



**Administrative  
Adjustment for Minor  
Infill Development**

**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 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: \_\_\_-\_\_\_-\_\_\_

**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.

*The Community Development Director shall have the authority to waive adjustment finding (3) under Section 20.86.010 upon finding that:*

- 1) *The adjustment request pertains to only a single development standard and*
- 2) *The property for which the adjustment is requested is zoned RS or RM (residential) and*
- 3) *Any new structure(s) or structural additions enabled by the adjustment shall be designed to be compatible (e.g., scale, bulk, façade treatment, etc) with other residential structures in the immediate vicinity.*

**Application Information**

**Site Information:**

Parcel Number:

Street Address:

**Applicant Information:**

Name (Company):

Address:

City:

State:

Zip:

Email:

Phone:

**Owner Information**

Name (Company):

Address:

City:

State:

Zip:

Email:

Phone:

**NATURE OF REQUEST (Please be specific)**

Site Information

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**Zoning Designation:** \_\_\_\_\_

**Comprehensive Plan Designation:** \_\_\_\_\_

**Setbacks**

(measured from the property line to the closest vertical wall)

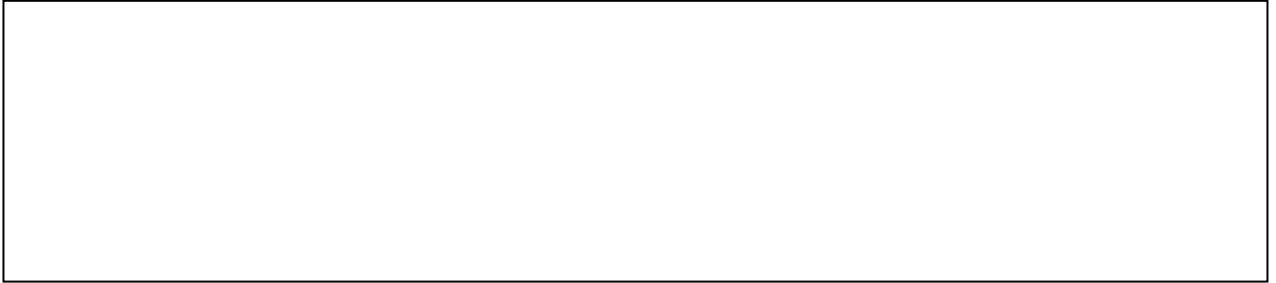
	Proposed/Existing	Required by Zoning	
Front Yard			Minimum
Rear Yard			Minimum
Side Yard (interior)			Minimum
Side Yard (interior)			Minimum
Side Yard (street)			Minimum
Side Yard (arterial street)			Minimum
From Adjacent Residential Use			Minimum

	Proposed/Existing	Required by Zoning	
Building Height			Maximum
Lot Coverage			Maximum
Lot Width			Minimum
Lot Length			Minimum
Lot Size (Square Feet)			Minimum
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.**

- I. 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 (I)**

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. Minor residential infill development is subject to the following criteria per PMC 20.86.012:
- (a) The adjustment request pertains to only a single development standard from PMC 20.86.005 (1) or (2); and
  - (b) The property for which the adjustment is requested is zoned RS or RM; and
  - (c) Any new structure(s) or structural additions enabled by the adjustment shall be designed to be compatible (e.g., scale, bulk, facade treatment, etc.) with other residential structures in the immediate vicinity.

**Submittal Requirements for an Administrative Adjustment For Infill Development**

- 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) Application fee of \$300.00 due at time of submittal.

CERTIFICATION:

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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 it's 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: \_\_\_\_\_