

# 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)

## Jessica J Wilson

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**From:** Ray Cockerham  
**Sent:** Thursday, July 20, 2023 2:03 PM  
**To:** Nabila Comstock; Bryan Roberts; Janelle Montgomery  
**Subject:** RE: PLCUV20230074 - Submittal Items  
**Attachments:** Pre-Application Meeting Notes (20).pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Nabila,

I do not have any need to require these items for the PL CUP.

- Traffic scoping worksheet
- Elevations
- Critical area report
- Landscaping

Sincerely,

Ray Cockerham, CBO  
Building Code Official  
City of Puyallup  
T: 253.841.5585  
[www.cityofpuyallup.org](http://www.cityofpuyallup.org)

Please send permit inquiries to [permitcenter@puyallupwa.gov](mailto:permitcenter@puyallupwa.gov)

Check permit status, schedule inspections and pay online at [Welcome - Puyallup, WA - CityView Portal \(puyallupwa.gov\)](https://www.puyallupwa.gov/cityview)

*Did you know that you can easily submit for a permit online? Introducing CityView, our new online permitting system. Go to the [City's website page here](#) for more information. Or, scan this QR code with your phone to learn more.*



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**From:** Nabila Comstock <NComstock@PuyallupWA.gov>  
**Sent:** Thursday, July 20, 2023 1:04 PM  
**To:** Bryan Roberts <BRoberts@PuyallupWA.gov>; Ray Cockerham <RayC@PuyallupWA.gov>; Janelle Montgomery <JMontgomery@puyallupwa.gov>  
**Subject:** PLCUV20230074 - Submittal Items  
**Importance:** High

Hello,

Jessica with CIP has applied for a CUP Variance for the secondary clarifier. In her submittal, she filled out a submittal item waiver for:

- Traffic scoping worksheet
- Elevations
- Critical area report
- Landscaping

Can you please let me know whether these items are able to be waived for this project? The permit number is PLCUV20230074. For more context, we had a pre-app for this project (PLPRE20230022 – see attached pre-app notes).

*This project includes the installation of a new Secondary Clarifier No. 3 at the City's Water Pollution Control Plant, associated yard piping and electrical work, HVAC and mechanical work in the RAS/WAS Building, and mechanical piping work at the Effluent Pump Station. General site plan comments from the pre-application meeting, Project Number PLPRE20230022, noted that this Conditional Use Permit is required.*

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







City of Puyallup

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**Development and Permitting Services**

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

[www.cityofpuyallup.org](http://www.cityofpuyallup.org)

**DATE:** April 04, 2023

**TO:** Jessica Wilson

**FROM:** Gabriel Clark, Planning Technician

**PROJECT:** PLPRE20230022

**SITE ADDRESS:** 1602 18th Street NW, Puyallup WA 98371

**PROJECT DESCRIPTION (as provided by applicant):** This project has a few different areas of work at the City's existing Water Pollution Control Plant. The main area of work is installing the new Secondary Clarifier No. 3. It will be 110 ft in diameter, with an area of 9,500 sq ft and volume of 1,150,000 gallons. It has associated yard piping and electrical work to tie-in to the plant's hydraulic process treatment and SCADA system. This is shown on the Area 7 drawings of the plan set. There will also be work done in the existing RAS/WAS Building, shown on the Area 6 drawings of the plan set. The building has a main floor above grade that houses the Motor Control Center and Generator Room. There will be HVAC, architectural, and electrical work on the main floor. The bottom floor of the building is below grade and houses the RAS pumps and piping. There will be system piping and electrical work on this floor. Finally, there will be some system piping work at the Effluent Pump Station, Area 8 drawings of the plan set.

Thank you for meeting with the city's Development Services staff to discuss your proposed project. The following information highlights the issues discussed at our meeting and is provided for your use. Please note that the information provided is a list of specific issues discussed and is not intended to replace the final condition letter that will be provided to you when a formal application is submitted and reviewed. We hope that you find this information helpful and informative as you proceed through the permitting process.

Permit application submittals will be accepted via the City's permit portal only (<https://permits.puyallupwa.gov/Portal>). You can find a list of permit application forms on the City website at [www.cityofpuyallup.org/1591/Master-Document-List](http://www.cityofpuyallup.org/1591/Master-Document-List). The following minimum documents must be submitted with all applications, or they will not be processed:

- Complete application form, signed and dated
- Supporting documents, as outlined on the application form checklist
- At time of building permit, building plans will need to be complete with all building, mechanical, plumbing, energy code items and accessibility requirements that may apply on plans

Consult with a permit technician if you have questions about the minimum submittal checklist requirements, permit fees, or permit timelines ([PermitsCenter@puyallupwa.gov](mailto:PermitsCenter@puyallupwa.gov)). If you have any questions or concerns regarding these notes, please do not hesitate to contact the appropriate staff member listed with each note section or me directly at (253) 770-3330, [GClark@PuyallupWA.gov](mailto:GClark@PuyallupWA.gov). We look forward to working with you on the completion of this project.

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## MEETING NOTES

PLANNING - \*\*Nabila Comstock, [ncomstock@puyallupwa.gov](mailto:ncomstock@puyallupwa.gov) – (253) 770-3361\*\*

*This letter is intended to outline specific code sections and other standards that may be applicable to the project. This is not an exhaustive list and other requirements may be triggered by the actual development proposal. The applicant is advised and encouraged to consult the Puyallup Municipal Code (PMC) when finalizing their application proposal and contact the planner listed above with questions*

### GENERAL SITE PLAN COMMENTS SUMMARY

- A lot combination is required when structures are proposed to cross property lines.
- SEPA is required for structures greater than 4,000SF, the clarifier exceeds this square footage threshold.
- Conditional Use Permit
  - A new CUP will be required for the additional secondary clarifier
    - In the PF zone, CUPs are required for community facility uses
      - Defined as: “Community facility use” means a use involving government or community facilities intended to serve a community service function and which has characteristics similar to more intensive heavy commercial or industrial uses. Such characteristics may include large volumes of traffic or substantial truck traffic, noise, visual or other impacts. Typical uses include maintenance yards, utility substations, public parking garages, electric generating plants, or wastewater treatment plants.
    - This will include the secondary clarifier and also encapsulate the work done to the existing RAS/WAS building and system piping work at the effluent pump station since those all fall within the wastewater treatment plant
  - CUP Thresholds

#### **20.80.031 Minor additions or modifications to sites and structures.**

Minor additions or modifications to sites and structures permitted under existing valid conditional use permits may be administratively approved by the community development director, subject to the following findings:

- (1) The proposed addition or modification is determined to be in substantial conformity with any and all previous valid conditional use permits for existing uses on the site.
- (2) The proposed addition or modification directly relates to a use or structure established under a previous valid conditional use permit.
- (3) Structural additions or modifications permitted administratively shall not constitute more than 1,000 new net square feet nor shall nonstructural additions or modifications involve greater than 2,000 square feet of site area.
- (4) No more than one administrative approval for any such minor addition or modification shall be granted on a single property within any two-year period.
- (5) The proposed addition or modification shall still be subject to all other applicable city codes and development standards, including setback, screening, or buffering requirements.
- (6) The proposed addition or modification will be served by existing streets, driveways and utilities, and will not require relocation of any existing structures or other site modifications.
- Setbacks
  - The required setbacks for the PF zone are included in a table further in this comment letter. Though the required front, rear, and side yard setbacks are 20', setbacks are able to be otherwise established through a conditional use permit. Since a CUP is required for this site, you would be able to include proposed setbacks as part of the CUP application.
- Critical Areas

- This site is within the volcanic hazard area and within the aquifer recharge area. However, neither of these critical areas will require critical area reports.

## LAND USE PERMIT REQUIREMENTS

The following land use permits are required for your proposal:

- Conditional Use Permit application:
  - <https://www.cityofpuyallup.org/DocumentCenter/View/9769/Conditional-Use-Permit>
- SEPA environmental checklist:
  - <https://www.cityofpuyallup.org/DocumentCenter/View/9788/SEPA-Checklist-FILLABLE>
- Preapplication vicinity meeting required for proposals *if* they are a new multiple-family project that containing 20 or more dwelling units or for commercial and/or any nonresidential projects on sites that are within 300 feet of residential development and which either: (a) are greater than 10,000 square feet in floor area; (b) include more than 20,000 square feet of impervious coverage; or (c) involve outdoor sales, fueling, services or repair. Prior to submittal of an application for a land use permit, an informal preapplication vicinity meeting shall be held in accordance with the terms and requirements outlined in PMC 20.26.009. Contact the case planner for assistance with noticing address list and material requirements.
- To facilitate a complete submittal, provide the following documents:
  - Permit submittals will be accepted by via the CityView permit portal only (<https://permits.puyallupwa.gov/Portal>).
  - Complete application form and supporting documents, as outlined on the application form checklist.
  - Contact a permit technician for permit submittal instructions or if you have questions about the minimum submittal checklist requirements ([PermitsCenter@puyallupwa.gov](mailto:PermitsCenter@puyallupwa.gov)).
  - SEPA checklist with an 8.5"X11" or 11"X17" PDF copy of the site plan
  - Written cover letter with project description (recommended)
  - Proposed building elevations, along with any applicable design review application checklist.
  - Required preliminary storm water report, consistent with Engineering's requirements and notes contained in this letter or as otherwise directed by the case Engineer.
  - Required Traffic Scoping Worksheet and/or Traffic Impact Analysis, consistent with Traffic Engineering's requirements and notes contained in this letter or as otherwise directed by the city Traffic Engineer.
  - Any required critical areas report, as noted herein by the case planner
  - Preliminary landscape plan
  - Geotechnical report, where required.
  - Preliminary utility plan, or preliminary Technical Information Report (TIR), consistent with Engineering's requirements and notes contained in this letter or as otherwise directed by the case Engineer.

## PERMIT TIMING

- Preliminary Site Plan with SEPA Review: 1<sup>st</sup> review is completed approximately 45 days from complete application. All subsequent reviews are approximately 30 days. The timing of final approval depends on the number of revisions requested.
- Administrative design review occurs in conjunction with the land use and SEPA review. Conditions may be issued that would be plan checked at the time of final permit(s).
- Development review for land use permits occurs in a 'phased' approach:
  - Preliminary site plan (or any other land use permit) with SEPA precedes any submittal of a civil (site development) permit or building permit.

- After receiving the first DRT review letter, an applicant may petition development review team (DRT) staff for an early submittal waiver which would allow, at the risk of the applicant, the early submittal of civil and/or building permit(s) prior to the final DRT condition letter and SEPA.
- Approval of an early submittal waiver to allow concurrent review of civil and building permits with the land use permit(s) and SEPA is at the discretion of DRT review staff.
- Early submittal waivers are not always approved and are considered at the discretion of staff based on the outstanding issues with the land use process and SEPA checklist.
- If a final condition letter is issued in lieu of a comment letter, no early submittal waiver is needed and the project may proceed to civil and/or building permit(s). SEPA is most typically issued at the end of the DRT process, after a final DRT condition letter is issued.
  - For qualified projects in the Downtown Planned Action SEPA area, concurrent review of land use permit(s) and civil/building is allowed by right with no early submittal waiver required

### LAND USE ANALYSIS

- The site is in the PF – public facilities zone district and the PF – public facilities Comprehensive Plan designated area. Consult PMC 20.44 for zone specific standards.
- In the PF zone district, proposal for community facility uses are a conditionally permitted use. “Community facility use” means a use involving government or community facilities intended to serve a community service function and which has characteristics similar to more intensive heavy commercial or industrial uses. Such characteristics may include large volumes of traffic or substantial truck traffic, noise, visual or other impacts. Typical uses include maintenance yards, utility substations, public parking garages, electric generating plants, or wastewater treatment plants

### PROPERTY DEVELOPMENT STANDARDS

Code Standards	PF	Proposed Project
Minimum lot size	None	<b>N/A / DOES NOT COMPLY / COMPLIANT / UNKNOWN</b>
Minimum lot width	None	<b>N/A / DOES NOT COMPLY / COMPLIANT / UNKNOWN</b>
Minimum lot depth	None	<b>N/A / DOES NOT COMPLY / COMPLIANT / UNKNOWN</b>
Minimum front yard setback	20’ or same as the most restrictive abutting zone, whichever is greater; or as otherwise established through a conditional use permit or master plan.	N/A / DOES NOT COMPLY / COMPLIANT / <b>UNKNOWN</b>
Minimum rear yard setback	20’ or same as the most restrictive abutting zone, whichever is greater; <u>or as otherwise established through a conditional use permit</u> or master	N/A / DOES NOT COMPLY / COMPLIANT / <b>UNKNOWN</b>

	plan.	
Minimum side yard setback	20' or same as the most restrictive abutting zone, whichever is greater; <u>or as otherwise established through a conditional use permit</u> or master plan.	N/A / DOES NOT COMPLY / COMPLIANT / <b>UNKNOWN</b>
Maximum building height	Same as the most restrictive abutting zone at the required setback line (50' in this case) Building height may be increased one and one-half feet for each additional foot of setback up to a maximum height of 50 feet; <u>or as otherwise approved through a conditional use permit</u> or master plan.	N/A / DOES NOT COMPLY / COMPLIANT / <b>UNKNOWN</b>

### CRITICAL AREAS ANALYSIS

The following critical areas are known or suspected on or within the vicinity of the subject site:

	CRITICAL AREA
<b>X</b>	Critical aquifer recharge area
	10-year wellhead protection area
	5-year wellhead protection area
	1-year wellhead protection area
<b>X</b>	Geologic hazard area – Volcanic hazard area
	Geologic hazard area – Landslide hazard area
	Geologic hazard area – Erosion hazard area
<b>X</b>	Geologic hazard area – Seismic hazard areas
	Wetland and wetland buffer
	Fish and Wildlife Conservation Area - Stream and/or stream buffer
	Fish and Wildlife Conservation Area – General habitat area
	Flood prone area – 100-year floodplain
	Shoreline of the State
	Contaminated Site

- The following critical area report requirements may be triggered by known or suspected critical areas:
  - **Critical aquifer recharge areas:**

- Reporting requirements vary based on the proposed use of the property. Most land subdivisions will not trigger these report requirements for the purposes of subdividing the land, but may be triggered by future planned use of the land.
  - Activities that do not cause degradation of ground water quality and will not adversely affect the recharging of the aquifer may be permitted in a critical aquifer recharge area and do not require preparation of a critical area report; provided, that they comply with the city storm water management regulations and other applicable local, state and federal regulations. These activities typically include commercial and industrial development that does not include storage, processing, or handling of any hazardous substance, or other development that does not substantially divert, alter, or reduce the flow of surface or ground waters.
  - Activities that have the potential to cause degradation of ground water quality or adversely affect the recharging of an aquifer may be permitted in critical aquifer recharge areas pursuant to an approved critical area report in accordance with PMC 21.06.530 and 21.06.1150. These activities include:
    - Activities that substantially divert, alter, or reduce the flow of surface or ground waters, or otherwise adversely affect aquifer recharge;
    - The use, processing, storage or handling of hazardous substances, other than household chemicals used according to the directions specified on the packaging for domestic applications;
    - The use of injection wells, including on-site septic systems, except those domestic septic systems releasing less than 14,500 gallons of effluent per day and that are limited to a maximum density of one system per one acre;
    - Infiltration of storm water from pollution-generating surfaces; or
    - Any other activity determined by the director likely to have an adverse impact on ground water quality or on a recharge of the aquifer.
  - **Volcanic hazard areas:**
    - The site is within a volcanic hazard area. In the event of an eruption of Mt. Rainier, the site is expected to be inundated by pyroclastic flows, lava flows, debris avalanche, inundation by debris flows, lahars, mudflows, or related flooding resulting from volcanic activities. Uses and activities on this site shall comply with the city's critical area ordinance (Puyallup Municipal Code 21.06, Article XII, section 21.06.1260, or succeeding section, regarding volcanic hazard areas.
  - **Seismic hazard areas:**
    - The site may or may not be within a seismic hazard area, which is dependent upon site soil conditions. Please consult the building department and your geotechnical engineer for more information.
  - PMC 21.06.1120 Performance standards – Alteration of critical aquifer recharge areas.
  - PMC 21.06.1260 Performance standards – Volcanic hazard areas
- Critical area report(s) may be reviewed by the city's third-party critical area review consultant. Please be aware that applicants are responsible for the cost of review by the city's third-party consultant; there's an initial fee of \$160, followed by the consultant's review fee which is dependent on the amount of time spent on review (varies on the project).

## LANDSCAPING REQUIREMENTS ANALYSIS

PMC 20.58 outlines landscaping requirements. The city has a companion design manual – the Vegetation Management Standards (VMS) manual – found here:

- ([cityofpuyallup.org](http://cityofpuyallup.org) → Planning Services → Current Planning (tab) → Vegetation Management Standards (PDF link))

- <https://www.cityofpuyallup.org/DocumentCenter/View/1133/Vegetation-Management-Standards-?bidId=>

**Perimeter landscaping requirements:**

- Landscaping for this project will only be required where the proposed development is (along the north and part of the eastern property line. The perimeter this are shall be landscaped the full depth of the required setbacks for the subject site, or 12 feet, whichever is less
- In no event shall a perimeter landscaping buffer be smaller than six (6) feet. In zone districts where the underlying building setback allows less than 6’, a building footprint may project into a landscape yard. However, in no case shall paving areas project into landscape yards.

Site Specific analysis:

Yard	N/S/E/W or street frontage	Required Width	Landscape type
Front	East	6’	Type II Though a wall exists along the eastern portion of the proposed development area, we ask that trees that will grow to be taller than the existing wall be planted interior to the wall for landscaping.
Rear	West	N/A	N/A
Side	North	6’	Type II Though a wall exists along the northern portion of the proposed development area, we ask that trees that will grow to be taller than the existing wall be planted interior to the wall for landscaping.
Side	South	N/A	N/A

**Significant trees**

- Existing tree(s) on the site which is larger than 15” in Diameter at Breast Height (DBH) is considered to be a ‘significant tree’ and must be retained, where possible.
  - If your site includes any significant trees, then you must include a tree risk assessment completed by a certified arborist and provided with your land use application.

**Street trees:**

- Street trees are required, consistent with PMC 11.28 and the VMS.
- Please provide a landscape plan indicating street trees consistent with the city’s requirements as outlined in the Municipal Code (PMC 20.58), the Vegetation Management Standards (VMS) manual and city Public Works standards, found here: <https://www.cityofpuyallup.org/1445/100---Roadway>
  - Standards 01.02.02, 01.02.03, 01.02.04, 01.02.08A
- We strongly suggest reviewing these requirements as early as possible to assess and determine costs, parking field layout and configuration of civil utilities as to minimize impacts for consistency with the Type IV standards. The Type IV standards may reduce the overall off-street parking stall count.

**Other landscaping standards**

- Storm water facilities shall be landscaped in accordance with SLD-02, contained in the VMS.
- The perimeter of all parking areas and associated access drives which abut public rights-of-way shall be screened with on-site landscaping, earth berms, fencing, or a combination thereof.

- All trash containers shall be screened from abutting properties and public rights-of-way by substantial sight-obscuring landscaping. Sight-obscuring fences and walls can be substituted for plant materials
- All portions of a lot not devoted to building, future building, parking, access drives, walks, storage or accessory uses shall be landscaped in a manner consistent with the requirements of this chapter.

**Engineering Review - Jamie Carter; (253) 435-3616; JCarter@puyallupwa.gov**

- For this project some comments that were included may not be applicable or are very general in nature. Every effort was made to include comments that are relevant. If certain comments seem non-applicable disregard or discuss with the review engineer.
- GENERAL
  - Engineering plans cannot be accepted until Planning Department requirements have been satisfied, including but not limited to, SEPA, Preliminary Site Plan approval, CUP, and/or Hearing Examiner conditions.
  - Civil Engineering plan review fee is \$670.00 (plus an additional \$130.00 per hour for reviews in excess of five hours). The civil permit shall be \$300.00, and the inspection fee shall be 3% of the total cost of the project as calculated on the Engineering Division Cost Estimating Form. [City of Puyallup Resolution No.2098]
  - Civil Engineering drawings shall conform to the following City Standards Sections 1.0 and 2.0:
    - o Engineering plans submitted for review and approval shall be on 24 x 36-inch sheets.
    - o Benchmark and monumentation to City of Puyallup datum (NAVD 88) will be required as a part of this project/plat.
    - o The scale for design plans shall be indicated directly below the north arrow and shall be only 1" =20' or 1" =30'. The north arrow shall point up or to the right on the plans.
    - o Engineering plan sheets shall be numbered sequentially in this manner: Sheet 1 of 20, Sheet 2 of 20, etc. ending in Sheet 20 of 20.
    - o All applicable City Standard Notes and Standard Details shall be included on the construction plans for this project. A copy of the City Standards can be found on the City's web site under Office of the City Engineer, Engineering Services.
  - Show on plans for Civil submittal lay down areas for new building materials and stockpile areas for excavated materials.
- WATER
 

Water Within City Service Area:

  - The proposed water system shall be designed and constructed to current City standards. [PMC 14.02.120]
  - The minimum distance between water lines and sewer lines shall be 10-feet horizontally and 18-inches vertically. If this criterion cannot be met, the design shall isolate the sewer and water lines by encasement, shielding or other approved methods.
  - A 2-inch blow-off assembly is required on dead-end water mains except where fire hydrants are installed at the dead-end. [PMC 14.02.120(f) & CS 301.1(7)]
  - Water pipe and service connections shall be a minimum of 10-feet away from building foundations and/or roof lines.
  - The applicant is required to provide backflow protection on the domestic line(s) in accordance with City Standards. The minimum level of protection would be a double check valve assembly (DCVA). However, the city requires a reduced pressure backflow assembly (RPBA) for any use considered to be a high hazard as outlined in WAC 246-290-490 Table 9. PMC 14.02.220(3) & CS 302.2]
  - If an RPBA is not appropriate then the applicant shall provide backflow protection with the installation of a double check valve assembly (DCVA) on the domestic connection to the public water main, if one does not currently exist. A plumbing permit is required for this work to be completed; and the unit should be located outside the building, immediately downstream of the existing water meter if possible. If an irrigation system is also proposed, a DCVA is



required on that line as well. [PMC 14.02.220(3) & CS 302.2]

- SEWER
  - The proposed sewer system shall be designed and constructed to current City standards. [PMC 14.08.070, 17.42 and CS 400]
  - Sewer main pipe and service connections shall be a minimum of 10-feet away from building foundations and/or roof lines.
  
- STORM
  - Design shall occur pursuant to the 2019 Stormwater Management Manual for Western Washington and current City Standards. [PMC 21.10]
  - The applicant is responsible for submitting a preliminary stormwater management site plan which meets the design requirements provided by PMC 21.10 and Ecology Manual Volume I, Section 3.4.1. The preliminary stormwater site plan (PSSP) shall be submitted prior to Preliminary Site Plan approval to ensure that adequate stormwater facilities are anticipated prior to development of the individual lot(s). The preliminary stormwater site plan shall reasonably estimate the quantity of roof and driveway stormwater runoff and the application of On-site Stormwater Management BMPs for the proposed development.
  - The applicant shall include a completed stormwater flowchart, Figure I-3.1 for New Development and Figure I-3.2 for Redevelopment in the Stormwater/Drainage Report.
  - Development and redevelopment projects are required to employ, wherever feasible, Low Impact Development (LID) Best Management Practices (BMPs) to meet the design criteria set forth in PMC 21.10.190, the Ecology Manual Volume I, Minimum Requirement 5; Volume III, Chapter 3; and Volume V, Chapter 5. [PMC 21.10.190 and MR#5 from the Ecology Manual]
  
- An erosion control plan will be required as part of the civil permit application.

The following items may be required to be included at the time of Civil permit submittal:

- A permanent storm water management plan which meets the design requirements provided by PMC Section 21.10. The plan and accompanying information shall provide sufficient information to evaluate the environmental characteristics of the affected areas, the potential impacts of the proposed development on surface water resources, and the effectiveness and acceptability of measures proposed for managing storm water runoff. The findings, existing and proposed impervious area, facility sizing, and overflow control shall be summarized in a written report. [PMC 21.10.190, 21.10.060]
- The permanent storm water management plan shall clearly delineate any offsite basins tributary to the project site and include the following information: [PMC 21.10.060]
  - o the quantity of the offsite runoff
  - o the location(s) where the offsite runoff enters the project site
  - o how the offsite runoff will be routed through the project site
  - o the location of proposed retention/detention facilities
  - o and the location of proposed treatment facilities
  
- All pipe reaches shall be summarized in a Conveyance Table containing the following minimum information and included in the report:
  - o Pipe Reach Name
  - o Structure Tributary Area
  - o Pipe Diameter (in)
  - o Pipe Length (ft)
  - o Pipe Slope (%)
  - o Manning's Coefficient (n)
  - o HGL for each Pipe Reach

- o Design Flow (cfs)
- o Water Depth (in), Velocity (fps) and Percent Full (%) at Design Flow
- o Flow (cfs) and Velocity (fps) at Pipe-Full
- o Critical Depth (in)

- GRADING

- A Grading Plan conforming to all requirements of PMC Section 21.14.120 will be required prior to infrastructure construction. The Plan shall be prepared by a Civil Engineer licensed in the State of Washington. [PMC 21.14.070]

- The following notes shall be added to the first sheet of the TЕСP:

- “If at any time during construction it is determined by the City that mud and debris are being tracked onto public streets with insufficient cleanup, all work shall cease on the project until this condition is corrected. The contractor and/or the owner shall immediately take all steps necessary to prevent future tracking of mud and debris into the public ROW, which may include the installation of a wheel wash facility on-site.”

- “Contractor shall designate a Washington Department of Ecology Certified Erosion and Sediment Control Lead person and shall comply with the Stormwater Pollution Prevention Plan (SWPPP) prepared for this project.”

- “Sediment-laden runoff shall not be allowed to discharge beyond the construction limits.”

- “The permanent BMPs shall not be utilized for TЕС runoff. Connect BMPs to road system only after construction is complete and site is stabilized and paved.”

- A geotechnical report conforming to all requirements in PMC Sections 21.14.150 and 21.14.160 will be required prior to civil/grading/stormwater review. The Report shall be prepared by a Civil Engineer or Engineering Geologist licensed in the State of Washington.

- Submit with the civil submittal details on GROUND FREEZING. Include preparation, operation, protection (of adjacent facilities, utilities, and ground elements) and thawing procedures/effects.

**Engineering Traffic Review - Bryan Roberts ; (253) 841-5542 ; broberts@PuyallupWA.gov**

- Per Puyallup Municipal Code Section 11.08.135, the applicant/owner would be expected to construct half-street improvements including curb, gutter, planter strip, sidewalk, roadway base, pavement, and street lighting. Any existing improvements which are damaged now or during construction, or which do not meet current City Standards, shall be replaced.

If frontage improvements are triggered (exceeding \$200K of improvements), the City would require a City standard commercial driveway (30ft wide commercial radius with 35ft radii )

10ft ROW dedication would be required to meet our future 60ft ROW section.

**Building and Fire had no comments to provide, if you have questions, please reach out to the following:**

- Janelle Montgomery: [JMontgomery@puyallupwa.gov](mailto:JMontgomery@puyallupwa.gov)
- David Drake: [DDrake@Puyallupwa.gov](mailto:DDrake@Puyallupwa.gov)

# 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.

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- 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)

## Jessica J Wilson

---

**From:** Ray Cockerham  
**Sent:** Thursday, July 20, 2023 2:03 PM  
**To:** Nabila Comstock; Bryan Roberts; Janelle Montgomery  
**Subject:** RE: PLCUV20230074 - Submittal Items  
**Attachments:** Pre-Application Meeting Notes (20).pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Nabila,  
I do not have any need to require these items for the PL CUP.

- Traffic scoping worksheet
- Elevations
- Critical area report
- Landscaping

Sincerely,

Ray Cockerham, CBO  
Building Code Official  
City of Puyallup  
T: 253.841.5585  
[www.cityofpuyallup.org](http://www.cityofpuyallup.org)

Please send permit inquiries to [permitcenter@puyallupwa.gov](mailto:permitcenter@puyallupwa.gov)

Check permit status, schedule inspections and pay online at [Welcome - Puyallup, WA - CityView Portal \(puyallupwa.gov\)](https://www.puyallupwa.gov/cityview)

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**Sent:** Thursday, July 20, 2023 1:04 PM  
**To:** Bryan Roberts <BRoberts@PuyallupWA.gov>; Ray Cockerham <RayC@PuyallupWA.gov>; Janelle Montgomery <JMontgomery@puyallupwa.gov>  
**Subject:** PLCUV20230074 - Submittal Items  
**Importance:** High

Hello,

Jessica with CIP has applied for a CUP Variance for the secondary clarifier. In her submittal, she filled out a submittal item waiver for:

- Traffic scoping worksheet
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- Landscaping

Can you please let me know whether these items are able to be waived for this project? The permit number is PLCUV20230074. For more context, we had a pre-app for this project (PLPRE20230022 – see attached pre-app notes).

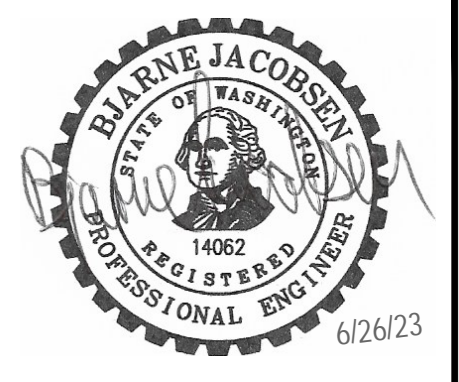
*This project includes the installation of a new Secondary Clarifier No. 3 at the City's Water Pollution Control Plant, associated yard piping and electrical work, HVAC and mechanical work in the RAS/WAS Building, and mechanical piping work at the Effluent Pump Station. General site plan comments from the pre-application meeting, Project Number PLPRE20230022, noted that this Conditional Use Permit is required.*

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

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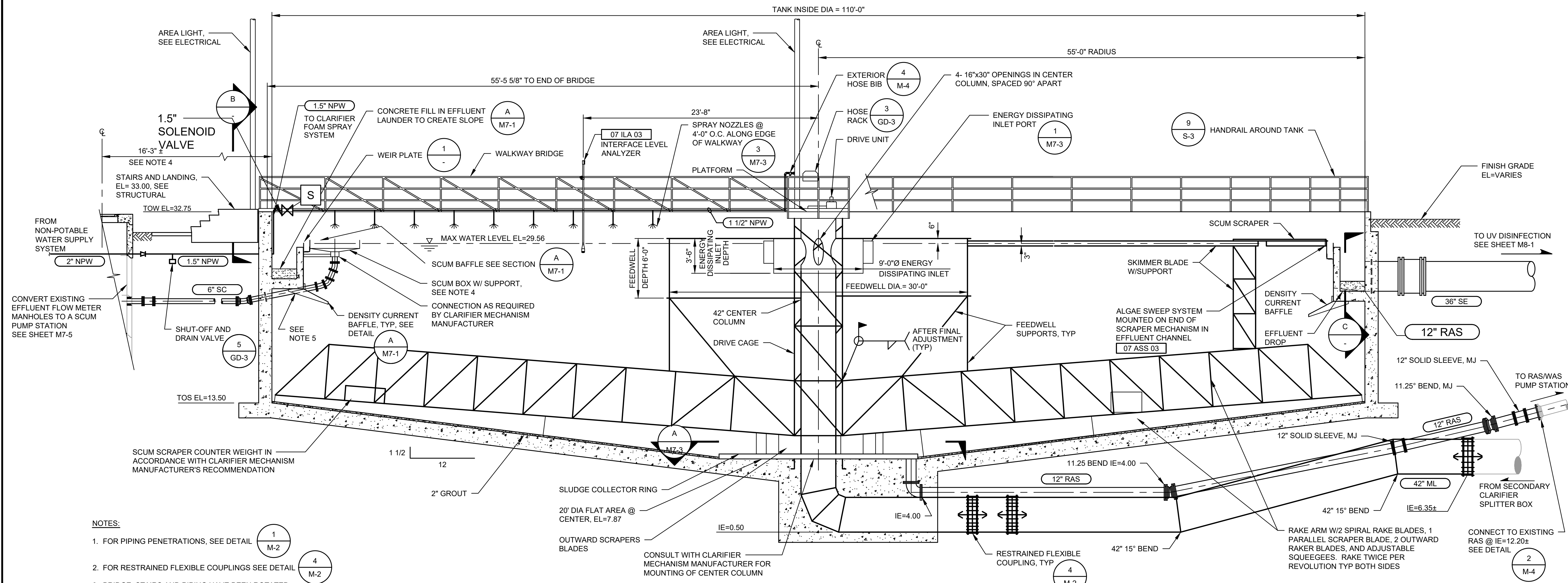
**CITY OF PUYALLUP**  
WATER POLLUTION  
CONTROL PLANT THIRD  
SECONDARY CLARIFIER  
CIP NO. 20-018  
1602 18TH ST NW,  
PUYALLUP, WA 98371

No.	DATE	REVISION
ISSUED FOR: <b>BUILDING PERMIT</b>		
ISSUE DATE: JUNE 2023		
APPROVED BY: DAW		
CHECKED BY: DAW		
DRAWN BY: CRR		
DESIGNER: BJ		
G & O JOB NO.: 21462.00		
FILE: SC3_PLAN.DWG		

0 1" 2"  
TWO INCHES AT FULL SCALE.  
IF NOT, SCALE ACCORDINGLY

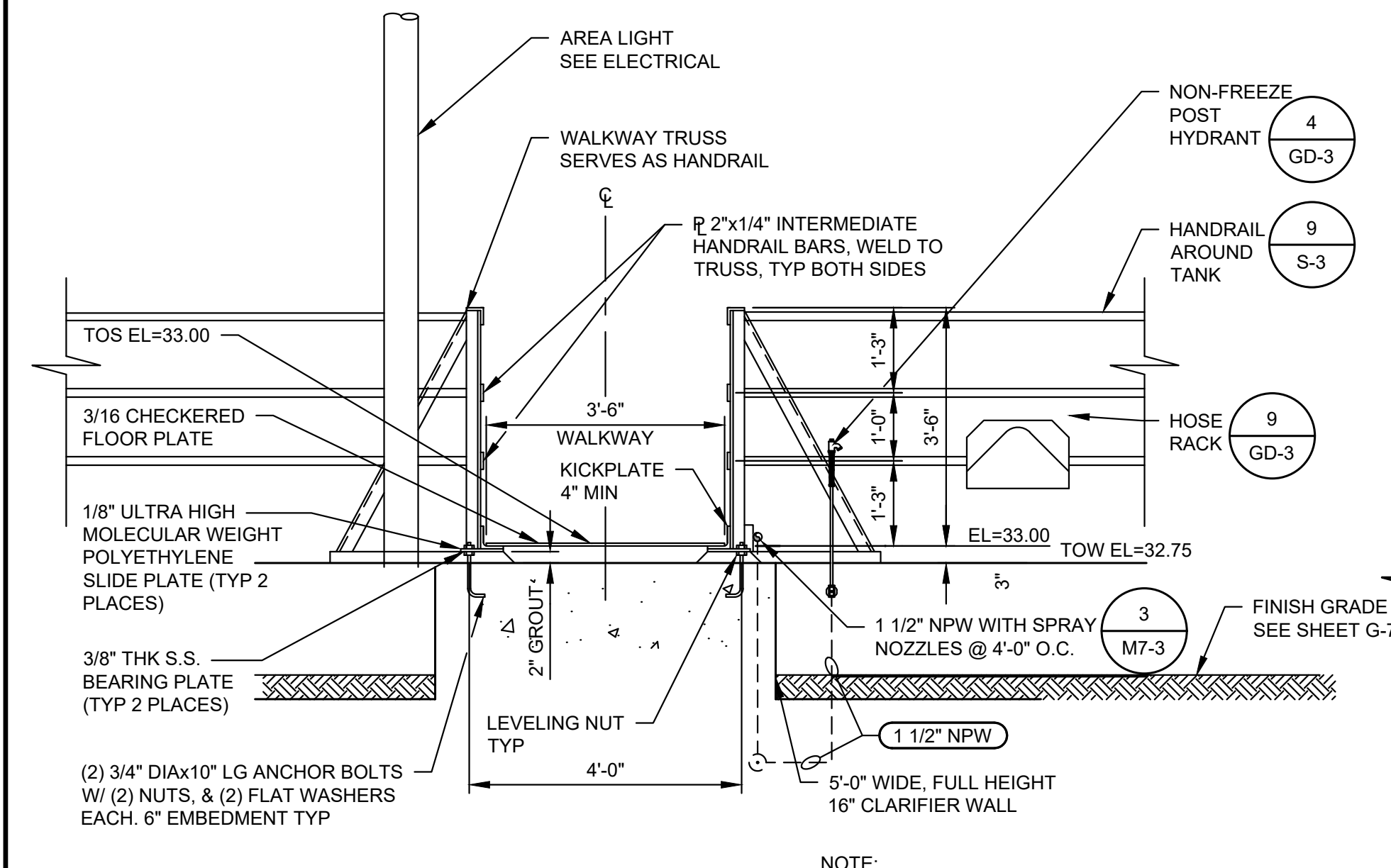
**MECHANICAL**  
**AREA 7**  
**SECONDARY CLARIFIER NO. 3 SECTIONS**

DRAWING: **M7-2** OF: **5**  
SHEET: **21** OF: **55**

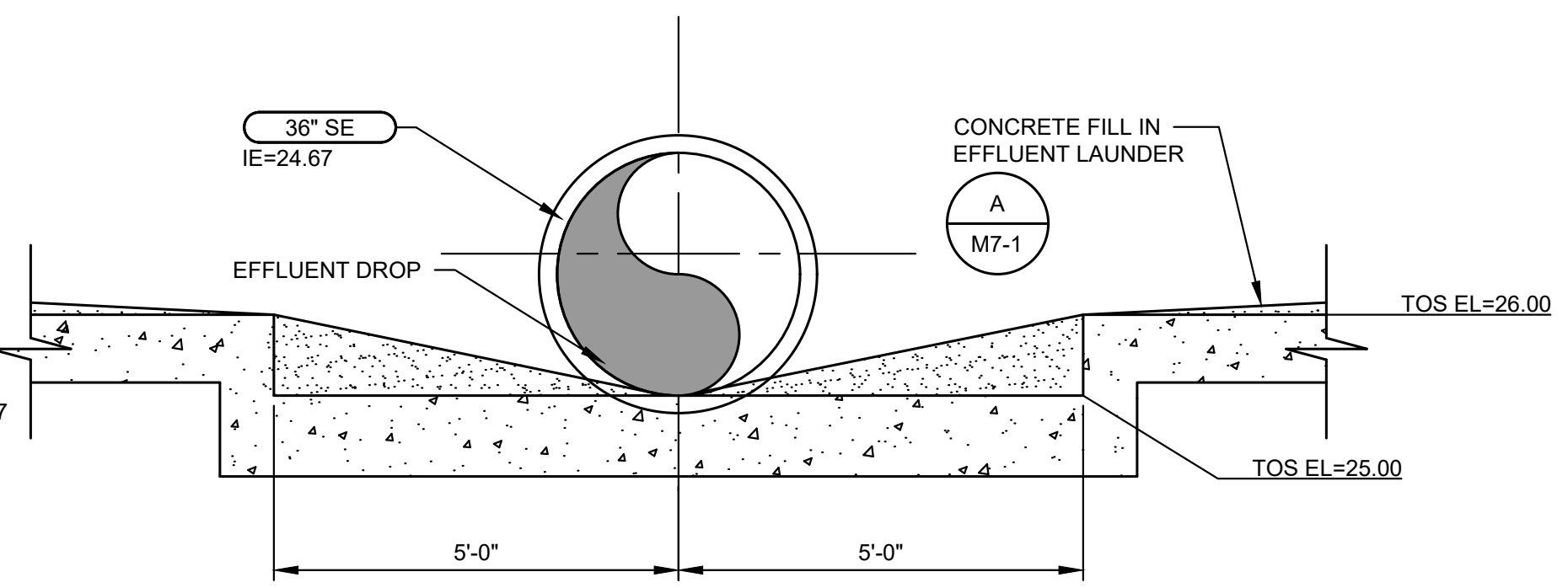


**SECTION A**  
**SECONDARY CLARIFIER SECTIONAL ELEVATION**  
SCALE: 3/16"=1'-0"

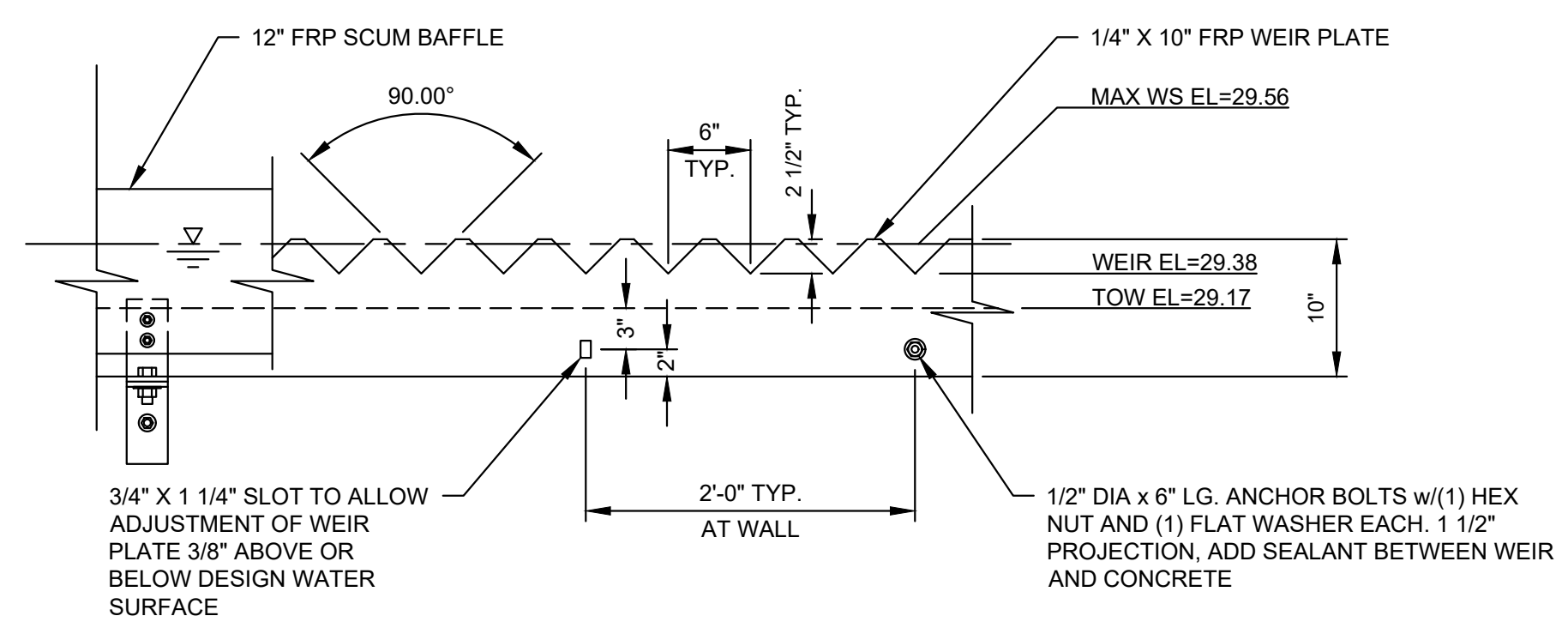
- NOTES:**
- FOR PIPING PENETRATIONS, SEE DETAIL 1 M-2
  - FOR RESTRAINED FLEXIBLE COUPLINGS SEE DETAIL 4 M-2
  - BRIDGE, STAIRS AND PIPING HAVE BEEN ROTATED FOR CLARITY. SEE SHEET M7-1 FOR ORIENTATION.
  - SCUM BOX AND SCUM PUMP STATION ROTATED FOR CLARITY, SEE SHEETS M7-1 AND M7-5 FOR ORIENTATION.
  - PROVIDE AN OPENING IN DENSITY CURRENT BAFFLE TO ACCOMMODATE SCUM PIPE. COORDINATE LOCATION OF BAFFLE SUPPORTS TO AVOID PIPE.



**SECTION B**  
SCALE: 1/2"=1'-0"



**SECTION C**  
SCALE: 1/2"=1'-0"



**1 WEIR DETAIL**  
SCALE: 1"=1'-0"

- NOTES:**
- ALL NUTS, BOLTS, AND WASHERS SHALL BE 316 SS.
  - INSTALL NEOPRENE GASKET BETWEEN WEIR BLADE AND CONCRETE. CAULK TOP AND BOTTOM JOINTS W/ ELASTOMERIC SEALANT AFTER INSTALLATION.

**APPROVED**  
BY: \_\_\_\_\_  
CITY ENGINEER  
CITY OF PUYALLUP  
DATE: \_\_\_\_\_  
EXPIRATION DATE: \_\_\_\_\_  
NOTE: This approval expires on the date shown. If construction has not started by expiration date, plans must be resubmitted for review and approval.  
The City will not be responsible for errors and/or omissions on these plans.  
Field conditions may dictate changes to these plans as determined by the City Engineer.

m:\PUYALLUP\21462\wpccp\3rd\_secondary clarifier\01\_design\PlanSet\Mechanical\SC3\_PLAN.dwg, 6/26/2023 3:54 PM, CHARLEY REID

# Submittal Item Waiver



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Permitting Services**  
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City of Puyallup

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**Development and Permitting Services**

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

[www.cityofpuyallup.org](http://www.cityofpuyallup.org)

**DATE:** April 04, 2023

**TO:** Jessica Wilson

**FROM:** Gabriel Clark, Planning Technician

**PROJECT:** PLPRE20230022

**SITE ADDRESS:** 1602 18th Street NW, Puyallup WA 98371

**PROJECT DESCRIPTION (as provided by applicant):** This project has a few different areas of work at the City's existing Water Pollution Control Plant. The main area of work is installing the new Secondary Clarifier No. 3. It will be 110 ft in diameter, with an area of 9,500 sq ft and volume of 1,150,000 gallons. It has associated yard piping and electrical work to tie-in to the plant's hydraulic process treatment and SCADA system. This is shown on the Area 7 drawings of the plan set. There will also be work done in the existing RAS/WAS Building, shown on the Area 6 drawings of the plan set. The building has a main floor above grade that houses the Motor Control Center and Generator Room. There will be HVAC, architectural, and electrical work on the main floor. The bottom floor of the building is below grade and houses the RAS pumps and piping. There will be system piping and electrical work on this floor. Finally, there will be some system piping work at the Effluent Pump Station, Area 8 drawings of the plan set.

Thank you for meeting with the city's Development Services staff to discuss your proposed project. The following information highlights the issues discussed at our meeting and is provided for your use. Please note that the information provided is a list of specific issues discussed and is not intended to replace the final condition letter that will be provided to you when a formal application is submitted and reviewed. We hope that you find this information helpful and informative as you proceed through the permitting process.

Permit application submittals will be accepted via the City's permit portal only (<https://permits.puyallupwa.gov/Portal>). You can find a list of permit application forms on the City website at [www.cityofpuyallup.org/1591/Master-Document-List](http://www.cityofpuyallup.org/1591/Master-Document-List). The following minimum documents must be submitted with all applications, or they will not be processed:

- Complete application form, signed and dated
- Supporting documents, as outlined on the application form checklist
- At time of building permit, building plans will need to be complete with all building, mechanical, plumbing, energy code items and accessibility requirements that may apply on plans

Consult with a permit technician if you have questions about the minimum submittal checklist requirements, permit fees, or permit timelines ([PermitsCenter@puyallupwa.gov](mailto:PermitsCenter@puyallupwa.gov)). If you have any questions or concerns regarding these notes, please do not hesitate to contact the appropriate staff member listed with each note section or me directly at (253) 770-3330, [GClark@PuyallupWA.gov](mailto:GClark@PuyallupWA.gov). We look forward to working with you on the completion of this project.

---

## MEETING NOTES

PLANNING - \*\*Nabila Comstock, [ncomstock@puyallupwa.gov](mailto:ncomstock@puyallupwa.gov) – (253) 770-3361\*\*

*This letter is intended to outline specific code sections and other standards that may be applicable to the project. This is not an exhaustive list and other requirements may be triggered by the actual development proposal. The applicant is advised and encouraged to consult the Puyallup Municipal Code (PMC) when finalizing their application proposal and contact the planner listed above with questions*

### GENERAL SITE PLAN COMMENTS SUMMARY

- A lot combination is required when structures are proposed to cross property lines.
- SEPA is required for structures greater than 4,000SF, the clarifier exceeds this square footage threshold.
- Conditional Use Permit
  - A new CUP will be required for the additional secondary clarifier
    - In the PF zone, CUPs are required for community facility uses
      - Defined as: “Community facility use” means a use involving government or community facilities intended to serve a community service function and which has characteristics similar to more intensive heavy commercial or industrial uses. Such characteristics may include large volumes of traffic or substantial truck traffic, noise, visual or other impacts. Typical uses include maintenance yards, utility substations, public parking garages, electric generating plants, or wastewater treatment plants.
    - This will include the secondary clarifier and also encapsulate the work done to the existing RAS/WAS building and system piping work at the effluent pump station since those all fall within the wastewater treatment plant
  - CUP Thresholds

#### **20.80.031 Minor additions or modifications to sites and structures.**

Minor additions or modifications to sites and structures permitted under existing valid conditional use permits may be administratively approved by the community development director, subject to the following findings:

- (1) The proposed addition or modification is determined to be in substantial conformity with any and all previous valid conditional use permits for existing uses on the site.
- (2) The proposed addition or modification directly relates to a use or structure established under a previous valid conditional use permit.
- (3) Structural additions or modifications permitted administratively shall not constitute more than 1,000 new net square feet nor shall nonstructural additions or modifications involve greater than 2,000 square feet of site area.
- (4) No more than one administrative approval for any such minor addition or modification shall be granted on a single property within any two-year period.
- (5) The proposed addition or modification shall still be subject to all other applicable city codes and development standards, including setback, screening, or buffering requirements.
- (6) The proposed addition or modification will be served by existing streets, driveways and utilities, and will not require relocation of any existing structures or other site modifications.
- Setbacks
  - The required setbacks for the PF zone are included in a table further in this comment letter. Though the required front, rear, and side yard setbacks are 20', setbacks are able to be otherwise established through a conditional use permit. Since a CUP is required for this site, you would be able to include proposed setbacks as part of the CUP application.
- Critical Areas

- This site is within the volcanic hazard area and within the aquifer recharge area. However, neither of these critical areas will require critical area reports.

## LAND USE PERMIT REQUIREMENTS

The following land use permits are required for your proposal:

- Conditional Use Permit application:
  - <https://www.cityofpuyallup.org/DocumentCenter/View/9769/Conditional-Use-Permit>
- SEPA environmental checklist:
  - <https://www.cityofpuyallup.org/DocumentCenter/View/9788/SEPA-Checklist-FILLABLE>
- Preapplication vicinity meeting required for proposals *if* they are a new multiple-family project that containing 20 or more dwelling units or for commercial and/or any nonresidential projects on sites that are within 300 feet of residential development and which either: (a) are greater than 10,000 square feet in floor area; (b) include more than 20,000 square feet of impervious coverage; or (c) involve outdoor sales, fueling, services or repair. Prior to submittal of an application for a land use permit, an informal preapplication vicinity meeting shall be held in accordance with the terms and requirements outlined in PMC 20.26.009. Contact the case planner for assistance with noticing address list and material requirements.
- To facilitate a complete submittal, provide the following documents:
  - Permit submittals will be accepted by via the CityView permit portal only (<https://permits.puyallupwa.gov/Portal>).
  - Complete application form and supporting documents, as outlined on the application form checklist.
  - Contact a permit technician for permit submittal instructions or if you have questions about the minimum submittal checklist requirements ([PermitsCenter@puyallupwa.gov](mailto:PermitsCenter@puyallupwa.gov)).
  - SEPA checklist with an 8.5"X11" or 11"X17" PDF copy of the site plan
  - Written cover letter with project description (recommended)
  - Proposed building elevations, along with any applicable design review application checklist.
  - Required preliminary storm water report, consistent with Engineering's requirements and notes contained in this letter or as otherwise directed by the case Engineer.
  - Required Traffic Scoping Worksheet and/or Traffic Impact Analysis, consistent with Traffic Engineering's requirements and notes contained in this letter or as otherwise directed by the city Traffic Engineer.
  - Any required critical areas report, as noted herein by the case planner
  - Preliminary landscape plan
  - Geotechnical report, where required.
  - Preliminary utility plan, or preliminary Technical Information Report (TIR), consistent with Engineering's requirements and notes contained in this letter or as otherwise directed by the case Engineer.

## PERMIT TIMING

- Preliminary Site Plan with SEPA Review: 1<sup>st</sup> review is completed approximately 45 days from complete application. All subsequent reviews are approximately 30 days. The timing of final approval depends on the number of revisions requested.
- Administrative design review occurs in conjunction with the land use and SEPA review. Conditions may be issued that would be plan checked at the time of final permit(s).
- Development review for land use permits occurs in a 'phased' approach:
  - Preliminary site plan (or any other land use permit) with SEPA precedes any submittal of a civil (site development) permit or building permit.

- After receiving the first DRT review letter, an applicant may petition development review team (DRT) staff for an early submittal waiver which would allow, at the risk of the applicant, the early submittal of civil and/or building permit(s) prior to the final DRT condition letter and SEPA.
- Approval of an early submittal waiver to allow concurrent review of civil and building permits with the land use permit(s) and SEPA is at the discretion of DRT review staff.
- Early submittal waivers are not always approved and are considered at the discretion of staff based on the outstanding issues with the land use process and SEPA checklist.
- If a final condition letter is issued in lieu of a comment letter, no early submittal waiver is needed and the project may proceed to civil and/or building permit(s). SEPA is most typically issued at the end of the DRT process, after a final DRT condition letter is issued.
  - For qualified projects in the Downtown Planned Action SEPA area, concurrent review of land use permit(s) and civil/building is allowed by right with no early submittal waiver required

### LAND USE ANALYSIS

- The site is in the PF – public facilities zone district and the PF – public facilities Comprehensive Plan designated area. Consult PMC 20.44 for zone specific standards.
- In the PF zone district, proposal for community facility uses are a conditionally permitted use. “Community facility use” means a use involving government or community facilities intended to serve a community service function and which has characteristics similar to more intensive heavy commercial or industrial uses. Such characteristics may include large volumes of traffic or substantial truck traffic, noise, visual or other impacts. Typical uses include maintenance yards, utility substations, public parking garages, electric generating plants, or wastewater treatment plants

### PROPERTY DEVELOPMENT STANDARDS

Code Standards	PF	Proposed Project
Minimum lot size	None	<b>N/A / DOES NOT COMPLY / COMPLIANT / UNKNOWN</b>
Minimum lot width	None	<b>N/A / DOES NOT COMPLY / COMPLIANT / UNKNOWN</b>
Minimum lot depth	None	<b>N/A / DOES NOT COMPLY / COMPLIANT / UNKNOWN</b>
Minimum front yard setback	20’ or same as the most restrictive abutting zone, whichever is greater; or as otherwise established through a conditional use permit or master plan.	N/A / DOES NOT COMPLY / COMPLIANT / <b>UNKNOWN</b>
Minimum rear yard setback	20’ or same as the most restrictive abutting zone, whichever is greater; <u>or as otherwise established through a conditional use permit</u> or master	N/A / DOES NOT COMPLY / COMPLIANT / <b>UNKNOWN</b>

	plan.	
Minimum side yard setback	20' or same as the most restrictive abutting zone, whichever is greater; <u>or as otherwise established through a conditional use permit</u> or master plan.	N/A / DOES NOT COMPLY / COMPLIANT / <b>UNKNOWN</b>
Maximum building height	Same as the most restrictive abutting zone at the required setback line (50' in this case) Building height may be increased one and one-half feet for each additional foot of setback up to a maximum height of 50 feet; <u>or as otherwise approved through a conditional use permit</u> or master plan.	N/A / DOES NOT COMPLY / COMPLIANT / <b>UNKNOWN</b>

### CRITICAL AREAS ANALYSIS

The following critical areas are known or suspected on or within the vicinity of the subject site:

	CRITICAL AREA
<b>X</b>	Critical aquifer recharge area
	10-year wellhead protection area
	5-year wellhead protection area
	1-year wellhead protection area
<b>X</b>	Geologic hazard area – Volcanic hazard area
	Geologic hazard area – Landslide hazard area
	Geologic hazard area – Erosion hazard area
<b>X</b>	Geologic hazard area – Seismic hazard areas
	Wetland and wetland buffer
	Fish and Wildlife Conservation Area - Stream and/or stream buffer
	Fish and Wildlife Conservation Area – General habitat area
	Flood prone area – 100-year floodplain
	Shoreline of the State
	Contaminated Site

- The following critical area report requirements may be triggered by known or suspected critical areas:
  - **Critical aquifer recharge areas:**



- Reporting requirements vary based on the proposed use of the property. Most land subdivisions will not trigger these report requirements for the purposes of subdividing the land, but may be triggered by future planned use of the land.
  - Activities that do not cause degradation of ground water quality and will not adversely affect the recharging of the aquifer may be permitted in a critical aquifer recharge area and do not require preparation of a critical area report; provided, that they comply with the city storm water management regulations and other applicable local, state and federal regulations. These activities typically include commercial and industrial development that does not include storage, processing, or handling of any hazardous substance, or other development that does not substantially divert, alter, or reduce the flow of surface or ground waters.
  - Activities that have the potential to cause degradation of ground water quality or adversely affect the recharging of an aquifer may be permitted in critical aquifer recharge areas pursuant to an approved critical area report in accordance with PMC 21.06.530 and 21.06.1150. These activities include:
    - Activities that substantially divert, alter, or reduce the flow of surface or ground waters, or otherwise adversely affect aquifer recharge;
    - The use, processing, storage or handling of hazardous substances, other than household chemicals used according to the directions specified on the packaging for domestic applications;
    - The use of injection wells, including on-site septic systems, except those domestic septic systems releasing less than 14,500 gallons of effluent per day and that are limited to *a maximum density of one system per one acre*;
    - Infiltration of storm water from pollution-generating surfaces; or
    - Any other activity determined by the director likely to have an adverse impact on ground water quality or on a recharge of the aquifer.
  - **Volcanic hazard areas:**
    - The site is within a volcanic hazard area. In the event of an eruption of Mt. Rainier, the site is expected to be inundated by pyroclastic flows, lava flows, debris avalanche, inundation by debris flows, lahars, mudflows, or related flooding resulting from volcanic activities. Uses and activities on this site shall comply with the city's critical area ordinance (Puyallup Municipal Code 21.06, Article XII, section 21.06.1260, or succeeding section, regarding volcanic hazard areas.
  - **Seismic hazard areas:**
    - The site may or may not be within a seismic hazard area, which is dependent upon site soil conditions. Please consult the building department and your geotechnical engineer for more information.
  - PMC 21.06.1120 Performance standards – Alteration of critical aquifer recharge areas.
  - PMC 21.06.1260 Performance standards – Volcanic hazard areas
- Critical area report(s) may be reviewed by the city's third-party critical area review consultant. Please be aware that applicants are responsible for the cost of review by the city's third-party consultant; there's an initial fee of \$160, followed by the consultant's review fee which is dependent on the amount of time spent on review (varies on the project).

## LANDSCAPING REQUIREMENTS ANALYSIS

PMC 20.58 outlines landscaping requirements. The city has a companion design manual – the Vegetation Management Standards (VMS) manual – found here:

- ([cityofpuyallup.org](http://cityofpuyallup.org) → Planning Services → Current Planning (tab) → Vegetation Management Standards (PDF link))

- <https://www.cityofpuyallup.org/DocumentCenter/View/1133/Vegetation-Management-Standards-?bidId=>

**Perimeter landscaping requirements:**

- Landscaping for this project will only be required where the proposed development is (along the north and part of the eastern property line. The perimeter this are shall be landscaped the full depth of the required setbacks for the subject site, or 12 feet, whichever is less
- In no event shall a perimeter landscaping buffer be smaller than six (6) feet. In zone districts where the underlying building setback allows less than 6’, a building footprint may project into a landscape yard. However, in no case shall paving areas project into landscape yards.

Site Specific analysis:

Yard	N/S/E/W or street frontage	Required Width	Landscape type
Front	East	6’	Type II Though a wall exists along the eastern portion of the proposed development area, we ask that trees that will grow to be taller than the existing wall be planted interior to the wall for landscaping.
Rear	West	N/A	N/A
Side	North	6’	Type II Though a wall exists along the northern portion of the proposed development area, we ask that trees that will grow to be taller than the existing wall be planted interior to the wall for landscaping.
Side	South	N/A	N/A

**Significant trees**

- Existing tree(s) on the site which is larger than 15” in Diameter at Breast Height (DBH) is considered to be a ‘significant tree’ and must be retained, where possible.
  - If your site includes any significant trees, then you must include a tree risk assessment completed by a certified arborist and provided with your land use application.

**Street trees:**

- Street trees are required, consistent with PMC 11.28 and the VMS.
- Please provide a landscape plan indicating street trees consistent with the city’s requirements as outlined in the Municipal Code (PMC 20.58), the Vegetation Management Standards (VMS) manual and city Public Works standards, found here: <https://www.cityofpuyallup.org/1445/100---Roadway>
  - Standards 01.02.02, 01.02.03, 01.02.04, 01.02.08A
- We strongly suggest reviewing these requirements as early as possible to assess and determine costs, parking field layout and configuration of civil utilities as to minimize impacts for consistency with the Type IV standards. The Type IV standards may reduce the overall off-street parking stall count.

**Other landscaping standards**

- Storm water facilities shall be landscaped in accordance with SLD-02, contained in the VMS.
- The perimeter of all parking areas and associated access drives which abut public rights-of-way shall be screened with on-site landscaping, earth berms, fencing, or a combination thereof.

- All trash containers shall be screened from abutting properties and public rights-of-way by substantial sight-obscuring landscaping. Sight-obscuring fences and walls can be substituted for plant materials
- All portions of a lot not devoted to building, future building, parking, access drives, walks, storage or accessory uses shall be landscaped in a manner consistent with the requirements of this chapter.

**Engineering Review - Jamie Carter; (253) 435-3616; JCarter@puyallupwa.gov**

- For this project some comments that were included may not be applicable or are very general in nature. Every effort was made to include comments that are relevant. If certain comments seem non-applicable disregard or discuss with the review engineer.
- GENERAL
  - Engineering plans cannot be accepted until Planning Department requirements have been satisfied, including but not limited to, SEPA, Preliminary Site Plan approval, CUP, and/or Hearing Examiner conditions.
  - Civil Engineering plan review fee is \$670.00 (plus an additional \$130.00 per hour for reviews in excess of five hours). The civil permit shall be \$300.00, and the inspection fee shall be 3% of the total cost of the project as calculated on the Engineering Division Cost Estimating Form. [City of Puyallup Resolution No.2098]
  - Civil Engineering drawings shall conform to the following City Standards Sections 1.0 and 2.0:
    - o Engineering plans submitted for review and approval shall be on 24 x 36-inch sheets.
    - o Benchmark and monumentation to City of Puyallup datum (NAVD 88) will be required as a part of this project/plat.
    - o The scale for design plans shall be indicated directly below the north arrow and shall be only 1" =20' or 1" =30'. The north arrow shall point up or to the right on the plans.
    - o Engineering plan sheets shall be numbered sequentially in this manner: Sheet 1 of 20, Sheet 2 of 20, etc. ending in Sheet 20 of 20.
    - o All applicable City Standard Notes and Standard Details shall be included on the construction plans for this project. A copy of the City Standards can be found on the City's web site under Office of the City Engineer, Engineering Services.
  - Show on plans for Civil submittal lay down areas for new building materials and stockpile areas for excavated materials.
- WATER
 

Water Within City Service Area:

  - The proposed water system shall be designed and constructed to current City standards. [PMC 14.02.120]
  - The minimum distance between water lines and sewer lines shall be 10-feet horizontally and 18-inches vertically. If this criterion cannot be met, the design shall isolate the sewer and water lines by encasement, shielding or other approved methods.
  - A 2-inch blow-off assembly is required on dead-end water mains except where fire hydrants are installed at the dead-end. [PMC 14.02.120(f) & CS 301.1(7)]
  - Water pipe and service connections shall be a minimum of 10-feet away from building foundations and/or roof lines.
  - The applicant is required to provide backflow protection on the domestic line(s) in accordance with City Standards. The minimum level of protection would be a double check valve assembly (DCVA). However, the city requires a reduced pressure backflow assembly (RPBA) for any use considered to be a high hazard as outlined in WAC 246-290-490 Table 9. PMC 14.02.220(3) & CS 302.2]
  - If an RPBA is not appropriate then the applicant shall provide backflow protection with the installation of a double check valve assembly (DCVA) on the domestic connection to the public water main, if one does not currently exist. A plumbing permit is required for this work to be completed; and the unit should be located outside the building, immediately downstream of the existing water meter if possible. If an irrigation system is also proposed, a DCVA is

required on that line as well. [PMC 14.02.220(3) & CS 302.2]

- SEWER
  - The proposed sewer system shall be designed and constructed to current City standards. [PMC 14.08.070, 17.42 and CS 400]
  - Sewer main pipe and service connections shall be a minimum of 10-feet away from building foundations and/or roof lines.
  
- STORM
  - Design shall occur pursuant to the 2019 Stormwater Management Manual for Western Washington and current City Standards. [PMC 21.10]
  - The applicant is responsible for submitting a preliminary stormwater management site plan which meets the design requirements provided by PMC 21.10 and Ecology Manual Volume I, Section 3.4.1. The preliminary stormwater site plan (PSSP) shall be submitted prior to Preliminary Site Plan approval to ensure that adequate stormwater facilities are anticipated prior to development of the individual lot(s). The preliminary stormwater site plan shall reasonably estimate the quantity of roof and driveway stormwater runoff and the application of On-site Stormwater Management BMPs for the proposed development.
  - The applicant shall include a completed stormwater flowchart, Figure I-3.1 for New Development and Figure I-3.2 for Redevelopment in the Stormwater/Drainage Report.
  - Development and redevelopment projects are required to employ, wherever feasible, Low Impact Development (LID) Best Management Practices (BMPs) to meet the design criteria set forth in PMC 21.10.190, the Ecology Manual Volume I, Minimum Requirement 5; Volume III, Chapter 3; and Volume V, Chapter 5. [PMC 21.10.190 and MR#5 from the Ecology Manual]
  
- An erosion control plan will be required as part of the civil permit application.

The following items may be required to be included at the time of Civil permit submittal:

- A permanent storm water management plan which meets the design requirements provided by PMC Section 21.10. The plan and accompanying information shall provide sufficient information to evaluate the environmental characteristics of the affected areas, the potential impacts of the proposed development on surface water resources, and the effectiveness and acceptability of measures proposed for managing storm water runoff. The findings, existing and proposed impervious area, facility sizing, and overflow control shall be summarized in a written report. [PMC 21.10.190, 21.10.060]
- The permanent storm water management plan shall clearly delineate any offsite basins tributary to the project site and include the following information: [PMC 21.10.060]
  - o the quantity of the offsite runoff
  - o the location(s) where the offsite runoff enters the project site
  - o how the offsite runoff will be routed through the project site
  - o the location of proposed retention/detention facilities
  - o and the location of proposed treatment facilities
  
- All pipe reaches shall be summarized in a Conveyance Table containing the following minimum information and included in the report:
  - o Pipe Reach Name
  - o Structure Tributary Area
  - o Pipe Diameter (in)
  - o Pipe Length (ft)
  - o Pipe Slope (%)
  - o Manning's Coefficient (n)
  - o HGL for each Pipe Reach

- o Design Flow (cfs)
- o Water Depth (in), Velocity (fps) and Percent Full (%) at Design Flow
- o Flow (cfs) and Velocity (fps) at Pipe-Full
- o Critical Depth (in)

- GRADING

- A Grading Plan conforming to all requirements of PMC Section 21.14.120 will be required prior to infrastructure construction. The Plan shall be prepared by a Civil Engineer licensed in the State of Washington. [PMC 21.14.070]

- The following notes shall be added to the first sheet of the TESCP:

- “If at any time during construction it is determined by the City that mud and debris are being tracked onto public streets with insufficient cleanup, all work shall cease on the project until this condition is corrected. The contractor and/or the owner shall immediately take all steps necessary to prevent future tracking of mud and debris into the public ROW, which may include the installation of a wheel wash facility on-site.”

- “Contractor shall designate a Washington Department of Ecology Certified Erosion and Sediment Control Lead person and shall comply with the Stormwater Pollution Prevention Plan (SWPPP) prepared for this project.”

- “Sediment-laden runoff shall not be allowed to discharge beyond the construction limits.”

- “The permanent BMPs shall not be utilized for TESC runoff. Connect BMPs to road system only after construction is complete and site is stabilized and paved.”

- A geotechnical report conforming to all requirements in PMC Sections 21.14.150 and 21.14.160 will be required prior to civil/grading/stormwater review. The Report shall be prepared by a Civil Engineer or Engineering Geologist licensed in the State of Washington.

- Submit with the civil submittal details on GROUND FREEZING. Include preparation, operation, protection (of adjacent facilities, utilities, and ground elements) and thawing procedures/effects.

**Engineering Traffic Review - Bryan Roberts ; (253) 841-5542 ; broberts@PuyallupWA.gov**

- Per Puyallup Municipal Code Section 11.08.135, the applicant/owner would be expected to construct half-street improvements including curb, gutter, planter strip, sidewalk, roadway base, pavement, and street lighting. Any existing improvements which are damaged now or during construction, or which do not meet current City Standards, shall be replaced.

If frontage improvements are triggered (exceeding \$200K of improvements), the City would require a City standard commercial driveway (30ft wide commercial radius with 35ft radii )

10ft ROW dedication would be required to meet our future 60ft ROW section.

**Building and Fire had no comments to provide, if you have questions, please reach out to the following:**

- Janelle Montgomery: [JMontgomery@puyallupwa.gov](mailto:JMontgomery@puyallupwa.gov)
- David Drake: [DDrake@Puyallupwa.gov](mailto:DDrake@Puyallupwa.gov)

# 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)

## Jessica J Wilson

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**From:** Bryan Roberts  
**Sent:** Thursday, July 20, 2023 1:14 PM  
**To:** Nabila Comstock; Ray Cockerham; Janelle Montgomery  
**Subject:** RE: PLCUV20230074 - Submittal Items

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

No scoping worksheet or traffic impact fees needed for this City project.

---

**From:** Nabila Comstock <NComstock@PuyallupWA.gov>  
**Sent:** Thursday, July 20, 2023 1:04 PM  
**To:** Bryan Roberts <BRoberts@PuyallupWA.gov>; Ray Cockerham <RayC@PuyallupWA.gov>; Janelle Montgomery <JMontgomery@puyallupwa.gov>  
**Subject:** PLCUV20230074 - Submittal Items  
**Importance:** High

Hello,

Jessica with CIP has applied for a CUP Variance for the secondary clarifier. In her submittal, she filled out a submittal item waiver for:

- Traffic scoping worksheet
- Elevations
- Critical area report
- Landscaping

Can you please let me know whether these items are able to be waived for this project? The permit number is PLCUV20230074. For more context, we had a pre-app for this project (PLPRE20230022 – see attached pre-app notes).

*This project includes the installation of a new Secondary Clarifier No. 3 at the City's Water Pollution Control Plant, associated yard piping and electrical work, HVAC and mechanical work in the RAS/WAS Building, and mechanical piping work at the Effluent Pump Station. General site plan comments from the pre-application meeting, Project Number PLPRE20230022, noted that this Conditional Use Permit is required.*

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





City of Puyallup

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**Development and Permitting Services**

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

[www.cityofpuyallup.org](http://www.cityofpuyallup.org)

**DATE:** April 04, 2023

**TO:** Jessica Wilson

**FROM:** Gabriel Clark, Planning Technician

**PROJECT:** PLPRE20230022

**SITE ADDRESS:** 1602 18th Street NW, Puyallup WA 98371

**PROJECT DESCRIPTION (as provided by applicant):** This project has a few different areas of work at the City's existing Water Pollution Control Plant. The main area of work is installing the new Secondary Clarifier No. 3. It will be 110 ft in diameter, with an area of 9,500 sq ft and volume of 1,150,000 gallons. It has associated yard piping and electrical work to tie-in to the plant's hydraulic process treatment and SCADA system. This is shown on the Area 7 drawings of the plan set. There will also be work done in the existing RAS/WAS Building, shown on the Area 6 drawings of the plan set. The building has a main floor above grade that houses the Motor Control Center and Generator Room. There will be HVAC, architectural, and electrical work on the main floor. The bottom floor of the building is below grade and houses the RAS pumps and piping. There will be system piping and electrical work on this floor. Finally, there will be some system piping work at the Effluent Pump Station, Area 8 drawings of the plan set.

Thank you for meeting with the city's Development Services staff to discuss your proposed project. The following information highlights the issues discussed at our meeting and is provided for your use. Please note that the information provided is a list of specific issues discussed and is not intended to replace the final condition letter that will be provided to you when a formal application is submitted and reviewed. We hope that you find this information helpful and informative as you proceed through the permitting process.

Permit application submittals will be accepted via the City's permit portal only (<https://permits.puyallupwa.gov/Portal>). You can find a list of permit application forms on the City website at [www.cityofpuyallup.org/1591/Master-Document-List](http://www.cityofpuyallup.org/1591/Master-Document-List). The following minimum documents must be submitted with all applications, or they will not be processed:

- Complete application form, signed and dated
- Supporting documents, as outlined on the application form checklist
- At time of building permit, building plans will need to be complete with all building, mechanical, plumbing, energy code items and accessibility requirements that may apply on plans

Consult with a permit technician if you have questions about the minimum submittal checklist requirements, permit fees, or permit timelines ([PermitsCenter@puyallupwa.gov](mailto:PermitsCenter@puyallupwa.gov)). If you have any questions or concerns regarding these notes, please do not hesitate to contact the appropriate staff member listed with each note section or me directly at (253) 770-3330, [GClark@PuyallupWA.gov](mailto:GClark@PuyallupWA.gov). We look forward to working with you on the completion of this project.

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## MEETING NOTES

PLANNING - \*\*Nabila Comstock, [ncomstock@puyallupwa.gov](mailto:ncomstock@puyallupwa.gov) – (253) 770-3361\*\*

*This letter is intended to outline specific code sections and other standards that may be applicable to the project. This is not an exhaustive list and other requirements may be triggered by the actual development proposal. The applicant is advised and encouraged to consult the Puyallup Municipal Code (PMC) when finalizing their application proposal and contact the planner listed above with questions*

### GENERAL SITE PLAN COMMENTS SUMMARY

- A lot combination is required when structures are proposed to cross property lines.
- SEPA is required for structures greater than 4,000SF, the clarifier exceeds this square footage threshold.
- Conditional Use Permit
  - A new CUP will be required for the additional secondary clarifier
    - In the PF zone, CUPs are required for community facility uses
      - Defined as: “Community facility use” means a use involving government or community facilities intended to serve a community service function and which has characteristics similar to more intensive heavy commercial or industrial uses. Such characteristics may include large volumes of traffic or substantial truck traffic, noise, visual or other impacts. Typical uses include maintenance yards, utility substations, public parking garages, electric generating plants, or wastewater treatment plants.
    - This will include the secondary clarifier and also encapsulate the work done to the existing RAS/WAS building and system piping work at the effluent pump station since those all fall within the wastewater treatment plant
  - CUP Thresholds

#### **20.80.031 Minor additions or modifications to sites and structures.**

Minor additions or modifications to sites and structures permitted under existing valid conditional use permits may be administratively approved by the community development director, subject to the following findings:

- (1) The proposed addition or modification is determined to be in substantial conformity with any and all previous valid conditional use permits for existing uses on the site.
- (2) The proposed addition or modification directly relates to a use or structure established under a previous valid conditional use permit.
- (3) Structural additions or modifications permitted administratively shall not constitute more than 1,000 new net square feet nor shall nonstructural additions or modifications involve greater than 2,000 square feet of site area.
- (4) No more than one administrative approval for any such minor addition or modification shall be granted on a single property within any two-year period.
- (5) The proposed addition or modification shall still be subject to all other applicable city codes and development standards, including setback, screening, or buffering requirements.
- (6) The proposed addition or modification will be served by existing streets, driveways and utilities, and will not require relocation of any existing structures or other site modifications.
- Setbacks
  - The required setbacks for the PF zone are included in a table further in this comment letter. Though the required front, rear, and side yard setbacks are 20', setbacks are able to be otherwise established through a conditional use permit. Since a CUP is required for this site, you would be able to include proposed setbacks as part of the CUP application.
- Critical Areas

- This site is within the volcanic hazard area and within the aquifer recharge area. However, neither of these critical areas will require critical area reports.

## LAND USE PERMIT REQUIREMENTS

The following land use permits are required for your proposal:

- Conditional Use Permit application:
  - <https://www.cityofpuyallup.org/DocumentCenter/View/9769/Conditional-Use-Permit>
- SEPA environmental checklist:
  - <https://www.cityofpuyallup.org/DocumentCenter/View/9788/SEPA-Checklist-FILLABLE>
- Preapplication vicinity meeting required for proposals *if* they are a new multiple-family project that containing 20 or more dwelling units or for commercial and/or any nonresidential projects on sites that are within 300 feet of residential development and which either: (a) are greater than 10,000 square feet in floor area; (b) include more than 20,000 square feet of impervious coverage; or (c) involve outdoor sales, fueling, services or repair. Prior to submittal of an application for a land use permit, an informal preapplication vicinity meeting shall be held in accordance with the terms and requirements outlined in PMC 20.26.009. Contact the case planner for assistance with noticing address list and material requirements.
- To facilitate a complete submittal, provide the following documents:
  - Permit submittals will be accepted by via the CityView permit portal only (<https://permits.puyallupwa.gov/Portal>).
  - Complete application form and supporting documents, as outlined on the application form checklist.
  - Contact a permit technician for permit submittal instructions or if you have questions about the minimum submittal checklist requirements ([PermitsCenter@puyallupwa.gov](mailto:PermitsCenter@puyallupwa.gov)).
  - SEPA checklist with an 8.5”X11” or 11”X17” PDF copy of the site plan
  - Written cover letter with project description (recommended)
  - Proposed building elevations, along with any applicable design review application checklist.
  - Required preliminary storm water report, consistent with Engineering’s requirements and notes contained in this letter or as otherwise directed by the case Engineer.
  - Required Traffic Scoping Worksheet and/or Traffic Impact Analysis, consistent with Traffic Engineering’s requirements and notes contained in this letter or as otherwise directed by the city Traffic Engineer.
  - Any required critical areas report, as noted herein by the case planner
  - Preliminary landscape plan
  - Geotechnical report, where required.
  - Preliminary utility plan, or preliminary Technical Information Report (TIR), consistent with Engineering’s requirements and notes contained in this letter or as otherwise directed by the case Engineer.

## PERMIT TIMING

- Preliminary Site Plan with SEPA Review: 1<sup>st</sup> review is completed approximately 45 days from complete application. All subsequent reviews are approximately 30 days. The timing of final approval depends on the number of revisions requested.
- Administrative design review occurs in conjunction with the land use and SEPA review. Conditions may be issued that would be plan checked at the time of final permit(s).
- Development review for land use permits occurs in a ‘phased’ approach:
  - Preliminary site plan (or any other land use permit) with SEPA precedes any submittal of a civil (site development) permit or building permit.

- After receiving the first DRT review letter, an applicant may petition development review team (DRT) staff for an early submittal waiver which would allow, at the risk of the applicant, the early submittal of civil and/or building permit(s) prior to the final DRT condition letter and SEPA.
- Approval of an early submittal waiver to allow concurrent review of civil and building permits with the land use permit(s) and SEPA is at the discretion of DRT review staff.
- Early submittal waivers are not always approved and are considered at the discretion of staff based on the outstanding issues with the land use process and SEPA checklist.
- If a final condition letter is issued in lieu of a comment letter, no early submittal waiver is needed and the project may proceed to civil and/or building permit(s). SEPA is most typically issued at the end of the DRT process, after a final DRT condition letter is issued.
  - For qualified projects in the Downtown Planned Action SEPA area, concurrent review of land use permit(s) and civil/building is allowed by right with no early submittal waiver required

### LAND USE ANALYSIS

- The site is in the PF – public facilities zone district and the PF – public facilities Comprehensive Plan designated area. Consult PMC 20.44 for zone specific standards.
- In the PF zone district, proposal for community facility uses are a conditionally permitted use. “Community facility use” means a use involving government or community facilities intended to serve a community service function and which has characteristics similar to more intensive heavy commercial or industrial uses. Such characteristics may include large volumes of traffic or substantial truck traffic, noise, visual or other impacts. Typical uses include maintenance yards, utility substations, public parking garages, electric generating plants, or wastewater treatment plants

### PROPERTY DEVELOPMENT STANDARDS

Code Standards	PF	Proposed Project
Minimum lot size	None	<b>N/A / DOES NOT COMPLY / COMPLIANT / UNKNOWN</b>
Minimum lot width	None	<b>N/A / DOES NOT COMPLY / COMPLIANT / UNKNOWN</b>
Minimum lot depth	None	<b>N/A / DOES NOT COMPLY / COMPLIANT / UNKNOWN</b>
Minimum front yard setback	20’ or same as the most restrictive abutting zone, whichever is greater; or as otherwise established through a conditional use permit or master plan.	N/A / DOES NOT COMPLY / COMPLIANT / <b>UNKNOWN</b>
Minimum rear yard setback	20’ or same as the most restrictive abutting zone, whichever is greater; <u>or as otherwise established through a conditional use permit</u> or master	N/A / DOES NOT COMPLY / COMPLIANT / <b>UNKNOWN</b>

	plan.	
Minimum side yard setback	20' or same as the most restrictive abutting zone, whichever is greater; <u>or as otherwise established through a conditional use permit</u> or master plan.	N/A / DOES NOT COMPLY / COMPLIANT / <b>UNKNOWN</b>
Maximum building height	Same as the most restrictive abutting zone at the required setback line (50' in this case) Building height may be increased one and one-half feet for each additional foot of setback up to a maximum height of 50 feet; <u>or as otherwise approved through a conditional use permit</u> or master plan.	N/A / DOES NOT COMPLY / COMPLIANT / <b>UNKNOWN</b>

### CRITICAL AREAS ANALYSIS

The following critical areas are known or suspected on or within the vicinity of the subject site:

	CRITICAL AREA
<b>X</b>	Critical aquifer recharge area
	10-year wellhead protection area
	5-year wellhead protection area
	1-year wellhead protection area
<b>X</b>	Geologic hazard area – Volcanic hazard area
	Geologic hazard area – Landslide hazard area
	Geologic hazard area – Erosion hazard area
<b>X</b>	Geologic hazard area – Seismic hazard areas
	Wetland and wetland buffer
	Fish and Wildlife Conservation Area - Stream and/or stream buffer
	Fish and Wildlife Conservation Area – General habitat area
	Flood prone area – 100-year floodplain
	Shoreline of the State
	Contaminated Site

- The following critical area report requirements may be triggered by known or suspected critical areas:
  - **Critical aquifer recharge areas:**

- Reporting requirements vary based on the proposed use of the property. Most land subdivisions will not trigger these report requirements for the purposes of subdividing the land, but may be triggered by future planned use of the land.
  - Activities that do not cause degradation of ground water quality and will not adversely affect the recharging of the aquifer may be permitted in a critical aquifer recharge area and do not require preparation of a critical area report; provided, that they comply with the city storm water management regulations and other applicable local, state and federal regulations. These activities typically include commercial and industrial development that does not include storage, processing, or handling of any hazardous substance, or other development that does not substantially divert, alter, or reduce the flow of surface or ground waters.
  - Activities that have the potential to cause degradation of ground water quality or adversely affect the recharging of an aquifer may be permitted in critical aquifer recharge areas pursuant to an approved critical area report in accordance with PMC 21.06.530 and 21.06.1150. These activities include:
    - Activities that substantially divert, alter, or reduce the flow of surface or ground waters, or otherwise adversely affect aquifer recharge;
    - The use, processing, storage or handling of hazardous substances, other than household chemicals used according to the directions specified on the packaging for domestic applications;
    - The use of injection wells, including on-site septic systems, except those domestic septic systems releasing less than 14,500 gallons of effluent per day and that are limited to a maximum density of one system per one acre;
    - Infiltration of storm water from pollution-generating surfaces; or
    - Any other activity determined by the director likely to have an adverse impact on ground water quality or on a recharge of the aquifer.
  - **Volcanic hazard areas:**
    - The site is within a volcanic hazard area. In the event of an eruption of Mt. Rainier, the site is expected to be inundated by pyroclastic flows, lava flows, debris avalanche, inundation by debris flows, lahars, mudflows, or related flooding resulting from volcanic activities. Uses and activities on this site shall comply with the city's critical area ordinance (Puyallup Municipal Code 21.06, Article XII, section 21.06.1260, or succeeding section, regarding volcanic hazard areas.
  - **Seismic hazard areas:**
    - The site may or may not be within a seismic hazard area, which is dependent upon site soil conditions. Please consult the building department and your geotechnical engineer for more information.
  - PMC 21.06.1120 Performance standards – Alteration of critical aquifer recharge areas.
  - PMC 21.06.1260 Performance standards – Volcanic hazard areas
- Critical area report(s) may be reviewed by the city's third-party critical area review consultant. Please be aware that applicants are responsible for the cost of review by the city's third-party consultant; there's an initial fee of \$160, followed by the consultant's review fee which is dependent on the amount of time spent on review (varies on the project).

## LANDSCAPING REQUIREMENTS ANALYSIS

PMC 20.58 outlines landscaping requirements. The city has a companion design manual – the Vegetation Management Standards (VMS) manual – found here:

- ([cityofpuyallup.org](http://cityofpuyallup.org) → Planning Services → Current Planning (tab) → Vegetation Management Standards (PDF link))

- <https://www.cityofpuyallup.org/DocumentCenter/View/1133/Vegetation-Management-Standards-?bidId=>

**Perimeter landscaping requirements:**

- Landscaping for this project will only be required where the proposed development is (along the north and part of the eastern property line. The perimeter this are shall be landscaped the full depth of the required setbacks for the subject site, or 12 feet, whichever is less
- In no event shall a perimeter landscaping buffer be smaller than six (6) feet. In zone districts where the underlying building setback allows less than 6’, a building footprint may project into a landscape yard. However, in no case shall paving areas project into landscape yards.

Site Specific analysis:

Yard	N/S/E/W or street frontage	Required Width	Landscape type
Front	East	6’	Type II Though a wall exists along the eastern portion of the proposed development area, we ask that trees that will grow to be taller than the existing wall be planted interior to the wall for landscaping.
Rear	West	N/A	N/A
Side	North	6’	Type II Though a wall exists along the northern portion of the proposed development area, we ask that trees that will grow to be taller than the existing wall be planted interior to the wall for landscaping.
Side	South	N/A	N/A

**Significant trees**

- Existing tree(s) on the site which is larger than 15” in Diameter at Breast Height (DBH) is considered to be a ‘significant tree’ and must be retained, where possible.
  - If your site includes any significant trees, then you must include a tree risk assessment completed by a certified arborist and provided with your land use application.

**Street trees:**

- Street trees are required, consistent with PMC 11.28 and the VMS.
- Please provide a landscape plan indicating street trees consistent with the city’s requirements as outlined in the Municipal Code (PMC 20.58), the Vegetation Management Standards (VMS) manual and city Public Works standards, found here: <https://www.cityofpuyallup.org/1445/100---Roadway>
  - Standards 01.02.02, 01.02.03, 01.02.04, 01.02.08A
- We strongly suggest reviewing these requirements as early as possible to assess and determine costs, parking field layout and configuration of civil utilities as to minimize impacts for consistency with the Type IV standards. The Type IV standards may reduce the overall off-street parking stall count.

**Other landscaping standards**

- Storm water facilities shall be landscaped in accordance with SLD-02, contained in the VMS.
- The perimeter of all parking areas and associated access drives which abut public rights-of-way shall be screened with on-site landscaping, earth berms, fencing, or a combination thereof.

- All trash containers shall be screened from abutting properties and public rights-of-way by substantial sight-obscuring landscaping. Sight-obscuring fences and walls can be substituted for plant materials
- All portions of a lot not devoted to building, future building, parking, access drives, walks, storage or accessory uses shall be landscaped in a manner consistent with the requirements of this chapter.

**Engineering Review - Jamie Carter; (253) 435-3616; JCarter@puyallupwa.gov**

- For this project some comments that were included may not be applicable or are very general in nature. Every effort was made to include comments that are relevant. If certain comments seem non-applicable disregard or discuss with the review engineer.
- GENERAL
  - Engineering plans cannot be accepted until Planning Department requirements have been satisfied, including but not limited to, SEPA, Preliminary Site Plan approval, CUP, and/or Hearing Examiner conditions.
  - Civil Engineering plan review fee is \$670.00 (plus an additional \$130.00 per hour for reviews in excess of five hours). The civil permit shall be \$300.00, and the inspection fee shall be 3% of the total cost of the project as calculated on the Engineering Division Cost Estimating Form. [City of Puyallup Resolution No.2098]
  - Civil Engineering drawings shall conform to the following City Standards Sections 1.0 and 2.0:
    - o Engineering plans submitted for review and approval shall be on 24 x 36-inch sheets.
    - o Benchmark and monumentation to City of Puyallup datum (NAVD 88) will be required as a part of this project/plat.
    - o The scale for design plans shall be indicated directly below the north arrow and shall be only 1" =20' or 1" =30'. The north arrow shall point up or to the right on the plans.
    - o Engineering plan sheets shall be numbered sequentially in this manner: Sheet 1 of 20, Sheet 2 of 20, etc. ending in Sheet 20 of 20.
    - o All applicable City Standard Notes and Standard Details shall be included on the construction plans for this project. A copy of the City Standards can be found on the City's web site under Office of the City Engineer, Engineering Services.
  - Show on plans for Civil submittal lay down areas for new building materials and stockpile areas for excavated materials.
- WATER
 

Water Within City Service Area:

  - The proposed water system shall be designed and constructed to current City standards. [PMC 14.02.120]
  - The minimum distance between water lines and sewer lines shall be 10-feet horizontally and 18-inches vertically. If this criterion cannot be met, the design shall isolate the sewer and water lines by encasement, shielding or other approved methods.
  - A 2-inch blow-off assembly is required on dead-end water mains except where fire hydrants are installed at the dead-end. [PMC 14.02.120(f) & CS 301.1(7)]
  - Water pipe and service connections shall be a minimum of 10-feet away from building foundations and/or roof lines.
  - The applicant is required to provide backflow protection on the domestic line(s) in accordance with City Standards. The minimum level of protection would be a double check valve assembly (DCVA). However, the city requires a reduced pressure backflow assembly (RPBA) for any use considered to be a high hazard as outlined in WAC 246-290-490 Table 9. PMC 14.02.220(3) & CS 302.2]
  - If an RPBA is not appropriate then the applicant shall provide backflow protection with the installation of a double check valve assembly (DCVA) on the domestic connection to the public water main, if one does not currently exist. A plumbing permit is required for this work to be completed; and the unit should be located outside the building, immediately downstream of the existing water meter if possible. If an irrigation system is also proposed, a DCVA is



required on that line as well. [PMC 14.02.220(3) & CS 302.2]

- SEWER
  - The proposed sewer system shall be designed and constructed to current City standards. [PMC 14.08.070, 17.42 and CS 400]
  - Sewer main pipe and service connections shall be a minimum of 10-feet away from building foundations and/or roof lines.
  
- STORM
  - Design shall occur pursuant to the 2019 Stormwater Management Manual for Western Washington and current City Standards. [PMC 21.10]
  - The applicant is responsible for submitting a preliminary stormwater management site plan which meets the design requirements provided by PMC 21.10 and Ecology Manual Volume I, Section 3.4.1. The preliminary stormwater site plan (PSSP) shall be submitted prior to Preliminary Site Plan approval to ensure that adequate stormwater facilities are anticipated prior to development of the individual lot(s). The preliminary stormwater site plan shall reasonably estimate the quantity of roof and driveway stormwater runoff and the application of On-site Stormwater Management BMPs for the proposed development.
  - The applicant shall include a completed stormwater flowchart, Figure I-3.1 for New Development and Figure I-3.2 for Redevelopment in the Stormwater/Drainage Report.
  - Development and redevelopment projects are required to employ, wherever feasible, Low Impact Development (LID) Best Management Practices (BMPs) to meet the design criteria set forth in PMC 21.10.190, the Ecology Manual Volume I, Minimum Requirement 5; Volume III, Chapter 3; and Volume V, Chapter 5. [PMC 21.10.190 and MR#5 from the Ecology Manual]
  
- An erosion control plan will be required as part of the civil permit application.

The following items may be required to be included at the time of Civil permit submittal:

- A permanent storm water management plan which meets the design requirements provided by PMC Section 21.10. The plan and accompanying information shall provide sufficient information to evaluate the environmental characteristics of the affected areas, the potential impacts of the proposed development on surface water resources, and the effectiveness and acceptability of measures proposed for managing storm water runoff. The findings, existing and proposed impervious area, facility sizing, and overflow control shall be summarized in a written report. [PMC 21.10.190, 21.10.060]
- The permanent storm water management plan shall clearly delineate any offsite basins tributary to the project site and include the following information: [PMC 21.10.060]
  - o the quantity of the offsite runoff
  - o the location(s) where the offsite runoff enters the project site
  - o how the offsite runoff will be routed through the project site
  - o the location of proposed retention/detention facilities
  - o and the location of proposed treatment facilities
  
- All pipe reaches shall be summarized in a Conveyance Table containing the following minimum information and included in the report:
  - o Pipe Reach Name
  - o Structure Tributary Area
  - o Pipe Diameter (in)
  - o Pipe Length (ft)
  - o Pipe Slope (%)
  - o Manning's Coefficient (n)
  - o HGL for each Pipe Reach

- o Design Flow (cfs)
- o Water Depth (in), Velocity (fps) and Percent Full (%) at Design Flow
- o Flow (cfs) and Velocity (fps) at Pipe-Full
- o Critical Depth (in)

- GRADING

- A Grading Plan conforming to all requirements of PMC Section 21.14.120 will be required prior to infrastructure construction. The Plan shall be prepared by a Civil Engineer licensed in the State of Washington. [PMC 21.14.070]

- The following notes shall be added to the first sheet of the TESCP:

- “If at any time during construction it is determined by the City that mud and debris are being tracked onto public streets with insufficient cleanup, all work shall cease on the project until this condition is corrected. The contractor and/or the owner shall immediately take all steps necessary to prevent future tracking of mud and debris into the public ROW, which may include the installation of a wheel wash facility on-site.”

- “Contractor shall designate a Washington Department of Ecology Certified Erosion and Sediment Control Lead person and shall comply with the Stormwater Pollution Prevention Plan (SWPPP) prepared for this project.”

- “Sediment-laden runoff shall not be allowed to discharge beyond the construction limits.”

- “The permanent BMPs shall not be utilized for TESC runoff. Connect BMPs to road system only after construction is complete and site is stabilized and paved.”

- A geotechnical report conforming to all requirements in PMC Sections 21.14.150 and 21.14.160 will be required prior to civil/grading/stormwater review. The Report shall be prepared by a Civil Engineer or Engineering Geologist licensed in the State of Washington.

- Submit with the civil submittal details on GROUND FREEZING. Include preparation, operation, protection (of adjacent facilities, utilities, and ground elements) and thawing procedures/effects.

**Engineering Traffic Review - Bryan Roberts ; (253) 841-5542 ; broberts@PuyallupWA.gov**

- Per Puyallup Municipal Code Section 11.08.135, the applicant/owner would be expected to construct half-street improvements including curb, gutter, planter strip, sidewalk, roadway base, pavement, and street lighting. Any existing improvements which are damaged now or during construction, or which do not meet current City Standards, shall be replaced.

If frontage improvements are triggered (exceeding \$200K of improvements), the City would require a City standard commercial driveway (30ft wide commercial radius with 35ft radii )

10ft ROW dedication would be required to meet our future 60ft ROW section.

**Building and Fire had no comments to provide, if you have questions, please reach out to the following:**

- Janelle Montgomery: [JMontgomery@puyallupwa.gov](mailto:JMontgomery@puyallupwa.gov)
- David Drake: [DDrake@Puyallupwa.gov](mailto:DDrake@Puyallupwa.gov)

# 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)

## Jessica J Wilson

---

**From:** Ray Cockerham  
**Sent:** Thursday, July 20, 2023 2:03 PM  
**To:** Nabila Comstock; Bryan Roberts; Janelle Montgomery  
**Subject:** RE: PLCUV20230074 - Submittal Items  
**Attachments:** Pre-Application Meeting Notes (20).pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Nabila,  
I do not have any need to require these items for the PL CUP.

- Traffic scoping worksheet
- Elevations
- Critical area report
- Landscaping

Sincerely,

Ray Cockerham, CBO  
Building Code Official  
City of Puyallup  
T: 253.841.5585  
[www.cityofpuyallup.org](http://www.cityofpuyallup.org)

Please send permit inquiries to [permitcenter@puyallupwa.gov](mailto:permitcenter@puyallupwa.gov)

Check permit status, schedule inspections and pay online at [Welcome - Puyallup, WA - CityView Portal \(puyallupwa.gov\)](https://www.puyallupwa.gov/cityview)

*Did you know that you can easily submit for a permit online? Introducing CityView, our new online permitting system. Go to the [City's website page here](#) for more information. Or, scan this QR code with your phone to learn more.*



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**From:** Nabila Comstock <NComstock@PuyallupWA.gov>  
**Sent:** Thursday, July 20, 2023 1:04 PM  
**To:** Bryan Roberts <BRoberts@PuyallupWA.gov>; Ray Cockerham <RayC@PuyallupWA.gov>; Janelle Montgomery <JMontgomery@puyallupwa.gov>  
**Subject:** PLCUV20230074 - Submittal Items  
**Importance:** High

Hello,

Jessica with CIP has applied for a CUP Variance for the secondary clarifier. In her submittal, she filled out a submittal item waiver for:

- Traffic scoping worksheet
- Elevations
- Critical area report
- Landscaping

Can you please let me know whether these items are able to be waived for this project? The permit number is PLCUV20230074. For more context, we had a pre-app for this project (PLPRE20230022 – see attached pre-app notes).

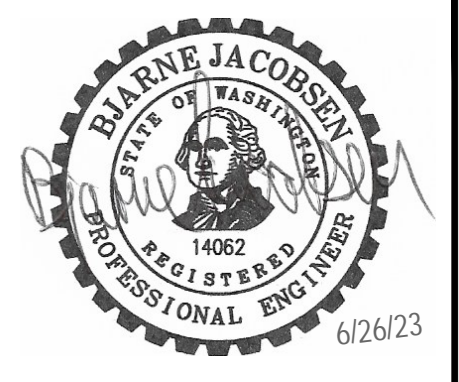
*This project includes the installation of a new Secondary Clarifier No. 3 at the City's Water Pollution Control Plant, associated yard piping and electrical work, HVAC and mechanical work in the RAS/WAS Building, and mechanical piping work at the Effluent Pump Station. General site plan comments from the pre-application meeting, Project Number PLPRE20230022, noted that this Conditional Use Permit is required.*

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

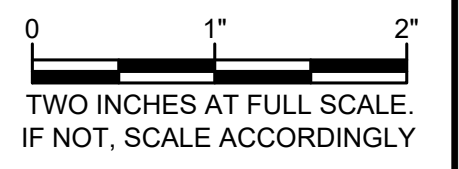
*Did you know that you can easily submit for a permit online? Introducing CityView, our new online permitting system. Permit applications will now be accepted through the [CityView Portal](#). For more information on the permit system, go to the [City's website page here](#). Or, scan this QR code with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



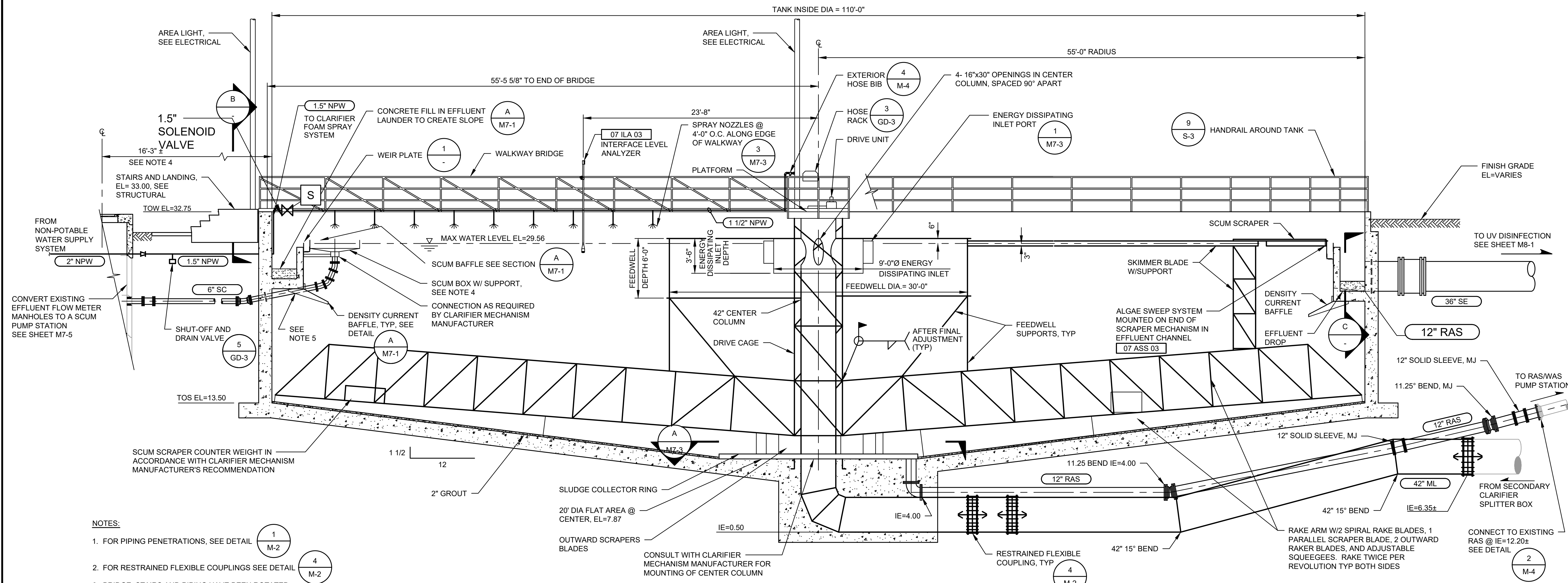




No.	DATE	REVISION
ISSUED FOR: <b>BUILDING PERMIT</b>		
ISSUE DATE: JUNE 2023		
APPROVED BY: DAW		
CHECKED BY: DAW		
DRAWN BY: CRR		
DESIGNER: BJ		
G & O JOB NO.: 21462.00		
FILE: SC3_PLAN.DWG		

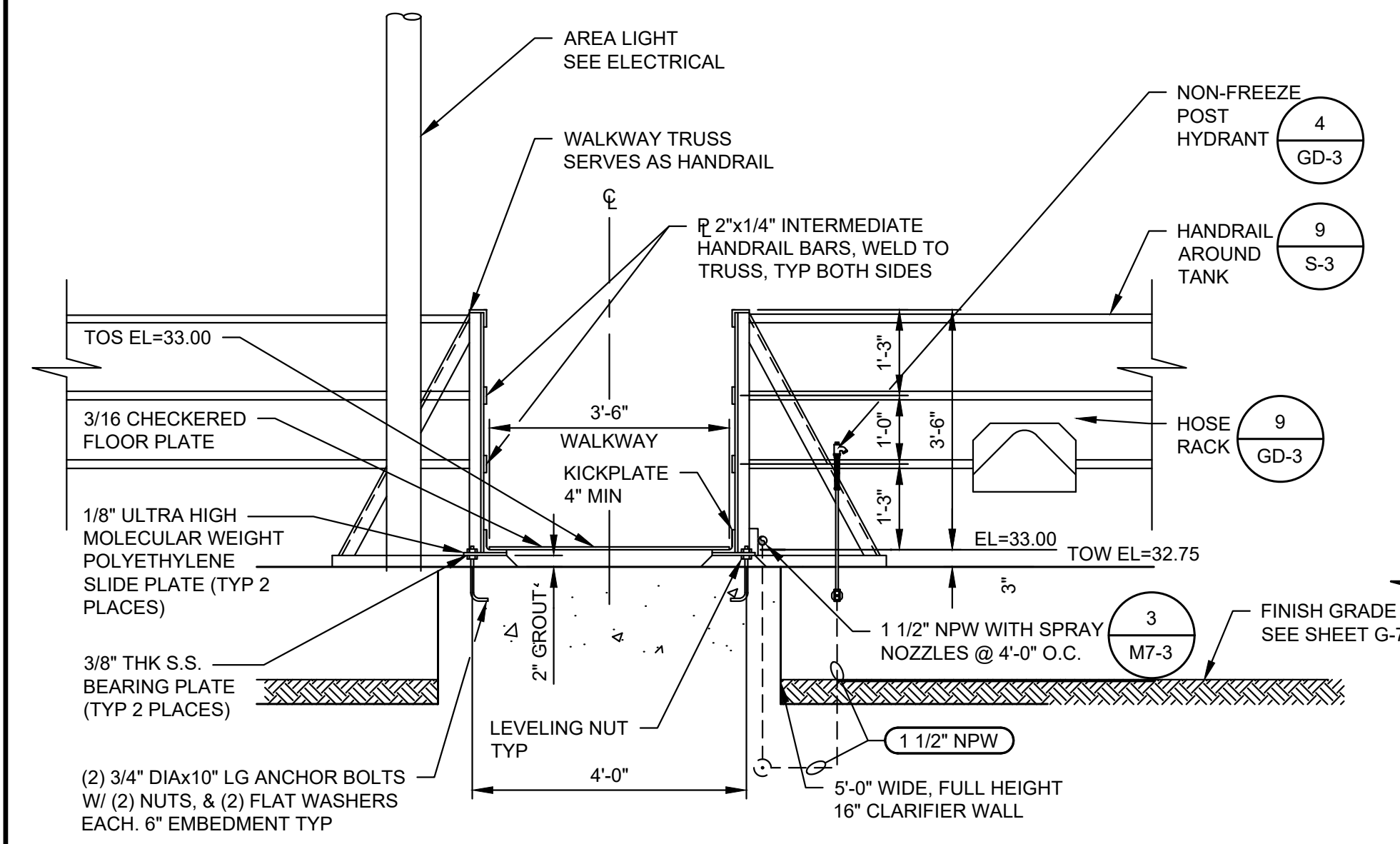


**MECHANICAL**  
**AREA 7**  
**SECONDARY CLARIFIER NO. 3 SECTIONS**

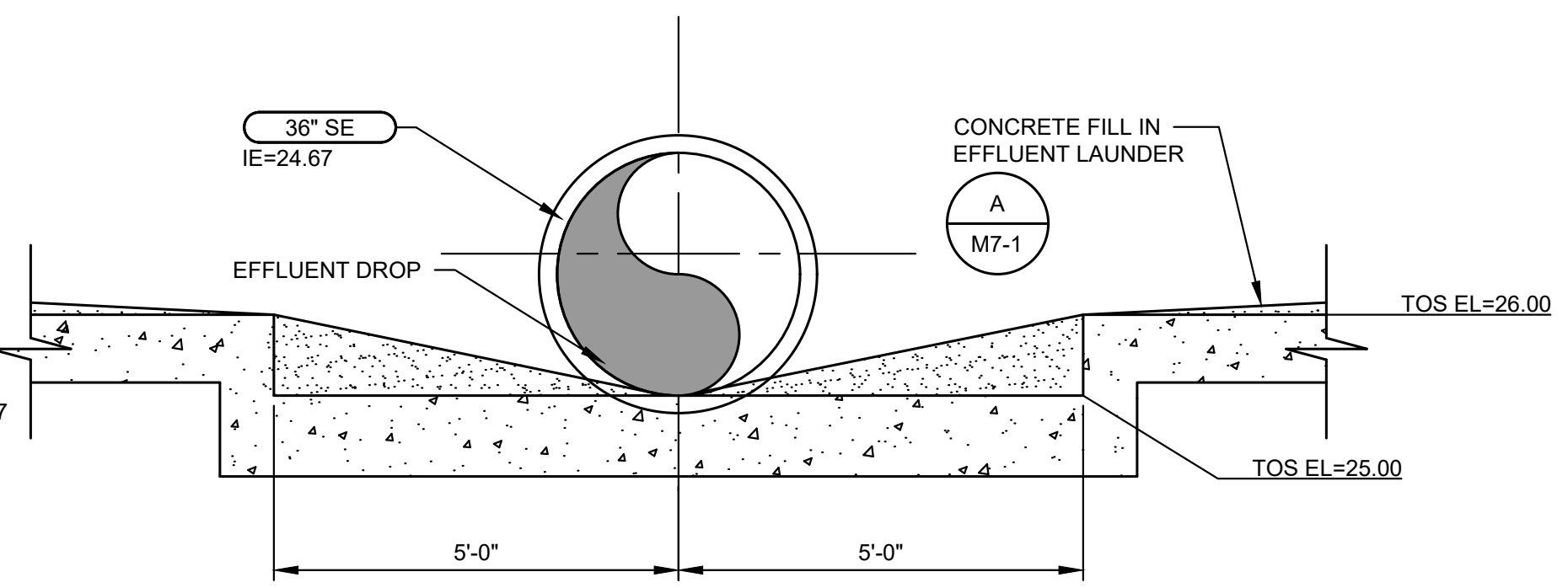


**SECTION A**  
**SECONDARY CLARIFIER SECTIONAL ELEVATION**  
SCALE: 3/16"=1'-0"

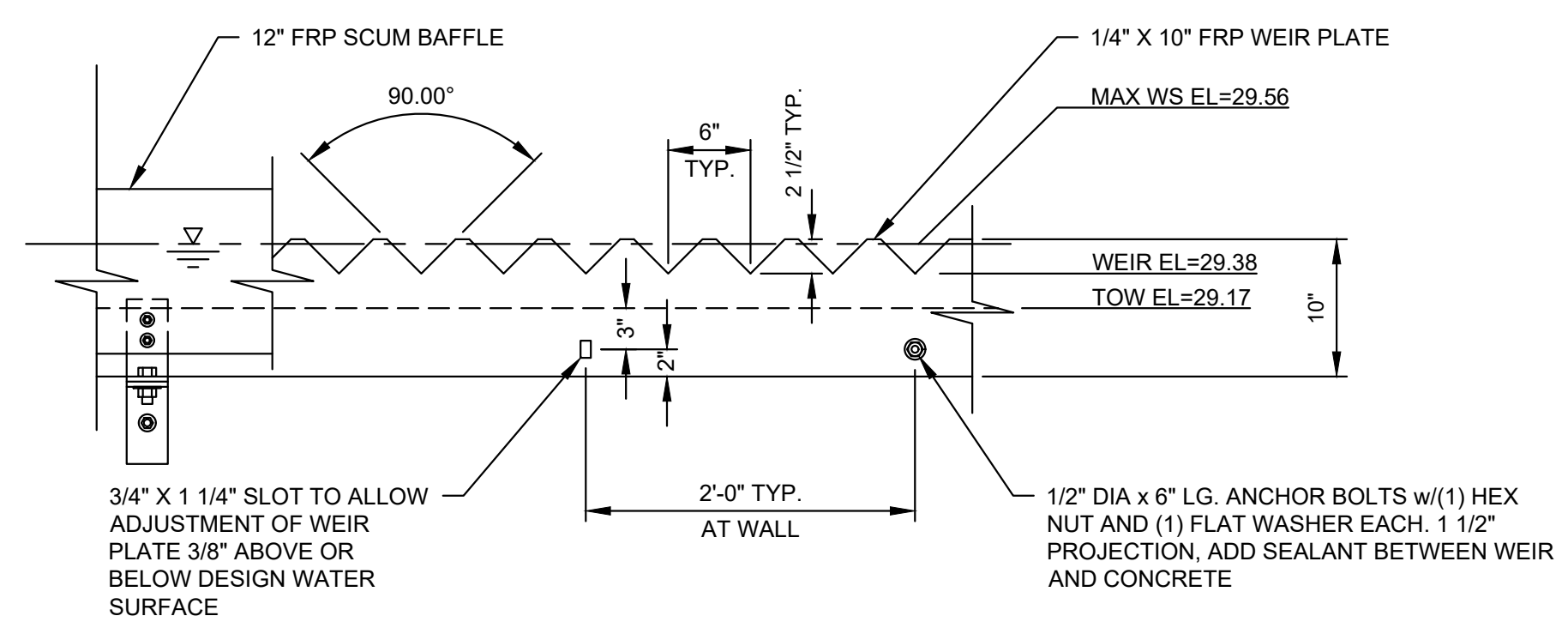
- NOTES:**
- FOR PIPING PENETRATIONS, SEE DETAIL 1 M-2
  - FOR RESTRAINED FLEXIBLE COUPLINGS SEE DETAIL 4 M-2
  - BRIDGE, STAIRS AND PIPING HAVE BEEN ROTATED FOR CLARITY. SEE SHEET M7-1 FOR ORIENTATION.
  - SCUM BOX AND SCUM PUMP STATION ROTATED FOR CLARITY, SEE SHEETS M7-1 AND M7-5 FOR ORIENTATION.
  - PROVIDE AN OPENING IN DENSITY CURRENT BAFFLE TO ACCOMMODATE SCUM PIPE. COORDINATE LOCATION OF BAFFLE SUPPORTS TO AVOID PIPE.



**SECTION B**  
SCALE: 1/2"=1'-0"



**SECTION C**  
SCALE: 1/2"=1'-0"



**1 WEIR DETAIL**  
SCALE: 1"=1'-0"

- NOTES:**
- ALL NUTS, BOLTS, AND WASHERS SHALL BE 316 SS.
  - INSTALL NEOPRENE GASKET BETWEEN WEIR BLADE AND CONCRETE. CAULK TOP AND BOTTOM JOINTS W/ ELASTOMERIC SEALANT AFTER INSTALLATION.

**APPROVED**

BY: \_\_\_\_\_  
CITY ENGINEER  
CITY OF PUYALLUP

APPROVED DATE: \_\_\_\_\_  
EXPIRATION DATE: \_\_\_\_\_

NOTE: This approval expires on the date shown. If construction has not started by expiration date, plans must be resubmitted for review and approval.

The City will not be responsible for errors and/or omissions on these plans.

Field conditions may dictate changes to these plans as determined by the City Engineer.

m:\PUYALLUP\21462\wpccp\3rd\_secondary clarifier\01\_design\PlanSet\Mechanical\SC3\_PLAN.dwg, 6/26/2023 3:54 PM, CHARLEY REID