



City of Puyallup
Planning Division
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September 03, 2025

Mingqi Shao
12319 NE 68th PL
KIRKLAND, WA 98033

DEVELOPMENT REVIEW TEAM (DRT) LETTER	
DRT #	2
PERMIT #	PLSHP20250022
PROJECT NAME	2317 Shaw Road Short Plat
PERMIT TYPE	Short Plat
PROJECT DESCRIPTION	SHORT PLAT : (4) LOT SHORT PLAT ~ 2317 SHAW RD SHORT PLAT PROPERTY PROJECT
SITE ADDRESS	2317 SHAW RD, PUYALLUP, WA 98374;
PARCEL #	0419021061;
ASSOCIATED LAND USE PERMIT(S)	PLPRE20240013 PRDE20240287
APPLICATION DATE	March 19, 2025
APPLICATION COMPLETE DATE	March 25, 2025
PROJECT STATUS	Active Development Review Team (DRT) review case - resubmittal required. Please address review comments below and resubmit revised permit materials and by responding in writing to the remaining items that need to be addressed.
APPROVAL EXPIRATION CONDITIONS	N/A - Active permit application, not approved Active permit application, not approved; Pursuant to PMC 20.11.022 regarding inactive applications, any and all pending land use applications or plat applications shall be deemed null and void unless a timely re-submittal is made to the City within 1 year of issuance of this Development Review Team (DRT) comment letter. DRT review letters typically identify requested corrections, studies or other additional required pieces of information necessary to demonstrate conformance with the City's adopted development standards and codes. Subsequent applicant re-submittals shall make a good faith effort to respond to each request from this letter in order for the application to remain active. The failure to provide timely responses or lack of providing the requested material(s) within the 1-year window following DRT comment letter issuance shall be grounds for expiration, thus deeming the pending application null and void with or without a full or partial refund of application fees.

The City has completed the review of the above-mentioned permit submittal. All of your review comments, conditions, and redlined plans can be found on the [City's permit portal](#). Redlined plans can be found on the City's Permit Portal in the "Reviews" section under "Documents Returned for Corrections". Below please find the permit submittal review comments from your review team and re-submittal instructions. Should you have any questions regarding the review comments, please contact the plan reviewer associated with the comment listed below.

Re-submittal Instructions

To resubmit, you must respond to all comments in a written response letter and submit a letter of transmittal. Letter of transmittal and response letter must be submitted to the 'Correction Response Letter' item listed in the submittal items list. Avoid using "upload additional docs" unless there is NO submittal item available for your document. 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 at permitcenter@puyallupwa.gov.

- 1 Log in to your permits portal and navigate to the [status page](#) for this permit. Under the 'Upload Documents' section, select 'click here to upload document'.
- 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.
- 3 Click 'Upload Documents' at bottom of the page.

How to use this letter

This review letter includes two sections: "**Corrections**" and "**Conditions**".

The "**Corrections**" section includes all items that the applicant must address to comply with the Puyallup Municipal Code (PMC) and city standards. Items listed in under **Action Items** require a resubmittal under this permit for further review by the Development Review Team (DRT); your application is not approved. Please make those updates to the proposed plans and resubmit for review. Please include a response letter outlining how you have revised your proposal to meet these items for ease of plan check by DRT members.

The "**Conditions**" are items that will govern the final permit submittal(s) for the project. Please be aware that these conditions will become conditions of the final permits and/or recommendations to the Hearing Examiner, if applicable.

If you have questions regarding the action items or conditions outlined in this letter, please contact the appropriate staff member directly using the phone number and/or email provided.

Corrections

Engineering Review	Jamie Carter	(253)435-3616	JCarter@puyallupwa.gov
- Provide table from storm report with the following modifications on plat or provide the following information graphically: For each lot show/describe: - o Proposed Building footprint - o Proposed Driveway in square feet - o Proposed infiltration gallery areas backed up by calculations - o Maximum Impervious Surface for each lot based on calculated infiltration rate. [Comment Correction; ; pg. N/A] - Off site impervious: A true bypass as defined by the manual is done in context with flow control. This project, it seems, may not require flow control for the off-site impervious installation as the asphalt is existing and the sidewalks total less than 2,000 square feet of NPGHS. The frontage code does provide the city the leverage to ask for half street improvements (replaced hard surface) when the asphalt is in poor condition, but initial inspection shows that it is not. Utility trenching and roadway widening (connecting the asphalt to the new curb and gutter) should be considered in totals. [Comment Correction; ; pg. N/A] - Include legal descriptions for each new lot, tract and easement depicted on short plat. [Comment Correction; ; pg. N/A] - The Drainage Report cites pervious pavement as being proposed. Standardize all references and design elements throughout all documents. [Comment Correction; ; pg. N/A] - Add the following notes to the City of Puyallup notes section: -“Ownership of Tract A shall be equally divided between the owners of Lots 3 through 4 of this short plat for access, utility, taxes, and maintenance purposes.” -"Prior to building permit issuance for each lot within this Short plat, individual lot Stormwater reports will need to be submitted to verify the calculations in the stormwater report submitted during Short Plat review." [Comment Correction; ; pg. N/A]			

Conditions

Condition Category	Condition	Department	Condition Status
Standard Conditions	Retaining walls over 4 feet in height require a separate building permit.	Development & Permitting Services	Open
Standard	Public right-of-way runoff shall be detained and	Development	Open

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

Sincerely,
Jillian Hulse-Lew
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