



## Conditional Use Application

### CITY OF PUYALLUP

Development Services  
333 S. Meridian  
Puyallup, WA 98371  
Phone: 253-864-4165  
Fax: 253-840-6678  
www.cityofpuyallup.org

#### 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 detailed site plan **Folded to approx. 8 1/2" x 11**

8 Copies of SEPA checklist (if applicable)

SEPA fee: **\$250.00**

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

Critical Area ID Form

2 Copies of a storm calculations

2 Copies of major issues discussed during Pre-App

Application Fee:

**Small: \$880.00**

10,000 s.f. of new structure or 20,000 s.f. of affected site area

**Medium: \$1,440.00**

10,001-19,999 s.f. of new structure or 20,000-39,999 of affected site area

**Large: \$2,080.00**

20,000+ s.f. of new structure or 40,000+ s.f. of affected site area

1 (one) CD of complete submittal package

#### Office Use Only:

Submittal Date: \_\_\_/\_\_\_/\_\_\_ Case No: \_\_\_-\_\_\_-\_\_\_ Related Case No: \_\_\_-\_\_\_-\_\_\_

When preparing this application, please print or type the reply to each question. If you have any questions, please contact the Development Services Center at (253) 864-4165. The following plans, specifications and other documents pertaining to the application shall be submitted at the time of filing. Please note that incomplete application packets cannot be accepted.

*To help you understand City standards and the Conditional Use Permit 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.*

### Application Information

#### Site Information:

Parcel Number:

Street Address:

#### Applicant Information:

Name:

Street Address:

City:

State:

Zip:

Phone:

E-mail

Fax:

#### Owner Information

Name:

Street Address:

City:

State:

Zip:

Phone:

E-mail

Fax:

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

**Site Information**

**Parcel Size:** \_\_\_\_\_ **Acres /** \_\_\_\_\_ **Sq. Ft.**

**Proposed Site Coverage** (include all impervious surfaces and *required* landscape areas): \_\_\_\_\_ **Sq. Ft.**

**Non-buildable Areas** (required buffers, critical areas etc. ): \_\_\_\_\_ **Sq. Ft.**

**Comprehensive Plan Designation:** \_\_\_\_\_

**Type of Construction per Building Code:** \_\_\_\_\_

**Type of Occupancy per Building Code:** \_\_\_\_\_

**Flood Plain Classification** (if applicable): \_\_\_\_\_

**Critical Areas:**

**Wetlands**

**Steep Slopes (15% or greater)**

**Streams or Ponds**

**Wildlife Habitat**

**N/A**

**Zoning Designation:** \_\_\_\_\_

**Shoreline Classification:**

**Conservancy**

**Rural**

**Urban**

**N/A**

**Existing Structures:** (please indicate structures, type, approximate location, and whether they will remain or be removed)

**Setbacks**

(measured from the property line to the closest vertical wall)

	Proposed/Existing	Required by Zoning	
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

	Proposed/Existing	Required by Zoning	
Building Height			Maximum
Lot Coverage			Maximum
Lot Width			Minimum
Lot Length			Minimum
Lot Size (Square Feet)			Minimum
Number of Parking Stalls			Minimum

<u>No. of Spaces</u>	<u>Ratio(s) Applied/Uses</u>	<u>Type of Occupancy</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
<i>Total Spaces:</i> _____		

**Proposed Floor Area:**

Retail: \_\_\_\_\_ Sq. Ft.      Office: \_\_\_\_\_ Sq. Ft.      Industrial: \_\_\_\_\_ Sq. Ft.

Other Commercial: \_\_\_\_\_ Sq. Ft.

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

**CRITERIA**

All of the following criteria must be met in order for the Hearing Examiner to approve your conditional use request. **Please respond FULLY as to how your request meets these criteria.** 'Yes' or 'No' answers are not acceptable:

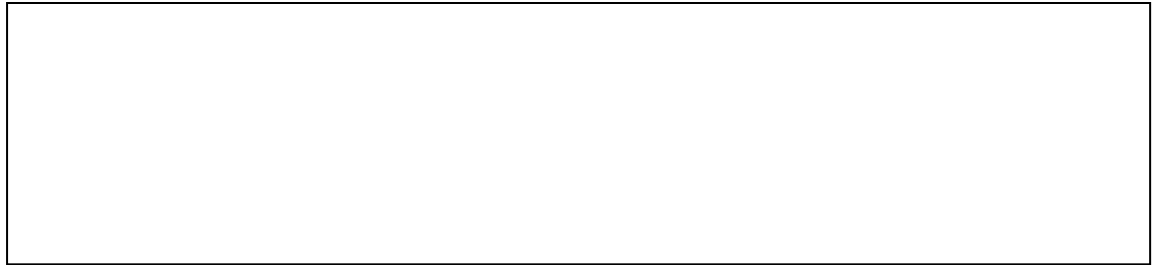
1. That the use for which the conditional use permit is applied for is specified by this title as being conditionally permitted within, and is consistent with the description and purpose of the zone district in which the property is located. PMC 20.80.010 (1)

2. That the granting of such conditional use permit will not be detrimental to the public health, safety, comfort, convenience and general welfare, will not adversely affect the established character of the surrounding neighborhood, and will not be injurious to the property or improvements in such vicinity and/or zone in which the property is located. PMC 20.80.010 (2)

3. That the proposed use is properly located in relation to the other land uses and to transportation and service facilities in the vicinity; and further, that the use can be adequately served by such public facilities and street capacities without placing an undue burden on such facilities and streets. PMC 20.80.010 (3)

4. The site is of sufficient size to accommodate the proposed use and all yards, open spaces, walls and fences, parking, loading, landscaping and other such features as are required by this title or as are needed in the opinion of the Hearing Examiner or City Council on appeal, are properly provided to be compatible and harmonious with adjacent and nearby uses. PMC 20.80.010 (4)

5. That the granting of such conditional use permit will not be contrary to the adopted comprehensive plan, or to the objectives of any code, ordinance, regulation, specifications or plan in effect to implement said comprehensive plan. PMC 20.80.010 (5)



### **REQUIREMENTS FOR SUBMITTAL FOR CONDITIONAL USE PERMIT.**

The purpose of the Conditional Use Permit 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 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;

**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) Site Plan:** The site plan shall show the property's lot dimensions, boundaries, tax assessor's parcel numbers and square footage.

**3) 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)

**4) 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.

**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) Existing Easements:** The plan shall locate and show the dimensions of all easements on the site; indicate the easement holder and purpose.

**7) 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.

**8) 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.

**9) Draft Landscape Plan:** The plan shall identify possible types of plantings and location proposed for landscaping and open space and indicate the coverage of landscaping and 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 Community Development Director. For smaller projects with unique site or development characteristics, the Community Development Director shall have the authority to require that a landscape plan be prepared by a professional landscape architect licensed in this state.

**10) 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.

**11) 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.

**12) Building Data:** The plan shall show the following information about the proposed buildings:

- a) Building occupancy division by use (office, shop, etc)
- b) Total building area
- c) Gross floor area by use/occupancy class
- d) Type of construction per International Building Code
- e) Any hazardous materials proposed for storage or use in the building
- f) Building elevations may be required to determine compliance with residential or commercial design standards

**13) Site Data:**

- a) Number of dwelling units (residential developments only)
- b) Number of parking spaces provided and required by city code (by type: standard, compact, handicapped, etc)
- c) Total impervious surface (square footage)
- d) Indicate dimensions and square footage of all landscaped areas
- e) Indicate assessable path from right of way to building
- f) Indicate areas for refuse and recycling collection

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

***The processing of this application may require additional supporting evidence, data or statements; e.g.: critical area assessments, traffic assessments, noise assessments etc.***

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

<b>Telephone:</b>	<b>Sewer</b>	<b>Water</b>	<b>Electricity &amp; Gas</b>	<b>Cable</b>
Qwest 800-526-3557 AT&T Residential 800-222-0330  AT&T Business 800-222-0400	City of Puyallup 253-841-5481	City of Puyallup 253-841-5481 -or- Fruitland Mutual Water 253-848-5519	Puget Sound Energy 888-321-7779 425-452-1234	Comcast 877-824-2288

**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)