

Tier I: Notes Only Pre-Application Request



**Development and
Permitting Services**
333 S. Meridian
Puyallup, WA 98371
253-864-4165
PermitCenter@PuyallupWA.gov

Application Fees

Application fee: \$300*

**this fee can be credited towards subsequent city permit applications for this proposed project if applied for within 6 months*

Purpose and intent:

- Provide you with information regarding the various elements of the City's permitting process
- Review your specific proposal against Puyallup Municipal Code requirements and other regulations
- Provide you an early opportunity to identify potential major issues
- This review is not a substitute, formal review, or an acceptance of project plans

The Tier I: Notes Only pre-application includes a review of your proposed project by the City of Puyallup Planning, Building,

Traffic, Fire, and Engineering divisions. We encourage you to submit quality, detailed items and questions as part of your application packet in order for staff to provide the most well-rounded review of your proposal.

Our goal is to provide staff review notes in a timely manner – we target to return notes to you within 2-3 weeks of your submittal, following staff review.

If you have more questions for staff after you have reviewed and implemented the comments given, you are welcome to apply for the Tier 2: Virtual Pre-App with review staff. *

*Please note that the Tier I: Notes Only pre-app is required before moving onto the Tier 2: Virtual pre-app meeting.

Submittal Instructions

- 1 Create an account on <https://permits.puyallupwa.gov/Portal>
- 2 Select "Apply for a Planning Permit"
- 3 Select "Pre-Application" from drop down list. Fill out all sections of the online form and upload all required documents. Note: Failure to upload all the required documents will delay the processing of your application.

Applicant Information

Name: B.Z. Zenczak / Zenczak & Partners - Architects

Street Address: 3720 6th Avenue, Suite A

City: Tacoma State: WA Zip Code: 98406

Phone: 253 475-0380 E-mail: studio@zpaia.com

Site Information

Parcel Number(s): 0420273051; 0420273047; 0420273157; 0420273383; 0420273057

Property Address: 629 E. Pioneer Avenue; 615 E. Pioneer Avenue

Description of Request:

The current owners of Meeker ' s Landing, located at 615 East Pioneer Avenue, acquired the property located due east (629 East Pioneer Avenue) in the last couple of years.

The owners are exploring developing the adjoining property. Currently there are two concepts they wish to explore: (1) Building an approximately 15,000 square-foot, two-story addition at the east end of the Meeker ' s Landing building, or (2) The construction of a stand-alone, two-story, approximately 15,000 square-foot building.

The addition would require the move of the existing driveway east to align with 7th Street. The stand alone would retain the current driveway and add a second driveway on Pioneer Avenue at the far-east end of the property (300+ feet from existing driveway).

Detailed Questions and/or Particular Issues to Discuss (add additional pages if needed):

The following are questions for each concept.

Building Addition to Current Building

- Utilities

Expansion of storm system

Adding capacity to electrical, water (both domestic and fire), sanitary sewer and fire alarm

- Allowable area

Stand Alone Building

- Separate utilities required, i.e., storm (?)

Proposal Details

<input type="checkbox"/>	Single Family Residential	No. of Lots:
<input type="checkbox"/>	Multi-Family Residential	No. of Lots:
<input checked="" type="checkbox"/>	Office/Commercial/Retail	Addition - 15,000 + exist 41,360 = 56,360 Square Feet: Stand Alone - 15,000
<input type="checkbox"/>	Warehouse/Manufacturing	Square Feet:
<input type="checkbox"/>	Mixed Use	Square Feet:
<input type="checkbox"/>	Tenant Improvement	Square feet:
<input type="checkbox"/>	Other	No. of Units/square feet:

For non-single-family residential applications only, please identify

The proposed land use

Addition to existing building or stand alone building

The proposed type of construction (i.e., VN, IIN):

Type V-B / Fire Sprinklered

The proposed size of the building(s):

Addition - 15,000 + exist 41,360 = 56,360 s.f. ; stand alone - 15,000

The proposed occupancy of the structures (i.e., "S", "B", "H"):

A, B, E & M

Are there any manufacturing processes proposed?: Yes No

Will you be utilizing fire sprinkler systems: Yes No Do not know, but possible

Will you be storing or using hazardous material: Yes No Do not know, but possible

If yes, type of material stored:

Submittal Items (required):

1. Application form
2. Project narrative
3. Site plan drawing
 - a. Locations, sizes, and uses for existing and proposed structures. Indicate the gross floor area of each structure and type of construction.
 - b. Existing and proposed utilities/easements onsite, including hydrant locations, waterlines, sewer lines, storm lines, streetlights, and any wells and/or septic tanks and drain field areas.
 - c. Proposed location, size, and type of solid waste and recycling containers (if applicable).
 - d. Location of proposed/existing stormwater retention/detention facilities and type of facilities (if applicable).
4. Optional items:
 - a. Geotech report
 - b. Survey of property
 - c. Floodplain mitigation proposal
 - d. Storm drainage report

Please submit your application, summary form, site plan, and additional submittal items via the [CityView Portal](#)