

Shoreline Variance



**Development and
Permitting Services**
333 S. Meridian
Puyallup, WA 98371
253-864-4165
www.cityofpuyallup.org

Application Fees

Application: **\$820**

Additional review fees, if applicable:

- SEPA review: \$250
- Critical area review: \$160
- Traffic impact analysis review: \$160

A shoreline variance grants relief from the specific bulk, dimensional, or performance regulations of the Shoreline Master Program (SMP) granted by the Hearing Examiner in accordance with the terms of Chapter 8 of the SMP. Variances are not a means to vary a use of a shoreline.

Submittal Instructions

- 1 Create an account on <https://permits.puyallupwa.gov/Portal>
- 2 Select "Apply for Planning Permit"
- 3 Select "Shoreline Variance" from drop down list. Fill out all sections of the online form and upload all required documents. Note: Failure to upload all the required documents will delay the processing of your application.

Owner Information

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail: _____

Applicant / Agent Information

☐ Same as owner

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail: _____

Site Information

Property Address(es): _____

Parcel Number(s): _____

Current Use(s) of Property: _____

Proposed Use(s) of Property: _____

Nature of Request (be specific):

Landscaping

Most projects will be required to meet the landscaping standards of **PMC 20.58 Landscaping Requirements** and the **Vegetation Management Standards (VMS)** Manual as well as other landscaping requirements based on the use and development pattern of the proposal. The VMS can be found at www.cityofpuyallup.org/DocumentCenter/View/1133/Vegetation-Management-Standards and its appendix can be found at www.cityofpuyallup.org/DocumentCenter/View/6054/VMS-Appendices-Complete-Document .

Existing vegetation on the site which is larger than 15” in Diameter at Breast Height (DBH) is considered to be a ‘significant tree’ and must be retained where possible. If your site includes any significant trees, then you must include a tree risk assessment completed by a certified arborist with this application.

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. You can look up critical areas and buffers on the City’s interactive GIS portal at <https://gis-portal-puyallup.opendata.arcgis.com/> then scroll to the “Applications” section of the page and select “City of Puyallup Critical Areas App” to view. If there are critical areas on or adjacent to the subject parcel, you may be required to provide a critical area report(s). Please see PMC 21.06.530 for general critical area report requirements. Please contact the planning division for critical area questions.

Critical Area Identification *(continued)*

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
<i>Waterbody name:</i> _____ | ☐ Habitat Conservation Area | ☐ Flood Zone
<i>Flood Classification:</i> _____ |
| ☐ Puyallup River Shoreline
<i>Shoreline Classification:</i> | ☐ Seismic Hazard Area | ☐ Volcanic Hazard Area |
| ☐ Conservancy | ☐ Clarks Creek Shoreline
<i>Shoreline Classification:</i> | ☐ Landslide/Erosion Hazard Area
<i>Slope Classification:</i> |
| ☐ Rural | ☐ Conservancy | ☐ Slopes 0% - 15% |
| ☐ Urban | ☐ Rural | ☐ Slopes 16% – 39% |
| | ☐ 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:

Proposal

1. Name of water area and/or wetlands within which the development is proposed.

2. Provide a brief narrative describing the general nature of the improvements and land use within one-thousand (1,000) feet in all directions from the development site.

3. Nature of the existing shoreline. Describe the type of shoreline such as marine, stream, lake, lagoon, marsh, bog, swamp, floodplain, floodway, delta; type of beach such as accretion, erosion, high bank, low bank, or dike; material such as sand, gravel, mud, clay, rock, riprap; the extent and type of bulkheading (if any).

4. How does the strict application of the bulk, dimensional, or performance standards set forth in the Shoreline Master Program (SMP) preclude or significantly interfere with a reasonable use of the property not otherwise prohibited by the SMP.

5. Please address how the hardship described above is specifically related to the property and is the result of unique conditions such as irregular lot shape, size, or natural features and the application of the SMP and not, for example, from deed restrictions or the actions of the applicant.

6. Please describe how the design of the project is compatible with other authorized uses within the area and with uses planned for the area under the Comprehensive Plan and Shoreline Master Program and demonstrate how the project will not cause adverse impacts to the shoreline environment

7. Please describe how the variance will not constitute a grant of special privilege not enjoyed by the other properties in the area

8. Please describe how the variance requested is the minimum necessary to afford relief from the code.

9. Please describe how the public interest will suffer no substantial detrimental effect and how the public rights of navigation and use of the shorelines will not be adversely affected by the proposal.

Submittal Checklist

1. Completed and Signed Application Form
2. Preliminary Drainage Report: stating how the project is proposing to mitigate stormwater runoff by the development and meeting the minimum requirements of the currently adopted Ecology manual. This report shall explain how the site will feasibly manage stormwater runoff.
3. Detailed Site Plan, containing the following:
 - The site plan should show the property's lot dimensions, boundaries, tax assessor's parcel numbers and square footage.
 - North Arrow and Graphic Scale: The site plan should 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:
 - 1" = 20' (sites under 4 acres)
 - 1" = 50' (sites 4 acres or larger)
 - Existing Conditions Data: The plan should locate and identify structures and conditions (natural and built) that exist on-site prior to development; include 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, ordinary high water mark (OHWM), a line 200 feet from the floodway, etc; and the plan should show the adjacent existing land uses (residential, commercial, etc), and zoning designations.
 - Existing Easements: The plan should locate and show the dimensions of all easements on the site; indicate the easement holder and purpose.
 - Proposed Structures Data: The plan should 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 should indicate the proposed location of fences, walls, underground tanks, refuse collection areas, etc; the plan should also show areas reserved for future building, if known.
 - Proposed Traffic Access, Circulation and Paved Areas: The plan should 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.
 - Proposed Landscape Areas: The plan should identify and locate areas 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 size and species of plants for 'preliminary' site plan review, although, if available, this information is encouraged.
 - Proposed Lighting: The plan should indicate the location and type of proposed lighting fixtures for developments adjacent to residential areas; plans should also show shielded light fixture locations.
 - Existing Contours and Finished Grade: The plan should show existing contours at an interval appropriate to depict the underlying land structure (usually 2'); the plan should 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.
 - Building Data: The plan should show the following information about the proposed buildings:
 - 12.1. building occupancy division by use (office, shop, etc);
 - 12.2. total building area;
 - 12.3. type of construction per Uniform Building Code; and
 - 12.4. any hazardous materials proposed for storage or use in the building.
 - Site Data: The plan should furnish the following information about the proposed site development:
 - 13.1. number of dwelling units (residential developments only);
 - 13.2. number of parking spaces provided (by type: handicapped, etc); and

13.3 total impervious surface (square footage).Traffic Scoping Worksheet

4. Landscaping/screening plans:
 - The plan should identify and locate areas 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 size and species of plants for 'preliminary' site plan review, although, if available, this information is encouraged.
5. Critical Area Report (if applicable)
6. Environmental Checklist (if required)
 - [Flood Habitat Assessment](#)
 - [Fish and Wildlife Assessment](#)
 - [Mitigation Plans](#)
 - [Wetlands](#)
7. [SEPA Checklist](#) (if applicable) (Can be found here: <https://www.cityofpuyallup.org/1591/Master-Document-List>)

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 Owner: _____ Date: _____

Signature of Applicant: _____ Date: _____
(or authorized agent)