



Preliminary Site Plan

City of Puyallup
 Development Services
 333 S. Meridian
 Puyallup, WA 98371
 Phone: 253-864-4165
 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 individually to approx. 8 1/2" x 11"**

Traffic Scoping Worksheet

2 Copies Preliminary Landscape Plan

2 Copies Preliminary Storm Drainage Calculations

Pre-Application Permit #
 P- _____ - _____

Additional Documents if Applicable:

- 8 copies of SEPA checklist
- 2 copies Critical Area Report
- 2 copies of Traffic Analysis

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

Additional fees if applicable:

SEPA fee: **\$250.00**

Critical Area Report Review Fee:

\$160 + City Consultant Fees

Traffic Analysis review Fee:

\$160.00

1 (one) CD of complete submittal package

Preliminary site plan is the administrative process by which a development project, which is otherwise permitted by right in the particular zone, is reviewed by the city to ensure conformance with applicable policies, codes and standards. This process is separate from and typically precedes final building/engineering permit review and issuance.

Site plan review in Puyallup has two distinct components: 'Preliminary' and 'Final'. The following details the requirements for the Preliminary review. The final review will take place when the building permit is applied for. Please note that incomplete application packets cannot be accepted.

To help you understand City standards and the Preliminary Site Plan Review process, a pre-application meeting is strongly encouraged. This pre-application meeting can be scheduled within a short period of time 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

Owner Information

Name

Street Address

City

State

Zip

Phone

E-mail

Project Description (please be specific)

SITE INFORMATION

Parcel Size in Acres / Square Feet	/
Type of Construction per Building Code	
Type of Occupancy per Building Code	

PROPERTY DEVELOPMENT INFORMATION

	Existing	Proposed	Required by Zoning
Setbacks (measured from the property line to the closest vertical wall)			
Front Yard	Ft	Ft	Ft minimum
Rear Yard	Ft	Ft	Ft minimum
Side Yard (interior)	Ft	Ft	Ft minimum
Side Yard (interior)	Ft	Ft	Ft minimum
Side Yard (street)	Ft	Ft	Ft minimum
Side Yard (arterial street)	Ft	Ft	Ft minimum
From Adjacent Residential Use	Ft	Ft	Ft minimum
Buildings			
Totals			
Lot Coverage	%	%	% maximum
Floor Area Ratio			maximum
Number of Buildings			
Dwelling Units			min max
Building #1			
Building Type			
Building Height	Ft	Ft	Ft maximum
Building Size	Sf	Sf	
Approximate location			
Building #2			
Building Type			
Building Height	Ft	Ft	Ft maximum
Building Size	Sf	Sf	
Building #3			
Building Type			
Building Height	Ft	Ft	Ft maximum
Building Size	Sf	Sf	

Building Size			
Lot			
Lot Width	Ft	Ft	Ft minimum
Lot Length	Ft	Ft	Ft minimum
Lot Size	Sf	Sf	Sf minimum

Number of Parking Stalls:			
Use per parking code PMC 20.55.010	Square Footage	Ratio(s) Applied	No. of Spaces
<i>Total Spaces</i>			

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

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.

ADDITIONAL REQUIREMENTS FOR SUBMITTAL OF PRELIMINARY SITE PLAN

The purpose of the preliminary 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 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. *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) **Site Plan:** The site plan shall show the property's lot dimensions, boundaries, tax assessor's parcel numbers and square footage.
 - a) **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)
 - b) **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. All buildings shall be marked with their size and whether they are to remain or be demolished.
 - c) **Critical Areas Data:** In addition to the critical area identification section of this 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.
 - d) **Existing Easements:** The plan shall locate and show the dimensions of all easements on the site; indicate the easement holder and purpose.
 - e) **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.

- f) **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, pedestrian paths from parking lots to building entrance and sidewalks; show type of pavement; show wheel stops and curbs; show provisions for handicapped parking and access ramps.
- 3) **Preliminary Landscape Plan:** The plan shall identify possible types of plantings and location proposed for landscaping and open space and indicate the coverage of landscaping as 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 Development Services Director. For smaller projects with unique site or development characteristics, the Development Services Director shall have the authority to require that a landscape plan be prepared by a professional landscape architect licensed in this state.
- 4) **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.
- 5) **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.
- 6) **Building Data:** The plan shall show the following information about the proposed buildings:
- Building occupancy division by use (office, shop, etc.)
 - Total building area
 - Gross floor area by use/occupancy class
 - Type of construction per Uniform Building Code
 - Any hazardous materials proposed for storage or use in the building
 - Building elevations may be required to determine compliance with residential or commercial design standards
- 7) **Site Data:**
- Number of dwelling units (residential developments only)
 - Numbered parking spaces
 - Mark each compact space
 - Total impervious surface (square footage)
 - Indicate dimensions and square footage of all landscaped areas
 - Indicate accessible path from right of way to building
 - Indicate area for refuse and recycling collection.
- 8) **Major Issues Discussed During Pre-Application Meeting** Pre-Application #P-_____-_____

UTILITY INFORMATION

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

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

CERTIFICATION

I, the undersigned, 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.

I, the undersigned, hereby certify that this application has been made with the consent of the lawful property owner(s) and that all information submitted on or with this application is complete and correct. I understand that false statements, errors, and/or omissions may be sufficient cause for denial of any related applications. I acknowledge that if the City needs to obtain the services of an expert third party to review any technical information regarding my proposal, that I shall be responsible for any financial costs of said third party review.

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)