

# Tier 1: Notes Only Pre-Application Request



**Development and  
Permitting Services**  
333 S. Meridian  
Puyallup, WA 98371  
253-864-4165  
PermitCenter@PuyallupWA.gov

## Application Fees

Application fee: \$300\*

*\*this fee can be credited towards subsequent city permit applications for this proposed project if applied for within 6 months*

### Purpose and intent:

- Provide you with information regarding the various elements of the City's permitting process
- Review your specific proposal against Puyallup Municipal Code requirements and other regulations
- Provide you an early opportunity to identify potential major issues
- This review is not a substitute, formal review, or an acceptance of project plans

The Tier 1: Notes Only pre-application includes a review of your proposed project by the City of Puyallup Planning, Building,

Traffic, Fire, and Engineering divisions. We encourage you to submit quality, detailed items and questions as part of your application packet in order for staff to provide the most well-rounded review of your proposal.

Our goal is to provide staff review notes in a timely manner – we target to return notes to you within 2-3 weeks of your submittal, following staff review.

If you have more questions for staff after you have reviewed and implemented the comments given, you are welcome to apply for the Tier 2: Virtual Pre-App with review staff. \*

\*Please note that the Tier 1: Notes Only pre-app is required before moving onto the Tier 2: Virtual pre-app meeting.

## Submittal Instructions

- 1 Create an account on <https://permits.puyallupwa.gov/Portal>
- 2 Select "Apply for a Planning Permit"
- 3 Select "Pre-Application" 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: Sherri Miller, Magellan Architects

Street Address: 8383 158th Avenue NE # 280

City: Redmond State: WA Zip Code: 98052

Phone: 425-885-4300 E-mail: sherri@magellanarchitects.com

**Site Information**

Parcel Number(s): 0419106022 AND 0419102125

Property Address: 4423-4627 South Meridian Avenue East

Description of Request:

Years ago a partial facade renovation was completed at this shopping center and the existing structure and exterior cladding systems were updated for both design elements and maintenance/ rot replacement, etc. The remaining portion that was not renovated is now in need of some rot remediation and preventative maintenance to protect the building elements. With the amount of work required for this scope, the ownership would like to include the facade updates at the same time to align the design for the full length of the main retail building.

Detailed Questions and/or Particular Issues to Discuss (add additional pages if needed):

1. The proposed scope of work encompasses area within 2 separate but commonly developed strip mall parcels. Please confirm that the proposed work may proceed under a common unified permit application.
2. As this proposed scope of work does not impact the occupancy or tenanting of the buildings please confirm no ADA upgrades are required.
3. With this proposed scope of work being requested as a maintenance/repair project with upgrades to align with the remaining center facade design, we are seeking confirmation of the street frontage improvement requirement under PMC 11.08.135. Based on our finding, assuming a project valuation of \$1,320,000.00, no frontage improvements should be required as the substantial improvement threshold has not been exceeded. See Attached "Frontage Improvements Substantial Improvement Analysis".
4. Years ago the design for the overall center was submitted and approved, however only a portion of the work was constructed. We assume the vesting of the initial design is still valid; please confirm.

**Proposal Details**

<input type="checkbox"/>	Single Family Residential	No. of Lots:
<input type="checkbox"/>	Multi-Family Residential	No. of Lots:
<input checked="" type="checkbox"/>	Office/Commercial/Retail	Exterior Facade Scope; No Interior Work Square Feet: Proposed This Permit
<input type="checkbox"/>	Warehouse/Manufacturing	Square Feet:
<input type="checkbox"/>	Mixed Use	Square Feet:
<input type="checkbox"/>	Tenant Improvement	Square feet:
<input type="checkbox"/>	Other	No. of Units/square feet:

**For non-single-family residential applications only, please identify**

The proposed land use

**Retail- existing no changes proposed**

The proposed type of construction (i.e., VN, IIIIN):

**Existing, no changes (VB typ)**

The proposed size of the building(s):

**Existing, no changes**

The proposed occupancy of the structures (i.e., "S", "B", "H"):

**M- Retail (existing, no changes)**

Are there any manufacturing processes proposed?:  Yes  No

Will you be utilizing fire sprinkler systems:  Yes  No  Do not know, but possible

Will you be storing or using hazardous material:  Yes  No  Do not know, but possible

If yes, type of material stored:

Not Applicable

**Submittal Items (required):**

1. Application form
2. Project narrative
3. Site plan drawing
  - a. Locations, sizes, and uses for existing and proposed structures. Indicate the gross floor area of each structure and type of construction.
  - b. Existing and proposed utilities/easements onsite, including hydrant locations, waterlines, sewer lines, storm lines, streetlights, and any wells and/or septic tanks and drain field areas.
  - c. Proposed location, size, and type of solid waste and recycling containers (if applicable).
  - d. Location of proposed/existing stormwater retention/detention facilities and type of facilities (if applicable).
4. Optional items:
  - a. Geotech report
  - b. Survey of property
  - c. Floodplain mitigation proposal
  - d. Storm drainage report

**Please submit your application, summary form, site plan, and additional submittal items via the [CityView Portal](#)**