



City of Puyallup

Development and Permitting Services

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

www.cityofpuyallup.org

Pre-Application Notes Only

Pre-Application Notes #PLPRE20240122

DATE: January 09, 2025

TO: Design Build NW, LLC

PROJECT NAME: 10th ST DUPLEX & DETACHED GARAGE W/ADU

PROJECT DESCRIPTION (as provided by the applicant): Construction of 3,714 SF Duplex and 756 SF DADU with attached 726 SF garage

SITE ADDRESS: XXX 10th St SE

Thank you for submitting your proposal to the City's Development & Permitting Services staff to discuss your proposed project. The following letter outlines the 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 is not intended to replace the final condition letter that will be provided to you when a formal application is submitted and reviewed. This letter is intended to outline specific code sections and other standards that may apply 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 staff member listed directly above the notes with any specific questions. 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 [\[permits portal\]](#). Below please find the pre-application notes from your review team and re-submittal instructions.

Re-submittal Instructions – Pre-Application Meeting Request

You have 90 days from the date of this letter to request a virtual meeting with staff to discuss your project and the notes provided below. To submit a request for a meeting you must submit a request for pre-application meeting form via the portal page for this pre-application. Please Note: If you do not resubmit as instructed your re-submittal will be rejected. If you have any questions about how to resubmit, please contact the permit center.

- 1 Login to your permits portal and navigate to the status page for this permit under the "My Items" tab by selecting the "Upload Submittals" button under the permit number.
- 2 For each submittal item listed re-submit a new version of the submittal item by clicking the "New Version" button next to the file name of the original file submitted. DO NOT click the 'browse' button unless the document you are submitting for that submittal item is not a new version of the originally submitted document. Click 'Upload Documents' at bottom of the page.
- 3 Pre-Application fee of \$500.00 will need to be paid at the time of submittal. Your resubmittal will not be processed until the fee has been paid.

Staff 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. We look forward to working with you on the completion of this project. The information provided in these notes is known to be accurate at the date of this letter; any subsequent amendments to the Puyallup Municipal Code or related codes/standards may change the standards noted herein.

Planning Review - Rachael N. Brown; (253) 770-3363; RNBrown@PuyallupWA.gov

- The site is in the RM-10 zone district and the MDR Comprehensive Plan designated area. Consult PMC 20.25 for zone specific standards. In the RM-10 zone district, proposal for a duplex is a permitted use. However, the minimum density required for this lot is 3 dwelling units. Therefore, a duplex would not be permitted on this site, a triplex would have to be constructed, with all three units attached in one building.

ADUs are not permitted at all in the City's RM zones. The City is currently considering changes to this regulation, if adopted, these changes would take effect in June 2025.

- Minimum Required Density: PMC 20.25.023: The minimum number of dwelling units per acre shall be established as follows for each RM zone, Where the calculation of allowable density results in a fraction 0.50 or above, the allowed dwelling unit count shall be rounded up. For density calculations resulting in 0.49 or less, the allowed dwelling unit count shall be rounded down:(1) RM-10: eight units per acre; In the event that the applicant can clearly demonstrate that due to environmental and/or physical constraints on the subject parcel that the minimum density cannot be achieved, the minimum density requirement shall not be applied.

Subject property is 0.32 acres X 8 Units/acre = 2.56 = Minimum of 3 dwelling units must be constructed at this site.

- **Maximum Allowed Density:** PMC 20.25.022 The following formulas shall be used to calculate the maximum number of dwelling units permissible for each RM zone. Where the calculation of allowable density results in a fraction 0.50 or above, the allowed dwelling unit count shall be rounded up. For density calculations resulting in 0.49 or less, the allowed dwelling unit count shall be rounded down:(1) RM-10. The base density shall be 10 dwelling units per acre without utilization of density bonus allowed through PMC 20.25.0235. With utilization of density bonus, the maximum density shall be 14 units per acre.

Acre calculations shall not include critical areas or buffers. **Limited Density Transfer from Critical Area Buffers:** The city shall allow transfer of density for residential uses from critical area buffers ONLY (not the critical area itself) to noncritical area portions of the same site; provided, that the resultant density calculated on the noncritical area land does not exceed 125 percent of the maximum developable density from that land otherwise allowed under zoning. No resultant lot area, width or depth shall be less than 25 percent that which otherwise would be required in the zone district.

Subject property is 0.32 acres X 10 Units/acre = 3.2 = Maximum of 3 dwelling units must be constructed at this site.

- **Critical Areas: Volcanic Hazard Area:** 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.

A triplex or duplex will not require any specialized reports in the volcanic hazard area.

- **Critical Areas: Critical Aquifer Recharge Area:** The proposal is located within a Critical aquifer recharge areas. While this site is within this critical area, a duplex or triplex is unlikely to trigger aquifer recharge report requirements.

Reporting requirements vary based on the proposed use of the property. Most land subdivisions for example, 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.

- No other critical areas are known or suspected on or within 300ft of the subject site.
- PMC 20.55.010 Number of parking spaces required: Dwellings, multiple-family, including apartments, condominiums, duplexes and townhouses: two spaces per unit.
- Permanent parking shall be paved, gravel parking lots are not acceptable per PMC 20.55.055 (1).
- Minimum landscaped area by percentage of net lot area for attached units: 25%
- Common open space for attached units: 20%
- Private open space per ground floor dwelling unit in square feet: 200 sf
- Private open space per upper story dwelling unit dimensions (on east, west and south elevations): 10 ft X 8 ft
- Maximum floor area: 1.5
- In all RM zones there shall be landscaping of an area equivalent to or greater than the percentage of the net lot area as set forth in Table 20.25.020(13). In residential projects, at least 10 percent of the net lot area shall be devoted to amenity areas for active use by residents of site units and shall be centrally located, and/or configured in an accessible and functional manner depending on topography, except that projects devoting at least 500 square feet of private open space per unit shall be exempt from this requirement. Specific site amenities (e.g., picnic areas, recreational areas, etc.) are encouraged within said areas. All required landscaping shall be maintained in a neat condition.
- Additional Submittal Item Required: Multi-Family Design Review application (to be included with your building permit application). Your project is subject to administrative design review for multi-family style buildings see PMC 20.26.200 for specific design standards. Since this is an administrative process, your design submittal will be reviewed by the Director or designee who will approve, approve with conditions, or deny your design. Your design review application must be submitted as a supplemental form with the first submittal you submit to the City (whether that is your landuse permit or a building or civil permit. Worksheet: <https://www.cityofpuyallup.org/DocumentCenter/View/18555/>
- Landscape yard widths for this project; Front yard: 15 ft, Interior side yard: 6 ft, Rear: 15

ft. The perimeter of all sites 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. 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. Storm water facilities shall be landscaped in accordance with SLD-02, contained in the VMS.

- Landscaping Requirements: PMC 20.58 outlines landscaping requirements. 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. The City also has a companion design manual – the Vegetation Management Standards (VMS) manual – found here: www.cityofpuyallup.org/puyallupvms. Please consult both the code landscape code section and the VMS for a full list of landscape requirements.

Building Review - Brian Snowden; (253) 435-3618;

BSnowden@puyallupwa.gov

-- Project specific notes:

1. A separate permit is required for each building.
2. Building plans will need to be complete with all building, mechanical, plumbing, energy code items and accessibility requirements that apply to project. Current codes are the 2021 Washington State codes with Puyallup amendments. In general, local amendments other than administrative processes are limited to Fire Code elements for Fire Alarm, Fire Flow, Fire Sprinklers and Fire Access. Please see the Puyallup Municipal Code chapter 16 and 17.
3. Electric Vehicle parking infrastructure is required. Per the WAC 51-50-0429, an EV-Ready parking space must be provided for each dwelling unit.
4. Truss Plans for TJI or BCI's and Truss Specifications are required at the time of submittal.
5. Dwelling units in a duplex must be separated from each other by wall and floor assemblies having not less than 1-hour fire resistance rating. If the building is equipped with an automatic sprinkler system, installed in accordance with the Washington State Residential Code section 2904 or NFPA 13D, the fire-resistance rating may be reduced to 1/2-hour.
6. R3 duplexes three stories or less in height above grade plane, as well as accessory structures thereto, are within the scope of the Washington State Energy Code – Residential Provisions (WSEC-R section R101.2).
7. The garage shall be separated from the accessory dwelling unit in accordance with section 406.3.2.1 of the 2021 Washington State Building Code.
8. Any ducts that penetrate walls or ceilings between the garage and the ADU should be constructed with No. 26 gauge sheet steel or another approved material,

and they must not have openings into the garage. The structures supporting these separations should also have a fire-resistance rating to match or exceed the requirements of the assemblies they support. Per section 406.3.2.2 of the 2021 Washington State Building Code.

9. Heat Detectors required at each garage bay, located centrally within the garage per section R314.2.3 of the 2021 Washington State Residential Code.

-- Building General Notes:

- a. All electrical is permitted by the Washington State Department L & I.
- b. For all accessible requirements, the City adopted the 2021 IBC / WAC 51-50 and the ICC A117.1-2017 standard.
- c. A Geotechnical Report for the building site area is required at the time of submittal.

If you have any other Building related questions for this project, please reach out to me at bsnowden@puyallupwa.gov. No other Building comments at this time.

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

1. Plan does not scale correctly with 1"=10'.
2. Driveways over 150' require a fire apparatus turn-around per 2021 IFC Appendix D.
3. Minimum driveway width is 20' unobstructed.

Engineering Review - Lance Hollingsworth; (253) 770-3337; LHollingsworth@PuyallupWA.gov

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]. The stormwater design associated with this Development Permit will be reviewed for compliance with the 2019 Stormwater Management Manual for Western Washington (ECY manual), which is the current adopted stormwater manual. The comments provided below are project-specific in nature and should not be considered an exhaustive list of the requirements from the PMC, design standards, or the DOE manual.

CIVIL PERMIT APPLICATION

- Civil engineering drawings will be required for this project prior to issuance of the first building permit (The city has transitioned to electronic review. Please reach out to the city permit technicians at PermitCenter@PuyallupWA.gov and they will guide you how to submit). Included within the civil design package will be a utility plan overlaid with the landscape architects landscaping design to ensure that potential conflicts between the two designs have been addressed.
- 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 \$470.00 (plus an additional per hour rate of \$180.00 in excess of 5 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 Estimate 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.

Frontage Code:

Residential Infill lots:

- For the purposes of this policy, "infill" lots are individual parcels which were legally created and comprised of a singular single-family residence, duplex, or triplex project. Any person or entity who constructs or causes to be constructed any structure improvements which meet the level of substantial improvement as defined in PMC 11.08.120 on property fronting any dedicated street or other publicly owned street or alleyway shall construct curb, gutter, planter strips, street trees, sidewalks, storm drainage, street lighting, and one-half street paving (only required if the existing pavement condition is poor) in accordance with the city's Public Works Engineering and Construction Standards and Specifications. The frontage improvements shall be required along all street frontage and alleys adjoining the property and any reasonable access to the property. Frontage improvements shall also be required where any reasonable access to the property connects to the public right-of-way, although the primary access is located on another parcel. The scope of the required frontage improvements may be scaled by the city to be proportional to the in-fill lot development.

Fee in Lieu -> Frontage Improvements

- a. The applicant may request and submit justification to pay a fee rather than constructing all or part of the required frontage improvements. Allowance of fee-in-lieu shall be at the discretion of the city and may be denied if the city engineer determines it will be more beneficial to the public to have the frontage improvements built along the street frontage adjoining the property or access to the property. The

city will consider the following:

- o (i) The feasibility of accurately constructing improvements both horizontally and vertically to effectively drain runoff;
- o (ii) Whether constructed improvements can transition and connect smoothly with existing adjacent sites; and
- o (iii) Whether other frontage improvements will likely connect into the applicant's required improvements within a reasonable time frame.

b. The justification to allow use of the fee-in-lieu program shall not be based on cost savings to applicant in comparison with constructing required improvement adjacent to the property. The program will be administered with the following conditions:

- a. (i) Fees collected will be used towards pedestrian safety improvements, which could include lighting in the vicinity, ideally within one-half mile but up to one mile, from the contributing parcel in order to ensure that the improvements maintain a sufficient nexus to the project.
- b. (ii) Fees for residential infill lots and commercial tenant improvements shall be based on linear frontage of developing parcel. The fees will be posted on the city's web page, "Fee-In-Lieu Program" and are initially set at \$200.00 per linear foot of frontage where no concrete curb exists and \$100.00 per linear foot with existing curb. The fees will be adjusted annually according to construction cost indices. If use of the fee-in-lieu program is for only a portion of the required frontage improvements, the fee will be established at an adjusted rate by the city engineer. If used for required frontage improvements from land subdivisions (formal plats, short plats, or binding site plans) and new commercial/industrial developments the fee will be developed based on the costs of installing the required improvements along the frontage of the development.
- c. (iii) The fees shall be capped at 15 percent of remodel or project valuation.
- d. (iv) Dedication of necessary right-of-way shall not be deferred or satisfied through payment of a fee-in-lieu.
- e. (v) The city shall track the collection of fees and the location of improvements funded by fees collected.

WATER

- The proposed water system shall be designed and constructed to current City standards. [PMC 14.02.120]
- The applicant shall provide and install the water meters required to service the site. [PMC 14.02.120(f) & CS 301.3]
- Water Meter Options

Option 1

- Provide dual meters to provide water to each of the 2 residences. The ADU must share water services with one of the ADUs. This method charges each owner individually for water consumption.

Option 2

- Provide a single water meter and split water costs among tenants.
- Any 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, 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)]
- To demo a private well: The applicant is responsible to demolish the existing private well per Tacoma Pierce County Health Department requirements. A decommissioning certificate shall be filed with Pierce County and a copy submitted to the City of Puyallup.

Backflow Protection

- Applicant shall provide backflow protection on any proposed irrigation lines with the installation of a double check valve assembly (DCVA) on the irrigation connection to the public water main, if one does not currently exist. The unit should be located outside the building, immediately downstream of the existing water meter if possible. [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]
- Side sewers shall have a cleanout at the property line, at the building, and every 100 feet between the two points. [PMC 14.08.120 & CS 401(6)]

STORMWATER

- Design shall occur pursuant to the 2019 Stormwater Management Manual for Western Washington (The 2019 ECY Manual).
- Preliminary feasibility/infeasibility testing for infiltration facilities shall be in accordance with the site analysis requirements of the Ecology Manual, Volume III, Chapter 3.2, specifically:
 - Groundwater evaluation, either instantaneous (MR1-5) or continuous monitoring well (MR1-9) during the wet weather months (December 1 through April 1).
 - Hydraulic conductivity testing:
 - o If the development triggers Minimum Requirement #7 (flow control), if the site soils are consolidated, or is encumbered by a critical area a Small Scale Pilot Infiltration Tests (PIT) during the wet weather months (December 1 through April 1) is required.
 - o If the development does not trigger Minimum Requirement #7, 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 5.2.7.

- 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 Volume I, Section 2.5.1. 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 3.1, contained in Ecology's Phase II Municipal Stormwater Permit, Appendix I with the stormwater site plan. The link below may be used to obtain the flowchart:

<https://ecology.wa.gov/DOE/files/7a/7a6940d4-db41-4e00-85fe-7d0497102dfd.pdf>

- Public right-of-way runoff shall be detained and treated independently from proposed private stormwater facilities. This shall be accomplished by providing separate publicly maintained storm facilities within a tract or dedicated right-of-way; enlarging the private facilities to account for bypass runoff; or other methods as approved by the City Engineer. [PMC 21.10.190(3)]

- The following items shall be included at the time of Civil permit submittal:

- o 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]

- o A written technical report that clearly delineates any offsite basins tributary to the project site and includes 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

- o All pipe reaches shall be summarized in a Conveyance Table containing the following minimum information and included in the SSP:

Pipe Reach Name Design Flow (cfs)
 Structure Tributary Area Pipe-Full Flow (cfs)
 Pipe Diameter (in) Water Depth at Design Flow (in)
 Pipe Length (ft) Critical Depth (in)
 Pipe Slope (%) Velocity at Design Flow (fps)
 Manning's Coefficient (n) Velocity at Pipe-Full Flow (fps)
 HGL for each Pipe Reach Percent full at Design Flow (%)

- 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. The link below may be used to obtain information to apply for this permit:

<http://www.ecy.wa.gov/programs/wq/stormwater/construction/>

Stormwater R/D Facilities:

- Any above-ground stormwater facility shall be screened in accordance with planning requirements.
- 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. [PMC 21.10 & DOE Manual, Vol. V-1.2]
- A minimum of 5-feet clearance shall be provided from the toe of the exterior slope/embankment to any tract, property line, fence, or any required vegetative buffer. [PMC 21.10 & CS 206]

FEES

- Water and sewer connection fees and systems development charges are due at the time of building permit issuance and do not vest until time of permit issuance. Fees are increased annually on February 1st. [PMC 14.02.040, 14.10.030, PMC 14.02.040]
- Stormwater system development fees are due at the time of civil permit issuance for commercial projects and at the time of building permit issuance for single family or duplex developments and do not vest until time of permit issuance. Fees are increased annually on February 1st. [PMC 14.26.070]

Water

- A water system development charge (SDC) will be assessed based on the number of "residential" unit and ADU. Current SDC's as of this writing are \$5,311.92 for the first residential unit and \$3,983.94 for each additional unit and . [PMC 14.02.040, 14.10.030]

Sewer

- For each building, a sanitary sewer system development charge (SDC) will be assessed based on the number of "residential" units in the facility. Current SDC's as of

this writing are \$6,458.19 for the first residential unit and \$3,229.10 for each additional unit. [PMC 14.10.010, 14.10.030]

Stormwater

- 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 for the first two units and \$0 for the ADU.

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 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

Street impact fees for accessory dwelling units shall be reduced by 80 percent of the full fee assessed for single-family dwelling units.

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

(2) Impact fees for accessory dwelling units (ADUs) shall be reduced by 80 percent; ADUs less than 500 square feet in size shall pay \$312.01 and ADUs between 500 and 900 square feet in size shall pay \$462.71.

Residents will likely park in front of garages, reducing circulation area for residents and emergency vehicles.

Provide an Autoturn analysis to show largest anticipated vehicle and Fire/EV access.

Provide a City Standard commercial approach.

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.*