

# Pre-Application Request



**Development and  
Permitting Services**  
333 S. Meridian  
Puyallup, WA 98371  
253-864-4165  
[www.cityofpuyallup.org](http://www.cityofpuyallup.org)

## Application Fees

Notes only fee: \$300\*  
Virtual meeting fee: \$500

*\*This fee can be refunded if a permit application for this proposed project is applied for within 6 months of the issuance of your meeting notes OR within 6 months of your pre-application meeting*

## 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
- Formally introduce you to City review staff (planning, engineering, building, fire, traffic)
- Help explain Puyallup Municipal Code requirements and other regulations specific to your proposal

Please select the pre-application format you would like to pursue (select one only)

☐ **Notes Only Pre-App** – This option would be a review of your project with the issuance of meeting notes only from the Development Review Team staff. Includes a review of your proposed project by the City of Puyallup Planning, Building, Traffic, Fire, and Engineering divisions. This option works well for less complex projects where an applicant may want more information prior to submitting a permit. This option is generally quicker in turn around times to receiving written notes from staff when compared to the Virtual Pre-App meeting option. 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. You will have 90 days to request a virtual meeting following your notes only pre-app.

## **OR**

☐ **Virtual Pre-App Meeting** – A one hour virtual meeting (Teams) with the Development Review Team staff; this option also includes meeting notes outlining any issues related to your proposed project by the City of Puyallup Planning, Building, Traffic, Fire, and Engineering divisions. Limited to one hour. We strive to make the meeting as informative and efficient as possible. City of Puyallup Planning, Building, Traffic, Fire, and Engineering divisions will be present at the meeting to provide information based on your pre-application submittal items. Applicants are encouraged to invite all necessary representatives to the meeting, particularly those individuals who will work on the project during its design/permitting phase. Virtual meetings are generally scheduled 7-10 days from when they are requested, subject to calendar availability. We schedule pre-application meetings on a first-come-first-serve basis. Our goal is to provide staff review notes in a timely manner – we target to return notes to you within 3 business days after the pre-app meeting.

\*Pre-application reviews are not a substitute, formal review, or an acceptance of project plans.\*

### Requested Meeting Date (For virtual meetings only)

Choose which day and time of day work best for you.

- |   |  |
|---|--|
| <input type="checkbox"/> <b>Tuesday</b>   | <input type="checkbox"/> Morning<br><input type="checkbox"/> Afternoon |
| <input type="checkbox"/> <b>Wednesday</b> | <input type="checkbox"/> Morning<br><input type="checkbox"/> Afternoon |
| <input type="checkbox"/> <b>Thursday</b>  | <input type="checkbox"/> Morning<br><input type="checkbox"/> Afternoon |

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### 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: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Site Information

Parcel Number(s): \_\_\_\_\_

Property Address: \_\_\_\_\_

Description of Request:

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

### Proposal Details

<input type="checkbox"/>	Single Family Residential	No. of Lots:
<input checked="" type="checkbox"/>	Multi-Family Residential	No. of Units :
<input type="checkbox"/>	Office/Commercial/Retail	Square Feet:
<input type="checkbox"/>	Warehouse/Manufacturing	Square Feet:
<input type="checkbox"/>	Mixed Use	Square Feet and No. of Units:
<input type="checkbox"/>	Tenant Improvement	Square feet:
<input type="checkbox"/>	Other	

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

The proposed land use

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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
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If yes, type of material stored:

## Submittal Items (required):

1. Application form
2. Project narrative (e.g. a letter describing your proposal)
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. Critical areas report (e.g. wetlands, streams, etc.)
  - c. Survey of property
  - d. Floodplain mitigation proposal
  - e. Storm drainage report
  - f. Traffic scoping worksheet or report
5. Virtual Meeting
  - a. If applying for a virtual meeting after receiving your notes from the Notes Only option
    - i. Submit an updated narrative based on the notes received from staff.
    - ii. Submit a comment letter in response to notes received from staff addressing the key issues you'd like to discuss.
    - iii. Submit an updated site plan drawing meeting the requirements of submittal item 3.

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