawing.pdf; pg. 7]
- Callout grade board support post spacing. [SBS WP Civil-Drawing - RESUB; 2025\PRCCP20241731\SBS WP Civil-Drawing.pdf; pg. 7]
- Per 12/04/25 meeting use Permeable Ballast (or sim. permeable material) at approaches. [SBS WP Civil-Drawing - RESUB; 2025\PRCCP20241731\SBS WP Civil-Drawing.pdf; pg. 7]
- Readability [SBS WP Civil-Drawing - RESUB; 2025\PRCCP20241731\SBS WP Civil-Drawing.pdf; pg. 8]
- Callout grade board spacing, PT, and embedment depth. [SBS WP Civil-Drawing - RESUB; 2025\PRCCP20241731\SBS WP Civil-Drawing.pdf; pg. 8]
- Clarify-what is Section 6.2.6.1? [SBS WP Civil-Drawing - RESUB; 2025\PRCCP20241731\SBS WP Civil-Drawing.pdf; pg. 8]
- Readability [SBS WP Civil-Drawing - RESUB; 2025\PRCCP20241731\SBS WP Civil-Drawing.pdf; pg. 8]
- Revise to reflect current project. [SWPPP - RESUB; 2025\PRCCP20241731\SBS WP Civil-Report\_CSWPPP0.pdf; pg. 8]
- Revise to reflect current project. [SWPPP - RESUB; 2025\PRCCP20241731\SBS WP Civil-Report\_CSWPPP0.pdf; pg. 10]
- Revise to reflect current project. [SWPPP - RESUB; 2025\PRCCP20241731\SBS WP Civil-Report\_CSWPPP0.pdf; pg. 16]
- Revise to reflect current project. [SWPPP - RESUB; 2025\PRCCP20241731\SBS WP Civil-Report\_CSWPPP0.pdf; pg. 28]

**Planning Review**

**Nabila Comstock**

**(253)770-3361**

**NComstock@PuyallupWA.gov**

- Comment outstanding: Phone call with Roger Cecil 12/05/2025. Will follow up with applicant.

Provide a plan that outlines how the affected temporary gravel parking lot site area will be restored back to its original conditions once the associated site construction for the ELC is complete. Include details regarding gravel removal and reseedling. [Comment Correction; ; pg. N/A]

## 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 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	Engineering Division	Open

Condition Category	Condition	Department	Condition Status
	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 <a href="https://www.cityofpuyallup.org/DocumentCenter/View/16621/CFG-Bond-101822-appvd-by-Legal">https://www.cityofpuyallup.org/DocumentCenter/View/16621/CFG-Bond-101822-appvd-by-Legal</a> for more information.		
Prior to Issuance	Confirmation of Pierce County approval/permit for connection to the outfall.	Engineering Division	Open
Prior to Issuance	Temporary CUP application must be approved prior to civil permit issuance.	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)