



**Shoreline  
Conditional Use  
Permit Application**

**CITY OF PUYALLUP**

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

**Submittal Checklist:**

Application is signed and dated

8 Copies of completed application

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"**

Conditional Use (if applicable)

Variance (if applicable)  
Variance Fee: **\$820.00**

SEPA (if applicable)  
SEPA Fee: **\$250.00**

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

Critical Area ID Form

2 Copies of major issues discussed during Pre-App

Application Fee:  
**Small: \$960.00**

10,000 s.f. of new structure or 20,000 s.f. of affected site area

**Medium: \$1,530.00**

10,001-19,999 s.f. of new structure or 20,000-39,999 of affected site area

**Large: \$2,170.00**

20,000+ s.f. of new structure or 40,000+ s.f. of affected site area

1 (one) CD of complete submittal package

Staff Initials: \_\_\_\_\_  
Date Received: \_\_\_\_\_

**Office Use Only:**

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

**W**hen 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 may cause a delay in reviewing your application.

*To help you understand City standards and the Shoreline 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. 3-5 days) and is free of charge. This meeting could consist of staff representatives from planning, engineering and building divisions, as warranted.*

**Application Information**

**Site Information:**

Parcel Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

**Applicant Information:**

Name (Company): \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day time Phone \_\_\_\_\_ Fax Number \_\_\_\_\_

**Owner Information**

Name: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day time Phone \_\_\_\_\_ Fax Number \_\_\_\_\_

**NATURE OF REQUEST (Please Be Specific)**

1. Name of water area and/or wetlands within which the development is proposed.

2. Current use of the property with existing improvements.

3. Proposed use of property.

4. Give a brief narrative description of the general nature of the improvements and land use within one thousand (1,000) feet in all directions from the development site. (ie. residential to the north, commercial to the south, etc.)

5. Major Issues Discussed During Pre-Application Meeting (If a pre-application meeting was conducted):

6. Nature of the existing shoreline. (Describe type of shoreline, such as marine, stream, lake, lagoon, marsh, bog, swamp, flood plain, floodway, delta; type of beach, such as accretation, erosion, high bank, low bank, or dike; material such as sand, gravel, mud, clay, rock, riprap; the extent and type of bulkheading, if any).

7. In the event that any of the proposed buildings or structures will exceed a height of thirty-five (35) feet above the average grade level, indicate the approximate location of and number of residential units, existing and potential, that will have an obstructed view.

8. If the application involves a **Conditional Use or Variance**, set forth in full that portion of the master program which provides that the proposed use may be a conditional use, or in the case of a variance, from which the variance is being sought.

**CERTIFICATION:**

I hereby state that I am the applicant or owner, 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 upon request of City staff.

**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 inspections to determine compliance with applicable laws, codes and regulations. The right of entry shall continue until an approval by all applicable City departments has been obtained.

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

**Submittal Requirements for a Shoreline Substantial Development**

1. A completed application form. Please print or type. For any items which are not applicable to your request, please mark "N/A".
2. **Vicinity Map:** An area map showing the proposed site and its geographic relationship to major natural and built features (streets, water bodies, etc) within one (1) mile in all directions from the site.
3. **Property Data:** The site plan should show the property's lot dimensions, boundaries, tax assessor's parcel numbers and square footage.
4. **North Arrow and Graphic Scale:** The site plan should 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:  
 1" = 20' (sites under 4 acres)  
 1" = 50' (sites 4 acres or larger)
5. **Existing Conditions Data:** The plan should locate and identify structures and conditions (natural and built) that exist on-site prior to development; include such items as buildings, roads, paved areas, water courses, significant vegetation, underground tanks, points of connection to utility systems, and fences; the plan should also depict existing adjacent structures and conditions such as public or private roads; parking areas, railroad tracks, water courses, ordinary high water mark (OHWM), a line 200 feet from the floodway, etc; and the plan should show the adjacent existing land uses (residential, commercial, etc), and zoning designations.
6. **Existing Easements:** The plan should locate and show the dimensions of all easements on the site; indicate the easement holder and purpose.
7. **Proposed Structures Data:** The plan should clearly identify and locate all proposed structures including height and dimensions of all buildings, decks and fences; the plan should also show dimensions from the proposed structures to property lines, distances between buildings, and main door locations; the plan should indicate the proposed location of fences, walls, underground tanks, refuse collection areas, etc; the plan should also show areas reserved for future building, if known.
8. **Proposed Traffic Access, Circulation and Paved Areas:** The plan should locate and identify proposed parking areas, driveways, public streets (to be dedicated); also show dimensions of parking stalls, aisles, driveways, and sidewalks; show type of pavement; show wheel stops and curbs; show provisions for handicapped parking and access ramps.
9. **Proposed Landscape Areas:** The plan should identify and locate areas proposed for landscaping and open space and indicate the coverage of landscaping and a percentage of the overall site size. It is not necessary to indicate size and species of plants for 'preliminary' site plan review, although, if available, this information is encouraged.
10. **Proposed Lighting:** The plan should indicate the location and type of proposed lighting fixtures for developments adjacent to residential areas; plans should also show shielded light fixture locations.
11. **Existing Contours and Finished Grade:** The plan should show existing contours at an interval appropriate to depict the underlying land structure (usually 2'); the plan should also show finished grades depicted either by contour or contour/spot elevation. A separate grading plan may be necessary for projects with major grading/topographic features.
12. **Building Data:** The plan should show the following information about the proposed buildings:
  - 12.1. building occupancy division by use (office, shop, etc);
  - 12.2. total building area;
  - 12.3. type of construction per Uniform Building Code; and
  - 12.4. any hazardous materials proposed for storage or use in the building.
13. **Site Data:** The plan should furnish the following information about the proposed site development:
  - 13.1. number of dwelling units (residential developments only);
  - 13.2. number of parking spaces provided (by type: handicapped, etc); and
  - 13.3. total impervious surface (square footage).
14. A reduced copy of the site plan on 8-1/2" x 11" shall also be submitted.
15. Critical Area ID Form (unless expressly waived by City Staff)
16. **Submit eight (8) copies of the entire application packet.**
17. Application fee due at time of submittal.

*The processing of this application may require additional supporting evidence, data or statements; e.g.: critical area assessments, traffic assessments, noise assessments etc.*

At this stage, the applicant should contact the following utilities to insure availability:

<b>Telephone:</b> Qwest 800-526-3557 AT&T Residential 800-222-0330 AT&T Business 800-222-0400	<b>Sewer</b> City of Puyallup (253) 841-5481	<b>Water</b> City of Puyallup (253)841-5568 -or- Fruitland Mutual Water (253)848-5519	<b>Electricity &amp; Gas</b> Puget Sound Energy 888-321-7779 425-452-1234	<b>Cable</b> Comcast 877-824-2288
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