



## Preliminary Site Plan Review

### CITY OF PUYALLUP

Development Services  
333 S. Meridian  
Puyallup, WA 98371  
Phone: 253-864-4165  
Fax: 253-840-6678  
www.cityofpuyallup.org

#### Submittal Checklist:

- Application is signed and dated
  - 8 Copies of completed application form
  - 8 Copies of a vicinity map showing proposed site in relationship to streets, bodies of water, etc. no larger than 8 1/2" x 11"
  - 8 Copies of detailed site plan **Folded individually to approx. 8 1/2" x 11"**
  - 8 copies of SEPA checklist (if applicable)
  - SEPA fee: **\$250.00**
  - NA** Critical Area Report or Traffic Analysis review Fee Required: **\$160.00**
  - Traffic Scoping Worksheet
  - Critical Area ID Form
  - 2 Copies Preliminary Landscape Plan
  - 2 Copies Preliminary Storm Drainage Calculations
  - 2 Copies of major issues discussed during Pre-App
  - Application Fee:  
**Small: \$690.00**  
10,000 s.f. of new structure or 20,000 s.f. of affected site area  
**Medium: \$1250.00**  
10,001-19,999 s.f. of new structure or 20,000-39,999 of affected site area  
**Large: \$1890.00**  
20,000+ s.f. of new structure or 40,000+ s.f. of affected site area
- Checked In By : \_\_\_\_\_
- Date: \_\_\_\_\_

Please see pages 3 & 4 for detail information of submittal requirements.

Approx Time Frame:  
6-12 weeks

Rev: 2/14

#### Office Use Only:

Submittal Date: \_\_\_/\_\_\_/\_\_\_ Case No: \_\_\_-\_\_\_-\_\_\_ Related Case No: \_\_\_-\_\_\_-\_\_\_

Preliminary site plan is the administrative process by which a development project, which is otherwise permitted by right in the particular zone, is reviewed by the city to ensure conformance with applicable policies, codes and standards. This process is separate from, and typically precedes final building/engineering permit review and issuance.

Site plan review in Puyallup has two distinct components: 'Preliminary' and 'Final'. The following details the requirements for the Preliminary review. The final review will take place when the building permit is applied for. **Please note that incomplete application packets cannot be accepted.**

To help you understand City standards and the Preliminary Site Plan Review process, a pre-application meeting is strongly encouraged. This pre-application meeting can be scheduled within a short period of time (e.g. 5-7 days) and is free of charge. This meeting could consist of staff representatives from planning, engineering and building divisions, if warranted.

### Application Information

#### Site Information:

|                |  |
|----------------|--|
| Parcel Number  | 0420163040, 0420163041                       |
| Street Address | 1106 & 1042 Valley Ave NW, Puyallup WA 98371 |

#### Applicant Information: Authorized Agent Information:

|                |  |        |        |  |       |
|----------------|--|--------|--------|--|-------|
| Name           | Contour Engineering, LLC CO Patrick Hopper |        |        |  |       |
| Street Address | PO Box 949                                 |        |        |  |       |
| City:          | Gig Harbor                                 | State: | WA     | Zip                                      | 98335 |
| Phone:         | (253) 236-3151                             |        | E-mail | patrick.hopper@contourengineeringllc.com |       |
| Fax:           |  |        |        |  |       |

#### Owner Information Owner/Applicant Information:

|                |                       |        |        |                           |       |
|----------------|-----------------------|--------|--------|---------------------------|-------|
| Name           | 1124 Valley Ave, LLC  |        |        |                           |       |
| Street Address | 550 S Michigan Street |        |        |                           |       |
| City:          | Seattle               | State: | WA     | Zip                       | 98108 |
| Phone:         | (206) 787-1475        |        | E-mail | kjorgensen@neilwalter.com |       |
| Fax:           |                       |        |        |                           |       |

#### Nature of Request: (please be specific)

Proposed Outdoor Storage Yard use for truck/trailer parking on two (2) parcels. Parcels will be combined through a separate lot combination process. No new structures or buildings are proposed. Project site to be cleared, graded, improved, paved and landscaped. The adjacent parcel to the SE, parcel #0420163042 will be associated with the storage yard, but no development is proposed on that parcel, and it will remain in its current condition. The building on that parcel provides the office for storage yard operations, and the parking. Separate applications being submitted related to this project include a Lot Combination, AMR request, and Admin Design Review applications.

**Site Information**

Parcel Size in Acres / Square Feet 1.7 acres / 73,937 sf  
 Proposed Site Coverage (include all impervious surfaces and required landscape areas): 71,267 Sq. Ft.  
 Non-buildable Areas (required buffers, critical areas etc. ) 0 Sq. Ft.  
 Comprehensive Plan Designation: Auto High Density Residential (HDR)  
 Type of Construction per Building Code: NA  
 Type of Occupancy per Building Code: NA  
 Flood Plain Classification (if applicable): NA  
 Critical Areas:  Wetlands  Streams or Ponds  Steep Slopes (15% or greater)  Wildlife Habitat  N/A  
 Zoning Designation: ML see Critical Area ID form  
 Shoreline Classification:  Conservancy  Rural  Urban  N/A  
 Existing Structures: (please indicate structures, type, approximate location, and whether they will remain or be removed)

2 existing structures on the project site - residential single family houses. Both to be demolished.

Setbacks (measured from the property line to the closest vertical wall)

|   | <u>Proposed/Existing</u>     | <u>Required by Zoning</u> |
|---|------------------------------|---------------------------|
| Front Yard:   | <u>20</u>                    | <u>20</u> minimum         |
| Rear Yard:  | <u>0</u>                     | <u>0</u> minimum          |
| Side Yard (interior):   | <u>0</u>                     | <u>0</u> minimum          |
| Side Yard (interior):   | <u>0</u>                     | <u>0</u> minimum          |
| Side Yard (street):   | <u>NA</u>                    | <u>minimum</u>            |
| Side Yard (arterial street)   | <u>NA</u>                    | <u>minimum</u>            |
| From Adjacent Residential Use   | <u>NA</u>                    | <u>minimum</u>            |
| <b>Building Height:</b>   | <u>0</u>                     | <u>50</u> maximum         |
| <b>Lot Coverage:</b>  | <u>0</u>                     | <u>65%</u> maximum        |
| <b>Lot Width:</b>   | <u>195 ft</u>                | <u>75</u> minimum         |
| <b>Lot Length:</b>  | <u>398 ft</u>                | <u>100</u> minimum        |
| <b>Lot Size (Square Feet):</b>  | <u>73,937 sf</u>             | <u>minimum</u>            |
| <b>Floor Area Ratio:</b>  | <u>NA</u>                    | <u>4.0</u> maximum        |
| <b>Number of Parking Stalls:</b>  | <u>3</u>                     | <u>3</u> minimum          |
| <u>No. of Spaces</u>  | <u>Ratio(s) Applied/Uses</u> | <u>Type of Occupancy</u>  |
| <u>3 (1 ADA)</u>  | <u>1/300 sf</u>              | <u>Contractor Office</u>  |
| <u>Office &amp; Parking are on the adjacent parcel to the SE, no development is proposed on that parcel</u> |                              |                           |

Total Spaces: 3

**Proposed Floor Area:** NA - no new structures proposed.

Retail: \_\_\_\_\_ Sq. Ft.      Office: \_\_\_\_\_ Sq. Ft.      Industrial: \_\_\_\_\_ Sq. Ft.

Other Commercial: \_\_\_\_\_ Sq. Ft.

*Note: Include auxiliary space attributable to each dominant category: e.g.: corridors, restrooms, support office etc.*

## **REQUIREMENTS FOR SUBMITTAL OF 'PRELIMINARY' SITE PLAN**

The purpose of the 'preliminary' site plan review is for the Development Center to check for code compliance prior to the applicant making significant investments in detailed architectural, engineering, legal or other professional services. State Environmental Policy Act (SEPA) review, if applicable, is typically performed during this process.

The following requirements are the minimum necessary to process the review of your preliminary site plan. The plan should be neatly drawn to scale and presented in a manner that clearly portrays the extent of the proposed development;

**1) Vicinity Map:** An area map showing the proposed site and its geographic relationship to major natural and built features (streets, water bodies, etc) within one (1) mile in all directions from the site.

**2) Site Plan:** The site plan shall show the property's lot dimensions, boundaries, tax assessor's parcel numbers and square footage.

**3) North Arrow and Graphic Scale:** 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)

**4) Existing Elements:** The plan shall: Locate and identify structures and conditions (natural and built) that exist on-site prior to development including such items as buildings, roads, paved areas, water courses, significant vegetation, underground tanks, points of connection to utility systems, and fences. The plan should also depict existing adjacent structures and conditions such as public or private roads; parking areas, railroad tracks, water courses, etc, and shall show the adjacent existing land uses (residential, commercial, etc), and zoning designations.

**5) Critical Areas Data:** In addition to the Critical Area ID Form, the plan shall show and delineate the boundaries of all on-site or adjacent (within 100') critical areas including streams, ponds, wetlands, steep slopes, etc. as defined pursuant to PMC 21.06.

**6) Existing Easements:** The plan shall locate and show the dimensions of all easements on the site; indicate the easement holder and purpose.

**7) Proposed Structures Data:** The plan shall clearly identify and locate all proposed structures including height and dimensions of all buildings, decks and fences; the plan should also show dimensions from the proposed structures to property lines, distances between buildings, and main door locations; the plan shall indicate the proposed location of fences, walls, underground tanks, refuse collection areas, etc; the plan shall also show areas reserved for future building, if known.

**8) Proposed Traffic Access, Circulation and Paved Areas:** The plan shall locate and identify proposed parking areas, driveways, public streets (to be dedicated); also show dimensions of parking stalls, aisles, driveways, and sidewalks; show type of pavement; show wheel stops and curbs; show provisions for handicapped parking and access ramps.

**9) Draft Landscape Plan:** The plan shall identify possible types of plantings and location proposed for landscaping and open space and indicate the coverage of landscaping and a percentage of the overall site size. It is not necessary to indicate exact size and specific species of plants for 'preliminary' site plan review, although, if available, this information is encouraged. For all projects involving new structures of 10,000 square feet or greater or 20,000 square feet or greater of affected site area; a landscape plan 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 with unique site or development characteristics, the Community Development Director shall have the authority to require that a landscape plan be prepared by a professional landscape architect licensed in this state.

**10) Proposed Lighting:** The plan shall indicate the location and type of proposed lighting fixtures for developments adjacent to residential areas; plans shall also show shielded light fixture locations.

**11) Existing Contours and Finished Grade:** The plan shall show existing contours at an interval appropriate to depict the underlying land structure (usually 2'); the plan shall also show finished grades depicted either by contour or contour/spot elevation. A separate grading plan may be necessary for projects with major grading/topographic features.

*Requirements for submittal continued....*

**12) Building Data:** The plan shall show the following information about the proposed buildings:

- a) Building occupancy division by use (office, shop, etc)
- b) Total building area
- c) Gross floor area by use/occupancy class
- d) Type of construction per Uniform Building Code
- e) Any hazardous materials proposed for storage or use in the building
- f) Building elevations may be required to determine compliance with residential or commercial design standards

**13) Site Data:**

- a) Number of dwelling units (residential developments only)
- b) Number of parking spaces provided and required by city code (by type: standard, compact, handicapped, etc)
- c) Total impervious surface (square footage)
- d) Indicate dimensions and square footage of all landscaped areas
- e) Indicate accessible path from right of way to building
- f) Indicate area for refuse and recycling collection.

**14) Major Issues Discussed During Pre-Application Meeting:**

Landscaping, Fencing and Screening requirements for an Outdoor Storage Yard.  
No Requirement for Frontage Improvements when no new/improved structures proposed. ROW dedication required.  
Access standards and requirements for new commercial driveway.  
Adjacent parcel & associated office building - no development proposed.

*The processing of this application may require additional supporting evidence, data or statements; e.g.: critical area assessments, traffic assessments, noise assessments etc.*

At this stage, the applicant should contact the following utilities to insure availability:

| <b>Telephone:</b>  | <b>Sewer</b>                       | <b>Water</b>   | <b>Electricity &amp; Gas</b>                       | <b>Cable</b>            |
|--|------------------------------------|--|--|-------------------------|
| Qwest<br>800-526-3557<br>AT&T Residential<br>800-222-0330<br>AT&T Business<br>800-222-0400 | City of Puyallup<br>(253) 841-5481 | City of Puyallup<br>(253)841-5481<br>-or-<br>Fruitland Mutual Water<br>(253)848-5519 | Puget Sound Energy<br>888-321-7779<br>425-452-1234 | Comcast<br>877-824-2288 |

**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 Applicant:  
*Owner*



Date: 8-22-22

Signature of Owner:  
(or authorized agent)

*Patrick Hopper*

Date: 8/22/2022