

Submittal Item Waiver



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

Submit this worksheet as a REPLACEMENT document in place of required submittal documents for your permit application. You must have written authorization from a staff person to waive a required submittal item in order for your application to be accepted and routed for review. If you need help determining if your project is required to submit this waiver, please contact the Permit Center at (253) 864-4165 Option 1.

Submittal Instructions

- 1 Navigate to the upload files step page on the City's online permits portal.
- 2 For each required submittal line click 'upload document'.
- 3 Submit this worksheet as a REPLACEMENT for EACH required submittal document. A separate form must be submitted for each waived item. Include the required waiver documentation as a second page to this form.

Applicant Information

Name: _____

Phone: _____ E-mail: _____

Site Information

Parcel Number(s): _____

Property Address: _____

Submittal Item (s) to be Waived

List below ALL of the submittal Item (s) that will NOT be submitted:

Reason not submitted:

Project does not exceed qualifying threshold (e.g., SEPA threshold, stormwater hard surface threshold)

Project does not include critical area

Other (please explain):

Waiver Documentation

Provide proof of City staff person authorization to waive submittal requirement. Attach as an additional page to this worksheet an email, letter, or other documentation of waiver. This documentation is required for this waiver to be processed. Failure to provide documentation will result in an incomplete application.

INSERT WIAVER DOCUMENTATION BELOW (OR AS ADDITIONAL PAGE)

Please see attached email from
Assistant Planner Nabila Comstock

From: Nabila Comstock <NComstock@PuyallupWA.gov>
Sent: Monday, May 22, 2023 3:51 PM
To: Caleb Perkins
Cc: DPS Permit Center
Subject: Variance - Deer Ridge

Importance: High

Hi Caleb,
A critical area report will not be required for the Deer Ridge parking variance.

Please fill out and upload the attached *Early Submittal Waiver Form* (link below) and attach it as well as this e-mail to your application via the Portal. Under submittal item(s) to be waived, you can include:

- Critical area report
- Critical area report checklist
- Critical area ID form

<https://www.cityofpuyallup.org/DocumentCenter/View/17151/Submittal-Item-Waiver>

Please contact our Permit Center if you have any questions about submitting this item.

Thank you,
Nabila Comstock (she/her)
Assistant Planner | City of Puyallup
(253) 770-3361
ncomstock@puyallupwa.gov

Did you know that you can easily submit for a permit online? Introducing CityView, our new online permitting system. Permit applications will now be accepted through the [CityView Portal](#). For more information on the permit system, go to the [City's website page here](#). Or, scan this QR code with your phone to learn more.

