



City of Puyallup

Planning Division

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

www.cityofpuyallup.org

Olivia Burckhard
409 East Pioneer, Suite A
Puyallup, WA 98372

August 12, 2026

Notice of Incomplete Application

RE: Application Number PLBSP20260096

Dear Olivia Burckhard,

A permit application has been received by this office on August 10, 2026. The following required items are outstanding:

- ♦ **Critical Area ID Form** – The City's [Critical Area ID Form](#).
- ♦ **Preliminary Storm Report** – Additional information on page 6 of the application form, item # 3.
- ♦ **SEPA Project Checklist** – The City's [SEPA Checklist](#).
- ♦ **Traffic Scoping Worksheet** – Please provide the [Traffic Scoping Worksheet](#).
- ♦ **Title Report/Plat Certificate** - Must be no older than 14 days from date of application submittal.
- ♦ **Proposed Survey Map** – Map for the proposed boundary lines.

The above information must be received by our office to deem this application complete. If the required information is not received within 30 days, your application will be canceled.

Should you require further information, please do not hesitate to contact the Permit Center.

Sincerely,



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City of Puyallup Permit Center

(253) 864-4165 option 1