

# Submittal Item Waiver



**Development and  
Permitting Services**  
333 S. Meridian  
Puyallup, WA 98371  
253-864-4165  
[www.cityofpuyallup.org](http://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):

Due to the current occupation of the building, which renders the application the current activities are limited to cosmetic and minor improvements, which do not warrant formal submission as per attached letter. Page 1 of 2

## 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)

CUP submittal item waiver  
Kendall Wals  
Jul 25, 2023, 4:41 PM (15 hours ago)  
to me  
Hi Brenda,

It is my understanding per our previous discussions that you are not proposing any exterior work, only internal tenant improvements and the use which is triggering the Conditional Use Permit (CUP). Based on my understanding of the scope of your project, the following submittal items are not required:

Critical Area ID form (note: this form is already integrated into the CUP application form – see page 4)

Critical Area Report

Landscape Plan

SEPA Checklist

As a result, please fill out the following form and attach a copy of this email to it: <https://www.cityofpuyallup.org/DocumentCenter/View/17151/Submittal-Item-Waiver>. You may re-use the form and email attachment for each of the waived submittal items listed above. All forms and more information on the submittal item waiver are provided on our website here: <https://www.cityofpuyallup.org/1591/Master-Document-List>.

Here's some information/links to the other required submittal items you had questions about:

Traffic scoping worksheet form: [https://www.cityofpuyallup.org/DocumentCenter/View/6491/Traffic-Scoping-Worksheet\\_12112017?bidId=](https://www.cityofpuyallup.org/DocumentCenter/View/6491/Traffic-Scoping-Worksheet_12112017?bidId=)

Vicinity map: it's fine to print off a map online (e.g. google maps)

If I've missed something, please let me know and I can follow up with more information.

Kendall Wals (she/her)  
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