



Downtown Design Review

City of Puyallup
Development & Permitting Services
333 S. Meridian
Puyallup, WA 98371
Phone: 253-864-4165
www.cityofpuyallup.org

Please use this form to apply for design review of projects located within the CBD, CBD-Core, RM-Core zones, or RM-20 zone within the Downtown Planned Action Area zones. Design review is required for new buildings and may be required for exterior alteration, redevelopment or addition to existing buildings. Please reference Puyallup Municipal Code Section 20.26.050 and Downtown Design Guidelines (DDG) Part I – Section I.B.I. for applicability and exemptions. The DDG document is available for download on the Planning Services webpage of the city’s website: www.cityofpuyallup.org.

If you have any questions, please contact the Development Services Center at (253) 864-4165. Please note that incomplete application packets may cause a delay in the review of your application.

Submittal Checklist:

1 electronic copy of entire submittal package which includes:

1 copy of completed application form, signed

1 copy of vicinity map

1 copy of project site plan

1 copy of elevation drawings

1 copy of project landscape plan (if applicable)

Written Narrative from project architect

Application Fee:

Small Project: \$65.00
(awnings only)

Medium Project: \$130.00
(façade changes to existing structure)

Large Project: \$260.00
(new buildings)

Rev: 7/2020

APPLICATION INFORMATION

Site Information

Parcel Number

Street Address

Applicant Information

Name

Street Address

City

State

Zip

Phone

E-mail

Owner Information

Name

Street Address

City

State

Zip

Phone

E-mail

Nature of Request (please be specific)

SUBMITTAL REQUIREMENTS

The following items must be included in submittal of this application:

Completed application form, signed and dated.

A vicinity map no larger than 8 ½” X 11”, indicating all structures on the property and within 200 feet in each direction of the subject property and noting any properties containing known Character Structures or Historic Buildings (see page 4 DDG document).

8 ½” X 11” site plan, dimensioned, drawn to scale and including the following items:

- The boundaries of the property
- Dimensions of property and square footage of property
- Location of existing and proposed structures indicating setback distances from property lines and square footage of each structure
- Parking area
- North Arrow

Elevation drawings detailing of design elements:

- Scaled drawing with a scale bar shown on each page
- The type of exterior materials and Color (where applicable)
- Exterior finishes for buildings and accessory structures
- Elevation detailing of entrances and windows
- Elevation details of exterior lighting also including the type, style and model of exterior lighting fixtures (where applicable)
- Detailing of roof design, to include information regarding pitch and length
- Other information as needed

A landscape plan, if applicable to the design guidelines review, detailing:

- Scaled drawing with a scale bar shown on each page
- The existing vegetation to be retained and/or proposed vegetation to be installed.

A written narrative from the project architect outlining in point-by-point detail compliance with all applicable design standards that apply to the project scope. See page 9 of the DDGs for general guidance on chapters required based on project type. Each chapter includes an applicability and minimum requirements section at the beginning of the chapter.

SITE INFORMATION

Zoning Designation:	Building Square Footage:	Date of Original Construction:
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PROJECT TYPE & APPLICABILITY

Please select all the project type and chapter(s) of the DDG document that apply to the proposed project.

CBD and CBD-Core Zones

- New development
- Exterior alteration, redevelopment or addition to existing building

RM-Core & RM-20* Zone

**Guidelines apply to RM-20 zoned properties located in the Downtown Planned Action Area only*

- New development
- Exterior alteration, redevelopment or addition to existing building

Downtown Design Guidelines

Chapters applicable to the project

- Part 1: Introduction
- Part 2: Significant Buildings
- Part 3: Building Design – Form & Massing
- Part 4: Building Design – Façade
- Part 5: Pedestrian Experience

CERTIFICATION

Contractor's affidavit: I hereby make application for a sign permit and certify that our business is registered as a contractor with the state of Washington and that all work shall be performed in accordance with all codes and ordinances of the city of Puyallup.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.

By leaving the contractor information section blank, I hereby certify further that contractors (general or subcontractors) will not be hired to perform any work in association with this permit. I also certify that if I do choose to hire a contractor (general or subcontractor) I will only hire those contractors that are licensed by the state of Washington.

Signature of Property Owner: _____ Date _____

Signature of Applicant: _____ Date: _____