



City of Puyallup

Development and Permitting Services

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

www.cityofpuyallup.org

Pre-Application Meeting Notes

Pre-Application Meeting #PLPRE20240013

DATE: June 05, 2024

TO: Mingqi Shao

PROJECT NAME: short plat

PROJECT DESCRIPTION (as provided by applicant): short plat for property 2317 Shaw Rd, Puyallup, WA 98374

SITE ADDRESS: 2317 SHAW RD, PUYALLUP, WA 98374;

Thank you for meeting with the City's Development & Permitting Services staff to discuss your proposed project. The following letter outlines next steps in the permitting process for your proposal and highlights any issues identified by staff reviewers that may need to be addressed for you to secure permit approvals. Please note that the information provided is a list of general guidelines 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. You can find more information and review comments on the [online permit portal page](#).

Meeting Notes

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 Ashley Ramirez, Planning Technician at (253) 770-3330, Aramirez@PuyallupWA.gov. We look forward to working with you on the completion of this project.

Planning Review - Josh Kubitza; (253) 284-0214; jkubitza@ahbl.com

- Additional Submittal Item Required: Short Plat application; for subdivisions that propose 4 or less lots, a short plat subdivision process is needed. The short plat application form can be found at www.cityofpuyallup.org/DocumentCenter/View/1513/Short-Plat-Application-. The title page for the short plat must match the City of Puyallup's standard title page which can be found in both .pdf and .dwg file formats at www.cityofpuyallup.org/DocumentCenter/View/13810/Short-Plat-Cover-Page-Template-2021- and www.cityofpuyallup.org/DocumentCenter/View/13812/Short-Plat-Cover-Page-Template-2021-CAD.

- All proposed short plats are subject to Puyallup Municipal Code (PMC) Title 19, specifically PMC 19.02, 19.04, 19.07 and PMC 19.12.
- The title page for the short plat must match the City of Puyallup's standard title page which can be found in both .pdf and .dwg file formats at www.cityofpuyallup.org/DocumentCenter/View/13810/Short-Plat-Cover-Page-Template-2021- and www.cityofpuyallup.org/DocumentCenter/View/13812/Short-Plat-Cover-Page-Template-2021-CAD.
- The site is in the RS-10 zone district and the LDR Comprehensive Plan designated area. Consult PMC 20.20 for zone specific standards. In the RS-10 zone district, one single-family dwelling on each lot is a permitted use. The proposed use of any future lots will be subject to the permitted and conditional uses provided in PMC 20.20.010 and 20.20.020. The existing barn / sheds must be demolished or converted to an SFR prior to finalization of short plat. A building permit will be required for the demolition or conversion to SFR.
- PMC 20.20.020 Property Development Standards - RS-10 Zone

*Minimum lot area per building site square feet: 10,000 square feet

*Minimum/Maximum development density in dwelling units per gross acre: No minimum - 4.0
Minimum lot width: 50 feet except per PMC 19.12.060(2)9b), corner lots shall be 10 feet wider than the minimum.

Minimum lot depth: 0

Minimum front yard setback: 25 feet

Minimum rear yard setback: 25 feet

Minimum interior side yard setback: refer to PMC 20.20.025

Minimum street side yard setback: 15 feet

Maximum building height single-family houses: 36 feet

Maximum lot coverage: 40%

**Minimum street frontage: 20 feet

Maximum floor area ratio: 0.45:1

*Compliant

**It isn't clear from the pre-application drawing if Lot 4 complies with the minimum street frontage requirements.

Note: In addition to lot size and setbacks, proposed Lot 1 shall comply with maximum lot coverage and maximum floor area.

A cheat sheet outlining the City's basic zoning guidelines for single-family zones can be found at www.cityofpuyallup.org/DocumentCenter/View/11663/RS-SETBACKS-CHEAT-SHEET-2020

- Please review PMC 19.12.060(2) which provides standards for lot arrangement. The following are few of the important standards that will need to be addressed:

(d) Lots shall not generally derive access exclusively from an arterial or major collector street. Where driveway access from an arterial or major collector street may be necessary for several adjoining lots, said lots may be required to be served by a common and combined driveway in order to limit possible traffic hazards on such streets;

(h) All newly created and/or modified lots shall be uniformly square or rectangular in shape

(four-sided polygon) to the fullest extent possible per the administrative authority of the development services designee, unless the land use case requires purview of the hearing examiner or binding site plan committee. Side lot lines shall be perpendicular to street lines or radial to curved street lines. Jogging or meandering lot lines shall be avoided unless associated with code-required critical area preservation, significant natural feature(s), established configuration of an abutting legal lot(s) of record, previously recorded easements, or testamentary provisions;

(k) Where a subdivision of a residentially zoned property would result in a lot that could be further subdivided in the future, a utility and access easement area, in a width suitable to provide such access and utilities, may be required to serve future subdivision of the property; and

Proposed Lot 1 may require removal of the driveway off Shaw Road E.

Proposed Lot 4 complies with item k.

- Additional Submittal Item Required (Critical Area Report): Landslide and/or erosion hazard areas: The proposal is located within a potential landslide and/or erosion hazard area. A report from a professional engineer or geologist, licensed in the state of Washington, meeting all of the requirements of PMC 21.06 Article XII must be submitted for any site with any portion of land with slopes 15% or steeper. All areas with slopes 40% or steeper and with a vertical relief of 10 or more feet are designated as landslide hazard critical areas by ordinance. All areas with slopes 15% or steeper with soils mapped by the U.S. Department of Agriculture's Natural Resources Conservation Service, or identified by a special study, as having a "moderate to severe," "severe," or "very severe" erosion potential are designated erosion hazard critical areas by ordinance. All other sloped areas over 15% up to 39.9% must be studied by a professional engineer or geologist, licensed in the state of Washington, to determine if they meet the requirements of PMC 21.06.1210 (3) for designation as a geologic landslide hazard or erosion hazard critical area. Land that is located wholly within an erosion or landslide hazard area or its buffer may not be subdivided. Land that is located partially within an erosion or landslide hazard area or its buffer may be divided; provided, that each resulting lot has sufficient buildable area outside of, and will not affect, the erosion or landslide hazard or its buffer; Access roads and utilities may be permitted within the erosion or landslide hazard area and associated buffers if the director determines based on an approved critical area report that the road will not increase the risk to adjacent sites and that no other feasible alternative exists. Septic systems are prohibited in landslide hazard areas or buffers PMC 21.06.1230 (10).

A geotechnical report was provided with the Tier 2 Pre-application. While the geotechnical report appears adequate, further review will occur during short plat review. Submit the geotechnical report with your future short plat application.

- Applicant questions:

1: Does the subdivision layout look good? Do you have any concerns?

Staff Tier 2 Response: Staff has concerns regarding Lot 4 minimum street frontage compliance because it isn't clear where the proposed Lot 4 lot line is around the Lot 4 driveway. Please review the other department comments.

2. What is the checklist I need to do before the preliminary plat application?

Staff Tier 2 Response: See planning comment #1 and #3. Please review the other department comments.

Fire Review - David Drake; (253) 864-4171; DDrake@PuyallupWA.gov

- With the driveway being over 150' long a fire apparatus turn-around is required. The configuration of the house does not allow for the code compliance with the 2021 IFC Appendix D.

External Agency Review - Josh Kubitz; (253) 284-0214; jkubitz@ahbl.com

Engineering Review - Mark Higginson; (253) 841-5559; MHigginson@PuyallupWA.gov

- GENERAL:
 - The comments provided below are intended to assist the applicant with incorporating City requirements into the project design documents, but should not be considered an exhaustive list of all necessary provisions from the PMC, design standards, or the Ecology stormwater manual.
 - Engineered plans must follow the latest regulations and standards set forth in the Puyallup Municipal Code (PMC), the City Standards for Public Works Engineering and Construction (design standards), and the current City adopted stormwater manual at the time of civil permit application [PMC 21.10.040].
 - Comments regarding design and construction of new utilities and road improvements are provided for the applicant's information and use. Unless specifically noted, construction of these infrastructure improvements is not a condition of short plat approval. However, infrastructure improvements must be designed, approved, and permitted prior to issuance of the first building permit associated with the project. [RCW 58.17.120 and 19.07.080]
 - The individual lot designations shall be identified by numerals, starting with numeral one. [PMC 19.02.100]
 - At the time of short plat application, the following notes shall be added to the face of the short plat document:
 - "No building permits will be issued for Lot 1 through Lot 4 until utility and half-street improvements are approved and permitted by the City to include curb, gutter, sidewalk, roadway base, new pavement, water, sanitary sewer, storm infrastructure and street lighting."
 - "Certificate of Occupancy for Lot 1 through Lot 4 will not be approved until such time as the required utility and road improvements are constructed by the property owner and accepted by the City."
 - "A preliminary Storm Drainage Plan is on file for this short plat. No Building Permits will be issued for any lots in this short plat until all necessary drainage improvements are approved and permitted by Development Services Engineering. Compliance may require the property owner/builder to retain a Professional Engineer to design the stormwater controls for the individual lots."
 - "NOTICE: This short plat contains a private storm drainage system. Private storm drainage systems are the sole responsibility of the owners, successors, and assignees for all lots being served by the private storm drainage system. Responsibility includes, but is not limited to, constructing, maintaining, and allowing City inspection of the private storm system in accordance with a separately recorded stormwater management facilities agreement recorded with Pierce County. Ref. AFN _____"
 - "Erosion and stormwater control plans shall be required for any new residential development prior to building permit issuance on Lot 1 through Lot 4."

- "No permanent structures(s) shall be erected within any easement area(s) granted to the City of Puyallup. Permanent structure(s) shall mean any concrete foundation, concrete slab, wall, rockery, pond, stream, building, deck, overhanging structure, fill material, tree, recreational sport court, carport, shed, private utility, fence, or other site improvement that restricts or unreasonably interferes with the need to access or construct utilities in said easements(s). Permanent structure(s) shall not mean improvements such as flowers, ground cover and shrubs less than 3-feet in height, lawn grass, asphalt paving, gravel, or other similar site improvements that do not prevent the access of men, material, and machinery across, along, and within the said easement area. Land restoration within the said easement area due to construction, shall mean planting grass seed or grass sod, asphalt paving, or gravel unless otherwise determined by the City of Puyallup."

- Indicate a 10-foot private utility easement adjacent to the right-of-way line of the proposed lots. [PMC 17.42]

- WATER:

- Refer to City Standards, Section 300 for Water System Requirements. [PMC 14.02.120]
- There is an existing 8in ductile iron watermain located in 24th Avenue Ct SE available for serving the proposed lots.
- The face of the short plat shall clearly indicate the location of the existing water service for the existing residence. This is to ensure that the service is located wholly within the limits of the proposed lot. If it is not, relocation or easement accommodation will be required as a condition of short plat approval. [PMC 19.02.100(I)]
- Any domestic-supply wells on the site must be decommissioned in accordance with Washington State requirements. Documentation of the decommissioning must be provided along with submittal of engineering drawings. If an existing well is to remain for irrigation purposes, the well protection zone shall be clearly delineated and appropriate backflow protection (Reduced Pressure Backflow Assemblies) shall be installed at all points of connection to the public water system. [PMC 14.02.220(3)(b)]
- At the time of construction, water services (service line, box & setter) shall be installed by the developer pursuant to city standards. The City will set the meter upon building permit issuance for each lot.
- A water system development charge (SDC) will be assessed for each new single family residence and is due at the time of building permit issuance for the individual lot(s). The current amount of the SDC as of this writing is \$5,311.92. [PMC 14.02.040, 14.10.030]

- SANITARY SEWER:

- Refer to City Standards, Section 400 for Sewer System Requirements. [PMC 17.42]
- The sewer system in 24th Avenue Ct SE consists of approximately 80ft of 8in ductile iron gravity sewer pipe between Shaw Road and the first sewer manhole, and approximately 140 of 8in ductile iron casing pipe which contains 4 private pressure sewer lines serving the existing residences. The existing casing pipe is at capacity and the City's current policy is not to allow private utility systems in the ROW without a formal Franchise Agreement. In addition, City Standards require gravity discharge to the sewer main. As a result, it is likely that Lots 2 thru 4 will require a private pump system, which in turn will necessitate easement rights across the proposed lots in order to access the public gravity sewer main. NOTE: Any private pump system shall comply with City Standards 401(17).
- The face of the short plat shall show the location of the existing side sewer service for

the existing residence. If it is not located wholly within the proposed limits of Lot 1, it will need to be placed within an easement, reflected on the face of the short plat document –OR– relocated prior to short plat approval. [PMC 19.02.100(I)]

- A sanitary sewer system development charge (SDC) will be assessed for each new single family residence and is due at the time of building permit issuance for the individual lot(s). The current amount of the SDC as of this writing is \$6,458.19 [PMC 14.10.010, 14.10.030]
- STORMWATER/ EROSION CONTROL:
 - Refer to City Standards, Section 200 for Stormwater System Requirements. [PMC 17.42]
 - Stormwater design shall be in accordance with PMC Chapter 21.10 and the current stormwater management manual as adopted by the City Council at the time of project application. The City is currently using the 2019 Department of Ecology (Ecology) Stormwater Management Manual for Western Washington (aka “Ecology Manual”).
 - The proposed project discharges to a nearby wetland downstream of the project site. Prior to approval of the Short Plat application, the applicant shall conduct a quantitative hydrologic analysis in accordance with the Ecology Manual Minimum Requirement 8 (MR8) to ensure no impacts to the wetland(s) as a result of the proposed buildout of the plat. (See Ecology Manual Volume I, Minimum Requirement 8, and Appendix I-C).
 - The applicant is responsible for submitting a preliminary stormwater management site plan which meets the design requirements provided by PMC Section 21.10 and Ecology Manual. The preliminary stormwater site plan (PSSP) shall be submitted with the Short Plat application to ensure that adequate stormwater facilities are anticipated prior to development of the property. The preliminary stormwater site plan shall reasonably estimate the quantity of stormwater runoff and the application of On-site Stormwater Management BMPs for the proposed development.
 - The applicant shall complete the stormwater flowchart, Figure 1-3.1 and Figure 1-3.2, contained in the Ecology Manual. The completed flowchart shall be submitted with the preliminary stormwater site plan and highlight the Minimum Requirements (MR) triggered by the project thresholds.
 - NOTE: Areas of disturbance within the public ROW must be included in the project area as part of the stormwater thresholds and calculations.
 - The written technical report shall clearly delineate any offsite basins tributary to the project site and include the following information: [PMC 21.10.060]
 - the quantity of the offsite runoff;
 - the location(s) where the offsite runoff enters the project site;
 - how the offsite runoff will be routed through the project site.
 - the location of proposed retention/detention facilities
 - and, the location of proposed treatment facilities
 - For offsite basin inflow: At time of civil application, document compliance with 2019 Ecology Manual, Vol III, Sec III-2.4 (2014 Manual, Vol. III, Appendix III-B, Section 6) for the Offsite Basin inflow.
 - Public right-of-way runoff shall be detained and treated independently from proposed private stormwater facilities. This shall be accomplished by enlarging the private facilities to account for bypass runoff; providing separate publicly maintained storm facilities within a tract or dedicated right-of-way; or, other methods as approved by the City Engineer. [PMC 21.10.190(3)]
 - 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; and Volume V.

- Preliminary feasibility/infeasibility testing for infiltration facilities/BMPs shall be in accordance with the site analysis requirements of the Ecology Manual, Volume III, Chapter 3, specifically:
 - Groundwater evaluation, either instantaneous (MR1-5), or continuous monitoring (MR1-9), during the wet weather months (December 1 through April 1).
 - Hydraulic conductivity testing:
 - i. If the development meets the threshold to require implementation of Minimum Requirement #7 (flow control); or, if the site soils are consolidated; or, if the property is encumbered by a critical area, then Small Scale Pilot Infiltration Testing (PIT) during the wet weather months (December 1 through April 1) is required.
 - ii. If the development does not meet the threshold to require implementation of Minimum Requirement #7; or, is not encumbered by a critical area; and is located on soils unconsolidated by glacial advance, grain size analyses may be substituted for the Small Scale PIT test at the discretion of the review engineer.
 - Testing to determine the hydraulic restriction layer.
 - Mounding analysis may be required in accordance with Ecology Volume V Section V-5.4.
- Upon submission of the geotechnical infiltration testing, appropriate long-term correction factors shall be noted for any areas utilizing infiltration into the underlying native soils in accordance with the Ecology Manual, Volume III, Chapter 3. Provide the long-term infiltration rate calculation in the stormwater report.
- If infiltration facilities/BMPs are anticipated, the number of infiltration tests shall be based on the area contributing to the proposed facility/BMP, e.g., one test for every 5,000 sq. ft of permeable pavement, or one test for each bioretention cell.
- At the time of civil permit application, the applicant is responsible for submitting a permanent storm water management plan which meets the design requirements provided by PMC Section 21.10. [PMC 21.10.190, 21.10.060]
 - When using WWHM for analysis, provide the following WWHM project files with the civil permit application:
 - Binary project file (WHM file extension)
 - ASCII project file (WH2 file extension)
 - WDM file (WDM file extension)
 - WWHM report text (Word file)
- Stormwater R/D facilities shall be a minimum of 20-feet from any public right-of-way, tract, vegetative buffer, and/or property line measured from the toe of the exterior slope/embankment of the facility. The setback area shall not exceed 5% maximum cross-slope. Facilities with retaining walls, the setback area shall be measured from the facility's emergency overflow elevation to the face of the wall. [PMC 21.10 & DOE Manual, Vol. V]
- Water quality treatment of stormwater shall be in accordance with the Ecology Manual, Volume 1, Minimum Requirement 6; and Volume 5, Runoff Treatment.
- A Stormwater Systems Development Charge (SDC) will be assessed for each new single family residence. The current SDC as of this writing is \$4,085.23 per unit.

- Stormwater Systems Development fees are due at the time of site development permit or in the case where no site development permit is required, at the time of building permit issuance for the individual lot(s); and the fees do not vest until the time of site development permit issuance, or at the time of building permit issuance in the case where a site development permit is not required.
- A Construction Stormwater General Permit shall be obtained from the Department of Ecology if any land disturbing activities such as clearing, grading, excavating and/or demolition will disturb one or more acres of land, or are part of larger common plan of development or sale that will ultimately disturb one or more acres of land.
- STREET:
 - At the time of construction, the applicant shall construct curbs, gutters, sidewalks, storm drainage, half-street paving, and street lighting in accordance with the City's standards and specifications along all street frontage adjoining the property. [PMC 11.08.030, PMC 11.08.120, 11.08.130, 19.12.050(1)]
 - If it can be shown that the existing integrity of the road cross-section (asphalt pavement, top course, base course, and subgrade) reasonably complies with City Standards and is not deteriorated, the City may allow, at the City Engineer's discretion, a grind and overlay in lieu of reconstruction of the roadway. The applicant will be required to submit documentation which supports any request to grind and overlay.
 - Additional right-of-way dedication is required of this short plat along 24th Avenue Ct SE frontage in order to accommodate the final design. See traffic engineering comments for minimum criteria. [PMC 11.08.120, 11.08.130, 19.12.050(1)]
 - Access from the existing lot onto Shaw Road shall be eliminated and a 1' no-access easement put in place through the short plat process – a notation shall be added to the face of the plat.
 - Street numbering and addressing shall be provided by Engineering Services and reflected on the final plat document. [CS 103.1]
- MISC:
 - Civil engineering drawings cannot be accepted until Planning Department requirements have been satisfied, including but not limited to, SEPA, Landuse approval, CUP, and/or Hearing Examiner conditions.
 - Civil engineering drawings will be required prior to issuance of the first building permit. Included within the civil design package shall be a utility plan overlaid with the proposed landscaping design to ensure that potential conflicts between the two designs have been addressed.
 - At the time of civil application, submit electronic files in PDF format, through the City's Permit Portal. Contact the Permit staff via email at PermitCenter@ci.puyallup.wa.us for the initial project submittal.
 - Benchmark and monumentation to City of Puyallup datum (NAVD 88) will be required as a part of this project / plat.
 - Prior to permit approval for this project, the applicant shall provide documentation that the United States Post Office has been contacted to coordinate mail box locations for this project.
- APPLICANT QUESTIONS:
 - Q1: There is any concerns or comments about the site plan?
 - R1: See individual reviewer comments contained in this DRT Letter.

Q2: Is the specific requirements for the drainage system, should the storm water drain to city sewer system and the nearby wetland?

R2: Stormwater regulations require existing drainage patterns on the project site to be maintained post-development. This means that discharges from the project site must be released at the original natural discharge location. See Ecology Manual, Minimum Requirement 4 (MR4). NOTE: At the time of Short Plat application, the applicant may have to obtain drainage easement rights from the downstream property owners depending on the flow rate and method of stormwater conveyance as described in MR4.

Q3: Does the traffic scoping worksheet look good?

R3: See Traffic Department comments.

Q4: Does the survey report look good?

R4: The survey sheet provided is adequate for the pre-application. Upon formal submission for the Short Plat, please refer to PMC 19.07 and Table 19.02.100 for specific survey information that must be included on the short plat document.

Q5: Do I need any else documents need to submit for the approval?

R5: Upon formal submission for the Short Plat, additional documentation will be required as outlined in the individual reviewer comments contained in this DRT Letter. Also, refer to PMC 19.07 for code specific requirements associated with short plats.

- COMMENTS SPECIFIC TO THE DOCUMENTS PROVIDED BY THE APPLICANT:

Sheet C-1:

- At the time of short plat application, ROW dedication required to provide full buildout of the road section. Extend the existing property line shared with Parcel 0419025016 westward until it intersects the Shaw Road ROW.

Minimum road section:

-14ft paving between centerline and face-of-curb;

-Curb, gutter, and planter strip

-5ft sidewalk between Shaw Road and Parcel 0419025016...back of walk located at ROW line.

- At the time of short plat application, revise the Lot 4 property line so it does not encroach onto Parcel 0419025016.
- At the time of short plat application, clarify the purpose of this easement along the south property line and identify as "private".

Geotechnical Report, Page 13:

- At the time of short plat application, please be aware that the Ecology Manual uses an initial rate of 0.3 in/hr for determining feasibility/infeasibility.
- Depending on the proposed preliminary stormwater design, the project team may want to consider additional infiltration testing near TH-8 which contains outwash soils and is located at the low point of the site.

Engineering Traffic Review - Mieco Hutchens; (253) 993-0179; mhutchens@puyallupwa.gov

- A traffic scoping worksheet will be required for this project. City policy requires the project trips to be estimated using the Institute of Transportation Engineers' (ITE) Trip Generation, 11th

Edition. In general, trip generation regression equations shall be used when the R2 value is 0.70 or greater. For single-family units and offices smaller than 30,000 SF, use ITE's Trip Generation, average rate. The project trips shall be rounded to the nearest tenth. Once the traffic scoping worksheet is reviewed, a written response would be sent to the applicant's traffic engineer outlining the scope of the project's Traffic Access and Impact Study. The city has adopted a City-Wide Traffic Impact Fee of \$4,500 per PM peak hour trip. Final fees will be calculated and assessed by the City at the time of building permit issuance.

Standard Detached SFR = \$4230

Park impact fee was established by Ordinance 3142 dated July 3, 2017 and shall be charged per new dwelling unit based on its size:

Park Impact Fee (Per residential dwelling Unit):

Less than 500 sqft	\$1,560.05
500 - 999 sqft	\$2,313.53
1,000 – 1,999 sqft	\$3,291.31
2,000 sqft or more	\$4,017.30

Impact fees shall be paid prior to building permit issuance.

Per Puyallup Municipal Code Section 11.08.135 (4), the applicant/owner would be expected to construct half-street improvements including curb, gutter, planter strip, sidewalk, roadway base, pavement, and street lighting. The extent of paving would be determined based on current condition. Any existing improvements which are damaged now or during construction, or which do not meet current City Standards, shall be replaced.

Align frontage, curb, gutter, sidewalk, and tie in with existing improvements on Shaw Rd. Alignment shall continue Eastward through lot four. Ensure City Standard radius is maintained where improvements meet the northern edge of the existing cul de sac.

Shaw Rd is designated as a Major Arterial. City standards (Section 101.10.1) require minimum driveway spacing of 300 feet for Arterials, measured between closest edges of each driveway. This includes intersections and driveways across the street. Driveways shall be combined whenever possible.

No access to Shaw Rd will be allowed from the existing SFR. All driveways created by this short plat shall access 24th Ave CT SE.

Right of Way dedication will be required on 24th Ave

The information provided in these notes is known to be accurate as of the date of this letter; any subsequent amendments to the Puyallup Municipal Code or related codes/standards may change the standards noted herein.

Permit Submittal Instructions (Planning, Engineering or Building Permits)

Once all staff's comments are addressed and you are ready to submit permits for your project, please follow these instructions. Permit application submittals will be accepted via the [City's permit portal](#) only. You can find a list of permit application forms on the [City's 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 (PermitCenter@puyallupwa.gov).

- 1 Login to your [permits portal](#).
- 2 Select "Apply for Planning Permit" or "Apply for an Engineering Permit" or "Apply for a Building Permit", depending on which permit type you need based on the notes provided in this letter.
- 3 Select the correct permit type from drop down list. Fill out all sections of the online form, upload all required documents, and pay all fees.

Notes: Failure to upload all the required documents or pay required fees will delay the processing of your application. Pre-Application fees can be credited towards subsequent city permit applications for this proposed project if applied for within 6 months.