

Pre-Application Request



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

Application Fees

Notes only fee: \$300*

Virtual meeting fee: \$500

**This fee can be refunded if a permit application for this proposed project is applied for within 6 months of the issuance of your meeting notes OR within 6 months of your pre-application meeting*

Purpose and intent:

- Provide you with information regarding the various elements of the City's permitting process
- Review your specific proposal against Puyallup Municipal Code requirements and other regulations
- Provide you an early opportunity to identify potential major issues
- Formally introduce you to City review staff (planning, engineering, building, fire, traffic)
- Help explain Puyallup Municipal Code requirements and other regulations specific to your proposal

Please select the pre-application format you would like to pursue (select one only)

Notes Only Pre-App – This option would be a review of your project with the issuance of meeting notes only from the Development Review Team staff. Includes a review of your proposed project by the City of Puyallup Planning, Building, Traffic, Fire, and Engineering divisions. This option works well for less complex projects where an applicant may want more information prior to submitting a permit. This option is generally quicker in turn around times to receiving written notes from staff when compared to the Virtual Pre-App meeting option. We encourage you to submit quality, detailed items and questions as part of your application packet in order for staff to provide the most well-rounded review of your proposal.

Our goal is to provide staff review notes in a timely manner – we target to return notes to you within 2-3 weeks of your submittal, following staff review. You will have 90 days to request a virtual meeting following your notes only pre-app.

OR

Virtual Pre-App Meeting – A one hour virtual meeting (Teams) with the Development Review Team staff; this option also includes meeting notes outlining any issues related to your proposed project by the City of Puyallup Planning, Building, Traffic, Fire, and Engineering divisions. Limited to one hour. We strive to make the meeting as informative and efficient as possible. City of Puyallup Planning, Building, Traffic, Fire, and Engineering divisions will be present at the meeting to provide information based on your pre-application submittal items. Applicants are encouraged to invite all necessary representatives to the meeting, particularly those individuals who will work on the project during its design/permitting phase. Virtual meetings are generally scheduled 7-10 days from when they are requested, subject to calendar availability. We schedule pre-application meetings on a first-come-first-serve basis. Our goal is to provide staff review notes in a timely manner – we target to return notes to you within 3 business days after the pre-app meeting.

Pre-application reviews are not a substitute, formal review, or an acceptance of project plans.

Requested Meeting Date (For virtual meetings only)

Choose which day and time of day work best for you.

- | | |
|--|---|
| <input checked="" type="checkbox"/> Tuesday | <input checked="" type="checkbox"/> Morning |
| | <input checked="" type="checkbox"/> Afternoon |
| <input checked="" type="checkbox"/> Wednesday | <input checked="" type="checkbox"/> Morning |
| | <input checked="" type="checkbox"/> Afternoon |
| <input checked="" type="checkbox"/> Thursday | <input type="checkbox"/> Morning |
| | <input checked="" type="checkbox"/> Afternoon |

Submittal Instructions

- 1 Create an account on <https://permits.puyallupwa.gov/Portal>
- 2 Select "Apply for a Planning Permit"
- 3 Select "Pre-Application" 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.

Applicant Information

Name: Grant Middleton PE; Larson and Associates

Street Address: 9027 Pacific Avenue

City: Tacoma State: WA Zip Code: 98444

Phone: 253-474-3404 E-mail: gmiddleton@rrlarson.com

Site Information

Parcel Number(s): 2105200221

Property Address: XXX Inter Ave, Puyallup WA

Description of Request:

Pre-application review and comment from City regarding the commercial/industrial development of parcel zoned ML (Limited Manufacturing). The project use proposal TBD (uses allowed by code)

Detailed Questions and/or Particular Issues to Discuss (add additional pages if needed):

Please see Attachment A for detailed questions and/or particular issues to discuss.

Proposal Details

<input type="checkbox"/>	Single Family Residential	No. of Lots:
<input type="checkbox"/>	Multi-Family Residential	No. of Units :
<input type="checkbox"/>	Office/Commercial/Retail	Square Feet: TBD - uses allowed by code.
<input type="checkbox"/>	Warehouse/Manufacturing	Square Feet: TBD - uses allowed by code.
<input type="checkbox"/>	Mixed Use	Square Feet and No. of Units:
<input type="checkbox"/>	Tenant Improvement	Square feet:
<input type="checkbox"/>	Other	

For non-single-family residential applications only, please identify

The proposed land use

TBD (uses allowed by code)

The proposed type of construction (i.e., VN, IIN):

TBD

The proposed size of the building(s):

TBD (site plan shows example 7,500 SF)

The proposed occupancy of the structures (i.e., "S", "B", "H"):

TBD

Are there any manufacturing processes proposed?: Yes No

Will you be utilizing fire sprinkler systems: Yes No Do not know, but possible

Will you be storing or using hazardous material: Yes No Do not know, but possible

If yes, type of material stored:

Unknown at this time - TBD.

Submittal Items (required):

1. Application form
2. Project narrative (e.g. a letter describing your proposal)
3. Site plan drawing
 - a. Locations, sizes, and uses for existing and proposed structures. Indicate the gross floor area of each structure and type of construction.
 - b. Existing and proposed utilities/easements onsite, including hydrant locations, waterlines, sewer lines, storm lines, streetlights, and any wells and/or septic tanks and drain field areas.
 - c. Proposed location, size, and type of solid waste and recycling containers (if applicable).
 - d. Location of proposed/existing stormwater retention/detention facilities and type of facilities (if applicable).
4. Optional items:
 - a. Geotech report
 - b. Critical areas report (e.g. wetlands, streams, etc.)
 - c. Survey of property
 - d. Floodplain mitigation proposal
 - e. Storm drainage report
 - f. Traffic scoping worksheet or report
5. Virtual Meeting
 - a. If applying for a virtual meeting after receiving your notes from the Notes Only option
 - i. Submit an updated narrative based on the notes received from staff.
 - ii. Submit a comment letter in response to notes received from staff addressing the key issues you'd like to discuss.
 - iii. Submit an updated site plan drawing meeting the requirements of submittal item 3.

Please submit your application, summary form, site plan, and additional submittal items via the Portal

ATTACHMENT A

DETAILED QUESTIONS AND/OR PARTICULAR ISSUES TO DISCUSS (ADD ADDITIONAL PAGES IF NEEDED):

1. Please confirm the zoning designation and the use allowances for this site.
2. Please confirm the minimum required setbacks for this site.
3. Will perimeter landscaping and/or any other buffers be required for the development of this site?
4. It appears a wetland delineation and review will be needed. Please confirm any other critical area reports and/or reviews that will be necessary for the development of this site?
5. What uses in the ML Zone would require a 150' High Intensity Use Buffer? And what ML uses would require a 110' Moderate Intensity Use Wetland Buffer? Would the use of buffer averaging be a viable option for this site?
6. What are the tree retention requirements for industrially/manufacturing zoned property, if any?
7. Will the Applicant be required to provide any traffic analysis or report for City review?
8. Do the existing City water and sewer facilities located in Inter Ave E have adequate capacity to provide service to the project site?
9. Will any improvements to the existing City water or sewer facilities currently located in Inter Avenue E be required?
10. In order to provide the site with access, an arched culvert is proposed to cross Deer Creek, which includes an area identified as a potential flood hazard on the FEMA flood panel mapping. Will this type of crossing be supported by the City and what review and permitting will be required?
11. Due to the existing physical constraints along Iner Ave, the developed roadway surface currently ends ~50 to 60' before the Deer Creek gully crossing the ROW. Will the portion of the EVA driveway constructed within the ROW beginning from the end of the developed roadway surface require a license and/or agreement? What process for review and approval will be required?
12. Preliminary discussions have taken place between the owner and Mr. Beale regarding the properties owned by the City at the western most terminus of Inter Ave. Given Mr. Beale indicated the properties are identified for open space, watershed protection and salmon habitat, would the City entertain a request to vacate the undeveloped portion of the ROW?
13. Since the road will never be completed thru to the end of the existing ROW due to the multiple creek crossings and ownership pattern, will there be any frontage improvements required for the project other than the driveway access as proposed?
14. What development permits will be required for the development of the project?
15. Once a complete application has been provided and assuming timely applicant responses to requests for information, what is the estimated time for City review and approval?