

# Submittal Item Waiver



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

Submit this worksheet as a REPLACEMENT document in place of required submittal documents for your permit application. You must have written authorization from a staff person to waive a required submittal item in order for your application to be accepted and routed for review. If you need help determining if your project is required to submit this waiver, please contact the Permit Center at (253) 864-4165 Option 1.

## Submittal Instructions

- 1 Navigate to the upload files step page on the City's online permits portal.
- 2 For each required submittal line click 'upload document'.
- 3 Submit this worksheet as a REPLACEMENT for EACH required submittal document. A separate form must be submitted for each waived item. Include the required waiver documentation as a second page to this form.

## Applicant Information

Name: \_\_\_\_\_

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

## Site Information

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

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

## Submittal Item (s) to be Waived

List below ALL of the submittal Item (s) that will NOT be submitted:

Reason not submitted:

Project does not exceed qualifying threshold (e.g., SEPA threshold, stormwater hard surface threshold)

Project does not include critical area

Other (please explain):

## Waiver Documentation

Provide proof of City staff person authorization to waive submittal requirement. Attach as an additional page to this worksheet an email, letter, or other documentation of waiver. This documentation is required for this waiver to be processed. Failure to provide documentation will result in an incomplete application.

INSERT WIAVER DOCUMENTATION BELOW (OR AS ADDITIONAL PAGE)

As indicated in the City Pre-application Notes (#PLPRE20230082) for this project and the submitted Preliminary Site Plan Application and Critical Area ID form, the only critical areas affecting the site are Volcanic Hazard and Critical Aquifer Recharge. As stated on the Preliminary Site Plan Application, the proposed building does not meet the definition of essential or hazardous facilities and will have an occupancy of less than 1,000 persons. Thus the proposed building is allowed under PMC 21.06.1260 and no report is required. The site is located within a critical aquifer recharge area. Stormwater runoff from the site will be treated and managed in accordance with the City's adopted stormwater manual and will not degrade ground water quality nor adversely affect the recharging the aquifer and no report is required. Thus, the critical area report requirement should be waived.

There are no Critical Area Report Checklist for those two types of critical areas so there are no checklists to submit and the requirement should be waived.

## Jessica Bruce

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**From:** Rachael N. Brown <RNBrown@PuyallupWA.gov>  
**Sent:** Friday, November 17, 2023 1:16 PM  
**To:** Jessica Bruce  
**Subject:** [EXTERNAL] RE: waiver requests - Coastal Pacific Food Distribution

Hello Jessica,

Per the described scope of work, the following Items are Waived for submittal PLPSP20230118:

- Critical Area Report
- Critical Area Report Checklist
- Submit 'Industrial Design Review Worksheet' as the 'Narrative from Project Architect' submittal item

Best Regards,

Rachael Brown (She/Her)

Associate Planner

City of Puyallup

(253) 770-3363

New email: [rnbrown@PuyallupWA.gov](mailto:rnbrown@PuyallupWA.gov)

Did you know that you can easily look up the zoning of any property in the City of Puyallup? Just visit our [interactive zoning map](#). Need to know if your property is in or near a critical area such as a wetland? Visit our [interactive critical areas map](#).

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**From:** Jessica Bruce <[jbruce@AHBL.com](mailto:jbruce@AHBL.com)>  
**Sent:** Thursday, November 16, 2023 1:01 PM  
**To:** Rachael N. Brown <[RNBrown@PuyallupWA.gov](mailto:RNBrown@PuyallupWA.gov)>  
**Subject:** waiver requests - Coastal Pacific Food Distribution  
**Importance:** High

You don't often get email from [jbruce@ahbl.com](mailto:jbruce@ahbl.com). [Learn why this is important](#)

**CAUTION: This is an External Email. Do not click links or open attachments unless you are expecting them.**

Good afternoon Rachael,

I'm emailing to request permission to waive the Critical Areas Report and Critical Areas Report Checklist for a project we submitted yesterday called Coastal Pacific Food Distribution, reference number PLPSP20230118, address 322 Valley Ave NW.

As indicated in the City Pre-application Notes (#PLPRE20230082) for this project and the submitted Preliminary Site Plan Application and Critical Area ID form, the only critical areas affecting the site are Volcanic Hazard and Critical Aquifer Recharge. As stated on the Preliminary Site Plan Application, the proposed building does not meet the definition of essential or hazardous facilities and will have an occupancy of less than 1,000 persons. Thus, the proposed building is allowed under PMC 21.06.1260 and no report is required. The site is located within a critical aquifer recharge area. Stormwater runoff from the site will be treated and managed in accordance with the City's adopted stormwater manual

and will not degrade ground water quality nor adversely affect the recharging the aquifer and no report is required. Thus, the critical area report requirement should be waived.

There are no Critical Area Report Checklists for those two types of critical areas so there are no checklists to submit, and the requirement should be waived.

Please confirm if you agree with the waiver requests for these two items.

Also, what information is required for the Narrative by Project Architect? It's not mentioned on the Preliminary Site Plan Review Application, the Industrial Design Review worksheet, nor the Pre-app notes so we're not sure what is needed in addition to information provided on the application and worksheet.

Thank you, Rachael! We appreciate your time and consideration regarding the waiver requests.

**Jessica Bruce** | Project Administrator

**AHBL, Inc.** | TACOMA • SEATTLE • SPOKANE • TRI-CITIES

253.383.2422 **TEL** | 253.284.0204 **DIRECT** | [jjbruce@ahbl.com](mailto:jjbruce@ahbl.com) **EMAIL**

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