



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 #PLPRE20250014

DATE: March 06, 2025

TO: JMDESIGNS AND PERMITTING LLC

PROJECT NAME: HOUT RESIDENCE NEW HOME

PROJECT DESCRIPTION (as provided by applicant): NOTES ONLY PRE-APPLICATION MEETING - NEW RESIDENCE

SITE ADDRESS: 921 9TH ST SW, PUYALLUP, WA 98371;

Thank you for submitting your proposal to 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 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 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 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 - Jillian Hulse-Lew; (253) 770-3330; JHulseLew@PuyallupWA.gov

- Additional Submittal Item Required (Critical Area Report): Applicants for development permits in the 100-year regulated floodplain shall submit a habitat assessment prepared by a qualified biologist evaluating the effects and/or indirect effects of the proposed development (during both construction and operation) on the floodplain functions and documenting that the proposed development will not result in "take" of any species listed as threatened or endangered under the ESA. See See PMC 21.07.050 (c) for more details on required report elements. A Critical Area Report Checklist is required to accompany the report. The floodplain checklist can be found at: <https://www.cityofpuyallup.org/DocumentCenter/View/16602>. The report must have been produced in the last 5 years to be valid. Once received, the report will be reviewed by the City's third-party biologist to ensure the City agrees with the findings of the assessment. The City will also forward the report to FEMA for review. Additional corrections may be required as a result of these reviews.
- Max building height is 36 ft in the RS-08 zone, per PMC 20.20.020
- Front Yard Setback is 20 ft
- The site is in the RS-08 zone district and the LDR Comprehensive Plan designated area. Consult PMC 20.20 for zone specific standards. In the RS-08 zone district, proposal for single-family residence is a permitted use.

- Rear Yard Setback is 20 ft
- Interior Side Yard Setback is 5 ft
- Street Side Yard Setback is 15 ft
- Provide floor area ratio (FAR) calculation. The maximum FAR in the RS-08 zone is 55%.
- Max Lot coverage in the RS-08 zone is 45%, per PMC 20.20.020.
- Recorded short plat document #200610275001 is visible for reference under Documents & Images (in Permitting Portal). See "921 9th St SW PC Auditor Short plat_page 1 of 2" and "921 9th St SW PC Auditor Short plat_page 2 of 2".

Building Review - Stan Kinnear; ; SKinnear@puyallupwa.gov

- Since the lot is within a flood plain, for further details on this please review the comments provided by Engineering. Once an elevation certificate has been provided, the structure will need to have flood proofing details, which should include flood vents as required, flood resistant materials and protection of the mechanical, plumbing and electrical systems. Review Washington State Residential Code, Section R322 for more details.

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

- I do not see any fire related questions. Comply with current adopted codes and standards at time of application.

Engineering Review - Jamie Carter; (253) 435-3616;

JCarter@puyallupwa.gov

- SPECIFIC NOTES FOR THIS PROPOSED PROJECT - Provide the following details with permit submittal
 - Recorded short plat document #200610275001 specifies clearly that no access (ingress or egress) shall be allowed from 9th St SW. A one foot no access easement was recorded during short plat process to ensure this. Revise access to 10th Ave SW and review all recorded documents prior to submitting for permits.
 - Frontage Improvements may be required along 10th Ave SW. At a minimum the driveway will be designed from and connected to this road. See Puyallup Municipal Code 11.08.135. See Public Works Standard Details for frontage and approach specifics.
 - WATER NOTES SPECIFIC TO THIS PROJECT - Provide the following details with permit submittal
 - Show existing water service. Include details of connection.
- WATER NOTES GENERAL**
- 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)]
 - Water pipe and service connections shall be a minimum of 10-feet away from building

foundations and/or roof lines.

-Single family homes can utilize a larger water meter to provide domestic fire flow up to 1-inch.

- SEWER NOTES SPECIFIC TO THIS PROJECT -Provide the following details with permit submittal

-City GIS suggests clean out exists. Show clean out location on plans and existing lateral location. Indicate if lateral is to be replaced or reused.

SEWER NOTES GENERAL

-The proposed sewer system shall be designed and constructed to current City standards. [PMC 14.08.070, 17.42 and CS 400]

-If any buildings on site are connected to septic tanks, the applicant shall abandon the existing septic systems per Pierce County Health Department regulations. A Septic/Pump Tank Decommissioning Certification form must be completed and submitted to the Source Protection Program Department at (253) 798-6470.

Verification of certification must be provided PRIOR to final city approvals. [PMC 14.08.070]

-A separate and independent side sewer will be required from the public main to all building sites for each proposed lot. Side sewers shall be extended from the main 15 feet beyond the property line at the building site and shall be 6 inch minimum diameter with a 0.02 foot per foot slope.

-Side sewers shall have a cleanout at the property line (to distinguish ownership/maintenance responsibility), at the building, and every 100 feet between the two points. [PMC 14.08.120 & CS 401(6)]

-If the proposed side sewer is greater than 6-inches, a sanitary sewer manhole shall be provided at the property line.

-Sewer main pipe and service connections shall be a minimum of 10-feet away from building foundations and/or roof lines.

-The City Sewer Department must conduct a visual inspection of a previously used side sewer to determine if that side sewer can be used again. Existing laterals must meet current standard to be used again. It is the responsibility of the property owner to expose the line as necessary for that inspection. The City reserves the right to request video inspection of the side sewer to assist in its determination. Redevelopment projects shall utilize the existing trench where possible. [CS 401(15) & CS 401(16)]

- STORMWATER NOTES GENERAL

- Design shall occur pursuant to the 2019 Stormwater Management Manual for Western Washington and current City Standards. [PMC 21.10]

- 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).

If you are not sure about whether or not your project is required to perform this wet weather long term monitoring, then check with the review engineer from the city. It is imperative that this monitoring is performed early in the design process so that the results can be utilized for storm design. Without it, the project could be delayed by a full year.

- 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 for properties under 1 acre. Properties that are over 1 acre that have predicted low infiltration rates should perform Large Scale PIT Tests for better accuracy.
 - 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.
 - If infiltration facilities/BMPs are feasible, the number of tests shall be based on the area contributing to the proposed facility/BMP, e.g., one test for every 5,000 square feet of permeable pavement or one test for each bio-retention cell.
 - 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. Provide the long-term infiltration rate calculation in the stormwater report.

NOTE: The proposal of an SFR may use stormwater policy ENG 22-01 which allows the use of a falling percolation head test anytime during the year. Furthermore, this allows the approval of the building permit prior to seasonal groundwater monitoring with a redundant stormwater system.

- 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]
- If the applicant proposes to use bioretention cells for water quality treatment, the following notes shall be added to the civil design plans:
 - o "At the completion of the bioretention cells construction, the engineer-of-record shall provide a written statement to the City of Puyallup that the bioretention cells were built per the approved design."
 - o "The bioretention soil media (BSM) supplier shall certify in writing that the

bioretention soil media meets the guidelines for Ecology-approved BSM including mineral aggregate gradation, compost guidelines, and mix standards as specified in the 2012 Low Impact Development Technical Guidance Manual for Puget Sound. And, if so verified, no laboratory infiltration testing, cation exchange, or organic content testing is required.”

- Overflow facilities shall be provided at the low points of any proposed permeable pavement areas to allow safe discharge to the downstream public storm system.
- All private storm drainage facilities shall be covered by a Maintenance Agreement provided by the City and recorded with Pierce County. Under this agreement if the owner fails to properly maintain the facilities, the city, after giving the owner proper notice, may perform necessary maintenance at the owner’s expense.
[PMC 21.10.270]

- FLOOD NOTES

- This site is within a Special Flood Hazard Area (AE ZONE) as determined by the National Flood Insurance Program Community Panel Number 53053C0341E, dated March 7, 2017. Development of the property shall adhere to the regulations contained in PMC Chapter 21.07. Specifically:
 - o The applicant is responsible to determine the Base Flood Elevation (BFE) for this project. A hydrologic analysis shall be completed by a professional engineer licensed in the State of Washington competent in the technical and scientific knowledge necessary to determine the BFE in accordance with the requirements of the Federal Emergency Management Agency (FEMA). The City may, at the applicant’s expense, hire a third party consultant to evaluate the BFE determination.
 - o It is an option to submit a Letter of Map Amendment (LOMA) or Letter of Map Revision (LOMR) to FEMA to remove the structure from the floodplain. However, this requires a detailed floodplain study and the approved LOMA/LOMR must be received by the City prior to permit issuance.
 - o An application for a development permit shall be required and shall include:
 - Elevation Certificate
 - Any floodproofing details
 - For projects in the floodway engineering analysis indicating no rise in the Base Flood Elevation (BFE)
 - o The applicant shall submit a habitat assessment prepared by a qualified professional evaluating the effects and/or indirect effects of the proposed development (during both construction and post-construction) on floodplain functions and documenting that the proposed development will not result in “take” of any species listed as threatened or endangered under the Endangered Species Act (ESA).
 - o Development proposals that will cause an increase in the water surface elevation of the base flood must provide compensatory storage to the extent

necessary to avoid “take” of any species listed as threatened or endangered. This storage must comply with [PMC 21.07.060(1)(f)(i)].

- If less than 1:1 compensatory storage is proposed, the written assessment shall include a hydrologic and hydraulic analysis to determine any effects on floodplain storage capacity, increased flood heights, or increased velocities.

- o If it is determined that the proposed project will impact any listed species or their habitat, the applicant shall provide a mitigation plan to achieve equivalent or greater biologic functions as those lost prior to development of the site.

- o New residential construction and substantial improvement of any structure will require that the lowest floor, including the basement, shall be elevated 1-foot above the base flood elevation (BFE) of the site.

- **STREET NOTES GENERAL**

- Existing public utilities that are in conflict with proposed frontage improvements shall be relocated as necessary to meet all applicable City, State, and Federal requirements.

- Existing private utilities (gas, telcon, cable, etc.) that are in conflict with City maintained right-of-way and utilities shall be relocated outside of the travelled road section, i.e., behind the curb under the sidewalk area.

- A separate street lighting and channelization plan if relevant shall be provided in accordance with City Standards.

- Root barriers in accordance with City Standard Detail 01.02.03 shall be installed for all street trees within ten (10) feet of the public ROW.

- Wheelchair ramps, accessible routes, etc. shall be constructed in accordance with City Standards and current ADA regulations. If there is a conflict between the City Standards and ADA regulations, the ADA regulations shall take precedence over the City’s requirements. [PMC 17.42]

- Any surface area proposed for parking, drive aisle, or outdoor storage shall be paved with asphalt or concrete. [PMC 20.30.045(3), 20.35.035(3), 20.44.045(2)]

- Any curb, gutter, sidewalk, or other existing improvements which currently do not meet City Standards, or are damaged during construction, shall be replaced. [PMC 11.08.020]

- **GRADING and ESC GENERAL**

- The following notes shall be added to the construction document:

- “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."

- 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.

- FEES

- Water and sewer connection fees and system 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.

- 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.

Water:

- 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 \$5,391.59. [PMC 14.02.040, 14.10.030]

Sewer:

- 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 \$6,555.06 [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 \$4,146.50 per unit. [PMC 14.26.070]

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

- 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 are imposed by City ordinance and may be updated from time to time, the fee amounts noted here are for informational purposes only. Park and Traffic Impact fees will be calculated upon building permit submission.

Per Puyallup Municipal Code Section 11.08.135 (1) , 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.

Refer to Engineering notes for more specific frontage requirements

- Per Engineering comment (1)
Revise the site plan to show access from 10th AVE SW, per short plat doc # 05-81-009.

9th ST SW is a classified road (Collector) and the access proposed would not meet spacing requirements of 150+ ft from adjacent driveway/intersection. See City Standard 101.10.1

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.*