



City of Puyallup

Development and Permitting Services

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

www.cityofpuyallup.org

Pre-Application Notes Only

Pre-Application Notes #PLPRE20240078

DATE: September 19, 2024

TO: Richard Lee Wilson

PROJECT NAME: 113 27th Ave SE Puyallup Multi Fam Dev

PROJECT DESCRIPTION (as provided by applicant): We are proposing the development of a modern multi-family residential complex comprising over 10 units, complete with dedicated parking facilities. This project is designed to meet the growing demand for high-quality housing while enhancing the community's urban landscape. A key focus of our development process is ensuring that the site is both viable and environmentally sustainable. We are prioritizing erosion control as part of our environmental management strategy. This commitment underscores our dedication to responsible building practices and long-term sustainability. This project represents a significant investment in the community, offering not just housing but also a commitment to environmental stewardship. We are confident that, with planning and execution, this development will be both a valuable asset to the area and a model of responsible construction.

SITE ADDRESS: 113 27TH AVE SE, PUYALLUP, WA 98374;

Thank you for submitting your proposal to the City's Development & Permitting Services staff to discuss your proposed project. The following letter outlines next steps in the permitting process for your proposal and highlights any issues identified by staff reviewers that may need to be addressed for you to secure permit approvals. Please note that the information provided is a list of general guidelines is not intended to replace the final condition letter that will be provided to you when a formal application is submitted and reviewed. This letter is intended to outline specific code sections and other standards that may be applicable to the project. This is not an exhaustive list and other requirements may be triggered by the actual development proposal. The applicant is advised and encouraged to consult the Puyallup Municipal Code (PMC) when finalizing their application proposal and contact the staff member listed directly above the notes with any specific questions. We hope that you find this information helpful and informative as you proceed through the permitting process.

You can find more information and review comments on the [\[permits portal\]](#). Below please find the pre-application notes from your review team and re-submittal instructions.

Re-submittal Instructions – Pre-Application Meeting Request

You have 90 days from the date of this letter to request a virtual meeting with staff to discuss your project and the notes provided below. To submit a request for a meeting you must submit a request for pre-application meeting form via the portal page for this pre-application. 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.

- 1 Login to your permits portal and navigate to the status page for this permit under the "My Items" tab by selecting the "Upload Submittals" button under the permit number.
- 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. Click 'Upload Documents' at bottom of the page.
- 3 Pre-Application fee of \$500.00 will need to be paid at the time of submittal. Your resubmittal will not be processed until the fee has been paid.

Staff Notes

If you have any questions or concerns regarding these notes, please do not hesitate to contact the appropriate staff member listed with each note section. We look forward to working with you on the completion of this project. The information provided in these notes is known to be accurate at the date of this letter; any subsequent amendments to the Puyallup Municipal Code or related codes/standards may change the standards noted herein.

Planning Review - Rachael N. Brown; (253) 770-3363; RNBrown@PuyallupWA.gov

- The site is in the Multi-family residential zone (RM-20) zone district and the HDR Comprehensive Plan designated area. Consult PMC 20.25 for zone specific standards. In the RM-20 zone district, proposal for multi-family apartments are a permitted use.
- A Concomitant agreement applies to this property from its annexation into the City in 1987. However, the City has determined that none of the provisions of this agreement are relevant any longer. The current zoning of the site 'RM-20' is now the applicable zoning of the site and the reference to a required 25ft landscape buffer abutting single-family uses does not apply to this property as there are no abutting single-family uses. The document "Concomitant Agreement -1987" has been uploaded to the documents and images cache for your reference.
- Critical Areas: Landslide and/or erosion hazard areas: The proposal is located within a suspected landslide and/or erosion hazard area. A report from a professional engineer or geologist, licensed in the state of Washington, meeting all of the

requirements of PMC 21.06 Article XII must be submitted for any site with any portion of land with slopes 15% or steeper. All areas with slopes 40% or steeper and with a vertical relief of 10 or more feet are designated as landslide hazard critical areas by ordinance. All areas with slopes 15% or steeper with soils mapped by the U.S. Department of Agriculture's Natural Resources Conservation Service, or identified by a special study, as having a "moderate to severe," "severe," or "very severe" erosion potential are designated erosion hazard critical areas by ordinance. All other sloped areas over 15% up to 39.9% must be studied by a professional engineer or geologist, licensed in the state of Washington, to determine if they meet the requirements of PMC 21.06.1210 (3) for designation as a geologic landslide hazard or erosion hazard critical area. Land that is located wholly within an erosion or landslide hazard area or its buffer may not be subdivided. Land that is located partially within an erosion or landslide hazard area or its buffer may be divided; provided, that each resulting lot has sufficient buildable area outside of, and will not affect, the erosion or landslide hazard or its buffer; Access roads and utilities may be permitted within the erosion or landslide hazard area and associated buffers if the director determines based on an approved critical area report that the road will not increase the risk to adjacent sites and that no other feasible alternative exists. Septic systems are prohibited in landslide hazard areas or buffers PMC 21.06.1230 (10).

- Critical Aquifer Recharge Area: The proposal is located within a Critical aquifer recharge areas. Reporting requirements vary based on the proposed use of the property. Most multi-family developments for example, will not trigger these report requirements. Activities that do not cause degradation of ground water quality and will not adversely affect the recharging of the aquifer may be permitted in a critical aquifer recharge area and do not require preparation of a critical area report; provided, that they comply with the city storm water management regulations and other applicable local, state and federal regulations. These activities typically include commercial and industrial development that does not include storage, processing, or handling of any hazardous substance, or other development that does not substantially divert, alter, or reduce the flow of surface or ground waters. Activities that have the potential to cause degradation of ground water quality or adversely affect the recharging of an aquifer may be permitted in critical aquifer recharge areas pursuant to an approved critical area report in accordance with PMC 21.06.530 and 21.06.1150. These activities include: Activities that substantially divert, alter, or reduce the flow of surface or ground waters, or otherwise adversely affect aquifer recharge; The use, processing, storage or handling of hazardous substances, other than household chemicals used according to the directions specified on the packaging for domestic applications; The use of injection wells, including on-site septic systems, except those domestic septic systems releasing less than 14,500 gallons of effluent per day and that are limited to a maximum density of one system per one acre; Infiltration of storm water from pollution-generating surfaces; or Any other activity determined by the director likely to have an adverse impact on ground water quality or on a recharge of the aquifer.
- No other regulated critical areas on or within 300ft of the site are known to the City at

this time.

- PMC 20.25.023: The minimum number of dwelling units per acre shall be established as follows for each RM zone, Where the calculation of allowable density results in a fraction 0.50 or above, the allowed dwelling unit count shall be rounded up. For density calculations resulting in 0.49 or less, the allowed dwelling unit count shall be rounded down: RM-20: 14 units per acre outside the downtown planned action area.

Min Density Calculation for this property: $0.73 \text{ ac} \times 14 \text{ units/ac} = 10 \text{ units minimum}$

- PMC 20.25.022 The following formulas shall be used to calculate the maximum number of dwelling units permissible for each RM zone. Where the calculation of allowable density results in a fraction 0.50 or above, the allowed dwelling unit count shall be rounded up. For density calculations resulting in 0.49 or less, the allowed dwelling unit count shall be rounded down: RM-20. Outside the downtown planned action area, the base density shall be 16 dwelling units per acre without utilization of density bonus allowed through PMC 20.25.0235. With utilization of density bonus, the maximum density shall be 22 units per acre.

Acre calculations shall not include critical areas or buffers. Limited Density Transfer from Critical Area Buffers: The city shall allow transfer of density for residential uses from critical area buffers ONLY (not the critical area itself) to noncritical area portions of the same site; provided, that the resultant density calculated on the noncritical area land does not exceed 125 percent of the maximum developable density from that land otherwise allowed under zoning. No resultant lot area, width or depth shall be less than 25 percent that which otherwise would be required in the zone district.

Max Density Calculation for this property: $0.73 \text{ ac} \times 14 \text{ units/ac} = 12 \text{ units}$

- PMC 20.55.010 Number of parking spaces required: Dwellings, multiple-family, including apartments, condominiums, duplexes and townhouses: two spaces per unit.

10 dwelling units would required 20 parking spaces - 12 dwelling units would require 24 parking spaces. All parking spaces must be provided on site.

- Relevant parking code sections to consult: PMC 20.55.016 Motorcycle/bicycle parking requirements, PMC 20.55.018 Reduced parking requirements for low impact development, PMC 20.55.025 Compact parking spaces, PMC 20.55.035 Aisle and driveway dimensions, PMC 20.55.040 Conflict with use of street or alley, PMC 20.55.042 Parallel parking maneuverability in off-street parking lots, PMC 20.55.055 Improvement and maintenance of parking areas.
- OPTIONS TO REDUCE PARKING REQUIREMENTS (20.55.018 Reduced parking requirements for low impact development): A reduction in parking requirements from what is required may be requested for a specific development or redevelopment project as part of a comprehensive project approach to incorporating low impact development principles, consistent with PMC 20.05.070 and Chapter 20.10 PMC. A 10 percent maximum reduction in parking requirements may be approved for parking

areas composed of pervious pavement or where the reduced parking area is used for a low impact development storm water facility. A 20 percent maximum reduction in parking requirements may be approved for clustered site design where the reduced parking area is used for tree retention or native landscaping. Native landscaping and tree retention must be voluntary landscaping above and beyond the basic landscaping requirements from PMC 20.58 and the implementing VMS design manual. Reduced parking requirements are subject to approval from the planning director or the director's designee upon review of potential adverse impacts.

- Parking Area Landscaping Required If the proposed paved areas on site exceed 10,000 square feet, the project landscape architect shall design to the city's parking lot landscaping standards (Type IV standards of the City's Vegetation Management Standards Manual (VMS). The site designer and landscape architect will need to review and integrate all the other design requirements of the type IV landscaping standards, including: No more than eight (8) parking spaces shall be placed consecutively without a landscaping island. All perimeter landscape islands (defined as islands which project into parking lots from an area connected to a perimeter landscape yard) shall be a minimum of 12' wide with a minimum depth of each landscape island to match the abutting stall depth. All internal landscape islands (landscape islands entirely surrounded by paving) shall be a minimum of 15' in width with a minimum depth of each landscape island to match the abutting stall depth. 'Head-to-head' parking stalls and internal landscape islands shall be separated by a 'connector landscaping strip' a minimum of 6' in width. All 'head-to-head' parking stalls internal to a parking lot shall have internal island 'end caps' to separate the parking stalls from abutting drive aisles. These 'end cap' islands shall follow the requirements for internal islands (size, dimensions, required landscaping, etc.). We strongly suggest reviewing these requirements as early as possible to assess and determine costs, parking field layout and configuration of civil utilities as to minimize impacts for consistency with the Type IV standards. The Type IV standards may reduce the overall off-street parking stall count. The perimeter of all parking areas and associated access drives which abut public rights-of-way shall be screened with on-site landscaping, earth berms, fencing, or a combination thereof.

VMS: <https://www.cityofpuyallup.org/puyallupvms>

- Design Review: Administrative Multi-Family Design Review worksheet (to be included with your landuse or building permit application) is required for this project per PMC 20.26.200. Since this is an administrative process, your design submittal will be reviewed by the Director or designee who will approve, approve with conditions, or deny your design. Your design review application must be submitted as a supplemental form with the first submittal you submit to the City (whether that is your landuse permit (any permit beginning with a "PL") or a building or civil permit (any permit beginning with a "PR"). Worksheet here: <https://www.cityofpuyallup.org/DocumentCenter/View/18555/>
- Landuse Permit Process: Preliminary site plan application required for this scope of

work. Application form can be downloaded from the City's website at <https://www.cityofpuyallup.org/DocumentCenter/View/10804>

- Additional Submittal Item Required: Project scope is subject to SEPA review. Provide SEPA checklist with landuse permit. SEPA checklist can be downloaded from City website at www.cityofpuyallup.org/DocumentCenter/View/9788/SEPA-Checklist-FILLABLE

Building Review - Stan Kinnear; ; SKinnear@puyallupwa.gov

- Comments provided are based upon the limited scope provided in the narrative and site plan submitted.
 1. Vehicle charging stations will be required with new parking under the 2021 Washington Building Codes (WAC 51-50-0429). Please review these standards for parking and additions as applicable.
 2. Accessible units, Type A units, and Type B units are required per section 1108.6 of the Washington State Building Code.
 3. Townhouses and Group R-2, R-3 and R-4 buildings three stories or less in height above grade plane, as well as accessory structures thereto, are within the scope of the Washington State Energy Code – Residential Provisions (WSEC-R section R101.2). Review to insure that
 4. The energy design of the apartment building would fall under the Commercial Provisions edition of the 2021 Washington State Energy Code. Per the 2021 Washington State Energy Code; Residential structures under Group R-2 occupancies are categorized as “buildings three stories or less in height above grade plane whose dwelling units are accessed directly from the exterior”. As the dwelling units within this structure are accessed via an internal hallway, this building wouldn’t be considered residential.
 5. Structures greater than 4,000sq.ft. that contain more than four dwelling units are required to be designed by, or have the design directly supervised by a Washington State registered design professional. All drawing sheets must be stamped and signed by the registered design professional(s).
 6. Separation Walls are required between each Dwelling Unit per sections 420.2 and 708.1 of the Washington State Building Code.
 7. Accessible parking spaces shall be located on the shortest accessible route of travel from adjacent parking to an accessible building entrance.

Fire Review - David Drake; (253) 864-4171; DDrake@PuyallupWA.gov

- 1. Not enough detail for a proper review.
- 2. Provide a full site plan with dimensions, building layouts, parking lots....etc
- 3. Provide building information.

**External Agency Review - Rachael N. Brown; (253) 770-3363;
RNBrown@PuyallupWA.gov**

- Comment from Puyallup School District: If this project includes 10 multifamily units (applicant's narrative said more than 10 units, but didn't provide a specific number), Puyallup School District would estimate that the project would generate 2 elementary students, 1 junior high student and 1 high school student. The project site is within the Wildwood Elementary, Ferrucci JH, and Emerald Ridge HS attendance areas. Students attending Wildwood and ERHS would receive bus service. The site is within the Ferrucci JH walk zone. A pedestrian walkway should be constructed to connect the housing units to 27th Ave SE where students would walk or ride the bus. For questions regarding this comment please contact Brian Devereaux, Director Facilities Planning, Puyallup Public School District, (253) 841-8772, deverebj@puyallupsd.org

**Engineering Review - Mark Higginson; (253) 841-5559;
MHigginson@PuyallupWA.gov**

- GENERAL:
 - The comments provided below are intended to assist the applicant with incorporating City requirements into the project design documents, but should not be considered an exhaustive list of all necessary provisions from the PMC, design standards, or the Ecology stormwater manual.
 - Engineered plans must follow the latest regulations and standards set forth in the Puyallup Municipal Code (PMC), the City Standards for Public Works Engineering and Construction (design standards), and the current City adopted stormwater manual at the time of civil permit application [PMC 21.10.040].
 - Comments regarding design and construction of new utilities and road improvements are provided for the applicant's information and use. Unless specifically noted, construction of these infrastructure improvements is not a condition of landuse approval. However, infrastructure improvements must be approved and permitted prior to issuance of the first building permit associated with the project. [RCW 58.17.120 and 19.07.080]
- WATER:
 - Water to this site is to be provided by Fruitland Mutual Water Company. The applicant shall provide a water availability letter prior to preliminary site plan approval for the site. [RCW 19.27.097 & PMC 14.02.130]
 - The proposed water system shall be designed and constructed to current City (Fire) / Fruitland Mutual Water Company (Domestic/Irrigation) standards. [PMC 14.02.120]
 - The domestic service line and fire system service line shall have separate,

independent connections to the supply main. [PMC 14.02 & CS 302.3(4)]

- The minimum distance between water lines and sewer lines shall be 10-feet horizontally and 18-inches vertically. If this criterion cannot be met, the sewer and water lines shall be isolated by encasement, shielding, or other approved methods. [PMC 14.02.120(f) & CS 301.1(8)]
 - The applicant shall verify the level of backflow protection required for the domestic water supply with Fruitland Mutual Water Company. However, if any of the proposed building uses are included under WAC 246-290-490 Table 9 facilities, then backflow protection shall be provided using a reduced pressure backflow assembly (RPBA). [PMC 14.02.220(3) & CS 302.2] [PMC 14.02.220(3) & CS 302.2]
 - Fire hydrants and other appurtenances such as DDCVA and PIV shall be placed as directed by the Puyallup Fire Code Official. Fire hydrants shall be placed so that there is a minimum of 50-feet of separation from hydrants to any building walls. [PMC 16.08.080 & CS 301.2, 302.3]
 - The fire sprinkler double detector check valve assembly (DDCVA) may be located either inside, or outside, of the building. The sprinkler supply line shall be designed, and shown on the plan, into the building to the point of connection to the interior building riser. Provide plan and elevation detail(s) where the riser enters the building with dimensions, clearances, and joint restraint in accordance with NFPA 24. [CS 302.3, CS 303]
 - The Fire Department Connection (FDC) shall be located no closer than 10-feet and no further than 15-feet from a fire hydrant. (NOTE: If the project is utilizing a fire booster pump, the FDC must connect to the sprinkler system on the discharge side of the pump in accordance with NFPA regulations.) A post indicator valve (PIV) shall be provided for the fire sprinkler system in advance of the DDCVA. [CS 302.3]
 - Water connection fees and systems development charges shall be in accordance with Fruitland Mutual Water Company requirements.
- **SANITARY SEWER:**
 - Refer to City Standards, Section 400 for Sewer System Requirements. [PMC 17.42]
 - The applicant shall connect into the existing public system located within 27th Ave SE which consists of an 8-inch PVC sewer main approximately 9-feet deep. As of this writing, there are no known sewer constrictions in this system within ¼-mile of the proposed project. [PMC 14.08.070]
 - A separate and independent side sewer will be required from the public main to the project site. Side sewers shall be 6-inch minimum diameter with a 0.02 foot per foot slope. Side sewers shall have a cleanout at the property line, at the building, and every 100 feet between the two points. [PMC 14.08.110 & CS 401(6)]
 - If the proposed side sewer is greater than 6-inches, a sanitary sewer manhole shall be provided at the property line.
 - Sewer main pipe and service connections shall be a minimum of 10-feet away

from building foundations and/or roof lines.

- The construction of a trash enclosure will require the enclosure pad to be elevated to prevent stormwater run-on and the entire enclosure covered to prevent stormwater inflow into the sewer area drain. See City Standards Section 208 for additional criteria. [CS 208.1]
- Enclosures (with roof) shall be required for all new commercial and redevelopment projects where Minimum Requirement #1 through #5 or Minimum Requirement #1 through #9 are required, as outlined in the Ecology Manual. Enclosures shall be covered (roof) and fully enclosed to prevent precipitation from entering containers, compactors, grease traps and the enclosure floor. This does not exempt the requirement for watertight containers.
- Enclosures shall be large enough for a garbage service vehicle to pick up and dump the waste without the container being rolled outside the enclosure. Total height of the enclosure shall be a minimum of 15 feet. The gate opening shall be a minimum of 12 feet wide and swing open a minimum of 90 degrees from the
- closed position. Each gate shall also include a drop rod and receiving posts.
- Enclosures should be strategically placed for accessibility and designed to accommodate the turning radius of a SU-30 single unit truck.
- A grade break shall be provided around the enclosure to prevent runoff from entering the enclosure.
- No stormwater catch basins or manholes should be located near the enclosure, if unavoidable the lid should be solid and locking.
- The interior floor of the enclosure area shall slope towards a Type I catch basin, or equivalent, and be plumbed to sanitary sewer.
- Roof downspouts for enclosures shall be connected to an existing or new stormwater collection system and accounted for during design. Downspouts discharging over sidewalks and parking lots are prohibited.
- When designing garbage enclosures, developers are encouraged to contact the garbage service provider to verify the location and access.
- Drainage for underground parking, if proposed, shall be connected to the sanitary sewer system through an oil-water separator. [PMC 14.06.031 & CS 402.2]
- For each building, a sanitary sewer system development charge (SDC) will be assessed based on the number of "residential" units in the facility. Current SDC's as of this writing are \$6,458.19 for the first residential unit and \$4,843.64 for each additional unit. [PMC 14.10.010, 14.10.030]
- For any commercial building, including common/administrative facilities associated with a residential use (office, clubhouse, kitchens, hallways, pool areas, etc.), a sewer system development charge (SDC) will be assessed based on the number of plumbing fixture units as defined in the Uniform Plumbing Code. Current SDC's as of this writing are \$6,458.19 for the first 15 plumbing fixture units and an additional charge of \$432.70 for each fixture unit in excess of the base 15 plumbing fixture units. [PMC 14.02.040]

- Sewer connection fees and systems development charges are due at the time of building permit issuance and do not vest until time of permit issuance. [PMC 14.10.010, 14.10.030]
- STORMWATER/ EROSION CONTROL:
 - Refer to City Standards, Section 200 for Stormwater System Requirements. [PMC 17.42]
 - Stormwater regulations require existing drainage patterns on the project site to be maintained post-development. This means that discharges from the project site must be released at the existing natural discharge location. See Ecology Manual, Minimum Requirement 4 (MR4). NOTE: Currently, there is no public conveyance system at this downstream location and the adjacent properties are all privately owned. Based on the topography of the project site, any proposed stormwater release to the adjacent properties will require documented easement rights, adequate conveyance capacity to the offsite discharge locations, and a downstream analysis to ensure there is no detrimental impact to existing property and/or existing storm facilities.
 - Stormwater design shall be in accordance with PMC Chapter 21.10 and the current stormwater management manual as adopted by the City Council at the time of project application. The City is currently using the 2019 Department of Ecology (Ecology) Stormwater Management Manual for Western Washington (aka "Ecology Manual").
 - The applicant shall complete the stormwater flowchart, Figure 1-3.1 and Figure 1-3.2, contained in the Ecology Manual. The completed flowchart shall be submitted with the preliminary stormwater site plan and highlight the Minimum Requirements (MR) triggered by the project thresholds.
 - NOTE: Areas of disturbance within the public ROW must be included in the project area as part of the stormwater thresholds and calculations.
 - The applicant is responsible for submitting a preliminary stormwater management site plan which meets the design requirements provided by PMC Section 21.10 and Ecology Manual. The preliminary stormwater site plan (PSSP) shall be submitted with the landuse application to ensure that adequate stormwater facilities are anticipated prior to development of the property. The preliminary stormwater site plan shall reasonably estimate the quantity of stormwater runoff and the application of On-site Stormwater Management BMPs for the proposed development.
 - The written technical report shall clearly delineate any offsite basins tributary to the project site and include the following information: [PMC 21.10.060]
 - the quantity of the offsite runoff;
 - the location(s) where the offsite runoff enters the project site;
 - how the offsite runoff will be routed through the project site.
 - the location of proposed retention/detention facilities
 - and, the location of proposed treatment facilities

- For offsite basin inflow: At time of civil application, document compliance with 2019 Ecology Manual, Vol III, Sec III-2.4 (2014 Manual, Vol. III, Appendix III-B, Section 6) for the Offsite Basin inflow.
- Each section of the TIR/SSP shall be individually indexed and tabbed with each permit application and every re-submittal prior to review by the City. [PMC 21.10.060]
- Development and redevelopment projects are required to employ, wherever feasible, Low Impact Development (LID) Best Management Practices (BMPs) to meet the design criteria set forth in PMC 21.10.190, the Ecology Manual Volume I, Minimum Requirement 5; and Volume V.
- If infiltration facilities/BMPs are anticipated, the number of infiltration tests shall be based on the area contributing to the proposed facility/BMP, e.g., one test for every 5,000 sq. ft of permeable pavement, or one test for each bioretention cell.
- Preliminary feasibility/infeasibility testing for infiltration facilities/BMPs shall be in accordance with the site analysis requirements of the Ecology Manual, Volume III, Chapter 3, specifically:
 - Groundwater evaluation, either instantaneous (MR1-5), or continuous monitoring (MR1-9), during the wet weather months (December 1 through April 1).
 - Hydraulic conductivity testing:
 - i. If the development meets the threshold to require implementation of Minimum Requirement #7 (flow control); or, if the site soils are consolidated; or, if the property is encumbered by a critical area, then Small Scale Pilot Infiltration Testing (PIT) during the wet weather months (December 1 through April 1) is required.
 - ii. If the development does not meet the threshold to require implementation of Minimum Requirement #7; or, is not encumbered by a critical area; and is located on soils unconsolidated by glacial advance, grain size analyses may be substituted for the Small Scale PIT test at the discretion of the review engineer.
 - Testing to determine the hydraulic restriction layer.
 - Mounding analysis may be required in accordance with Ecology Volume V Section V-5.4.
- Upon submission of the geotechnical infiltration testing, appropriate long-term correction factors shall be noted for any areas utilizing infiltration into the underlying native soils in accordance with the Ecology Manual, Volume III, Chapter 3. Provide the long-term infiltration rate calculation in the stormwater report.
- At the time of civil permit application, the applicant is responsible for submitting a permanent storm water management plan which meets the design requirements provided by PMC Section 21.10. [PMC 21.10.190, 21.10.060]
- When using WWHM for analysis, provide the following WWHM project files with the civil permit application:
 - Binary project file (WHM file extension)
 - ASCII project file (WH2 file extension)
 - WDM file (WDM file extension)
 - WWHM report text (Word file)

- If the project proposes a vault, then at the time of civil application, the applicant shall provide supporting documentation that any vault located in a drive aisle can support the full weight of a fire truck apparatus (54,000lb axle load/77,000lb total weight) and a 23,000lb (includes 20% F.S.) outrigger point load located anywhere on the storm vault. Provide any manufacturer's conditions/restrictions associated with the imposed loading.
- Overflow facilities shall be provided for any proposed detention/retention (R/D) facilities in accordance with the City Standards. This includes a downstream analysis a minimum of ¼ mile downstream from the site.
- Any above-ground stormwater facility shall be screened from public right-of-way and adjacent property per the underlying zoning perimeter buffer requirements in the PMC.
- Stormwater R/D facilities shall be a minimum of 20-feet from any public right-of-way, tract, vegetative buffer, and/or property line measured from the toe of the exterior slope/embankment of the facility. The setback area shall not exceed 5% maximum cross-slope. Facilities with retaining walls, the setback area shall be measured from the facility's emergency overflow elevation to the face of the wall. [PMC 21.10 & DOE Manual, Vol. V]
- The 2-yr, 10-yr, and 100-yr water surface elevation (WSE) shall be shown on the R/D facility cross-section(s).
- If the proposed project discharges to an adjacent wetland, the applicant shall provide a hydrologic analysis which ensures the wetland's hydrologic conditions, hydrophytic vegetation, and substrate characteristics are maintained. See Ecology Manual Volume I, Minimum Requirement 8.
 - Clarify how the wetland hydrology is being maintained. Provide hydroperiod analysis for each wetland in accordance with the Ecology Manual Volume I, Minimum Requirement 8 and Appendix I-C.
- Any proposed infiltration facility shall be designed in accordance with City standards and the following criteria to be provided by a licensed geotechnical engineer:
 - The infiltration rates for the proposed infiltration facilities shall be determined using the Pilot Infiltration Test (PIT) described with the Ecology Manual.
 - The retention pond bottoms shall be a minimum of 5-feet above the maximum wet season water table or bedrock/impermeable layer on the site.
 - A separation down to 3-feet may be considered if supported by a groundwater mounding analysis performed by a licensed geotechnical engineer.
 Monitoring of the groundwater level on the site should begin as soon as possible to obtain an accurate measurement of the maximum wet season water table. [PMC 21.10]
- Water quality treatment of stormwater shall be in accordance with the Ecology Manual, Volume 1, Minimum Requirement 6; and Volume 5, Runoff Treatment.

- If the use of an above-ground combined treatment-storage facility is proposed for flow control and water quality treatment, the geometric characteristics of the facility design shall be in accordance with the Ecology Manual, and the following criteria:
 - A licensed professional geotechnical engineer shall determine the maximum seasonal high groundwater elevation at the location of the combined facility.
 - The applicant shall clearly indicate the static water surface elevation for the top of the wetpool/bottom of the storage volume.
 - The maximum seasonal high groundwater elevation shall be below the static water surface elevation of the wetpool.
- If the applicant proposes to use bioretention cells for water quality treatment, the following notes shall be added to the civil design plans:
 - "At the completion of the bioretention cells construction, the engineer-of-record shall provide a written statement to the City of Puyallup that the bioretention cells were built per the approved design."
 - "The bioretention soil media (BSM) supplier shall certify in writing that the bioretention soil media meets the guidelines for Ecology-approved BSM including mineral aggregate gradation, compost guidelines, and mix standards as specified in the 2012 Low Impact Development Technical Guidance Manual for Puget Sound. And, if so verified, no laboratory infiltration testing, cation exchange, or organic content testing is required."
- Overflow facilities shall be provided at the low points of any proposed permeable pavement areas to allow safe discharge to the downstream storm system.
- Trench dams shall be provided at the property line for utilities located below infiltrative facilities including, but not limited to, permeable pavements and bioretention facilities. Reference City Standard Detail 06.01.10.
- At the time of civil permit application, all pipe reaches shall be summarized in a Conveyance Table containing the following minimum information and included in the TIR:

Pipe Reach Name	Design Flow (cfs)
Structure Tributary Area	Pipe-Full Flow (cfs)
Pipe Diameter (in)	Water Depth at Design Flow (in)
Pipe Length (ft)	Critical Depth (in)
Pipe Slope (%)	Velocity at Design Flow (fps)
Manning's Coefficient (n)	Velocity at Pipe-Full Flow (fps)
	Percent full at Design Flow (%)
	HGL for each Pipe Reach (elev)

- All storm drains shall be signed as follows:
 - a) Publicly maintained stormwater catch basins shall be signed using glue-down markers supplied by the City and installed by the project proponent.

b) Privately maintained stormwater catch basins shall be signed with pre-cut 90ml torch down heavy-duty, intersection-grade preformed thermoplastic pavement marking material. It shall read either "Only Rain Down the Drain" or "No Dumping, Drains to Stream". Alternatively, the glue-down markers may be purchased from the City for a nominal fee.

- All private storm drainage facilities shall be covered by a maintenance agreement provided by the City and recorded with Pierce County. The BMP descriptions and maintenance criteria shall be obtained from the "City of Puyallup Site Management Plan for Stormwater Operations and Maintenance." Under this agreement, if the owner fails to properly maintain the facilities, the City, after giving the owner notice, may perform necessary maintenance at the owner's expense.

- Erosion control measures for this site will be critical. A comprehensive erosion control plan will be required as part of the civil permit application.

- Prior to permit issuance, the applicant shall post a financial guarantee in accordance with PMC 21.10.160 in the amount of 125% of the cost of the stormwater system.

- A Stormwater Systems Development fee will be assessed for each new equivalent service unit (ESU) in accordance with PMC Chapter 14.26. Each ESU is equal to 2,800 square feet of 'hard' surface. The current SDC as of this writing is \$4,085.23 per ESU.

- Stormwater Systems Development fees are due at the time of site development permit or in the case where no site development permit is required, at the time of building permit issuance for the individual lot(s); and the fees do not vest until the time of site development permit issuance, or at the time of building permit issuance in the case where a site development permit is not required.

- A Construction Stormwater General Permit shall be obtained from the Department of Ecology if any land disturbing activities such as clearing, grading, excavating and/or demolition will disturb one or more acres of land, or are part of larger common plan of development or sale that will ultimately disturb one or more acres of land.

- **STREET:**

- Access to this site is through another parcel. Provide documentation that grants access rights to the proposed project site.

- Any curb, gutter, sidewalk, or other existing improvements which currently do not meet City Standards, or are damaged during construction, shall be replaced. [PMC 11.08.020]

- Existing public utilities that are in conflict with proposed frontage improvements shall be relocated as necessary to meet all applicable City, State, and Federal requirements.

- Existing private utilities (gas, telcom, cable, etc...) that are in conflict with City maintained right-of-way and utilities shall be relocated outside of the travelled road

section, i.e., behind the curb under the sidewalk area.

- Upon civil permit application, the following items shall be provided:
 - Commercial and Multi-family projects shall provide an autoturn analysis for the largest anticipated vehicle that would access the site. Curb radii and entrance dimensions shall be increased as necessary to allow vehicles to access the site without encroaching into adjacent lanes of traffic.
 - Root barriers in accordance with City Standard Detail 01.02.03 shall be installed for all street trees within ten (10) feet of the public ROW.
 - Wheel chair ramps, accessible routes, etc. shall be constructed in accordance with City Standards and current ADA regulations. If there is a conflict between the City Standards and ADA regulations, the ADA regulations shall take precedence over the City's requirements. [PMC 17.42]
 - Any surface area proposed for parking, drive aisle, or outdoor storage shall be paved with asphalt or concrete. [PMC 20.30.045(3), 20.35.035(3), 20.44.045(2)]
- Upon review of the required, submitted traffic report, additional off-site improvements may be required as directed by the Traffic Engineering Department. [PMC 17.42]
- GRADING:
 - A Grading Plan conforming to all requirements of PMC Section 21.14.120 will be required for this project. The Plan shall be prepared by a Civil Engineer licensed in the State of Washington. [PMC 21.14.070]
 - A geotechnical report conforming to all requirements PMC Sections 21.14.150 and 21.14.160 will be required for this project. The Report shall be prepared by a Civil Engineer or Engineering Geologist licensed in the State of Washington. Prior to final acceptance of this project, the author of the Report shall provide certification to the City the project was constructed in accordance with the recommendations contained in the report.
 - Cross sections will be required at various points along the property lines in accordance with City Standards Section 502 and 503 to ensure no impact from storm water damming or runoff. [PMC 17.42 & CS 502.1]
 - At the time of civil permit application, the following notes shall be added to the first sheet of the TESCP:
 - "At any time during construction it is determined by the City that mud and debris are being tracked onto public streets with insufficient cleanup, all work shall cease on the project until this condition is corrected. The contractor and/or the owner shall immediately take all steps necessary to prevent future tracking of mud and debris into the public ROW, which may include the installation of a wheel wash facility on-site."
 - "Contractor shall designate a Washington Department of Ecology certified erosion and sediment control leadperson, and shall comply with the Stormwater Pollution Prevention Plan (SWPPP) prepared for this project." [NOTE: If required by Ecology rules.]

-“Sediment-laden runoff shall not be allowed to discharge beyond the construction limits in accordance with the Project’s NPDES General Stormwater Permit.”

-“Any permanent infiltration system shall not be utilized for TESC runoff. Connect infiltration system to the upstream stormwater conveyance only after construction is complete and site is stabilized and paved.” [If infiltration is utilized for the project].

- RCW 19.122 requires all owners of underground facilities to notify pipeline companies of scheduled excavations through the one-number locator service if proposed excavation is within 100 feet. Notification must occur in a window of not less than 2 business days but not more than 10 business days before beginning the excavation. If a transmission pipeline company is notified that excavation work will occur near a pipeline, a representative of the company must consult with the excavator on-site prior to excavation.

- MISC:

- All proposed improvements shall be designed and constructed to current City Standards. [PMC 14.08.040, 14.08.120, 17.42]

- Civil engineering drawings cannot be accepted until Planning Department requirements have been satisfied, including but not limited to, SEPA, Preliminary Site Plan approval, CUP, and/or Hearing Examiner conditions.

- Civil engineering drawings will be required for this project prior to issuance of the first building permit. Included within the civil design package shall be a utility plan overlaid with the proposed landscaping design to ensure that potential conflicts between the two designs have been addressed.

- At the time of civil application, submit electronic files in PDF format, through the City’s Permit Portal. Contact the Permit staff via email at PermitCenter@ci.puyallup.wa.us for the initial project submittal.

- Civil engineering plan review fee is \$470.00 (plus an additional per hour rate of \$130.00 in excess of 5 hours). The Civil permit shall be \$300.00 and the inspection fee shall be 3% of the total cost of the project as calculated on the Engineering Division Cost Estimate form. [City of Puyallup Resolution No. 2098]

- Benchmark and monumentation to City of Puyallup datum (NAVD 88) will be required as a part of this project / plat.

- Engineering plans submitted for review and approval shall comply with City Standards Section 1.0 and Section 2.0, particularly:

- Engineering plans submitted for review and approval shall be based on 24 x 36-inch sheets.

- The scale for design plans shall be indicated directly below the north arrow and shall be only 1”=20’ or 1”=30’. The north arrow shall point up or to the right on the plans.

- Engineering plan sheets shall be numbered sequentially in this manner: Sheet 1 of 20, Sheet 2 of 20, etc. ending in Sheet 20 of 20.

- All applicable City Standard Notes and Standard Details shall be included on the construction plans for this project. A copy of the City Standards can be found on the City's web site under City Engineering, Development Engineering.
- Prior to Acceptance/Occupancy, Record Drawings shall be provided for review and approval by the City. The fee for this review is \$200.00. Record Drawings shall be provided as follows:
 - In accordance with City Standards Manual Section 2.3.
 - Electronic version of the record drawings in the following formats:
 1. AutoCAD Map 2007 or newer in State Plane South Projection
 2. PDF

**Engineering Traffic Review - Mico Hutchens; (253) 993-0179;
mhutchens@puyallupwa.gov**

- A traffic scoping worksheet will be required for this project. City policy requires the project trips to be estimated using the Institute of Transportation Engineers' (ITE) Trip Generation, 11th Edition. In general, trip generation regression equations shall be used when the R2 value is 0.70 or greater. For single-family units and offices smaller than 30,000 SF, use ITE's Trip Generation, average rate.

Once the traffic scoping worksheet is reviewed, a written response would be sent to the applicant's traffic engineer outlining the scope of the project's Traffic Access and Impact Study

The city has adopted a City-Wide Traffic Impact Fee of \$4,500 per PM peak hour trip. Final fees will be calculated and assessed by the City at the time of building permit issuance

- Park impact fee was established by Ordinance 3142 dated July 3, 2017 and shall be charged per new dwelling unit based on its size:
Park Impact Fee (Per residential dwelling Unit):

Less than 500 sqft	\$1,560.05
500 - 999 sqft	\$2,313.53
1,000 – 1,999 sqft	\$3,291.31
2,000 sqft or more	\$4,017.30
- Per Puyallup Municipal Code Section 11.08.135, the applicant/owner would be expected to construct half-street improvements including curb, gutter, planter strip, sidewalk, roadway base, pavement, and street lighting. The extent of paving would be determined based on current condition. Any existing improvements which are damaged now or during construction, or which do not meet current City Standards, shall be replaced.

Easement will likely be required for site access

The existing curb cut does not meet City Standard for commercial access.

Driveway spacing does not meet minimum distance requirements - Per City Standard 01.02.16 Commercial approach shall be a minimum of 300 ft from a principal arterial. The project will need to pursue access easement with adjacent parcels to utilize a shared access on 27th AVE SE.

The proposed driveway/tract does not appear to meet City Standard for length/width. An autoturn analysis would be required to show the largest anticipated design vehicle accessing the site. Fire truck turn-around would also be required.

Permit Submittal Instructions (Planning, Engineering or Building Permits)

Once all staff's comments are addressed and you are ready to submit permits for your project, please follow these instructions. Permit application submittals will be accepted via the [City's permit portal](#) only. You can find a list of permit application forms on the [City's master document list](#). The following minimum documents must be submitted with all applications, or they will not be processed:

- Complete application form, signed and dated
- Supporting documents, as outlined on the application form checklist
- At time of building permit, building plans will need to be complete with all building, mechanical, plumbing, energy code items and accessibility requirements that may apply on plans

Consult with a permit technician if you have questions about the minimum submittal checklist requirements, permit fees, or permit timelines (PermitCenter@puyallupwa.gov).

- 1 Login to your [permits portal](#).
- 2 Select "Apply for Planning Permit" or "Apply for an Engineering Permit" or "Apply for a Building Permit", depending on which permit type you need based on the notes provided in this letter.
- 3 Select the correct permit type from drop down list. Fill out all sections of the online form, upload all required documents, and pay all fees.

Notes: Failure to upload all the required documents or pay required fees will delay the processing of your application. Pre-Application fees can be credited towards subsequent city permit applications for this proposed project if applied for within 6 months.