



## Binding Site Plan

**City of Puyallup**  
Development Services  
333 S. Meridian  
Puyallup, WA 98371  
Phone: 253-864-4165  
www.cityofpuyallup.org

Binding Site Plan review is a process to regulate the division of nonresidential zoned land for the purpose of sale, lease, or other transfer of ownership in accordance the scope and purpose of Puyallup Municipal Code.

To help you understand City standards and the Binding Site Plan Review process, a pre-application meeting is strongly encouraged. This pre-application meeting can be scheduled within a short period of time (e.g. 1 week) and is free of charge. This meeting could consist of staff representatives from planning, engineering and building divisions, if warranted

### Submittal Checklist

Application is signed and dated

8 Copies of completed application form

8 Copies of a vicinity map showing proposed site in relationship to streets, bodies of water, etc. no larger than 8 1/2" x 11"

8 copies of full size detailed site plan **Folded individually to approx. 8 1/2" x 11" & one 8 1/2" x 11" reduction**

8 copies of SEPA checklist (if applicable)

SEPA fee: **\$250.00**

Traffic Scoping Worksheet

Critical Area ID Form

Critical Area Report or Traffic Analysis review Fee Required: **\$160.00 + Consultant Fee**

2 Copies Preliminary Storm Drainage Calculations

2 Copies of major issues discussed during Pre-App

Application Fee:

**Small: \$690.00**  
10,000 s.f. of new structure or 20,000 s.f. of affected site area

**Medium: \$1250.00**  
10,001-19,999 s.f. of new structure or 20,000 - 39,999 of affected site area

**Large: \$1890.00**  
20,000+ s.f. of new structure or 40,000+ s.f. of affected site area

1 (one) CD of complete submittal package

### APPLICATION INFORMATION

#### Site Information

Parcel Number

Street Address

#### Applicant Information

Name

Street Address

City

State

Zip

Phone

E-mail

#### Owner Information

Name

Street Address

City

State

Zip

Phone

E-mail

#### Nature of Request (please be specific)

Large empty box for providing details of the request.

## SITE INFORMATION

Parcel Size	
Proposed Site Coverage (include all impervious surfaces and <u>required</u> landscape areas)	
Non-buildable Areas (required buffers, critical areas etc.)	
Comprehensive Plan Designation	
Zoning Designation	
Type of Construction per Building Code	
Type of Occupancy per Building Code	
Existing Structures (please indicate size (sf), type, approximate location, and whether they will remain or be removed)	

## PROPERTY DEVELOPMENT INFORMATION

	Proposed/Existing	Required by Zoning
<b>Setbacks</b> (measured from the property line to the closest vertical wall)		
Front Yard		minimum
Rear Yard		minimum
Side Yard (interior)		minimum
Side Yard (interior)		minimum
Side Yard (street)		minimum
Side Yard (arterial street)		minimum
From Adjacent Residential Use		minimum
<b>Building Height</b>		maximum
<b>Lot Coverage</b>		maximum
<b>Lot Width</b>		minimum
<b>Lot Length</b>		minimum
<b>Lot Size (Square Feet)</b>		minimum
<b>Floor Area Ratio</b>		maximum

### Number of Parking Stalls:

Use	Square Footage	Ratio(s) Applied	No. of Spaces
<i>Total Spaces</i>			

<b>Proposed Floor Area</b>	
Type	Sq. Ft.
Retail	
Office	
Industrial	
Residential	
Other _____	
Other _____	

Note: Include auxiliary space attributable to each dominant category: e.g.: corridors, restrooms, support office etc.

### **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.

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.		
<b>Wetlands</b>	<b>Wellhead Protection Area</b>	<b>Aquifer Recharge Area</b>
<b>Lakes/Ponds</b>	<b>Habitat Corridor</b>	<b>Flood Zone</b>
<b>Streams/Creeks</b>	<b>Habitat Conservation Area</b>	Flood Classification:
<b>Puyallup River Shoreline</b>	<b>Clarks Creek Shoreline</b>	<b>Geologic Hazard Areas</b>
Shoreline Classification:	Shoreline Classification:	<b>Volcanic Hazard Areas</b>
Conservancy	Conservancy	<b>Slopes 0% - 15%</b>
Rural	Rural	<b>Slopes 16% - 39%</b>
Urban	Urban	<b>Slopes 40% or Greater</b>

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.

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.

## REQUIREMENTS FOR SUBMITTAL OF A BINDING SITE PLAN

The purpose of the binding site plan review is for the Development Center 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 binding 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) Vicinity Map:** An area map showing the proposed site and its geographic relationship to major natural and built features (streets, water bodies, etc) within one (1) mile in all directions from the site.

**2) Binding Site Plan Layout / Statement:** The name of the proposed development and the title "**Binding Site Plan**" shall be at the top of the plan, in large print together with the following statement, prominently displayed on the face of the site plan map:

**The use and development of this property must be in accordance with the plan as represented herein or as hereafter amended, according to the provisions of the binding site plan regulations of the City of Puyallup; and**

**The roads and utilities shown on this plan need not have been constructed and/or installed at the time that the property subject to this plan is divided. Nor permit required to build permanent structures upon any portion of this property, other than for site preparation (including grading and infrastructure installations), shall be issued until the roads and utilities necessary to serve that portion of this property have been constructed and installed or until arrangements acceptable to the city of Puyallup have been made to ensure that the construction and installation of such roads and utilities will be accomplished.**

**3) North Arrow and Graphic Scale:** The site plan shall be drawn on an 18" x 24" 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)

**4) Existing Elements:** The plan shall identify the following: The location and dimensions of all major existing streets, roads, buildings, utilities and related natural features (streams, creeks, drainage ditches, railroad tracks, etc.); future major streets, roads, utilities, open space, building dimensions, distance between buildings, and location of parking areas, to the extent known.

**5) Critical Areas Data:** In addition to the Critical Area ID 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, etc. as defined pursuant to PMC 21.06.

**6) Environmental Information:** The plan shall be prepared and submitted in accordance with the rules established under the State Environmental Policy Act of 1971, as amended, and Chapter 21.04 PMC, as it may be amended hereafter. The information is a part of and must accompany the binding site plan application, however, additional environmental documentation under SEPA is not required if SEPA review has been done for a proposed project. The existing environmental documents shall be adopted or incorporated by reference.

**7) 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, and sidewalks; show type of pavement; show wheel stops and curbs; show provisions for handicapped parking and access ramps.

**8) Code Data:** The plan shall show the following information:

- a) Zoning district
- b) Total lot area (square feet)
- c) Total Building Area (square feet) and height (in feet and stories)
- d) Percent of building and impermeable site coverage
- e) Number of units proposed
- f) Total number of parking stalls (including handicapped)
- g) Total Parking and maneuvering area (square feet)
- h) Required Landscaping (square feet and percentage of site)
- i) Percent of lot in open space
- j) Type of construction
- k) Sprinkled / non-sprinkled
- l) Occupancy classification
- m) Description of proposed uses

**9) Major Issues Discussed During Pre-Application Meeting:**

### UTILITY INFORMATION

At this stage, the applicant should contact the following utilities to insure availability.

Telephone	Sewer	Water	Electricity & Gas	Cable
Qwest	City of Puyallup	City of Puyallup	Puget Sound Energy	Comcast
800-526-3557	(253)-864-4165	(253)-864-4165	888-321-7779	877-824-2288
AT&T Residential		-or-	425-452-1234	
800-222-0330		Fruitland Mutual Water		
AT&T Business		(253) 848-5519		
800-222-0400				

# 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 Applicant: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
(or authorized agent)