



City of Puyallup

**Engineering Division**

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

www.cityofpuyallup.org

# Permit Review Correction Letter

**Permit Application #PRCCP20241731**

March 26, 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:

<b>Engineering Civil Review</b>	<b>Mark Higginson</b>	<b>(253)841-5559</b>	<b>MHigginson@PuyallupWA.gov</b>
<p>- FG 71.2+/- (backwater will determine elevation plus 1-inch over grade board) [CIVIL PLANS - RESUB; 2026\CIVIL PLANS - RESUB.pdf; pg. 6]</p> <p>- Widened swale area (to contain backwater) [CIVIL PLANS - RESUB; 2026\CIVIL PLANS - RESUB.pdf; pg. 6]</p> <p>- Per prior comment: Callout IE (69.70 per C4.00) [CIVIL PLANS - RESUB; 2026\CIVIL PLANS - RESUB.pdf; pg. 7]</p> <p>- Per prior comment: 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. [CIVIL PLANS - RESUB; 2026\CIVIL PLANS - RESUB.pdf; pg. 7]</p> <p>- Per prior comment: Does not agree with the spot elevations noted on Sht C4.00. [CIVIL PLANS - RESUB; 2026\CIVIL PLANS - RESUB.pdf; pg. 7]</p> <p>- Per prior comment: Callout grade board support post spacing. [CIVIL PLANS - RESUB; 2026\CIVIL PLANS - RESUB.pdf; pg. 7]</p> <p>- As discussed during review, the current zoning for parcel #0420264069 does not allow for a standalone parking lot as a permitted long-term use; however, the parking lot may continue on a temporary basis so long as there is active construction occurring on site. At this time, because a permanent zoning and land use path for the parking lot has not yet been established, application PRCCP20241731 cannot move forward in its current form and will be closed at this time. This closure is intended to pause the civil permit until the broader zoning direction for the property has been determined and coordinated between the City and the applicant. Once revised zoning has been decided and, if appropriate, adopted, the applicant may submit a new civil application for a permanent parking lot and associated storm drainage improvements consistent with that framework. In the meantime, the Temporary Use Permit may be extended, provided there continues to be active construction on site. [CIVIL PLANS - RESUB; 2026\CIVIL PLANS - RESUB.pdf; pg. 1]</p>			
<b>Planning Review</b>	<b>Nabila Comstock</b>	<b>(253)770-3361</b>	<b>NComstock@PuyallupWA.gov</b>
<p>- Comment outstanding:</p>			

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 reseeded. Otherwise, a permanent parking lot will be required to be paved and meet City requirements and standards. [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, and if "Resolved" means the condition has been fulfilled successfully. For some conditions that require the 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

<b>Condition Category</b>	<b>Condition</b>	<b>Department</b>	<b>Condition Status</b>
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 <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.	Engineering Division	Open
Prior to Issuance	Confirmation of Pierce County approval/permit for connection to the outfall.	Engineering Division	Resolved
Prior to Issuance	Temporary CUP application must be approved prior to civil permit issuance.	Engineering Division	Open
Misc. Punchlist Section A	Engineering staff to contact the Planning Department project reviewer to request landscape walkthrough inspection. Landscape requirements to be added to the punchlist.	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)