

# Short Plat



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

## Application Fees

Application Fee: \$690.00  
Appeal Fee: \$570.00

A short plat is the subdivision of an existing lot into two to four separate lots. It is different from a boundary line adjustment as it creates new, buildable lots and does not solely move lot lines between lots.

If you are proposing a subdivision resulting in five or more lots, you will need to apply for a major plat instead. If a lot has already been subdivided in the past, but was combined for tax purposes, a short plat may not be required.

Pre-applications are highly recommended before applying for a short plat.

## Submittal Instructions

- 1 Create an account on <https://permits.puyallupwa.gov/Portal>
- 2 Select "Apply for Planning Permit"
- 3 Select "Short Plat" 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: Rayco Ventures, LLC (Jacob Ray)  
Street Address: P.O. Box 1563  
City: Sumner State: WA Zip Code: 98390  
Phone: (253) 389-2497 E-mail: jacob@terhuneray.com

## Applicant / Agent Information

Same as owner

Name: Grant J. Middleton, P.E. (Larson and Associates, Inc.)  
Street Address: 9027 Pacific Avenue, Suite #4  
City: Tacoma State: WA Zip Code: 98444  
Phone: (253) 474-3404 E-mail: gmiddleton@rrlarson.com

**Surveyor Information** (if applicable)

Name: Thomas E. Battey, P.L.S. (Larson and Associates, Inc.)

Street Address: 9027 Pacific Avenue, Suite #4

City: Tacoma State: WA Zip Code: 98444

Phone: (253) 474-3404 E-mail: tbattey@rrlarson.com

State of Washington Professional Land Surveyor Registration No. 30425

Name of Registered: Thomas E. Battey Expiration Date: Feb. 3, 2028

Contact Surveyor about Application?  Yes  No

**Site Information**

Property Address(es): (Unassigned) Inter Avenue

Parcel Number(s): 2105200221

Current Use(s) of Property: Vacant, unimproved

Proposed Use(s) of Property: Commercial uses permitted in the ML zoning district

Existing Structures (please indicate size (square feet), type, approximate location, and whether they will remain or be removed):

There are no existing structures on-site.

## Property Development Information

### Lot 1:

	Proposed	Existing
Use(s)	Commercial	Vacant
Dwelling Units		
Lot Coverage		
Floor Area Ratio		
Lot Width		
Lot Length		
Lot Area total (SF)		

### Lot 2:

	Proposed	Existing
Use(s)	Commercial	Vacant
Dwelling Units		
Lot Coverage		
Floor Area Ratio		
Lot Width		
Lot Length		
Lot Area total (SF)		

### Lot 3:

	Proposed	Existing
Use(s)		
Dwelling Units		
Lot Coverage		
Floor Area Ratio		
Lot Width		
Lot Length		
Lot Area total (SF)		

**Property Development Information (continued)**

**Lot 4:**

	Proposed	Existing
Use(s)		
Dwelling Units		
Lot Coverage		
Floor Area Ratio		
Lot Width		
Lot Length		
Lot Area total (SF)		

**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.**

- Wetlands
- Lakes/Ponds
- Streams/Creeks    Deer Creek  
    Waterbody name: \_\_\_\_\_
- Puyallup River Shoreline  
    Shoreline Classification:  
     Conservancy  
     Rural  
     Urban
- Wellhead Protection Area
- Habitat Corridor
- Habitat Conservation Area
- Seismic Hazard Area
- Clarks Creek Shoreline  
    Shoreline Classification:  
     Conservancy  
     Rural  
     Urban
- Aquifer Recharge Area
- Flood Zone                    **AE**  
    Flood Classification: \_\_\_\_\_
- Volcanic Hazard Area
- Landslide/Erosion Hazard Area  
    Slope Classification:  
     Slopes 0% - 15%  
     Slopes 16% – 39%  
     Slopes 40% or Greater

**Critical Area Identification** *(continued)*

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:

Wetlands A & B (Cat. II) are located in the northeasterly and northwesterly portions of the site generally following the channel of Upper Deer Creek that flows from the southeast corner of the site and runs northwesterly to the north side and exits the site along the westerly boundary. The flood zone occurs in the northeasterly portion of the site per FEMA Firm panel 53053C0334E. The Habitat Conservation Area, Aquifer Recharge Area, Volcanic Hazard Area and Landslide/Erosion Hazard Area may be more defined based on a biologist's report along with a Geological technical report.

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:

As stated above the City of Puyallup currently owns the property adjacent on the west (parcel no. 2105200210).

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:

As stated above the City of Puyallup currently owns the property adjacent on the west (parcel no. 2105200210).

## Submittal Checklist

1. Completed and Signed Application Form
2. Complete Survey of the Plat. A complete survey is required to be drawn which can be printed on an 18-inch by 24-inch piece of paper containing the following information:
  - The names and address of the owners of said tract;
  - The legal description of all affected tracts and legal descriptions for all the proposed lots;
  - County assessor parcel numbers for all affected tracts;
  - North arrow, scale and date of the drawing. The scale shall be one inch equals 50 feet for sites two acres in size or less, and one inch equals 100 feet for sites greater than two acres in size;
  - Vicinity map, containing the outline of the affected tract(s), the nearest public streets to the north, south, east and west, and the quarter/quarter section in which the site is located;
  - Boundary lines of the tract(s) to be subdivided, and corresponding bearings and dimensions;
  - Existing and proposed lot lines. The existing lot lines shall be shown using a heavy dashed line, and the proposed lot lines shown using a heavy solid line;
  - Square footage of all proposed lots and tracts;
  - Location, material and size of all monuments. Monuments shall meet the specifications of the public works director or designee;
  - Registered land surveyor certification that the drawing is a true and correct representation of the land surveyed, and that all monumentation location, size and materials are correctly shown;
  - Lot size and numbering. The square feet in each lot shall be shown, and all lots shall be numbered consecutively from one to the total number of lots. All tracts shall be assigned a consecutive letter designation beginning with the letter A;
  - Accurate location and dimensions of all existing structures, septic systems and utility services, and the distance between structures, improvements and utilities to the adjoining proposed lot lines;
  - Topography showing existing and proposed contours at five-foot (5) contour intervals except for any portion of the site containing slopes of 15 percent or greater which shall be shown at two-foot (2) contour intervals. The contour intervals shall extend at least 100 feet beyond the boundaries of the site;
  - Proposed utility services shall be noted upon the face of the drawing and/or shown upon the plat layout in such a manner that clearly indicates the distribution and connection points for each utility system;
    - Proposed preliminary Stormwater plans and report per the Department of Ecology's 2014 update to the 2012 Western Washington Stormwater Manual
  - The layout, names, location, purpose, width and other dimensions of proposed streets, alleys, easements, parks and other open space, property reservations, lot lines, yard requirements and utilities;
  - Boundaries and associated buffers, development envelopes, or other information for any critical areas as defined or required by Chapter 21.06 PMC;
  - Notarized acknowledgments and signatures of the property owner(s);
3. Title Report/Plat Certificate: a plat certificate confirming ownership and any easements or other encumbrances of record affecting the subject parcel. The plat certificate shall be no older than two weeks old at the time of submittal.
4. Preliminary storm water information: Stormwater design shall be in accordance with the current stormwater management manual as adopted by the City Council at the time of project application. Reference PMC Chapter 21.10 and current City Standards for specific stormwater design criteria.
  - 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 21<sup>st</sup> – March 21<sup>st</sup>)
  - 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.
5. Environmental Checklist (if required)
    - Flood Habitat Assessment
    - Fish and Wildlife Assessment
    - Mitigation Plans
    - Wetlands
  6. Critical Area Report (if required)
  7. Other Information: In order for the city to review and approve the proposed development, additional information may be determined to be needed due to site conditions, setting or the proposed improvements. Other required information may include, but is limited to:
    - Flood hazard assessments
    - Traffic impact assessments
    - Preliminary engineering designs (frontage, floodplain)

**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: 3/27/26

Signature of Applicant:  Date: 3/27/26  
 (or authorized agent)