



Preliminary Major Plat Application

Application Fees

Application Fee:

\$1,500.00 base fee + \$50.00 per lot

Additional review fees, if applicable:

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

A preliminary major plat application is required for the subdivision of land into five or more lots, tracts, parcels, sites, or subdivisions. There are two different phases to a major plat. The first is the *Preliminary Major Plat*, which ensures that the layout of the parcels and new roadways are consistent with city code. The preliminary major plat application will be brought before the Hearing Examiner for their approval or denial.

The second phase of a major plat is the *Final Major Plat*, which is a more detailed plan that requires approval by the City Council. This final major plat must be consistent with the approved preliminary major plat.

Pre-applications are recommended before applying for a preliminary major plat.

Submittal Instructions

- 1 Create an account on <https://permits.puyallupwa.gov/Portal>
- 2 Select "Apply for Planning Permit"
- 3 Select "Preliminary Major Plat" 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: _____

Surveyor Information *(if applicable)*

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail: _____

State of Washington Professional Land Surveyor Registration No. _____

Name of Registered: _____ Expiration Date: _____

Site Information

Property Address(es): _____

Parcel Number(s): _____

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.

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 | <i>Flood Classification:</i> _____ |
| <i>Waterbody name:</i> _____ | ☐ Seismic Hazard Area | ☐ Volcanic Hazard Area |
| ☐ Puyallup River Shoreline | ☐ Clarks Creek Shoreline | ☐ Landslide/Erosion Hazard Area |
| <i>Shoreline Classification:</i> | <i>Shoreline Classification:</i> | <i>Slope Classification:</i> |
| ☐ 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:

Existing Services on Site:

Water: _____ Gas: _____
Sanitary Sewer: _____ Telephone: _____
Storm Sewer: _____ Cable TV: _____
Power: _____

Services Extending to the Site:

Water: _____ Gas: _____
Sanitary Sewer: _____ Telephone: _____
Storm Sewer: _____ Cable TV: _____
Power: _____

Submittal Checklist

1. Completed and Signed Application Form
2. Complete Survey of the Plat. A complete survey is required to be compiled on an 18 x 24-inch sheet containing the following information:
 - a. The names and address of the owners of said tract;
 - b. The legal description of all affected tracts and legal descriptions for all the proposed lots;
 - c. County assessor parcel numbers for all affected tracts;
 - d. North arrow, scale and date of the drawing. The scale shall be one inch equals 50 feet for sites two acres in size or less, and one inch equals 100 feet for sites greater than two acres in size;
 - e. Vicinity map, containing the outline of the affected tract(s), the nearest public streets to the north, south, east and west, and the quarter/quarter section in which the site is located;
 - f. Boundary lines of the tract(s) to be subdivided, and corresponding bearings and dimensions;
 - g. Existing and proposed lot lines. The existing lot lines shall be shown using a heavy dashed line, and the proposed lot lines shown using a heavy solid line;
 - h. Square footage of all proposed lots and tracts;
 - i. Location, material and size of all monuments. Monuments shall meet the specifications of the public works director or designee;
 - j. Registered land surveyor certification that the drawing is a true and correct representation of the land surveyed, and that all monumentation location, size and materials are correctly shown;
 - k. Lot size and numbering. The square feet in each lot shall be shown, and all lots shall be numbered consecutively from one to the total number of lots. All tracts shall be assigned a consecutive letter designation beginning with the letter A;
 - l. Accurate location and dimensions of all existing structures, septic systems and utility services, and the distance between structures, improvements and utilities to the adjoining proposed lot lines;
 - m. Topography showing existing and proposed contours at five-foot (5) contour intervals except for any portion of the site containing slopes of 15 percent or greater which shall be shown at two-foot (2) contour intervals. The contour intervals shall extend at least 100 feet beyond the boundaries of the site;
 - n. Proposed utility services shall be noted upon the face of the drawing and/or shown upon the plat layout in such a manner that clearly indicates the distribution and connection points for each utility system;
 - o. The layout, names, location, purpose, width and other dimensions of proposed streets, alleys, easements, parks and other open space, property reservations, lot lines, yard requirements and utilities;
 - p. Boundaries and associated buffers, development envelopes, or other information for any critical areas as defined or required by Chapter 21.06 PMC;
 - q. Notarized acknowledgments and signatures of the property owner(s);
3. Title Report/Plat Certificate - A plat certificate confirming ownership and any easements or other encumbrances of record affecting the subject parcel. The plat certificate shall be no older than two weeks old at the time of submittal. Existing boundary lines (prior to combination) as a heavy solid line.
4. [Traffic Scoping Worksheet](#)
5. [SEPA Checklist](#) (if applicable)
6. Critical Area Report (if applicable) with relevant critical area checklist:
 - [Flood Habitat Assessment](#)
 - [Fish and Wildlife Assessment](#)
 - [Mitigation Plans](#)
 - [Wetlands](#)

7. Preliminary storm water information: The City has currently adopted the 2019 Ecology Manual. All development applications must comply with the 2019 Stormwater Management Manual for Western Washington (SWMMWW).

- a. Geotechnical Report drafted by a licensed professional soils scientist or other suitably trained person working under a professional engineer, geologist or hydro geologist. The report shall include an evaluation for the site's infiltration capabilities and groundwater elevation during the wet season (December 21st – March 21st)
- b. 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.
- c. Stormwater Site Plan showing the relative location and size of the Best Management Practice(s) proposed on the site.

Additional information may be determined to be needed due to site conditions, setting or the proposed improvements, in order for the city to review and approve the proposed development. Other required information may include but not be limited to Critical Area ID Form, flood hazard assessments, traffic impact assessments, preliminary engineering designs, etc.

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)