



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 #PLPRE20260012

DATE: March 05, 2026

TO: Amanda Grindle

PROJECT NAME: Puyallup School District #3 South Hill Transportation Gasoline Dispensing Facility

PROJECT DESCRIPTION (as provided by applicant): NOTES ONLY PRE-APPLICATION MEETING:

Install new gasoline dispensing facility, including 8,000-gal aboveground storage tank, dispenser, card reader/fuel management system; concrete AST foundation and drive slab; and 80 SF storage shed. Project to include electrical and stormwater treatment for the new system.

SITE ADDRESS: 3605 17TH ST SW, PUYALLUP, WA 98373;

Thank you for submitting your proposal to the City's Development & Permitting Services staff to discuss your proposed project. The following letter outlines the 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 and 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 a 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 Log in 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 the bottom of the page.
- 3 A 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 as of 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 - Nabila Comstock; (253) 770-3361; NComstock@PuyallupWA.gov

- Critical Aquifer Recharge Area:
The proposal is located within a critical aquifer recharge area. A critical area report prepared by a qualified professional is required for this proposal for an aboveground storage tank.

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.

PMC 21.03.1130 (1)(b)

Aboveground Storage Tanks. All new aboveground storage facilities proposed for use in the storage of hazardous substances or hazardous wastes shall be designed and constructed in accordance with Chapter 173-303 WAC, Dangerous Waste Regulations, and the International Fire Code, so as to:

- (i) Not allow the release of a hazardous substance to the ground, ground waters, or surface waters;
 - (ii) Have a primary containment area enclosing or underlying the tank or part thereof; and
 - (iii) Include a secondary containment system either built into the tank structure or a dike system built outside the tank for all tanks.
- - Minimum front yard setback: 20 feet, or same as the most restrictive abutting zone, whichever is greater; or as otherwise established through a conditional use permit or master plan.
 - Minimum rear yard setback: 20 feet, or as required in PMC § 20.26.500, whichever is greater; or as otherwise established through a conditional use permit or master plan.
 - Minimum side yard setback: 20 feet, or as required in PMC § 20.26.500, whichever is greater; or as otherwise established through a conditional use permit or master plan.
 - Aboveground storage tank to be screened from the public right-of-way.

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

- - The Project Narrative lists a number of exhibits that are not part of the documents provided, except the site plan.
- Plans should include the anchorage of the tank to the slab.

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

- 1. Comply with 2021 IFC, IBC code series
- 2. Comply with current edition's of NFPA
- 3. Comply with WAC

Engineering Review - Sam Morman; (253) 841-5411; SMorman@PuyallupWA.gov

- CIVIL PERMIT APPLICATION
 - Civil engineering drawings will be required for this project prior to issuance of

the first building permit (The city has transitioned to electronic review. Please reach out to the city permit technicians at PermitCenter@PuyallupWA.gov and they will guide you how to submit). Included within the civil design package will be a utility plan overlaid with the landscape architects landscaping design to ensure that potential conflicts between the two designs have been addressed. Engineering plans 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 plan review fee is \$670.00 (plus an additional per hour rate of \$180.00 in excess of 5 hours). The Civil permit inspection fee shall be 3% of the total cost of the project as calculated on the City of Puyallup Engineering Division Cost Estimate form. [City of Puyallup Resolution No. 2098]
- Civil Engineering drawings shall conform to the following City standards Sections 1.0 and 2.0:
 - Engineering plans submitted for review and approval shall be on 24 x 36-inch sheets.
 - Benchmark and monumentation to City of Puyallup datum (NAVD 88) will be required as a part of this project / plat.
 - 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 Office of the City Engineer, Engineering Services.

- SEWER
 - The pump dispensing island (Filling Station) shall be designed to isolate collected stormwater from the adjoining parking areas. The pump-island stormwater shall be connected to the sanitary sewer system through a pre-manufactured oil-water separator rated for HS-20 loadings. [PMC 14.06.031 & CS 402.2]
 - All private oil-water facilities shall be maintained in accordance with Puyallup Municipal Code 14.06.031. Under this Title, records and certification of maintenance shall be made readily available to the City for review and inspection and must be maintained for a minimum of three years. If the owner fails to properly maintain the facility, the City, after giving the owner notice, may perform necessary maintenance at the owner's expense. [PMC 14.06.031 & CS 402.2]
 - Fuel stations must be constructed on an impervious concrete pad under a roof to keep out rainfall and stormwater run-on.
 - The proposed sewer system shall be designed and constructed to current City

standards. [PMC 14.08.070]

- A sanitary 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 \$6,712.39 for the first 15 plumbing fixture units and an additional charge of \$449.73 for each fixture unit in excess of the base 15 plumbing fixture units. [PMC 14.10.010, 14.10.030]

- STORMWATER

- Design shall occur pursuant to the city adopted stormwater manual. As of writing this, the currently adopted manual is the 2019 Stormwater Management Manual for Western Washington (The 2019 SWMMWW). Depending on the project scale, the following may be required:

- The applicant shall include a completed stormwater flowchart, Figure 3.1, contained in Ecology's Phase II Municipal Stormwater Permit, Appendix I with the stormwater site plan. The link below may be used to obtain the flowchart:

https://fortress.wa.gov/ecy/ezshare/wq/Permits/Flare/2019SWMMWW/2019SWMMWW.htm#Topics/Volumel/MRsForNewDevelopmentAndRedevelopment/ApplicabilityOfTheMRsToNewDevelopmentAndRedevelopment.htm?TocPath=2019%2520SWMMWW%257CVolume%2520I%2520-%2520What%2520Requirements%2520Apply%2520to%2520My%2520Site%253F%257C-%2520Minimum%2520Requirements%2520for%2520New%2520Development%2520and%2520Redevelopment%257C____3

- 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 Volume I, Section 2.5.1. The preliminary stormwater site plan (PSSP) shall be submitted prior to Preliminary Site Plan/Conditional Use Permit approval to ensure that adequate stormwater facilities are anticipated prior to development of the individual lot(s). The preliminary stormwater site plan shall reasonably estimate the quantity of roof and driveway stormwater runoff and the application of On-site Stormwater Management BMPs for the proposed development.

- Preliminary feasibility/infeasibility testing for infiltration facilities shall be in accordance with the site analysis requirements of the Ecology Manual, Volume I, Chapter 3, specifically:

- o Groundwater evaluation, either instantaneous (MR1-5) or continuous monitoring well (MR1-9) during the wet weather months (December 21 through April 1).
- o Hydraulic conductivity testing:

- If the development triggers Minimum Requirement #7 (flow control), if the site soils are consolidated, or is encumbered by a critical area a Small Scale Pilot Infiltration Tests (PIT) during the wet weather months (December 21 through April 1) is

required.

- If the development does not trigger Minimum Requirement #7, 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.

- o Testing to determine the hydraulic restriction layer.
- o Mounding analysis may be required in accordance with Ecology Volume III Section 3.3.8.

- A survey prepared by a registered surveyor, showing the following is necessary for projects exceeding 2,000SF or more of new plus replace hard surfaces as defined by the 2019 Ecology Manual:

- o Existing public and private development, including utility infrastructure on and adjacent to the site if publicly available
- o Major hydrologic features with a streams, wetland, and water body survey and classification report showing wetland and buffer boundaries consistent with the requirements of the jurisdiction
- o Minor hydrologic features, including seeps, springs, closed depression areas, drainage swales.

- Contours requirements for the survey are as follows:

- o Up to 10 percent slopes, two-foot contours.
- o Over 10 percent to less than 20 percent slopes, five-foot contours.
- o Twenty percent or greater slopes, 10-foot contours.
- o Elevations shall be at 25-foot intervals.

STORMWATER FEES

- 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 \$4,246.03 per ESU.

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

- Questions for the applicant:

1. Will the installation of fueling facilities divert busses, or fleet vehicles from other locations to this site for fueling?

* If vehicles will be diverted to the site for fueling, how many are expected and at what time of day?

* Traffic Scoping document required if vehicle trips will be shifted to this location from another site.

2. The fueling position is directly adjacent to the main entrance.

* How will the district avoid queuing onto 17th ST?

* Does the district intend to implement a site circulation plan if several buses, fleet vehicles, etc. are to be fueled at the same time?

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 the 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 Log in 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 the 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.