



**Development and
Permitting Services**
333 S. Meridian
Puyallup, WA 98371
253-864-4165
www.cityofpuyallup.org

Zoning Verification Application

Application Fees

Application fee: \$130

Additional review fees, if applicable:

- SEPA review: \$250
- Critical area review: \$160
- Traffic impact analysis review: \$160

This zoning verification application is to be filed before receiving verification of property zone and code information. Each application and fee apply to only one parcel number, unless multiple parcels are associated with a specific project (e.g. apartment complex, etc.) additional parcels not associated with a project must be accompanied by a separate application and fee.

Submittal Instructions

- 1 Create an account on <https://permits.puyallupwa.gov/Portal/Account/Register>
- 2 Select "Apply for Planning Permit"
- 3 Select "Zoning Verification" from drop-down list. Fill out all sections of the online form and upload all required documents.
Note: Failure to upload all the required documents will delay the processing of your application.

Applicant Information

Name: Tonian Morgan

Agency/ Consultant (if applicable): Partner Engineering and Science, Inc.

Street Address: 611 Industrial Way West, Suite A

City: Eatontown State: NJ Zip Code: 07724

Phone: 9084978920 E-mail: tmorgan@partneresi.com

Location of Property/ Address to be Verified

Parcel Number(s): _____

Street Address: _____

City: Puyallup State: WA Zip Code: 98372

Intersection Street Names: _____

Project Name (if applicable): _____

Location of Property/ Address to be Verified *(continued)*

Description of Current Use:

Multi-Family Apartments

Description of Proposed Use:

Multi-Family Apartments

Additional Information you would like the City of Puyallup to Address:

Please See Attached Request Letter for all Request Details

Request

Please check **all** that apply to your specific request. Depending on the subject site, not **all** information is applicable. Please be aware that if this is the case, the Zoning Verification Letter **will** state non-applicable. Please allow up to two working weeks for completion of the letter.

- ☐ Certificate of Occupancy
- ☐ Current zoning of the property
- ☐ Current land use designation of the property
- ☐ Is the current use of the property in compliance with the existing zoning?
- ☐ Are there any known legal non-conforming uses occurring on the site?
- ☐ In case of fire, earthquake, or other natural calamity, can the structure be rebuilt?
- ☐ Are there any known unresolved zoning/building code violations on record?
- ☐ Zoning of the abutting properties surrounding the subject site
- ☐ Have any Use Permits or Variances been granted for the subject site?
- ☐ Applicable building setbacks
- ☐ Allowable building heights
- ☐ Allowable lot coverage
- ☐ Applicable parking ratio
- ☐ Other Please See Attached

Submittal Checklist

- ☐ I. Completed and Signed Application Form

Certification

I hereby state that I am the applicant listed above, and certify that all information contained above and in exhibits attached hereto is true and correct to the best of my knowledge and belief and is submitted for consideration by the City of Puyallup, pursuant to the provision of the Puyallup Municipal Code. It is understood that the processing of this application may require additional supporting evidence, data or statements.

Signature of Applicant: Tonian Morgan Date: 7/27/23
(or authorized agent)



July 27, 2023

City of Puyallup
Development and Permitting Services
333 S. Meridian
Puyallup, WA 98371
253-864-4165, option 3

Subject: Zoning Letter and Records Request

Property Name: River Trail
Property Address: 1617 & 1715 E. Main Avenue
Puyallup Washington 98372
Year Built: 2005, 2006
Parcel Number: 420262055 & 420262058
Project Number: 23-416613.5

To Whom It May Concern,

Partner has been engaged by our client to conduct due diligence research and prepare a Zoning Report on the above-mentioned property. Please consider this a formal request for a letter outlining the following information to include copies of all applicable documents:

- What is the current zoning designation for the above-mentioned property?
 - Are there any pending rezoning applications, or updates to the Zoning Ordinance that may affect the Subject in the foreseeable future?
- What are the immediate abutting zoning designations to the north, south, east, and west of this property? Is a copy of the zoning map for this area available? If so, please attach or provide a link to access.
- Is the property located in any special, restrictive, or overlay district?
- Is the property located in a Planned Unit Development (PUD)/Planned Area Development (PAD)? If so, can we please get a copy of the Development Plan and Ordinance, specifically the conditions of approval for parking, setbacks, height, use, and density?
- Is the current use as a Multi-Family property permitted by right or was a use approval granted? If so, please provide a copy.
- To your knowledge are there any legal nonconforming issues associated with the subject property?

- Was this property granted any variances, special exceptions, special/conditional use permits, or zoning relief of any kind? If so, can we please get a copy of the approval(s)? If these are not available, would you briefly outline the conditions of the applicable document?
 - o In the event of destruction, would a new use permit, variance, or special exception be required?
 - o What is the threshold that would trigger a new Use Permit, Variances, or other approvals to be required?
- Was this site developed with Site Plan approval? If so, can we obtain a copy of the plan and/or a copy of the approved conditions?
- To the best of your knowledge, do your records show any current open zoning, building, or fire code violations within the Subject's files?
- Were Certificates of Occupancy (COs) or Temporary Certificate(s) of Occupancy (if under construction) issued? If so, can we obtain copies for the shell of the building(s) and any tenants if applicable?
 - o How were Certificates of Occupancy issued - for the building shell, each tenant, or both?
 - o Is a new CO required with a change of use, tenant, or owner? Renovations, remodel, or new construction?
 - o Will the absence of a Certificate(s) of Occupancy give rise to any enforcement action?
- Are there any current or future plans for roadway construction, repaving/resurfacing projects, easements, land condemnation proceedings, or other such activity that would affect the placement of property lines, immediately surrounding roads, disrupt traffic flow in proximity of the Subject, and/or impede access to the property?

Our client has asked that we gather this information as quickly as possible, any help will be greatly appreciated. Should you expect fees or if there is any portion of our request you cannot complete, please advise me as soon as possible. In order to expedite this request please email your response to me at tmorgan@partneresi.com. If have questions or concerns, please don't hesitate to contact me. In the event that you need to send hard copies, please mail them to the address below.

Thank you,

Tonian Morgan, Zoning Assistant
 Partner Engineering and Science, Inc.
 611 Industrial Way West, Suite A,
 Eatontown, NJ 07724
 Direct Office: 908-497-8920 | Fax: 732-510-5487