



Administrative Conditional  
Use Application

**CITY OF PUYALLUP**

Development Services  
333 S. Meridian  
Puyallup, WA 98371  
Phone: 253-864-4165  
Fax: 253-840-6678  
www.cityofpuyallup.org

**Submittal Checklist:**

Application is signed and dated

8 Copies of completed application form

8 Copies of a vicinity map showing proposed site in relationship to streets, bodies of water, etc. no larger than 8 1/2" x 11"

8 copies of detailed site plan **Folded to approx. 8 1/2" x 11**

8 copies of SEPA checklist (if applicable)

SEPA fee: **\$250.00**

Critical Area Report or Traffic Analysis review Fee Required: **\$160.00**

Traffic Scoping Worksheet

2 Copies of a storm calculations

Application Fee: **\$300.00**

1 (one) CD of complete submittal package

**Office Use Only:**

Submittal Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Case No: \_\_\_\_-\_\_\_\_-\_\_\_\_ Related Case No: \_\_\_\_-\_\_\_\_-\_\_\_\_

When preparing this application, please print or type the reply to each question. If you have any questions, please contact the Development Services Center at (253) 864-4165. The following plans, specifications and other documents pertaining to the application shall be submitted at the time of filing. Please note that incomplete application packets cannot be accepted.

*To help you understand City standards and the Administrative Conditional Use Permit process, a pre-application meeting is strongly encouraged. This pre-application meeting can be scheduled within a short period of time (e.g. 1 week) and is free of charge. This meeting could consist of staff representatives from planning, engineering and building divisions, if warranted.*

**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)**

Empty box for Nature of Request details.

Site Information \_\_\_\_\_

Zoning Designation: \_\_\_\_\_ Comprehensive Plan Designation: \_\_\_\_\_

**CRITERIA**

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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:

1. 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 (1)

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)

6. Major Issues Discussed During Pre-Application Meeting:

**CERTIFICATION**

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I hereby state that I am the owner or authorized agent, 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 Applicant: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Agent: \_\_\_\_\_ Date: \_\_\_\_\_

## **Submittal Requirements for an Administrative Conditional Use Permit**

1. A complete application form. Please print or type.
2. Submit eight (8) copies of the entire application packet.
3. Vicinity map showing the following:
  - 3.1. The location of the property in relationship to such significant sites as fire stations, major arterial streets, shopping facilities, landmarks, etc.
4. Site plan containing the following:
  - 4.1 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)
  - 4.2. site boundaries;
  - 4.3. dimensions of property and total square footage of property;
  - 4.4. 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;
  - 4.5. parking and loading areas;
  - 4.6. traffic access and circulation;
  - 4.7. proposed location of any signage;
  - 4.8. proposed lighting plan;
5. Landscaping/screening plans (provided on a separate sheet from site plan):
  - 5.1. 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.
  - 5.2. 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.
  - 5.3. existing and proposed open space, undisturbed areas, refuse service areas, utilities, and yard setbacks; and
  - 5.4. 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').
6. For graphics larger than 8-1/2" x 11", include clear acetate reductions of each, no larger than 8-1/2" x 11".
7. Environmental Checklist (if required) – eight (8) copies, and application fee: \$250.00
8. Application fee due at time of submittal: \$300.00