



City of Puyallup

Engineering Division

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

www.cityofpuyallup.org

Permit Review Correction Letter

Permit Application #PRCCP20251408

January 21, 2026

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	Jamie Carter	(253)435-3616	JCarter@puyallupwa.gov
<p>- No chargers here. [CIVIL PLANS ; 2025\PRCCP20251408\CivilPlans WM EV 2403 PUYALLUP OTP_2025_11_13.pdf; pg. 9]</p> <p>- Should parking stall lines be yellow? [CIVIL PLANS ; 2025\PRCCP20251408\CivilPlans WM EV 2403 PUYALLUP OTP_2025_11_13.pdf; pg. 9]</p> <p>- Which notes are these? [CIVIL PLANS ; 2025\PRCCP20251408\CivilPlans WM EV 2403 PUYALLUP OTP_2025_11_13.pdf; pg. 16]</p>			
Planning Review	Jillian Hulse-Lew	(253)770-3330	JHulseLew@PuyallupWA.gov
<p>- Please update the CIVIL PLANS set (including the proposed landscaping and EV parking locations) to match what is included in the Tenant Improvement Permit PRCTI20251350.</p> <p>See CIVIL PLANS, sheet 9 of 28. [CIVIL PLANS ; 2025\PRCCP20251408\CivilPlans WM EV 2403 PUYALLUP OTP_2025_11_13.pdf; pg. 9]</p> <p>- Please refer to Section 10.1 A (page 16-19) of the Vegetation Management Standards (VMS) to determine the required distance of the Critical Root Protection Zone (CRPZ).</p> <p>The tree protection distance for the identified trees within the Erosion & Sediment Control Plan (sheet 12 of 28 of the CIVIL PLANS) must reflect this calculated distance.</p> <p>Additionally, please replace the tree protection detail identified on sheet 13 of the CIVIL PLANS with the City of Puyallup's Tree Protection Fencing detail. Please note that the City of Puyallup requires a minimum height of 6 feet for tree protection fencing.</p> <p>Tree Protection Fencing detail: https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&ved=2ahUKEwj2iYWZ1o6SAxVGADQIHbQbJyMQFnoECBYQAO&url=https%3A%2F%2Fpermits.puyallupwa.gov%2FPortal%2FPermit%2FGetFile%2F58599&usg=AOvVaw0GsTD17oH3P0Az2UeNsgsC&opi=89978449</p> <p>See CIVIL PLANS, sheet 12 of 28. [CIVIL PLANS ; 2025\PRCCP20251408\CivilPlans WM EV 2403 PUYALLUP OTP_2025_11_13.pdf; pg. 12]</p> <p>- The identified internal landscaping must comply with VMS Type IV Landscaping Design Standards. Please</p>			

refer the standards identified in Type IV Design Standards (A) - (N), page 42 - 45.

See CIVIL PLANS, sheet 26 of 28.

Please refer to the Type IV 14.4 Type IV landscaping design standards (Sections A - N, page 42 - 45):
<https://www.puyallupwa.gov/DocumentCenter/View/1133/Vegetation-Management-Standards-VMS-Manual>

Type IV Design Standards

A. No more than eight (8) parking spaces shall be placed consecutively without a landscaping island.

(1) All perimeter landscape islands shall be a minimum of 12' wide with a minimum depth of each landscape island to match the abutting stall depth. Each perimeter island shall include a minimum of one (1) tree selected from the Class III or Class IV Street tree list shown in section 12.9 or 12.10.

(2) All internal landscape islands shall be a minimum of 15' in width with a minimum depth of each landscape island to match the abutting stall depth. Each internal island shall include a minimum of two (2) trees selected from the Class III or Class IV street tree list shown in section 12.9 or 12.10.; fifty percent (50%) of trees in internal islands shall be Class III or Class IV evergreen conifers.

(3) 'Head-to-head' parking stalls and internal landscape islands shall be separated by a 'connector landscaping strip' a minimum of 6' in width (see image). The 6' connector strip shall include a tree every 20', selected from the Class II (narrow)street tree list (see section 12.8). 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.).

(4) Option to reduce landscape island dimensions:

i. Type IV landscape islands may be reduced in width if an equal dimension of the reduced landscaping island is replaced with under pavement soil cells. In no event shall a landscape island be reduced to less than eight (8) feet in width.

ii. Structural plant soils – often called "CU-structural soil", or equivalent - may be provided in lieu of structural soil cells so long as the volume of structural plant soils provided is 1.5X the soil volume that would otherwise be provided in structural soil cells as required by this option to reduce design option. The project landscape architect shall provide a cross section detail of installation of all structural plant soils, including geotechnical interface with adjacent under pavement soils.

B. All parking lot island planter area dimensional requirements are exclusive of extruded curbing bordering the planting area. For example, a perimeter landscape island required at 12' in width relates to the required open soil planter area – exterior curbing would add additional dimensions to the island.

C. Landscaping islands apply to all striped parking and storage areas, including heavy truck trailer parking. For large, paved areas which trigger parking lot landscaping under PMC 20.58.005, but may not contain vehicle striping for vehicle parking, staff will use reasonable discretion and flexibility in site designing to allow larger consolidated/ grouped islands to spread out evenly through the paved areas, ensuring landscaping meets the intent of the type IV design standards and meets the minimum landscape requirements in PMC 0.58.005.

D. Underground utilities shall not be designed to cross below any perimeter or internal island in a manner which would prohibit or off-set the required tree planting(s); crossings of underground utility lines through connector landscaping strips shall be minimized to angled or perpendicular crossings and shall not follow the path of the landscaping strip. Such utility crossings shall also be offset as to avoid displacing required trees.

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.

F. Other aboveground civil utilities (e.g., fire department connections, hydrants, etc.) shall only be placed into parking lot islands when required for life-safety purposes. Case planner shall consult with Fire Code Official and Building Division prior to allowing hydrants in locations which would otherwise eliminate trees from parking lot landscape islands.

G. No parking space shall be placed further than 50 feet from a tree.

H. All parking spaces facing each other (e.g., 'head-to-head') shall be designed with a wheel stop to prevent damage to trees and vegetation within the 6' connector strip. The overhang area shall be landscaped with appropriate ground covers. All trees shall be planted a minimum of 2.5' from inside edge of all wheel stops or parking curbs.

I. All landscaping strips and islands internal to the site's paved areas/parking lots shall be designed and installed using a minimum of 1.5' (18") of topsoil depth; Subsoils below the topsoil layer shall be scarified at least 6 inches with some incorporation of the upper material to avoid stratified layers.

J. 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 for soil quality standards.

K. All landscaping islands and connector strips shall be designed using either evergreen and deciduous shrub masses spacing at tight on-center intervals (designed to provide 90 percent coverage in 3 years) that will prevent foot traffic and associated soil compaction into these landscaping areas.

L. An 18" striped buffer area between the edge of the parking stall and any internal or perimeter landscaping island curbing shall be provided to allow for adequate door swing area. All parking stalls abutting landscape islands shall be the standard stall width dimensions (see PMC 20.55.035).

M. Designed walk-thru pathways (minimum of 2 walk-through paths, 5' in width between each internal island through the connector landscaping strips shall be integrated into landscaping design to allow for designated access points for foot traffic. These walk-thru pathways are intended to be designed as a surface walkway through the landscaping area. Shrub species selection shall reflect the use of plant materials that will create a barrier to foot traffic as to channel pedestrians through designated walk-through zones. If the walk-thru pathways are designed to create a break in the continuous landscape connector strip, the pavement under the walk-thru zone shall connect the landscape strip via the use of structural soil cells, as to achieve to the intent of

continuous, connected landscaping throughout the parking lot.

N. Irrigation shall be provided in all landscape islands. [CIVIL PLANS ; 2025\PRCCP20251408\CivilPlans WM EV 2403 PUYALLUP OTP_2025_11_13.pdf; pg. 26]

- Please replace the equivalent details on sheet 28 of 28 of the CIVIL PLANS with the following details:

- Root barrier detail: https://www.puyallupwa.gov/DocumentCenter/View/5282/010203_root-barrier-detail?bidId=

- Street Tree Planting in Planting Strip detail:

https://www.puyallupwa.gov/DocumentCenter/View/5286/010207_street-tree-planting-in-planting-strip?bidId=

- Soil Amendment detail: https://www.puyallupwa.gov/DocumentCenter/View/5288/010208a_soil-amendment-and-depth?bidId=

See "CIVIL PLANS", sheet 28 of 28. [CIVIL PLANS ; 2025\PRCCP20251408\CivilPlans WM EV 2403 PUYALLUP OTP_2025_11_13.pdf; pg. 28]

- Please refer to PMC 20.52.015 (4) (b & e), Design Principles, for Design Review parking facilities standards:

(4) Parking Facilities. Parking, loading and service areas shall be designed and located so as to minimize their visual presence in the center, present an attractive facade to neighboring uses, minimize the impact of expansive parking areas along pedestrian-oriented streets and active use areas.

b) Parking and loading facilities shall be designed and located to enhance pedestrian safety through the use of pedestrian walkways delineated by distinctive pavements.

e) Internal parking lot landscape islands shall be designed to maximize tree canopy coverage growth to mitigate the urban heat island effect and reduce the visual impacts of surface parking lots. See the city's vegetation management standards manual (VMS), Type IV standards, for further design details. The goal is to achieve large, functional canopy in parking areas. [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 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 of 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