



Preliminary Site Plan

Application Fees

Small: \$690

≤10,000 SF of new structure or
 ≤20,000 SF of affected site area

Medium: \$1250

10,001-19,999 SF of new structure or
 20,000 - 39,999 SF of affected site area

Large: \$1890

20,000+ SF of new structure or
 40,000+ SF of affected site area

Additional review fees, if applicable:

- SEPA review: \$250
- Critical area review: \$160
- Traffic impact analysis review: \$160

A preliminary site plan permit is an 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 precedes final building/engineering permit review and issuance.

Site plan review in Puyallup has two distinct components: 'Preliminary' and 'Final'. The final review will take place when the building permit is applied for.

To help you understand City standards and the preliminary site plan process, a pre-application is recommended. Pre-applications are an opportunity for a potential applicant to receive notes from or meet with development review team staff and receive feedback about your development project proposal prior to submitting an application for a permit.

Submittal Instructions

- 1 Create an account on <https://permits.puyallupwa.gov/Portal>
- 2 Select “Apply for Planning Permit”
- 3 Select “Preliminary Site Plan” from drop down list. Fill out all sections of the online form and upload all required documents. Note: Failure to upload all the required documents will delay the processing of your application.

Owner Information

Name: Lloyd Enterprises Inc

Street Address: 34667 Pacific Highway South

City: Federal Way State: WA Zip Code: 98003

Phone: _____ E-mail: _____

Applicant / Agent Information

Same as owner

Name: Jennifer Caldwell
Street Address: 429 - 29th Street NE, Suite D
City: Puyallup State: WA Zip Code: 98372
Phone: 253-848-4282 E-mail: jcaldwell@cesnwinc.com

Surveyor Information (if applicable)

Name: Charles Podzaline, PLS
Street Address: 429 - 29th Street NE, Suite D
City: Puyallup State: WA Zip Code: 98372
Phone: 253-848-4282 E-mail: cpodzaline@cesnwinc.com
State of Washington Professional Land Surveyor Registration No. 50986
Name of Registered: Charles E. Pozaline Expiration Date: _____
Contact surveyor about application? Yes No

Site Information

Property Address(es): 113 27th Avenue SE, Puyallup, WA
Parcel Number(s): 0419032099
Current Use(s) of Property: Vacant Land
Proposed use(s) of Property: Townhomes
Type of Construction per Building Code: _____
Nature of Request (be specific):

A 12 unit townhome development with access via an easement.

Building #1:			
Use			
Type of Construction per Building Code			
Type of Occupancy per Building Code			
Building Height			maximum
No. building stories			maximum
Total Building sf			
Building #2:			
Use			
Type of Construction per Building Code			
Type of Occupancy per Building Code			
Building Height			maximum
No. building stories			maximum
Building total sf			
Building #3:			
Use			
Type of Construction per Building Code			
Type of Occupancy per Building Code			
Building Height			maximum
No. building stories			maximum
Building total sf			

Services Extending to the Site:

Water: Fruitland Water

Gas: _____

Sanitary Sewer: City of Puyallup

Telephone: _____

Storm Sewer: City of Puyallup

Cable TV: _____

Power: Puget Sound Energy

Landscaping

Most projects will be required to meet the landscaping standards of **PMC 20.58 Landscaping Requirements** and the **Vegetation Management Standards (VMS)** Manual as well as other landscaping requirements based on the use and development pattern of the proposal. The VMS can be found at www.cityofpuyallup.org/DocumentCenter/View/1133/Vegetation-Management-Standards and its appendix can be found at www.cityofpuyallup.org/DocumentCenter/View/6054/VMS-Appendices-Complete-Document.

Existing trees on the site which are larger than 15” in Diameter at Breast Height (DBH) are considered to be a ‘significant tree’ and must be retained where possible. If your site includes any significant trees, then you must include a tree risk assessment completed by a certified arborist with this application.

Critical Area Identification

The purpose of this section is to determine if a critical area report is required due to the development site being on or near any critical areas. All critical areas identified and their associated buffers, must be shown on the title and map. You can look up critical areas and buffers on the City’s interactive GIS portal at <https://gis-portal-puyallup.opendata.arcgis.com/> then scroll to the “Applications” section of the page and select “City of Puyallup Critical Areas App” to view. If there are critical areas on or adjacent to the subject parcel, you may be required to provide a critical area report(s). Please see PMC 21.06.530 for general critical area report requirements. Please contact the planning division for critical area questions.

Based on the applicant’s knowledge and research of the project site, please select any of the critical areas listed below that are located on or within 300 feet of the property boundaries.

- | | | |
|--|--|---|
| <input type="checkbox"/> Wetlands | <input type="checkbox"/> Wellhead Protection Area | <input type="checkbox"/> Aquifer Recharge Area |
| <input type="checkbox"/> Lakes/Ponds | <input type="checkbox"/> Habitat Corridor | <input type="checkbox"/> Flood Zone |
| <input type="checkbox"/> Streams/Creeks
Waterbody name: _____ | <input type="checkbox"/> Habitat Conservation Area | Flood Classification: _____ |
| <input type="checkbox"/> Puyallup River Shoreline
Shoreline Classification: | <input type="checkbox"/> Seismic Hazard Area | <input type="checkbox"/> Volcanic Hazard Area |
| <input type="checkbox"/> Conservancy | <input type="checkbox"/> Clarks Creek Shoreline
Shoreline Classification: | <input checked="" type="checkbox"/> Landslide/Erosion Hazard Area |
| <input type="checkbox"/> Rural | <input type="checkbox"/> Conservancy | Slope Classification: |
| <input type="checkbox"/> Urban | <input type="checkbox"/> Rural | <input type="checkbox"/> Slopes 0% - 15% |
| | <input type="checkbox"/> Urban | <input type="checkbox"/> Slopes 16% – 39% |
| | | <input checked="" type="checkbox"/> Slopes 40% or Greater |

Please describe the critical areas checked above and their location in relation to the proposed development. Please show their location on any plans to be submitted:

A descending slope located in proximity to the northern property boundary. According to the geotechnical report, the identified 20-foot rear setback is adequate for the slope stability. See geotechnical report for more detailed information.

Critical Area Identification *(continued)*

Do you know of any present or past critical area studies that have been conducted for critical areas on-site or adjacent to the site? Please describe below; including their date, scope, conclusions, and parcels they included:

We do not know of any past studies

Do you know if any critical areas have been placed inside a tract or a protection easement that is recorded on the title or plat for this site or any adjacent site? Please describe below, including name of tract or easement, location, and Puyallup permit number or recording number:

No critical areas have been placed inside a tract or protection easement.

Submittal Checklist

The purpose of the preliminary site plan review is for the Development Services Department and the Engineering Department 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. *Please note the processing of this application may require additional supporting evidence, data or statements; e.g.: critical area assessments, traffic assessments, noise assessments etc.*

- I) **Site Plan:** The site plan shall show the property's lot dimensions, boundaries, tax assessor's parcel numbers and square footage.
 - a) **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)
 - b) **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. All buildings shall be marked with their size and whether they are to remain or be demolished.
 - c) **Critical Areas Data:** In addition to the critical area identification section of this 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, regulated floodplain, etc. as defined pursuant to PMC 21.06.

- i) **Critical Areas GIS Data:** Maps of critical areas shall be provided in an electronic format that allows site data to be incorporated into the city's geographic information system (GIS) database. Electronic versions of the mapping files must be submitted before a building permit will be issued. [Wetland & Stream GIS Submission Form](#)
 - ii) Electronic files shall be submitted in the following formats:
 - (a) U.S. Survey Feet for measurements;
 - (b) ESRI Shapefile Format with Projected Coordinate System:
NAD_1983_HARN_StatePlane_Washington_South_FIPS_4602_Feet and Vertical Datum: North American Vertical Datum of 1988; or
 - (c) AutoCAD Map 2007 or newer and related Xref'd drawings in State Plain South Projection
 - d) **Existing Easements:** The plan shall locate and show the dimensions of all easements on the site; indicate the easement holder and purpose.
 - e) **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.
 - f) **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, pedestrian paths from parking lots to building entrance and sidewalks; show type of pavement; show wheel stops and curbs; show provisions for handicapped parking and access ramps. Include proposed fire access including auto-turn analysis, fire lanes, and fire hydrants.
- 2) **Preliminary Landscape Plan:** The plan shall identify possible types of plantings and location proposed for landscaping and open space and indicate the coverage of landscaping as 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 Development Services Director. For smaller projects with unique site or development characteristics, the Development Services Director shall have the authority to require that a landscape plan be prepared by a professional landscape architect licensed in this state.
- 3) **Preliminary storm water information:** The City has currently adopted the 2019 Ecology Manual. All development applications must comply with the 2019 Stormwater Management Manual for Western Washington (SWMMWW).
- a) Copy of the Geotechnical Report drafted by a licensed professional soils scientist or other suitably trained person working under a professional engineer, geologist or hydro geologist. The report shall include an evaluation for the site's infiltration capabilities and groundwater elevation during the wet season (December 21st – March 21st)
 - b) Copy of the Preliminary Drainage Report stating how the project is proposing to mitigate stormwater runoff by the development and meeting the minimum requirements of the currently adopted Ecology manual. This report shall explain how the site will feasibly manage stormwater runoff.
 - c) Copy of a Stormwater Site Plan showing the relative location and size of the Best Management Practice(s) proposed on the site.
- 4) **Tree Risk Assessment:** If your site includes any significant trees, then you must include a tree risk assessment completed by a certified arborist with this application. Existing vegetation on the site which is larger than 15" in Diameter at Breast Height (DBH) is considered to be a 'significant tree' and must be retained where possible. The tree risk assessment must map where all significant trees are located on the site, their health condition, and whether they are to be retained or removed as a part of this project.
- 5) **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.

- 6) **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.
- 7) **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 International 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.
- 8) **Site Data:**
- a) Number of dwelling units (residential developments only)
 - b) Numbered parking spaces
 - i) Mark each compact space
 - c) Total impervious surface (square footage)
 - d) Indicate dimensions and square footage of all landscaped areas
 - e) Indicate accessible path from the right of way to the building
 - f) Indicate the area for refuse and recycling collection.
- 9) **Design Review Worksheet:** If your project requires any kind of design review (generally required for any new buildings and exterior modifications to existing buildings), a design review worksheet is required to be submitted with your land use permit in addition to the following items:
- a) Architectural Elevations
 - b) Narrative from Project Architect
- Note: to learn which design review worksheet (s) is required for your project, please contact the Planning division at 253-841-4165 (option 3).

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 Owner: _____ Date: 5-12-25

Signature of Applicant: Jennifer Caldwell Date: 05-16-2025
(or authorized agent)