

Administrative Adjustment Application



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

Application Fees

Application fee: \$300

This application form is to be used to request a deviation from strict adherence to the City's zoning standards. Unlike other deviation requests, this request does not require a formal public hearing with the City's hearing examiner. Instead, this request is reviewed by City staff and approved or denied by the DPS Director through the regular permitting process. There are only a few zoning standards that can be deviated from via an administrative adjustment (see pg. 2 for a complete list).

Submittal Instructions

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

- | | | |
|---|--|--|
| <input type="checkbox"/> Wetlands | <input type="checkbox"/> Wellhead Protection Area | <input type="checkbox"/> Aquifer Recharge Area |
| <input type="checkbox"/> Lakes/Ponds | <input type="checkbox"/> Habitat Corridor | <input type="checkbox"/> Flood Zone |
| <input type="checkbox"/> Streams/Creeks | <input type="checkbox"/> Habitat Conservation Area | <i>Flood Classification:</i> _____ |
| <i>Waterbody name:</i> _____ | <input type="checkbox"/> Seismic Hazard Area | <input type="checkbox"/> Volcanic Hazard Area |
| <input type="checkbox"/> Puyallup River Shoreline | <input type="checkbox"/> Clarks Creek Shoreline | <input type="checkbox"/> Landslide/Erosion Hazard Area |
| <i>Shoreline Classification:</i> | <i>Shoreline Classification:</i> | <i>Slope Classification:</i> |
| <input type="checkbox"/> Conservancy | <input type="checkbox"/> Conservancy | <input type="checkbox"/> Slopes 0% - 15% |
| <input type="checkbox"/> Rural | <input type="checkbox"/> Rural | <input type="checkbox"/> Slopes 16% – 39% |
| <input type="checkbox"/> Urban | <input type="checkbox"/> Urban | <input type="checkbox"/> 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:

Critical Area Identification *(continued)*

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:

Adjustment Request

Please select which Administrative Adjustment you are requesting from the following list:

☐ A decrease of not more than 20 percent of required:

☐ Lot Area

☐ Lot Width

☐ Lot Depth

☐ A decrease of not more than 20 percent of the required width of:

☐ Side Yard Setback

☐ Front Yard Setback

☐ Rear Yard Setback

☐ Yard Between Buildings

Note: For purposes of this subsection, landscaped setbacks, as required in Title 20 (Zoning Code), shall not be considered side, front or rear yard setbacks and are therefore not eligible for an administrative adjustment; see Variance or Development Agreement applications for deviations from required landscape yards.

☐ An increase of not more than 60 percent of the permitted projection of cornices, sills, eave projection, unenclosed awnings, and unenclosed and uncovered decks into a required:

☐ Buildings

☐ Fences

☐ Other structure

☐ Maximum permitted lot coverage

If other structure, please specify: _____

☐ A decrease of not more than 20 percent in the number of parking spaces

☐ An increase of not more than 10 percent in the permitted:

☐ Height of a sign

☐ Area of a sign

Criteria

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

1. The adjustment shall not constitute a grant of special privilege inconsistent with the limitations upon uses of other properties within a radius of 1,000 feet or within the boundaries of the same subdivision, whichever is greater. **PMC 20.86.010 (1)**

2. The granting of the adjustment will not be detrimental to the public health, safety, comfort, convenience and general welfare, and will not adversely affect the established character of the surrounding neighborhood or will not be injurious to the property or improvements within a radius of 1,000 feet or within the boundaries of the same subdivision, whichever is greater. **PMC 20.86.010 (2)**

3. The adjustment is necessary, because of special circumstances relating to the size, shape, topography, unusual natural features, location, or surroundings of the subject property, to provide it with use rights and privileges permitted to other properties within a radius of 1,000 feet or within the boundaries of the same subdivision, whichever is greater. Such circumstances shall not be the result of some action caused by the applicant and/or previous property owners. **PMC 20.86.010 (3)**

Submittal Checklist

- ☐ 1. Completed and Signed Application Form
- ☐ 2. Stormwater Site Plan: showing the relative location and size of the Best Management Practice(s) proposed on the site.
- ☐ 3. Detailed Site Plan, containing the following:
 - The site plan shall be drawn on a 8½" x 11" 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.
- ☐ 4. Application fee of \$300.00 due at time of submittal.

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)