



Administrative Adjustment 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

8 Copies of location map indicating location of property in relation to adjacent properties and major streets, no larger than 8 1/2" x 11"

8 Copies of 8 1/2" x 11" site plan showing boundaries of property, structures, driveway etc.

Critical Area ID Form

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 may cause a delay in reviewing your application.

To help you understand City standards and the Administrative Adjustment 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, as 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)

Site Information:

Zoning Designation		Compressive Plan Designation	
Setbacks (measured from the property line to the closest vertical wall)			
	Proposed/Existing	Required by Zoning	
Front Yard			minimum
Rear Yard			minimum
Side Yard (interior)			minimum
Side Yard (interior)			minimum
Side Yard (street)			minimum
Side Yard (arterial street)			minimum
From Adjacent Residential Use			minimum
Building Height			maximum
Lot Coverage			maximum
Lot Width			minimum
Lot Length			minimum
Lot Size (Square Feet)			minimum
Floor Area Ratio:			maximum
Number of Parking Stalls			minimum

The following criteria must be met in order for the Planning Director to approve any Administrative Adjustment request. Please respond FULLY as to how your request meets each of these criteria. "Yes" or "No" answers are not acceptable.

- 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)**

- 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 Requirements for an Administrative Adjustment

- 1) Completed application form, signed and dated. Please print or type. Do not leave any question unanswered, doing so will make you application incomplete. – 8 copies
- 2) A vicinity map no larger than 8 ½ ” X 11”, indicating the location of the property in relation to adjacent streets and major streets. A copy of any Puyallup map clearing marking your property will be sufficient. – 8 copies
- 3) 8 ½ ” X 11” site plan, dimensioned, drawn to scale and including the following items: (8 copies)
 - ◆ 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 areas
 - ◆ North Arrow
- 4) Critical Area ID Form (unless expressly waived by City Staff)
- 5) 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 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: _____