

Administrative Conditional Use Permit



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

Application Fees

Application fee: \$300

Additional review fees, if applicable:

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

The City of Puyallup Zoning map designates different areas of the City for different uses. Generally, uses that are compatible with each other are allowed in the same zone. However, certain uses require a special degree of control due to unusual effects or characteristics peculiar to them, or because of size, location, type of equipment used, or demands upon public facilities resulting from such use. Chapter 20.81 Puyallup Municipal Code (PMC) establishes standards for conditionally permitting such uses within zones through an administrative process that allows for public input and establishment of conditions.

Submittal Instructions

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

Parcel Number(s): _____

Property Address: _____

Nature of Request (be specific):

Current Use of Property: _____

Proposed Use of Property: _____

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:

Criteria

All of the following criteria must be met in order for staff to approve your administrative conditional use request. **Please respond FULLY as to how your request meets these criteria.** 'Yes' or 'No' answers are not acceptable:

- I. That the use for which the administrative conditional use permit is applied for is specified by this title as being conditionally permitted within, and is consistent with the description and purpose of the zone district in which the property is located. PMC 20.81.010 (I)

Criteria *(continued)*

2. That the granting of such administrative conditional use permit will not be detrimental to the public health, safety, comfort, convenience and general welfare, will not adversely affect the established character of the surrounding neighborhood, and will not be injurious to the property or improvements in such vicinity and/or zone in which the property is located. PMC 20.81.010 (2)

3. That the proposed use is properly located in relation to the other land uses and to transportation and service facilities in the vicinity; and further, that the use can be adequately served by such public facilities and street capacities without placing an undue burden on such facilities and streets. PMC 20.81.010 (3)

4. The site is of sufficient size to accommodate the proposed use and all yards, open spaces, walls and fences, parking, loading, landscaping and other such features as are required by this title or as are needed in the opinion of the Community Development Director are properly provided to be compatible and harmonious with adjacent and nearby uses. PMC 20.81.010 (4)

5. That the granting of such administrative conditional use permit will not be contrary to the adopted comprehensive plan, or to the objectives of any code, ordinance, regulation, specifications or plan in effect to implement said comprehensive plan. PMC 20.81.010 (5)



Submittal Checklist

1. Completed and Signed Application Form
2. [Traffic Scoping Worksheet](http://www.cityofpuyallup.org/masterdocumentlist) (Can be found here: www.cityofpuyallup.org/masterdocumentlist)
3. Geotechnical Report: drafted by a licensed professional soils scientist or other suitably trained person working under a professional engineer, geologist or hydrogeologist. The report shall include an evaluation for the site's infiltration capabilities and groundwater elevation during the wet season (December 21st – March 21st)
4. 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.
5. Preliminary Stormwater Site Plan: showing the relative location and size of the Best Management Practice(s) proposed on the site.
6. Detailed Site Plan, containing the following:
 - 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)
 - Site boundaries;
 - Dimensions of property and total square footage of property;
 - Location and height of existing and proposed structures in relation to the site area boundaries, also indicate the dimensions of any existing and proposed structures;
 - Parking and loading areas;
 - Traffic access and circulation;
 - Proposed location of any signage;
 - Proposed lighting plan;
7. Landscaping/screening plans (provided on a separate sheet from site plan):
 - Landscape plans for all projects involving new structures of 10,000 square feet or greater or 20,000 square feet of greater of affected site area shall be prepared by a professional landscape architect licensed in this state, unless this requirement is expressly waived by the community development director.
 - For smaller projects, the community development director shall have the authority to require that a landscape plan prepared under Section 20.58.010, of the Puyallup Municipal Code, be prepared by a professional landscape architect licensed in this state.
 - Existing and proposed open space, undisturbed areas, refuse service areas, utilities, and yard setbacks;
 - if all, or any portion, of the subject site contains slopes in excess of 15%, the site plan shall show existing contours at an interval appropriate to depict the grade (usually 2').

Some but not all applications will require the following additional documents; contact the Planning Division for information about these requirements:

8. Administrative Design Review worksheet (if applicable):
 - Contact a City of Puyallup planner to determine which design review may be applicable to your project.
 - Design review worksheets can be found here: www.cityofpuyallup.org/landusepermitapplications
9. Critical Area Report & Checklist (Critical area report from qualified professional (when required) must be accompanied by the appropriate critical area report checklist)
 - [Flood Habitat Assessment](#)
 - [Fish and Wildlife Assessment](#)
 - [Mitigation Plans](#)
 - [Wetlands](#)
 - Landslide Hazard Areas – submit a geotech report, no separate checklist
10. [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)