

Temporary Use Permit Application



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

Application Fees

Application fee: \$130

Additional review fees, if applicable:

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

This application for a temporary use is for certain uses that, when properly regulated and active for a limited and temporary period of time can be compatible, or otherwise limited in impact to neighboring properties and the general community. Typical temporary uses include but are not limited to: contractor's offices on an active construction site, mobile home residences or trailers for security purposes on an active construction site, and model homes and real estate offices on the site of a subdivision project.

Submittal Instructions

- 1 Create an account on <https://permits.puyallupwa.gov/Portal/Account/Register>
- 2 Select "Apply for Planning Permit"
- 3 Select "Temporary Use" 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: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail: _____

Site Information

Parcel Number(s): _____

Property Address: _____

Temporary Use Request

Nature of Request (please be specific):

Start Date of Temporary Use: _____

End Date of Temporary Use: _____

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:

Submittal Checklist

- ☐ 1. Completed and Signed Application Form
- ☐ 2. Site Plan (Site Plan Template)
 - a. Minimum site plan elements:
 - Property boundary and adjacent streets (labeled)
 - The location of the temporary structure, including any signs
 - The distance in feet between any structure or sign and any other structure, sign, property line, street right-of-way, gasoline pump, oil storage tank or flammable liquid storage area
 - Driveways into and out of the site
 - North Arrow and Scale
- ☐ 3. Critical Area Report (if applicable)

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)