



City of Puyallup

Engineering Division

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

www.cityofpuyallup.org

Permit Review Correction Letter

Permit Application #PRCCP20251450

February 27, 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 the bottom of the page.
- 3 If any resubmittal 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>- Additional Submittal Item Required: The City's cost estimate shall be filled out in its entirety. It is not intended to be a realistic representation of your budget. There are key items on the list that require inspection time and also that inform bonding. On site paving is generally not included as the city has less interest in quality surfacing on private property than does the actual landowner. Include all expensive or inspectable items. If there is no line for the item place it under MISC and provide a reasonable unit price. Include TESC and include private utility trenching (both found pre-populated on the sheet). [Comment Correction; ; pg. N/A]</p> <p>- Show easement boundary. [CIVIL PLANS; 2025\PRCCP20251450\2025-10-22 Sparks Stadium Permit Set.pdf; pg. 5]</p> <p>- Any and all existing services that are to be abandoned shall be disconnected at the main, the corp. stop removed, and the service plugged to city standards. PMC 14.02.120(f). [CIVIL PLANS; 2025\PRCCP20251450\2025-10-22 Sparks Stadium Permit Set.pdf; pg. 8]</p> <p>- Existing storm system shown for existing lot does not match city records. Show entire existing storm collection system for ESC purposes and for accuracy. [CIVIL PLANS; 2025\PRCCP20251450\2025-10-22 Sparks Stadium Permit Set.pdf; pg. 7]</p> <p>- If vehicles are traversing in dirt and mud on the job site, then a paved construction entrance is inadequate. Specify an approved BMP for track out control, i.e. quarry spall construction entrance, wheel wash, etc. [CIVIL PLANS; 2025\PRCCP20251450\2025-10-22 Sparks Stadium Permit Set.pdf; pg. 9]</p> <p>- ADA ramp and level turning radius here needs to be analyzed. If the new ramp and plaza are to be the path to the ROW then this one may need to be eliminated or upgraded still. [CIVIL PLANS; 2025\PRCCP20251450\2025-10-22 Sparks Stadium Permit Set.pdf; pg. 13]</p> <p>- Check placement of key note markers. [CIVIL PLANS; 2025\PRCCP20251450\2025-10-22 Sparks Stadium Permit Set.pdf; pg. 12]</p> <p>- Provide 6 inch sand layer for treatment (See V-6.1: Sand Medium Specification in the 2019 SWMMWW) of the PGHS or demonstrate that the native soils meet the criteria for runoff treatment via V-5.6 Site Suitability Criteria in the 2019 SWMMWW. Revise Detail 3A using Figure V5.1 or demonstrate how the current design is equivalent. Clarify the purpose of the Geoweb grid. [CIVIL PLANS; 2025\PRCCP20251450\2025-10-22 Sparks Stadium Permit Set.pdf; pg. 14]</p>			

- Detail 01.02.09 found on Sheet 2.5. [CIVIL PLANS; 2025\PRCCP20251450\2025-10-22 Sparks Stadium Permit Set.pdf; pg. 18]

- Under BMP T5.15: Permeable Pavements, Infeasibility Criteria, the manual states that areas that were previously impervious surface are not suitable for pervious pavements. In addition there is concern that an underground infiltration system could have impacts to the foundation of the home on parcel #0420284103. It is highly suggested to revise the alley section to impervious asphalt. [CIVIL PLANS; 2025\PRCCP20251450\2025-10-22 Sparks Stadium Permit Set.pdf; pg. 12]

- Relocation to ramp area is not standard or acceptable. Revise relocation to landing area. [CIVIL PLANS; 2025\PRCCP20251450\2025-10-22 Sparks Stadium Permit Set.pdf; pg. 18]

- This power pole to be relocated. It is too close to turning radius and is located directly on top of proposed ADA ramp and detectable warning surface. [CIVIL PLANS; 2025\PRCCP20251450\2025-10-22 Sparks Stadium Permit Set.pdf; pg. 8]

Engineering Traffic Review

Bryan Roberts

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- Relocate utility pole to avoid conflicts. Needs to be located outside of the wheelchair ramp. [CIVIL PLANS; 2025\PRCCP20251450\2025-10-22 Sparks Stadium Permit Set.pdf; pg. 12]

- Remove detectable warning surface from drop driveway approach. [CIVIL PLANS; 2025\PRCCP20251450\2025-10-22 Sparks Stadium Permit Set.pdf; pg. 12]

- To avoid vertical curb adjacent to this driveway, remove ~20ft of existing landscaping strip west of the drive. This would allow the west side of the driveway to match the east side (8ft wide ramp on both sides) [CIVIL PLANS; 2025\PRCCP20251450\2025-10-22 Sparks Stadium Permit Set.pdf; pg. 12]

- Relocate outside of the wheelchair ramp. [CIVIL PLANS; 2025\PRCCP20251450\2025-10-22 Sparks Stadium Permit Set.pdf; pg. 12]

- This sign isn't necessary. [CIVIL PLANS; 2025\PRCCP20251450\2025-10-22 Sparks Stadium Permit Set.pdf; pg. 12]

- Stop Bar not necessary [CIVIL PLANS; 2025\PRCCP20251450\2025-10-22 Sparks Stadium Permit Set.pdf; pg. 18]

- Remove STOP signs for locations approaching City ROW. STOP signs are not necessary. Inconsistent application of STOP sign placement for internal parking lot. [CIVIL PLANS; 2025\PRCCP20251450\2025-10-22 Sparks Stadium Permit Set.pdf; pg. 12]

- Provide ROW dedication on the NW corner of the 7th Ave SW/5th St SW intersection. This will allow the City

to build a City standard 35ft radius in the future to better accommodate buses and install WBL/EBL turn pockets. City is not proposing the district construct these improvements. [CIVIL PLANS; 2025\PRCCP20251450\2025-10-22 Sparks Stadium Permit Set.pdf; pg. 13]

- The gates need to be fully retroreflectorized on both sides with vertical stripes alternately red and white at 16-inch intervals measured horizontally. This guidance comes directly from the MUTCD (Section 2B.68). Also, end of roadway object markers (OM4-1) should be installed similar to our Type III Barricade standard (01.01.21). See Sunrise elementary access gates for reference. [CIVIL PLANS; 2025\PRCCP20251450\2025-10-22 Sparks Stadium Permit Set.pdf; pg. 15]

Fire Review

David Drake

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- 1. Provide auto-turn as requested in the pre-application meeting throughout parking lot.
- 2. Provide all aisle widths in plans.
- 3. Provide Fire Lane / No Parking separate layout. This should include all areas that parking will not be allowed, Signage per the City Municipal Code, painting and stenciling of curbs.
- 4. All existing fire markings will need to be reapplied or touched up. [Comment Correction; ; pg. N/A]

Planning Review

Jillian Hulse-Lew

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- The City of Puyallup requires a minimum height of 6' for tree protection fencing. Please replace the provided diagram with the City of Puyallup's 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&usq=AOvVaw0GsTD17oH3P0Az2UeNsgsC&opi=89978449>
 See CIVIL PLANS, sheet 10 of 34. [CIVIL PLANS; 2025\PRCCP20251450\2025-10-22 Sparks Stadium Permit Set.pdf; pg. 10]

- Please provide individual legends for the Shrubs and Groundcovers.
 See CIVIL PLANS, sheet 27 of 34. [CIVIL PLANS; 2025\PRCCP20251450\2025-10-22 Sparks Stadium Permit Set.pdf; pg. 27]

- All lighting must be a minimum of 10' from proposed trees unless evidence is provided that demonstrates that lighting is not feasible to be moved from the identified location in the parking lot.
 Per Section 14.4 (E) of the VMS (page 44):
 "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 CIVIL PLANS, sheet 27 of 34. [CIVIL PLANS; 2025\PRCCP20251450\2025-10-22 Sparks Stadium Permit Set.pdf; pg. 27]

- The shrubs within the southern frontage are spaced too close together and do not meet the spacing requirements for Type II A landscaping. Additionally, they do not provide variation in height or texture. The shrubs along the southern frontage must comply with the Type II and Type II A landscaping standards (Section 14.2, page 38 and 39 of the VMS). Please correct the on-center spacing, and variation/alternation requirements of the proposed shrubs to match the type II A landscaping standards.

Type II landscaping standards: "Type II landscaping is intended to be primarily used along the frontage of development sites subject to PMC 20.58 and the VMS; this landscaping treatment is meant to be used to provide high quality landscaping along site frontages to complement development and street scape character. The type II treatment also is intended to provide function, often to screen abutting parking areas. The type IIa treatment will provide a visual separator and medium to large trees will define the overhead plane (where overhead utilities aren't present) between similar use areas or other areas needing separation but not substantial visual or physical separation; type IIb shall be used in areas where more substantial screening is designed due to the nature of the on-site use. Street trees may substitute for trees required under all type II landscape treatments in the event that no suitable planter strip exists within the abutting right-of-way area; when a suitable right-of-way planter strip exists, street trees shall be placed in the right-of-way."

Type II A landscaping standards: the type IIa treatment standard is intended to apply most often to non-residential commercial and mixed-use development. A single row of medium to large trees (or small trees if overhead utilities are present) suitably spaced in association with a 50/50 mix of evergreen and deciduous shrubs to provide the minimum 75 percent visual separation up to a height of 4.5 feet above the local grade within three years. Trees shall be planted at intervals of no greater than 30 feet. Appropriate shrub masses and living ground cover shall provide 75 percent ground area coverage within three years. Shrubs shall be placed at 5–7-foot center intervals throughout the planting area, with ground cover plantings placed at 18-36" on-center intervals. Shrubs shall be alternated, modulated and designed to provide a visual variation in height, depth, contrasting colors and textures. No turf grass shall be planted within the required landscape yard (typically 10-12' for front and street side yard areas, see PMC 20.58.005 (2). Bio-swales or rain gardens may be placed within these landscaping areas as long as they are designed to meet the intent of this section."

See CIVIL PLANS, sheet 27 of 34. [CIVIL PLANS; 2025\PRCCP20251450\2025-10-22 Sparks Stadium Permit Set.pdf; pg. 27]

- Please provide deep root barriers against the walkway in the landscaped sections with proposed trees.

Per section 12.4 of the VMS (page 25): "Root barriers in accordance with city standards, are required for all street trees in planter strips less than 8' in width; a minimum of 8' lineal protection along the edge of the sidewalk adjacent to the street shall be provided, using a minimum 24" deep root barrier panels. See city standards #01.02.07 and #01.02.03 for further details."

See CIVIL PLANS, sheet 27 of 34. [CIVIL PLANS; 2025\PRCCP20251450\2025-10-22 Sparks Stadium Permit Set.pdf; pg. 27]

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See CIVIL PLANS, sheet 27 of 34. [CIVIL PLANS; 2025\PRCCP20251450\2025-10-22 Sparks Stadium Permit Set.pdf; pg. 27]

- Please provide deep root barriers against the walkway in the landscaped sections with proposed trees.

See CIVIL PLANS, sheet 27 of 34. [CIVIL PLANS; 2025\PRCCP20251450\2025-10-22 Sparks Stadium Permit

Set.pdf; pg. 27]

- Please provide a sight-distance triangle for the parking lot and the right-of-way. Per Section 6.5 of the VMS, "Clear Sight Triangle" (page 8-9):

"Adjacent to public rights-of-way and points of access, no fences or landscape materials at maturity, shall exceed three (3) feet (36") above the local finish grade within a clear sight triangle. The dimensions of the required site triangle are described in the PMC and illustrated in Appendix 20.7."

See CIVIL PLANS, sheet 27 of 34. [CIVIL PLANS; 2025\PRCCP20251450\2025-10-22 Sparks Stadium Permit Set.pdf; pg. 27]

- Please provide a sight-distance triangle for the point of access and the right-of-way.

See CIVIL PLANS, sheet 27 of 34. [CIVIL PLANS; 2025\PRCCP20251450\2025-10-22 Sparks Stadium Permit Set.pdf; pg. 27]

- Please select 2 blooming shrubs that meet the criteria of type III landscaping -- 1 from the Mid Season and 1 from the Late Season.

For the locations in the parking lot that require type III landscaping, the selected shrubs must bloom during different growing seasons (Early Season, Early-Mid Season, Mid-Season, and Late Season).

Per Section 14.3 of the VMS (page 40-41), "Type III":

"Type III landscape provides a 75 percent visual buffer at three feet above the adjoining grade and a continuous overhead vegetation canopy to soften the appearance between compatible uses and building elevations. The type III treatment shall not be used along the frontage of any site subject to the requirements of this document and the PMC and is intended primarily on the interior of sites with compatible/common zoning designations and/or uses. All type III landscape designs shall represent the use of NW native trees, shrubs and ground cover plant species that provide a native, wildflower-rich landscape area that utilizes native plant species that bloom in successive timeframes throughout the growing season. This is intended to promote local biological diversity and provide pockets of landscape area to benefit pollinator species."

See CIVIL PLANS, sheet 27 of 34. [CIVIL PLANS; 2025\PRCCP20251450\2025-10-22 Sparks Stadium Permit Set.pdf; pg. 27]

- For the proposed trees on the identified western section of the parking lot: Please provide trees from the list of Class IV (Large Street Trees) identified within Section 12.10 of the VMS (page 33-35), and update this information in the Plant Legend.

Per Section 12.10, "Class IV - Large Street Trees":

"These large trees should only be used in large planting areas. Due to their large canopy and or extensive root system the tree lawn should be at a minimum of 6.5' feet and be preferably 8-10 feet wide. Large street trees shall be used on all major and minor arterials where no overhead utilities exist, and the minimum tree lawn width is present to support adequate rooting volume; street trees from other lists may also be intermixed as well. There should be a minimum spacing of 30 to 40 feet between trees."

The landscaping in this section must also allow the regulations of Type III and Type III A landscaping (please refer to page 40-41 of the VMS).

As identified in Section 12.4 of the VMS (page 25), "Street Tree Location and Spacing": The anticipated size of the tree will dictate the planting location; street tree design shall focus primarily upon planting trees in locations that will protect other right-of-way infrastructure while providing large, functional canopy area, where appropriate. All tree selection shall follow the concept of 'right-tree, right-place'; the largest tree should be

used for the rooting and overhead space available to improve overall canopy coverage throughout the city.

See CIVIL PLANS, sheet 27 of 34. [CIVIL PLANS; 2025\PRCCP20251450\2025-10-22 Sparks Stadium Permit Set.pdf; pg. 27]

- For the proposed trees on the identified northern section of the parking lot: Please provide trees from the list of Class III (Medium Street Trees) identified within Section 12.9 of the VMS (page 31-33), and update this information in the Plant Legend.

Per Section 12.9 of the VMS (page 31-33), "Class III - Medium Street Trees": "These trees are of medium size, 30 - 50 feet and should be used with some thought to early structural pruning to develop an attractive and safe branching pattern. The tree lawn should be at least 5 feet and preferably 6 feet wide. The spacing of the trees should be 30 to 40 feet apart."

The landscaping in this section must also follow the regulations of Type III and Type III A landscaping (please refer to page 10-41 of the VMS).

As identified in Section 12.4 of the VMS (page 25), "Street Tree Location and Spacing": The anticipated size of the tree will dictate the planting location; street tree design shall focus primarily upon planting trees in locations that will protect other right-of-way infrastructure while providing large, functional canopy area, where appropriate. All tree selection shall follow the concept of 'right-tree, right-place'; the largest tree should be used for the rooting and overhead space available to improve overall canopy coverage throughout the city.

See CIVIL PLANS, sheet 27 of 34. [CIVIL PLANS; 2025\PRCCP20251450\2025-10-22 Sparks Stadium Permit Set.pdf; pg. 27]

- Please specify the specific species of Malus.

See CIVIL PLANS, sheet 27 of 34. [CIVIL PLANS; 2025\PRCCP20251450\2025-10-22 Sparks Stadium Permit Set.pdf; pg. 27]

- Please add the following note to the civil plans: "All planting areas shall be mulched with a uniform four (4") inch layer of organic compost mulch material or wood chips over a properly cleaned, amended and graded subsurface."

See CIVIL PLANS, sheet 27 of 34. [CIVIL PLANS; 2025\PRCCP20251450\2025-10-22 Sparks Stadium Permit Set.pdf; pg. 27]

- Please provide trees that are from the Class III list into the identified landscaping. (12.9 of the VMS, page 31-33).

See CIVIL PLANS, sheet 27 of 34. [CIVIL PLANS; 2025\PRCCP20251450\2025-10-22 Sparks Stadium Permit Set.pdf; pg. 27]

Public Works Streets Review

Scott Hill

(253)841-5409

Shill@puyallupwa.gov

- If this is going to be a pervious alley which requires increased maintenance will there be a maintenance agreement for the school to maintain SH sheet C2.1 [CIVIL PLANS; 2025\PRCCP20251450\2025-10-22 Sparks Stadium Permit Set.pdf; pg. 12]

- how is one to ensure vehicles only go left, greater alley wear and tear will occur with vehicles going right, which they will do on busy event "get out" or during Fair Parking SH sheet C2.1 [CIVIL PLANS;

2025\PRCCP20251450\2025-10-22 Sparks Stadium Permit Set.pdf; pg. 12]
 - show power pole or note if relocated SH sheet C2.7 [CIVIL PLANS; 2025\PRCCP20251450\2025-10-22 Sparks Stadium Permit Set.pdf; pg. 18]
 - per WSDOT plan F-45.10-05 note #7, if greater than 5' detectable warning should be at curb, this shows 13.31'

SH sheet C2.7 [CIVIL PLANS; 2025\PRCCP20251450\2025-10-22 Sparks Stadium Permit Set.pdf; pg. 18]
 - remove marked crosswalk
 SH sheet C2.7 [CIVIL PLANS; 2025\PRCCP20251450\2025-10-22 Sparks Stadium Permit Set.pdf; pg. 18]

Public Works Water Review	Brian Johnson	(253)841-5442	BrianJ@PuyallupWA.gov
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- Existing tree is less than 10-foot from water service line and should be removed. [CIVIL PLANS; 2025\PRCCP20251450\2025-10-22 Sparks Stadium Permit Set.pdf; pg. 27]
 - Water records show that existing water service line from water main to meter may be galvanized iron pipe. Upgrade service to current city standards. Add city standard detail 03.03.01 to plan set. [CIVIL PLANS; 2025\PRCCP20251450\2025-10-22 Sparks Stadium Permit Set.pdf; pg. 27]
 - Add city standard detail 03.04.01 to plan set and replace with this detail. [CIVIL PLANS; 2025\PRCCP20251450\2025-10-22 Sparks Stadium Permit Set.pdf; pg. 30]

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	Engineering Division	Open

Condition Category	Condition	Department	Condition Status
	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.		
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
Prior to Issuance	Must provide Contractor doing the work to be named on permit. Contractor must be registered with Washington State Labor and Industries AND have a valid City of Puyallup business license endorsement with Washington State Department of Revenue.	Development & Permitting Services	Open
Prior to Issuance	Contractor needs to have a valid City of Puyallup business license endorsement with Washington State Department of Revenue.	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