



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: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail: _____

Applicant / Agent Information

Same as owner

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail: _____

Surveyor Information (if applicable)

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail: _____

State of Washington Professional Land Surveyor Registration No. _____

Name of Registered: _____ Expiration Date: _____

Contact surveyor about application? Yes No

Site Information

Property Address(es): _____

Parcel Number(s): _____

Current Use(s) of Property: _____

Proposed use(s) of Property: _____

Type of Construction per Building Code: _____

Nature of Request (be specific):

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: _____ Gas: _____

Sanitary Sewer: _____ Telephone: _____

Storm Sewer: _____ Cable TV: _____

Power: _____

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

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:

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:

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:

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.*

1. Completed and Signed Application Form

2. **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.
- d. **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](#)

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
- e. **Existing Easements:** The plan shall locate and show the dimensions of all easements on the site; indicate the easement holder and purpose.
- f. **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.
- g. **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.
- h. **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.
- i. **Building Data:** The plan shall show the following information about the proposed buildings:
- Building occupancy division by use (office, shop, etc.)
 - Total building area
 - Gross floor area by use/occupancy class
 - Type of construction per International Building Code
 - Any hazardous materials proposed for storage or use in the building
 - Building elevations may be required to determine compliance with residential or commercial design standards.
- j. **Site Data:**
- Number of dwelling units (residential developments only)
 - Numbered parking spaces
 - Mark each compact space
 - Total impervious surface (square footage)
 - Indicate dimensions and square footage of all landscaped areas
 - Indicate accessible path from the right of way to the building
 - Indicate the area for refuse and recycling collection.

- k. **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.
3. [Traffic Scoping Worksheet](http://www.cityofpuyallup.org/masterdocumentlist) (Can be found here: www.cityofpuyallup.org/masterdocumentlist)
4. **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.
5. **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. **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. **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. **Stormwater Site Plan** showing the relative location and size of the Best Management Practice(s) proposed on the site.
6. [SEPA Checklist](https://www.cityofpuyallup.org/1591/Master-Document-List) (if applicable) (Can be found here: <https://www.cityofpuyallup.org/1591/Master-Document-List>)
7. Critical Area Report (if applicable) with relevant critical area checklist:
- [Flood Habitat Assessment](#)
 - [Fish and Wildlife Assessment](#)
 - [Mitigation Plans](#)
 - [Wetlands](#)
8. **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.
9. **Design Review:** Contact a City of Puyallup planner to determine which design review may be applicable to your project at 253-841-4165 (option 3).
- a. Administrative Design Review worksheet (if applicable): For projects that required Administrative Design Review (rather than design review by the Design Review and Historic Preservation Board (DRHPB)) a design review worksheet is required to be submitted with your land use permit in addition to the following items:
- **Design Review Worksheet** (submit ONLY ONE): <https://www.cityofpuyallup.org/473/Land-Use-Permit-Applications>
 - Duplex/Triplex Worksheet
 - Industrial Worksheet
 - Multi-Family Worksheet

