



City of Puyallup  
Development Services Center  
333 S. Meridian - Puyallup, WA 98371  
Tel: (253) 864-4165  
Email: PermitCenter@PuyallupWA.gov

## PRE-APPLICATION SUBMITTAL REQUIREMENTS

With little lead time prior to these meetings, information provided by City staff is not guaranteed to thoroughly address all issues that may arise concerning a proposal. Applicants are encouraged to bring all necessary representatives to the meeting, particularly those individuals who will actually work on the project during its design/approval phase.

The first pre-application meeting is at no charge to the applicant; however, any subsequent meetings, reviewing the same project, will be billed at a rate of \$40.00 per hour (minimum one hour) for each staff member in attendance.

You are not required to submit engineered or construction plans at this time. You are required to submit however, the following information:

1. A vicinity map showing the property boundaries in relation to the closest streets and major streets in the area.
2. Locations, sizes, and uses for the existing and proposed structures. Indicate gross floor area of each structure and type of construction.
3. Proposed parking layout, including new and existing access points to streets and drive aisles. (if applicable)
4. Existing and proposed utilities/easements on site, including hydrant locations, waterlines, sewer and storm lines, street lights, and any wells and/or septic tanks and drain field areas.
5. Landscaping existing and proposed (if applicable).
6. Proposed location, size and type of solid waste and recycling containers (if applicable).
7. Location of proposed/existing stormwater retention/detention facilities and type of facilities (if applicable).
8. One set of plans. These plans can be conceptual and do not need to be construction quality drawings. However, the more information you provide, the more complete our assessment of your application will be. Your plans should be legible and to scale.

***Please submit your application, summary form, site plan, and additional submittal items via the CityView portal.***

## **PURPOSE:**

Pre-Application meetings are a valuable tool to help process your application, particularly if:

- You are unfamiliar with City standards or the permits you will need;
- Your proposal is complex or involves multiple approvals;
- You anticipate requesting a deviation and/or a variance from City standards or City Code requirements;  
or
- Your proposal requires an environmental checklist application (SEPA) and/or a public hearing.

The meetings will familiarize you with the various elements of the City's permitting process. This includes:

- Meeting the staff coordinating the review of your application upon formal submittal;
- Introducing you to the regulations and plan submittal requirements specific to your proposal;
- Providing you an early opportunity to identify potential major issues; and
- Discussing the plan review process to expedite permit processing and approvals.

Based upon the information provided in your application the City will bring together appropriate representatives from Building, Engineering, and Planning who will be involved with the review of your application. The City will strive to make the meeting informative and efficient to make more effective use of your time and resources.

## **PROCEDURE:**

Pre-application meetings are scheduled at a minimum of three (3) weeks out from when they are submitted to the permit center, subject to calendar availability. We schedule pre-application meetings on a first-come-first-serve basis. You will be notified within two (2) business days of your submittal, of the time and date of your meeting.

For the City to be as responsive as possible to your proposal, the pre-application packet must include the following:

- The fully completed meeting request form
- A vicinity map
- One (1) set of plans for project action. These plans can be conceptual and do not need to be construction quality drawings. The more information you provide, the more complete the city assessment of your application. Your plans should be legible and to scale.

## **THE MEETING:**

At the pre-application meeting, you will be asked to briefly summarize your proposal. City staff will then follow-up with questions and identify major issues and applicable requirements. Your design team (i.e., architects, engineers, etc.) are welcome to attend and participate. At pre-application meetings, the City will provide you with requested copies of applicable City codes and regulations, informational handouts, maps and any required land use or environmental application form(s).

At the typical meeting you can expect to meet:

- A representative of the City's Building Division
- A representative of the City's Building Division who represents Fire issues
- A Planner, representing the Planning Division
- A Development Engineer, representing the Engineering Division
- A Traffic Engineer representing the Engineering Division

## **LIMITATIONS:**

Pre-application meetings are intended to assist the applicant with preparing plans for submittal to the City.

**This meeting is not a substitute or a formal review or an acceptance of project plans.**

## **PRE-APPLICATION FORM**



**Mailing Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**REQUESTED DATE FOR MEETING: (NO MONDAY OR FRIDAY MEETINGS)**  
**Provide 3 Options:**

1. \_\_\_/\_\_\_/\_\_\_ Tu-W-Th am/pm    2. \_\_\_/\_\_\_/\_\_\_ Tu-W-Th am/pm    3. \_\_\_/\_\_\_/\_\_\_ Tu-W-Th am/pm

**APPLICANT REPRESENTATIVES:**

(1) Name: \_\_\_\_\_ Firm: \_\_\_\_\_

Tel: \_\_\_\_\_ E-Mail: \_\_\_\_\_

(2) Name: \_\_\_\_\_ Firm: \_\_\_\_\_

Tel: \_\_\_\_\_ E-Mail \_\_\_\_\_

(3) Name: \_\_\_\_\_ Firm: \_\_\_\_\_

Tel: \_\_\_\_\_ E-Mail \_\_\_\_\_

**Particular Issues to Discuss:**

I hereby certify under penalty of perjury that all the foregoing information is true and correct and recognize that any false or misleading information shall nullify the validity of the information provided as a result of this pre-application.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**SUMMARY FORM**

Project Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

Parcel No: \_\_\_\_\_

Person Filing Request: \_\_\_\_\_

Affiliation to Project: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_

**Description of your proposal:**

Single Family Residential (No. of Lots) \_\_\_\_\_

Multi-Family Residential (No. of Lots) \_\_\_\_\_

Office/Commercial/Retail (Square Feet) \_\_\_\_\_

Warehouse/Manufacturing (Square Feet) \_\_\_\_\_

Mixed Use (Square Feet) \_\_\_\_\_

Other (No. of units/lots/square feet) \_\_\_\_\_

**Additional Information:**

How many access points to the public street does the existing site have and how many are proposed under the proposed application?

Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

**For non-single family residential applications only, please identify:**

The proposed type of construction (i.e., VN, IIIN): Choose an item.

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The proposed size of the building(s):

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The proposed occupancy of the structures (i.e., "S", "B", "H"): Choose an item.

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Any manufacturing processes proposed?: Yes No

Will you be utilizing fire sprinkler systems: Yes No Do not know, but possible

Will you be storing or using hazardous material: Yes No Do not know, but possible

If yes, type of material stored: