

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)

RE: Preliminary Storm Report waiver
Inbox

Lance Hollingsworth
Attachments
8:55AM (15 minutes ago)
to me, Kendall

Hi Brenda,

Please see the attached stormwater waiver. This will be what you submit under any stormwater related submittal items since your scope does not involve exterior improvements.

Thanks,

Lance Hollingsworth, P.E.

Civil Engineer-Journey at City of Puyallup

Development Engineering

Capital Improvement Projects

Phone 253-770-3337 Cell 253-290-2126

333 S Meridian, Puyallup, WA

Lance Hollingsworth

From: Lance Hollingsworth
Sent: Wednesday, July 26, 2023 8:40 AM
To: Kendall Wals
Cc: Yianni Charitou
Subject: RE: ACT - A Common Thread (1102 East Main Ave suite b, Puyallup)

Thanks Kendall,
Since they have no interior work, I will issue this waiver for the stormwater related submittal items.

Thanks,



Lance Hollingsworth, P.E.

Civil Engineer-Journey at City of Puyallup
Development Engineering
Capital Improvement Projects
Phone 253-770-3337 **Cell** 253-290-2126
333 S Meridian, Puyallup, WA

From: Kendall Wals <KWals@PuyallupWA.gov>
Sent: Friday, July 21, 2023 3:49 PM
To: Lance Hollingsworth <LHollingsworth@PuyallupWA.gov>
Cc: Yianni Charitou <YCharitou@puyallupwa.gov>
Subject: FW: ACT - A Common Thread (1102 East Main Ave suite b, Puyallup)

Lance,

Brenda Jallits is going to contact you regarding 1102 E Main. She's operating the food storage out of the back of John Hopkins property and then disperses the food throughout the community, similar to a food bank but clients do not come to the building to be served (we talked about this at DRT on Monday). The use requires a conditional use permit, so she's working on getting that submitted. It sounded like she wasn't going to be doing any exterior hard surface changes or changes to the building footprint, so I don't think she will need to include a storm report in the submittal. So, she will be contacting you about the waiver form for the submittal item. Also, attached are some drawings she had at the counter that she may reference. She had some questions about truck maneuverability onsite and what engineering may require. Let me know if you have questions that I can help with – Yianni has a little background too.

Thank you,

Kendall Wals (she/her)

Senior Planner
(253) 841-5462
kwals@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.