



City of Puyallup

Engineering Division

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

www.cityofpuyallup.org

Permit Review Correction Letter

Permit Application #PRCCP20241545

December 11, 2024

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	Sam Morman	(253)841-5411	SMorman@PuyallupWA.gov
<p>- Add note: "Additional erosion control may be required by City of Puyallup Inspector. Based on on-site grades, silt fence may be required on the downslope side of the disturbed area." [Civils, pg 3]</p> <p>- The proposed guard shack will require a separate building permit. Note that because this is a modular building, state approval will also be required at the time of building permit. [Civils, pg 4]</p> <p>- Add note: "Frame and grate adjustments shall be completed using grade rings, riser sections, and riser bricks or leveling bricks. Brick slips (thin cut riser bricks) may be used when leveling frames and "shimming". All other material shall be removed prior to grouting the structure."</p> <p>For reference, this language comes from City Standards Section 204.10(6).</p> <p>[Civils, pg 5]</p> <p>- Add City of Puyallup Standard Details: -05.02.01 -02.03.02</p> <p>[Civils, pg 6]</p> <p>- The slab for the guard shack will be reviewed as a part of the building permit, and has not been reviewed under this civil permit. [Civils, pg 6]</p> <p>- Include City Cost estimate in resubmittal. The current City's cost estimate form can be found here: https://www.cityofpuyallup.org/DocumentCenter/View/19345/Cost-Estimate</p> <p>[Civils, pg 1]</p> <p>- Infeasibility criteria claim soils are not suitable for infiltration. The provided geotechnical report from Riley Group dated April 9, 2024 does not appear to discuss infiltration. Either provide further infiltration data and geotechnical recommendation around infiltration, or other infeasibility criteria, or incorporate BMPs into design. [Storm Report, pg 15]</p> <p>- Provide SWPPP in resubmittal. [Storm Report, pg 15]</p> <p>- The definition of "project site" is "the portion of a property, properties, or right of way subject to land disturbing activities, new hard surfaces, or replaced hard surfaces". Please show how the replacement value of the project site is under 50% of the assessed value, else revise this area in the flow chart and update design accordingly. [Storm Report, pg 18]</p>			
Planning Review	Nabila Comstock	(253)770-3361	NComstock@PuyallupWA.gov
<p>- As a condition of approval of the preliminary site plan, a requirement was:</p> <p>- All existing trees in project area to be retained or removed must be clearly marked on the final clearing and grading plan, TESC plan, demo plan.</p>			

- Tree protection fencing and signage shall follow the city standard detail, see appendix 20.5 (page 86 of the Vegetation Management Standards).

<https://www.cityofpuyallup.org/DocumentCenter/View/1133/Vegetation-Management-Standards-VMS-Manual?bidId=>

This 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 ½ 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.

- Additional Submittal Item Required: Existing trees in affected project area which are larger than 15" in Diameter at Breast Height (DBH) are considered to be 'significant trees' and must be retained, where possible. If your site includes any significant trees, then you must include a tree risk assessment completed by a certified arborist and provided with your land use application and civil construction permit landscape plan. Any significant trees healthy enough to be retained in planned or required landscape areas shall be retained and shown on the landscape plans. See Vegetation Management Standards Plan Page 19 for criteria for significant tree retention.

Please have your arborist establish the CRPZ for trees within the affected project area and include the CRPZ on the the final clearing and grading plan, TESC plan, demo plan.

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 https://www.cityofpuyallup.org/DocumentCenter/View/16622/Performance-Bond-51122-appvd-by-Legal 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 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