



City of Puyallup

**Planning Division**

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

www.cityofpuyallup.org

September 21, 2022

Kurt Johnson  
10516 40th Ave E  
Tacoma, WA 98446

<b>FINAL DEVELOPMENT REVIEW TEAM (DRT) LETTER</b>	
<b>PERMIT #</b>	PLBDJ20220028
<b>PROJECT NAME</b>	KnK Properties BLA
<b>PERMIT TYPE</b>	Boundary Line Adjustment
<b>PROJECT DESCRIPTION</b>	Boundary Lot Line Adjustments
<b>SITE ADDRESS</b>	407 E MAIN, PUYALLUP, WA 98372; 408 2ND AVE NE, PUYALLUP, WA 98372; 410 2ND AVE NE, PUYALLUP, WA 98372; 406 2ND AVE NE, PUYALLUP, WA 98372;
<b>PARCEL #</b>	7940100020; 7940100030; 7940100040;
<b>ASSOCIATED LAND USE PERMIT(S)</b>	
<b>APPLICATION DATE</b>	April 11, 2022
<b>APPLICATION COMPLETE DATE</b>	April 11, 2022
<b>PROJECT STATUS</b>	<b><u>Final Development Review Team (DRT) letter – Boundary Line Adjustment application preliminarily approved*</u></b> . The latest revised copy of submitted materials has fulfilled the city’s requirements related to the permit request, in accordance with the following conditions and notes.
<b>APPROVAL EXPIRATION</b>	March 21, 2023
<b>CONDITIONS</b>	<b><u>See notes and conditions below.</u></b> The project shall conform to all conditions outlined herein and shall comply with all applicable provisions of the Municipal Code and any SEPA conditions (if SEPA environmental review was performed).

## HOW TO USE THIS LETTER

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.

## CONDITIONS

The following are conditions of approval. All future civil and/or building permit submittals shall comply with the following conditions, if any:

**Development & Permitting Services** - Nabila Comstock; 2537703361; NComstock@PuyallupWA.gov

- The submitted BLA cover page has not been updated to match the most up-to-date language of the City of Puyallup BLA template cover page exactly. Prior to submittal for signatures, please update the title page to match the language of the new Puyallup BLA template exactly. The template can be found via this link:  
<https://www.cityofpuyallup.org/DocumentCenter/View/13811/BLA-Cover-Page-Template-2021?bidId=>

**Development & Permitting Services** - Nabila Comstock; 2537703361; NComstock@PuyallupWA.gov

- Add the permit number PLBDJ20220028 to the cover page under "City of Puyallup Boundary Line Adjustment No. \_\_\_\_"

Sincerely,

Nabila Comstock  
Assistant Planner  
(253) 770-3361  
NComstock@PuyallupWA.gov

# BOUNDARY LINE ADJUSTMENT (BLA) FINAL APPROVAL INSTRUCTIONS WORKSHEET

Use this worksheet as a guide to complete the final BLA process

PROJECT STATUS	<b>Final Development Review Team (DRT) letter – Boundary Line Adjustment application preliminarily approved*</b> . The latest revised copy of submitted materials has fulfilled the city’s requirements related to the permit request, in accordance with the following conditions and notes.
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\* **Approval notes:** This letter serves as a preliminary approval of the BLA only. Preliminary approval of a BLA by city departments shall be valid for **six (6) months from the date of this letter.**

**Within said six (6) month time frame, the applicant shall take the following steps to record the document and complete the final Boundary Line Adjustment process:**

- Complete all final corrections/conditions noted by city staff departments in the final DRT letter
- Submit for review with the Pierce County Assessor-Treasurer’s office (2401 S. 35th St., Room 142, Tacoma, WA 98409). The County Assessor’s office will return “Preliminary Review Process” notes to you, either requiring corrections or accepting your BLA drawing as is.
- The applicant shall make any required corrections noted by the Assessor’s office and receive a final acceptance letter. This letter must be included with the request for final signatures as evidence this process has been completed.
- Submit a paper copy of the final corrected version of the BLA drawing, along with the final acceptance letter from the Assessor’s office and final DRT condition letter, to the City of Puyallup Development Services Department (333 South Meridian, 2<sup>nd</sup> floor) for city signatures of the final paper document.
- When submitting for final signatures, please include a paper copy of the attached “Request for Final Signatures” work sheet and all required documents outlined therein with your copy of the final, corrected BLA drawing  
**(Note:** The signature process takes appx. one (1) business week (typically 4-5 days) to complete; the case planner who transmitted your final DRT conditions letter will remain your point of contact and will inform you when the signed copy of your BLA is ready to pick up in our will-call center (2<sup>nd</sup> floor, Development Services counter at Puyallup City Hall).
- After receiving your signed BLA back from the city, you will be recording the document with the Pierce County Auditor’s office (2401 S. 35th St., Room 200, Tacoma, WA 98409). More information regarding the recording process and fees may be found here: <https://www.co.pierce.wa.us/359/Recording>
- Once your document is recorded with the Auditor, please send an electronic copy of the final official recorded document to the case planner for permanent record at the City of Puyallup. You will receive a separate instruction sheet with your returned BLA after city signatures outlining that process. Do not send a copy of the recorded plat watermarked as “unofficial”

# BOUNDARY LINE ADJUSTMENT (BLA) REQUEST FOR FINAL SIGNATURES

*Use this sheet when submitting to the City of Puyallup for final signatures.*

PERMIT #: PLBDJ20220028 CASE PLANNER: Nabila Comstock

PROJECT NAME: **KnK Properties BLA**

SITE ADDRESS: 406 2ND AVE NE

CONTACT PERSON: \_\_\_\_\_

CONTACT EMAIL: \_\_\_\_\_ PHONE #: \_\_\_\_\_

This completed checklist, and all noted materials below, must be included when submitting for final city signatures of the BLA document. City staff uses this checklist to ensure all required materials are provided at the time of requested signature to avoid duplication and reduce delay

Included?	<b>Documents and responses required</b>
	Final Development Review Team (DRT) letter for the project, as issued by the Case Planner. Letter dated:
	Final acceptance letter from Pierce County Assessor-Treasurer's office Letter dated:
	Please note below any required changes which were made, as required by the city's final DRT condition letter and/or Pierce County Assessor's review: