



Conditional Use Application

City of Puyallup
Development Services
333 S. Meridian
Puyallup, WA 98371
Phone: 253-864-4165
www.cityofpuyallup.org

Submittal Checklist

Electronic Submission to
SHAREPOINT ADDRESS (Flash
drives and CDs not accepted)

8 Copies of completed application
form (application is signed and
dated)

8 Copies of a vicinity map no larger
than 8 1/2" x 11"

8 Copies of full size detailed site
plan **Folded individually to
approx. 8 1/2" x 11" & one 8 1/2"
x 11" reduction**

2 Copies Preliminary Storm
Drainage Calculations

Additional Documents If Applicable:

8 Copies of SEPA checklist
2 Copies of Critical Area Report(s)
2 Copies of Traffic Analysis
2 Copies of Tree Risk Assessment

Environmental Checklist (if
required): Flood Habitat
Assessment, Fish and Wildlife
Assessment, Mitigation Plans,
Wetlands

Application Fees:

Small: **\$880.00**

≤10,000 s.f. of new structure or
≤20,000 s.f. of affected site area

Medium: **\$1440.00**

10,001-19,999 s.f. of new structure
or 20,000 - 39,999 of affected site
area

Large: **\$2080.00**

20,000+ s.f. of new structure or
40,000+ s.f. of affected site area

Additional Fees if applicable:

SEPA Review Fee: **\$250**

Critical Area Review: **\$160.00**
+ Consultant Fee

Please see pages 6 & 7 for detail
information of submittal
requirements.

A Conditional Use Permit authorizes a property to be used for a specific purpose with the condition that the use be compatible with the zone. Each zone permits some uses outright and some uses conditionally. Uses that are permitted conditionally, must be reviewed by the City's Hearing Examiner at a public hearing. The Hearing Examiner will then approve, approve, with conditions, or deny the Conditional Use Permit.

When preparing this application, please print or type the reply to each question. If you have any questions, please contact the Development Services Center at (253) 864-4165. The following plans, specifications and other documents pertaining to the application shall be submitted at the time of filing. Please note that incomplete application packets cannot be accepted.

To help you understand City standards and the Conditional Use Permit process, a pre-application meeting is strongly encouraged. This pre-application meeting can be scheduled within a short period of time (e.g. 1 week) and is free of charge. This meeting could consist of staff representatives from planning, engineering and building divisions, if warranted.

APPLICATION INFORMATION

Site Information

Parcel Number

Street Address

Applicant Information

Name

Street Address

City

State

Zip

Phone

E-mail

Owner Information

Name

Street Address

City

State

Zip

Phone

E-mail

Nature of Request (please be specific)

SITE INFORMATION

Parcel Size	
Proposed Site Coverage (include all impervious surfaces and <u>required</u> landscape areas)	
Non-buildable Areas (required buffers, critical areas etc.)	
Comprehensive Plan Designation	
Zoning Designation (visit www.cityofpuyallup.org/1520/Interactive-Web-Maps to look up the zone)	
Type of Construction per Building Code	
Type of Occupancy per Building Code	
Existing Structures (please indicate size (sf), type, approximate location, and whether they will remain or be removed)	

PROPERTY DEVELOPMENT INFORMATION

	Proposed/Existing	Required by Zoning
Setbacks (measured from the property line to the closest vertical wall)		
Front Yard		minimum
Rear Yard		minimum
Side Yard (interior)		minimum
Side Yard (interior)		minimum
Side Yard (street)		minimum
Side Yard (arterial street)		minimum
From Adjacent Residential Use		minimum
Building Height		maximum
Lot Coverage		maximum
Lot Width		minimum
Lot Length		minimum
Lot Size (Square Feet)		minimum
Floor Area Ratio		maximum

Number of Parking Stalls:

Use	Square Footage	Ratio(s) Applied	No. of Spaces
<i>Total Spaces</i>			

Proposed Floor Area	
Type	Sq. Ft.
Retail	
Office	
Industrial	
Residential	
Other _____	
Other _____	

Note: Include auxiliary space attributable to each dominant category:
e.g.: corridors, restrooms, support office etc.

LANDSCAPING

Most projects will be required to meet the landscaping standards of **PMC 20.58 Landscaping Requirements** and the **Vegetation Management Standards (VMS)** Manual as well as other landscaping requirements based on the use and development pattern of the proposal. The VMS can be found at www.cityofpuyallup.org/DocumentCenter/View/1133/Vegetation-Management-Standards and its appendix can be found at www.cityofpuyallup.org/DocumentCenter/View/6054/VMS-Appendices-Complete-Document.

Existing vegetation 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 with this application.

Landscaping Information			
Landscaping Area	VMS Type	Total Square Footage	% of Area Landscaped
Parking Area Landscaping			
Front Yard Landscaping			
Interior Side Yard Landscaping			
Interior Side Yard Landscaping			
Street Side Yard Landscaping (for corner lots only)			
Rear Yard Landscaping			

CRITICAL AREA IDENTIFICATION

The purpose of this section is to determine if a critical area report is required due to the development site being on or near any critical areas. All critical areas identified and their associated buffers, must be shown on the title and map.

Based on the applicant's knowledge and research of the project site, please select any of the critical areas listed below that are located on or within 300 feet of the property boundaries.		
Wetlands	Wellhead Protection Area	Aquifer Recharge Area
Lakes/Ponds	Habitat Corridor	Flood Zone
Streams/Creeks	Habitat Conservation Area	Flood Classification:
Puyallup River Shoreline	Clarks Creek Shoreline	Geologic Hazard Areas
Shoreline Classification:	Shoreline Classification:	Volcanic Hazard Areas
Conservancy	Conservancy	Slopes 0% - 15%
Rural	Rural	Slopes 16% – 39%
Urban	Urban	Slopes 40% or Greater

Please describe the critical areas checked above and their location in relation to the proposed development. Please show their location on any plans to be submitted.

Do you know of any present or past critical area studies that have been conducted for critical areas on-site or adjacent to the site? Please describe below; including their date, scope, conclusions, and parcels they included.

Do you know if any critical areas have been placed inside a tract or a protection easement that is recorded on the title or plat for this site or any adjacent site? Please describe below, including name of tract or easement, location, and Puyallup permit number or recording number.

CRITERIA

All of the following criteria must be met in order for the Hearing Examiner to approve your conditional use request.

Please respond FULLY as to how your request meets these criteria. 'Yes' or 'No' answers are not acceptable:

That the use for which the conditional use permit is applied for is specified by this title as being conditionally permitted within and is consistent with the description and purpose of the zone district in which the property is located (PMC 20.80.010 (1))

That the granting of such conditional use permit will not be detrimental to the public health, safety, comfort, convenience, and general welfare, will not adversely affect the established character of the surrounding neighborhood, and will not be injurious to the property or improvements in such vicinity and/or zone in which the property is located (PMC 20.80.010 (2))

That the proposed use is properly located in relation to the other land uses and to transportation and service facilities in the vicinity; and further, that the use can be adequately served by such public facilities and street capacities without placing an undue burden on such facilities and streets (PMC 20.80.010 (3))

The site is of sufficient size to accommodate the proposed use and all yards, open spaces, walls and fences, parking, loading, landscaping, and other such features as are required by this title or as are needed in the opinion of the Hearing Examiner or City Council on appeal, are properly provided to be compatible and harmonious with adjacent and nearby uses (PMC 20.80.010 (4))

That the use for which the conditional use permit is applied for is specified by this title as being conditionally permitted within and is consistent with the description and purpose of the zone district in which the property is located (PMC 20.80.010 (1))

That the granting of such conditional use permit will not be contrary to the adopted comprehensive plan, or to the objectives of any code, ordinance, regulation, specifications, or plan in effect to implement said comprehensive plan (PMC 20.80.010 (5))

REQUIREMENTS FOR SUBMITTAL OF A CONDITIONAL USE PERMIT

The purpose of the Conditional Use Permit plan review is for the Development Center to check for code compliance prior to the applicant making significant investments in detailed architectural, engineering, legal or other professional services. State Environmental Policy Act (SEPA) review, if applicable, is typically performed during this process.

The following requirements are the minimum necessary to process the review of your preliminary site plan. The plan should be neatly drawn to scale and presented in a manner that clearly portrays the extent of the proposed development;

- ◆ **1) Vicinity Map:** An area map showing the proposed site and its geographic relationship to major natural and built features (streets, water bodies, etc) within one (1) mile in all directions from the site.
- ◆ **2) Site Plan:** The site plan shall show the property's lot dimensions, boundaries, tax assessor's parcel numbers and square footage.
- ◆ **3) North Arrow and Graphic Scale:** The site plan shall be drawn on a 24" x 36" sheet using conventional cartographic techniques such as providing a north arrow (top or left reading on the sheet) and graphic scale. The following scales are suggested (unless a scale of similar format (e.g. 1" = 40') is accepted by the city):
 - 1" = 20' (sites under 4 acres)
 - 1" = 50' (sites 4 acres or larger)
- ◆ **4) Existing Elements:** The plan shall: Locate and identify structures and conditions (natural and built) that exist on-site prior to development including such items as buildings, roads, paved areas, water courses, significant vegetation, underground tanks, points of connection to utility systems, and fences. The plan should also depict existing adjacent structures and conditions such as public or private roads; parking areas, railroad tracks, water courses, etc, and shall show the adjacent existing land uses (residential, commercial, etc), and zoning designations.
- 5) Critical Areas Data:** In addition to the Critical Area ID Form, the plan shall show and delineate the boundaries of all on-site or adjacent (within 100') critical areas including streams, ponds, wetlands, steep slopes, etc. as defined pursuant to PMC 21.06.
- 6) Existing Easements:** The plan shall locate and show the dimensions of all easements on the site; indicate the easement holder and purpose.
- 7) Proposed Structures Data:** The plan shall clearly identify and locate all proposed structures including height and dimensions of all buildings, decks and fences; the plan should also show dimensions from the proposed structures to property lines, distances between buildings, and main door locations; the plan shall indicate the proposed location of fences, walls, underground tanks, refuse collection areas, etc; the plan shall also show areas reserved for future building, if known.

8) Proposed Traffic Access, Circulation and Paved Areas: The plan shall locate and identify proposed parking areas, driveways, public streets (to be dedicated); also show dimensions of parking stalls, aisles, driveways, and sidewalks; show type of pavement; show wheel stops and curbs; show provisions for handicapped parking and access ramps.

9) Draft Landscape Plan: The plan shall identify possible types of plantings and location proposed for landscaping and open space and indicate the coverage of landscaping and a percentage of the overall site size. It is not necessary to indicate exact size and specific species of plants for 'preliminary' site plan review, although, if available, this information is encouraged. For all projects involving new structures of 10,000 square feet or greater or 20,000 square feet or greater of affected site area; a landscape plan shall be prepared by a professional landscape architect licensed in this state, unless this requirement is expressly waived by the Community Development Director. For smaller projects with unique site or development characteristics, the Community Development Director shall have the authority to require that a landscape plan be prepared by a professional landscape architect licensed in this state.

10) Proposed Lighting: The plan shall indicate the location and type of proposed lighting fixtures for developments adjacent to residential areas; plans shall also show shielded light fixture locations.

11) Existing Contours and Finished Grade: The plan shall show existing contours at an interval appropriate to depict the underlying land structure (usually 2'); the plan shall also show finished grades depicted either by contour or contour/spot elevation. A separate grading plan may be necessary for projects with major grading/topographic features.

12) Building Data: The plan shall show the following information about the proposed buildings:

- a) Building occupancy division by use (office, shop, etc)
- b) Total building area
- c) Gross floor area by use/occupancy class
- d) Type of construction per International Building Code
- e) Any hazardous materials proposed for storage or use in the building
- f) Building elevations may be required to determine compliance with residential or commercial design standards

13) Site Data:

- a) Number of dwelling units (residential developments only)
- b) Number of parking spaces provided and required by city code (by type: standard, compact, handicapped, etc)
- c) Total impervious surface (square footage)
- d) Indicate dimensions and square footage of all landscaped areas
- e) Indicate assessable path from right of way to building
- f) Indicate areas for refuse and recycling collection

14) Major Issues Discussed During Pre-Application Meeting:

15) Environmental Checklist (if required) – eight (8) copies, and application fee: \$250.00

- a) [Flood Habitat Assessment](#)
- b) [Fish and Wildlife Assessment](#)
- c) [Mitigation Plans](#)
- d) [Wetlands](#)

The processing of this application may require additional supporting evidence, data or statements; e.g.: critical area assessments, traffic assessments, noise assessments etc.

UTILITY INFORMATION


At this stage, the applicant should contact the following utilities to insure availability.


Telephone	Sewer	Water	Electricity & Gas	Cable
Qwest	City of Puyallup	City of Puyallup	Puget Sound Energy	Comcast
800-526-3557	(253)-864-4165	(253)-864-4165	888-321-7779	877-824-2288
AT&T Residential		-or-	425-452-1234	
800-222-0330		Fruitland Mutual Water		
AT&T Business		(253) 848-5519		
800-222-0400				

CERTIFICATION

I hereby state that I am the applicant listed above, and certify that all information contained above and in exhibits attached hereto is true and correct to the best of my knowledge and belief and is submitted for consideration by the City of Puyallup, pursuant to the provision of the Puyallup Municipal Code. It is understood that the processing of this application may require additional supporting evidence, data or statements.

RIGHT OF ENTRY: By signing this application the applicant grants unto the City and its agents the right to enter upon the premises for purpose of conducting all necessary inspection to determine compliance with applicable laws, codes and regulations. This right of entry shall continue until a certificate of occupancy is issued for the property.

Signature of Applicant:  Date: _____

Signature of Owner:  Date: _____
(or authorized agent)