

Conditional Use Permit (CUP)



**Development and
Permitting Services**
333 S. Meridian
Puyallup, WA 98371
253-864-4165
www.cityofpuyallup.org

Application Fees

Small: \$880

≤10,000 SF of new structure or
≤20,000 SF of affected site area

Medium: \$1440

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

Large: \$2080

20,000+ SF of new structure or
40,000+ SF of affected site area

Additional review fees, if applicable:

- SEPA review: \$250
- Critical area review: \$160
- Traffic impact analysis review: \$160

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

To help you understand City standards and the Conditional Use Permit process, a pre-application meeting is strongly encouraged.

Submittal Instructions

- 1 Create an account on <https://permits.puyallupwa.gov/Portal>
- 2 Select "Apply for Planning Permit"
- 3 Select "Conditional Use Permit" 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.

Owner Information

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail: _____

Applicant / Agent Information

☐ Same as owner

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail: _____

Site Information

Property Address(es): _____

Parcel Number(s): _____

Current Use(s) of Property: _____

Proposed Use(s) of Property: _____

Type of Construction per Building Code: _____

Existing Structures (please indicate size (square feet), type, approximate location, and whether they will remain or be removed):

There is a 2-story single family residence on-site, approximately 2000sf in size. The owner intends to retain the structure and convert it to a business office with a tenant improvement building permit.

Nature of Request (be specific):

The existing house will be converted into an office space for S&B Trucking. The remaining property/yard area behind the office will be used for equipment and truck storage associated with the business. There is stream buffer that projects onto this site in the SE corner of the property. That area will be restored and vegetated with plants as described in the mitigation plan. The storage yard area currently gravel, but will be paved if required. A fence will be placed around the storage area.

Landscaping

Most projects will be required to meet the landscaping standards of **PMC 20.58 Landscaping Requirements** and the **Vegetation Management Standards (VMS)** Manual as well as other landscaping requirements based on the use and development pattern of the proposal. The VMS can be found at

www.cityofpuyallup.org/DocumentCenter/View/1133/Vegetation-Management-Standards and its appendix can be found at www.cityofpuyallup.org/DocumentCenter/View/6054/VMS-Appendices-Complete-Document.

Existing vegetation on the site which is larger than 15” in Diameter at Breast Height (DBH) is considered to be a ‘significant tree’ and must be retained where possible. If your site includes any significant trees, then you must include a tree risk assessment completed by a certified arborist with this application.

Critical Area Identification

The purpose of this section is to determine if a critical area report is required due to the development site being on or near any critical areas. All critical areas identified and their associated buffers, must be shown on the title and map. You can look up critical areas and buffers on the City’s interactive GIS portal at <https://gis-portal-puyallup.opendata.arcgis.com/> then scroll to the “Applications” section of the page and select “City of Puyallup Critical Areas App” to view. If there are critical areas on or adjacent to the subject parcel, you may be required to provide a critical area report(s). Please see PMC 21.06.530 for general critical area report requirements. Please contact the planning division for critical area questions.

Based on the applicant’s knowledge and research of the project site, please select any of the critical areas listed below that are located on or within 300 feet of the property boundaries.

- | | | |
|---|--|--|
| <input type="checkbox"/> Wetlands | <input type="checkbox"/> Wellhead Protection Area | <input type="checkbox"/> Aquifer Recharge Area |
| <input type="checkbox"/> Lakes/Ponds | <input type="checkbox"/> Habitat Corridor | <input type="checkbox"/> Flood Zone |
| <input type="checkbox"/> Streams/Creeks | <input type="checkbox"/> Habitat Conservation Area | <i>Flood Classification:</i> _____ |
| <i>Waterbody name:</i> _____ | <input type="checkbox"/> Seismic Hazard Area | <input type="checkbox"/> Volcanic Hazard Area |
| <input type="checkbox"/> Puyallup River Shoreline | <input type="checkbox"/> Clarks Creek Shoreline | <input type="checkbox"/> Landslide/Erosion Hazard Area |
| <i>Shoreline Classification:</i> | <i>Shoreline Classification:</i> | <i>Slope Classification:</i> |
| <input type="checkbox"/> Conservancy | <input type="checkbox"/> Conservancy | <input type="checkbox"/> Slopes 0% - 15% |
| <input type="checkbox"/> Rural | <input type="checkbox"/> Rural | <input type="checkbox"/> Slopes 16% – 39% |
| <input type="checkbox"/> Urban | <input type="checkbox"/> Urban | <input type="checkbox"/> Slopes 40% or Greater |

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

Critical Area Identification *(continued)*

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

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

Criteria

All of the following criteria must be met in order for the Hearing Examiner to approve your Conditional Use request. Please respond FULLY as to how your request meets these criteria, 'Yes' or 'No' answers are not acceptable.

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

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

Criteria *(continued)*

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

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

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

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

Submittal Checklist

Done 1. Completed and Signed Application Form

Done 2. [Traffic Scoping Worksheet](#) (Can be found here: www.cityofpuyallup.org/masterdocumentlist)

Done 3. Geotechnical Report: drafted by a licensed professional soils scientist or other suitably trained person working under a professional engineer, geologist, or hydrogeologist. The report shall include an evaluation for the site's infiltration capabilities and groundwater elevation during the wet season (December 21st – March 21st)

n/a 4. Administrative Design Review worksheet (if applicable):

- Contact a City of Puyallup planner to determine which design review may be applicable to your project.
- Design review worksheets can be found here: www.cityofpuyallup.org/landusepermitapplications

Done 5. Preliminary Drainage Report: stating how the project is proposing to mitigate stormwater runoff by the development and meeting the minimum requirements of the currently adopted Ecology manual. This report shall explain how the site will feasibly manage stormwater runoff.

Done 6. Stormwater Site Plan: showing the relative location and size of the Best Management Practice(s) proposed on the site.

Done 7. Detailed Site Plan, containing the following:

- The site plan shall be drawn on a 24" x 36" sheet using conventional cartographic techniques such as providing a north arrow (top or left reading on the sheet) and graphic scale. The following scales are suggested (unless a scale of similar format (e.g., 1" = 40') is accepted by the city):
 - 1" = 20' (sites under 4 acres)
 - 1" = 50' (sites 4 acres or larger)
- Site boundaries;
- Dimensions of property and total square footage of property;
- Location and height of existing and proposed structures in relation to the site area boundaries, also indicate the dimensions of any existing and proposed structures;
- Parking and loading areas;
- Traffic access and circulation;
- Proposed location of any signage;
- Proposed lighting plan;

Done 8. Landscaping/screening plans (provided on a separate sheet from site plan):

- Landscape plans for all projects involving new structures of 10,000 square feet or greater or 20,000 square feet of greater of affected site area shall be prepared by a professional landscape architect licensed in this state unless this requirement is expressly waived by the community development director.
- For smaller projects, the community development director shall have the authority to require that a landscape plan prepared under Section 20.58.010, of the Puyallup Municipal Code, be prepared by a professional landscape architect licensed in this state.
- Existing and proposed open space, undisturbed areas, refuse service areas, utilities, and yard setbacks;
- if all, or any portion, of the subject site contains slopes in excess of 15%, the site plan shall show existing contours at an interval appropriate to depict the grade (usually 2').

9. Environmental Checklist (if required)

- [Flood Habitat Assessment](#)
- [Fish and Wildlife Assessment](#)
- [Mitigation Plans](#) included in CAR report
- [Wetlands](#)

Done 10. [SEPA Checklist](#) (if applicable) (Can be found here: <https://www.cityofpuyallup.org/1591/Master-Document-List>)

Done 11. Critical Area Report (if applicable)

n/a 12. Administrative Design Review Worksheet (if applicable)

- [Contact the Planning Department](#) about which design review may be applicable to your project.
- The Design Review worksheets are found here:

Certification

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

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

Signature of Owner: _____ Date: _____

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