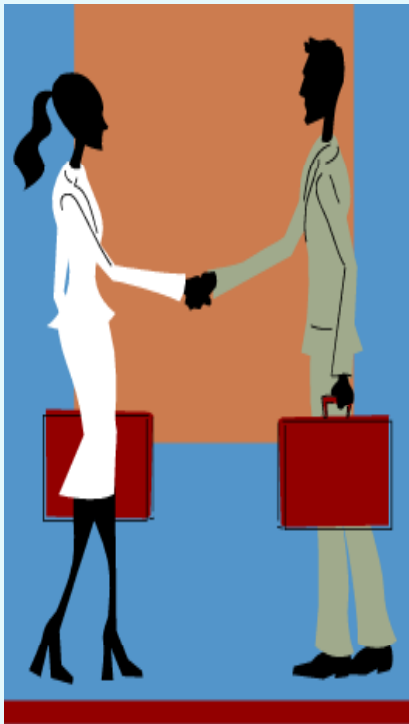


Site Development Permit Application Guideline

2008



*Prepared By:
Development Engineering
Technical Support*

Zucker Audit Recommendation No. 142

I. Zucker Audit Recommendation No. 142

Purpose: The Development Engineering Section has created a Site Development Permit Application Guide to be used by Planning and Land Services Permit Technicians, general public, contractors, surveyors and engineers. The guideline is intended to assist these entities on what information is needed to make application for a Site Development Permit. The user needs to be aware that Site Development Permit type, quantity of information and fees may vary depending on site specific conditions. Therefore it is recommended that the user also consult with a Professional Permit Specialist or Technical Support staff member for assistance when considering land development. The guideline also provides the user the following information:

- Where to find online information.
- Development Engineering Hot Line phone number.
- Types of Site development Permit applications.
- Submittal standard and Submittal Checklists.
- Frequently asked questions.
- Common Reasons to reject an application.
- Fees.
- Exemptions.
- List of applications Development Engineering does not review.

II. General:

The user can find standard submittal checklists, handouts, forms, etc. by accessing the Planning and Land Services website:

<http://www.co.pierce.wa.us/pc/services/home/property/pals/palsmain.htm>

The user can also find out what type of Critical Areas (Potential flood hazards, wetlands, fish and wildlife, landslide, erosion and mine hazard areas, etc.) that may affect a specific parcel or property in Pierce County by accessing "Critical Area Info (CARLS)": <http://yakima.co.pierce.wa.us/CriticalAreas/>

Lastly the user can also contact a Development Engineering Technical Support staff member for questions related to Site Development Permits by calling the Site Development Hot Line:
253-798-7155

III. Site Development Permit/Application Types

Site Development Permits are used for conducting actual onsite development activity (Construction) such as constructing a private/public road, grading, etc. They are also used for collecting a review fee for reports or studies. Lastly they are used for collecting fees for residential drainage/erosion control inspections. Therefore for the purposes of this guideline they have been categorized per the following:

Category 1 (Construction/Development)**Pals + Code:**

Abbreviated Plan (Grading/Clearing) *	PWAP
Abbreviated Plan (Single Family) *	PWSA
Clearing *	PWCL
Commercial Developments *	PWCD
Driveway Approach	PWDO / PWDF
Formal Plat Private Roads *	PWPR
Formal Plat Public Roads *	PWPP
Grading (Excavation, Filling, Stockpiling Mines etc.) *	PWEX
Minor Improvements in Public Right of Way *	PWMI
Off-Site Public Road Improvements *	PWOS
Revisions to Approved Plans*	PWRA
Traffic Signal Improvements *	PWTS
Short/Large Lot Private Roads *	PWSL

** Permit application fee includes Development Engineering Inspections*

Category 2 (Review/Documentation)**Pals + Code:**

Erosion Hazard Area Geotechnical Assessment ***	PWEO / PWER
Floodplain Elevation Certificate **	PWFC
Floodplain Survey, Study, Zero Rise, Deep/Fast **	PWFO / PWFS
Landslide Hazard Area Geotechnical Assessment ***	PWLO / PWLG
Mine Hazard Area Geotechnical Assessment ***	PWSG
Reasonable Use Flood Hazards **	PWFN / PWFR
Reasonable Use Landslide Hazards **	PWLN / PWLE
Storm Drainage Infiltration (Single Family) **	PWIF
Traffic Impact Analysis**	PWTA
Technical Equivalency **	PWTE

Variance/Deviation **

PWVS

** *Documentation which CANNOT be submitted for review without a parent Site Development Permit application for construction/development.*

*** *Documentation which CAN be submitted for review without a parent Site Development Permit application for construction/development.*

Category 3 (Inspection Only)

Pals + Code:

Site Development Evaluation (Single Family Only)

Erosion Control Inspection (Single Family Only)

PWSR

Storm Drainage Inspection (Single Family Only)

IV. Documentation Needed for Site Development Permit Application (Construction/Development Activity).

For required documentation, quantity and fees in order to make application for a Site Development Permit for abbreviated plans, commercial and private/public roads etc. refer to the attached appendices.

V. Documentation Needed for Site Development Permit Application (Review Documentation, Non-Construction).

Geological assessment letters, evaluations and reports are the only documentation which can be submitted separately without a parent Site Development Permit application for construction/development. For these types of reviews the applicant must submit (4) four copies of the assessment and correct review fees (see Appendix 13 for fees).

VI. Frequently Asked Questions.

The following are some frequently asked questions related to the Site Development Permitting process:

- 1) Who is able to prepare required engineering documentation i.e. plans, reports, surveys, assessments etc?

Response: According to the regulations (Title 17A and 18E) all of the above requires the assistance of a professional engineer, professional land surveyor, or professional engineering geologist. Only flood plain delineation surveys can be performed by a licensed professional land surveyor. All other plans such as an Abbreviated Plan (non-engineered) can be prepared by the land owner, contractor, etc. The Development Engineering Section does not give out lists of professionals who practice in Pierce County. The user of this guideline must consult the yellow pages or internet for the needed professional service.

- 2) How long does it take for a review and issuance of a Site Development Permit?

Response: Review times vary and depend on work backlogs. For current review time please contact Development Engineering Technical Support hotline at 253-798-7155. During times of extreme backlog the owner/applicant may opt for expedited review by signing a contract for overtime. For more information on overtime, process and fees please call 253-798-2142.

- 3) What types of development activity is generally exempt from the Site Development permitting process?

Response: Docks, floats, piers in water, boat ramps and replacement bulkheads. For other types of exemptions see Appendix 14.

- 4) What are the fees associated with the review of a site development permit application for the listed categories?

Response: See Appendix 12 Fee Schedule

- 5) How can I find out if my property is located within a potential critical area?

Response: You can go online to the Planning and Land Services Website on the right hand side of the page (Critical Area Info CARLS) at <http://yakima.co.pierce.wa.us/CriticalAreas/> or you can call the Development Engineering Technical Support Hotline: 253-798-7155

VII. Common Reasons to Reject a Site Development Application

- Lack of engineering documentation such as plans, surveys, reports, assessments, etc.
- Engineering documentation lacks substance such as missing details, profiles, notes, calculations, etc.
- Engineering documentation is not stamped and signed by a Licensed Professional Engineer, Surveyor or Engineering Geologist in the State of Washington.
- Inaccurate and/or site plan lacking information.
- Lack of required fees.
- Development proposal within a designated floodway or channel migration zone.
- Development proposal accessing onto an unopened and un-maintained County right-of-way without prior approval from the Public Works and Utilities Department.

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Pierce County

Department of Planning and Land Services
Development Engineering

CLEARING/GRADING SITE DEVELOPMENT COMPLETE APPLICATION CHECKLIST

Project Name: _____ Date: _____

Parcel No.: _____ -- _____ By: _____

Construction Documents

- Storm drainage & erosion control plans or abbreviated plans (3 sets min.) which may include:
 - Storm drainage profiles
 - Storm drainage details
 - Storm drainage notes
 - Erosion control details
 - Erosion control notes
 - Site grading plans and details

Engineering Reports

- Storm drainage report (2 copies) which may include:
 - Water quantity calculations
 - Water quality calculations
- Erosion report (2 Copies separate from storm drainage Report)
- Geotechnical assessment/report (2 copies)
- Flood Study (3 copies)

Legal Documents

- Right of Entry Agreement (original signed document) which is:
 - Completely filled out
 - Signed
 - Notarized
 - Legal description

Related Applications

- Retaining wall application
- Correct fees
 - Total Earthworks (Cut + Fill): _____ CY
- DENG Environmental Checklist fees paid (>250 CY)



Pierce County

Department of Planning and Land Services
Development Engineering

COMMERCIAL/INDUSTRIAL SITE DEVELOPMENT SUBMITTAL CHECKLIST

Project Name: _____ Date: _____

Parcel No.: _____ -- _____ By: _____

Construction Documents

- Site/Access, storm drainage & erosion control plans (4 sets min.) which include:
 - Site/Access & storm drainage plans
 - Storm drainage profiles (pipes 12" or larger)
 - Site/Access & storm drainage details & notes
 - Erosion details
 - Erosion notes

Engineering Reports

- Storm drainage report (2 copies) which includes:
 - Water quality calculations
- Erosion report (2 Copies separate from storm drainage Report)
- Maintenance plan (labeled and set up as Attachment "A", 2 copies separate from other reports)
- Pollution Prevention Plan (labeled and set up as Attachment "B" 2 copies separate from other reports)
- Geotechnical assessment/report (2 copies)
- Flood study (2 copies)

Legal Documents

- Right of Entry Agreement (original signed document) which is:
 - Completely filled out
 - Signed
 - Notarized
 - Legal description

Related Applications

- Retaining wall application
- Cast in place vault building permit application
- Gate building permit application
- Correct Fees
Total Impervious area: _____ square feet
- Correct SEPA fees paid (Note: If correct SEPA fees paid, no fee required for BPCO. If none or incorrect, charge under BPCO)
- Correct BPCO fees paid?



Pierce County

Department of Planning and Land Services
Development Engineering

**DRIVEWAY ONLY
SITE DEVELOPMENT
COMPLETE APPLICATION CHECKLIST**

Project Name: _____ Date: _____

Parcel No.: _____ -- _____ By: _____

Construction Documents

- Site plan (3 copies min.) that may include:
 - Proposed driveway approach location tied to a known property corner/line or other permanent physical element.

Letter

- Letter from Public Works and Utilities Department granting approval for a secondary driveway approach or access to an undeveloped parcel.

Assignment of Funds

- Financial guarantee (assignment of funds) in the amount of \$2,000.00 must be submitted for removal of a proposed temporary driveway approach. Must hand in the original, copies will not be accepted.
- Correct Fees:
 - Residential - \$119.00 each
 - All others - \$277.20 each



Pierce County

Department of Planning and Land Services
Development Engineering

**ENGINEERED ABBREVIATED PLAN (SINGLE FAMILY AND OTHER)
SITE DEVELOPMENT
COMPLETE APPLICATION CHECKLIST**

Project Name: _____ Date: _____

Parcel No.: _____ -- _____ By: _____

Abbreviated Construction Documents

- Storm drainage & erosion control plans (3 sets min.) which may include:
 - Site/Access & storm drainage profiles
 - Site/Access & storm drainage details
 - Site/Access & storm drainage notes
 - Erosion details
 - Erosion notes

Engineering Reports

- Storm drainage report (3 copies) which may include:
 - Water quality calculations
 - Water quantity calculations
- Geotechnical assessment/report (4 copies)
- Flood study (5 copies)

Legal Documents

- Right of Entry Agreement (original signed document) which is:
 - Completely filled out
 - Signed
 - Notarized
 - Legal description

Related Applications

- Retaining wall application
- Correct Fees: [\$748.44 or \$657.72 (SFR only)]



Pierce County

Department of Planning and Land Services
Development Engineering

*** MINOR IMPROVEMENTS PUBLIC RIGHT-OF-WAY
SITE DEVELOPMENT
COMPLETE APPLICATION CHECKLIST**

Project Name: _____ Date: _____

Parcel No.: _____ -- _____ By: _____

Construction Documents

- Road, storm drainage & erosion control plans (4 sets min.) which may include:
 - Roadway & storm drainage profiles
 - Roadway & storm drainage details
 - Roadway & storm drainage notes
 - Erosion details
 - Erosion notes

Engineering Reports

- Storm drainage report (2 copies) which includes:
 - Water quality calculations
- Erosion report (2 Copies separate from storm drainage report)
- Geotechnical assessment/report (2 copies)
- Flood study (3 copies)
- Correct Fees: \$300.00 (required for all improvements less than 50LF)
- Correct Fees: \$748.44 (required for improvements less than 200 LF)
- Correct Fees: \$3.87 per LF (required for improvements greater than 200 LF)

*For minor work in existing County right-of-way such as shoulder widening/improvement, addition of sidewalks/pathways, culvert relocation/installation, bus turnout construction, ditch relocation/modification, etc.

****Minor improvements exceeding 5,000 SF new impervious area (surface) shall require a full drainage erosion sedimentation control plan and reports as per Title 17A, Chapter 4.**



Pierce County

Department of Planning and Land Services
Development Engineering

OFF-SITE PUBLIC ROAD IMPROVEMENTS COMPLETE APPLICATION CHECKLIST

Project Name: _____ Date: _____

Parcel No.: _____ -- _____ By: _____

Construction Documents

- Road, storm drainage & erosion control plans (4 sets min.) which include:
 - Roadway & storm drainage profiles
 - Roadway & storm drainage details
 - Roadway & storm drainage notes
 - Erosion details
 - Erosion notes

Engineering Reports

- Storm drainage report (2 copies) which includes:
 - Water quality calculations
 - Water quantity calculations
- Erosion report (2 Copies separate from storm drainage report)
- Maintenance plan (labeled and set up as Attachment "A", 2 Copies separate from other reports)
- Geotechnical assessment/report (2 copies)
- Flood study (3 copies)

Related Applications

- Retaining wall application
- Cast in place vault building permit application
- Correct fees

Total lineal feet of offsite public road improvement(s): _____ feet



Pierce County

Department of Planning and Land Services
Development Engineering

PRIVATE ROADS PLAT/LARGE LOT/SHORT PLAT SITE DEVELOPMENT COMPLETE APPLICATION CHECKLIST

Project Name: _____ Date: _____

Parcel No.: _____ -- _____ By: _____

Construction Documents

- Road, storm drainage & erosion control plans (4 sets min.) which include:
 - Roadway & storm drainage profiles
 - Roadway & storm drainage details
 - Roadway & storm drainage notes
 - Erosion details
 - Erosion notes

Engineering Reports

- Storm drainage report (2 copies) which includes:
 - Water quality calculations
- Erosion report (2 Copies separate from storm drainage Report)
- Maintenance plan (labeled and set up as Attachment "A", 2 copies separate from other reports)
- Pollution Prevention Plan (labeled and set up as Attachment "B" 2 copies separate from other reports)
- Geotechnical assessment/report (2 copies)
- Flood study (2 copies)

Legal Documents

- Right of Entry Agreement (original signed document) which is:
 - Completely filled out
 - Signed
 - Notarized
 - Legal description

Related Applications

- Retaining wall application
- Cast in place vault building permit application
- Gate building permit application
- Correct fees

Total lineal feet of private roads: _____ feet



Pierce County

Department of Planning and Land Services
Development Engineering

PUBLIC ROADS PLAT/LARGE LOT/SHORT PLAT SITE DEVELOPMENT COMPLETE APPLICATION CHECKLIST

Project Name: _____ Date: _____

Parcel No.: _____ -- _____ By: _____

Construction Documents

- Road, storm drainage & erosion control plans (4 sets min.) which include:
 - Roadway & storm drainage profiles
 - Roadway & storm drainage details
 - Roadway & storm drainage notes
 - Erosion details
 - Erosion notes

Engineering Reports

- Storm drainage report (2 copies) which includes:
 - Water quality calculations
- Erosion report (2 Copies separate from storm drainage report)
- Maintenance plan (labeled and set up as Attachment "A", 2 Copies separate from other reports)
- Geotechnical assessment/report (2 copies)
- Flood study (2 copies)

Legal Documents

- Right of Entry Agreement (original signed document) which is:
 - Completely filled out
 - Signed
 - Notarized
 - Legal description

Related Applications

- Retaining wall application
 - Cast in place vault building permit application
 - Gate building permit application
 - Correct fees
- Total lineal feet of public roads: _____ feet



Pierce County

Department of Planning and Land Services
Development Engineering

<p style="text-align: center;">REVISIONS TO APPROVED PLANS (PUBLIC/PRIVATE) SITE DEVELOPMENT COMPLETE APPLICATION CHECKLIST</p>
--

Project Name: _____ Date: _____

Parcel No.: _____ -- _____ By: _____

Construction Documents

- Revised road, storm drainage & erosion control plans/or abbreviated plans (4 sets min.) which may include:
 - Roadway & storm drainage profiles
 - Roadway & storm drainage details
 - Roadway & storm drainage notes
 - Erosion details
 - Erosion notes

Engineering Reports

- Storm drainage report (2 copies) which includes:
 - Water quality calculations
 - Water quantity calculations
- Erosion report (2 Copies separate from storm drainage Report)
- Maintenance plan (labeled and set up as Attachment "A", 2 copies separate from other reports)
- Pollution Prevention Plan (labeled and set up as Attachment "B" 2 copies separate from other reports)
- Geotechnical assessment/report (2 copies)
- Flood study (3 copies)



Pierce County

Department of Planning and Land Services
Development Engineering

SURVEY – FINAL PLAT/LARGE LOT/SHORT PLAT SUBMITTAL CHECKLIST

Project Name: _____ Date: _____

Parcel No.: _____ -- _____ By: _____

- Plat/large Lot/Short Plat drawings
- Title Report - plats only
- Closure calculations
- Road Maintenance Covenant – private road only
 - Completely filled out
 - Signed
 - Notarized
 - Legal description
- Covenant and Irrevocable Power of Attorney – private road only, Ordinance 90-120
 - Completely filled out
 - Signed
 - Notarized
 - Legal description
- Correct fees
- Total number of lots and tracts _____



Pierce County

Department of Planning and Land Services
Development Engineering

<p style="text-align: center;">TRAFFIC SIGNAL IMPROVEMENTS SITE DEVELOPMENT COMPLETE APPLICATION CHECKLIST</p>

Project Name: _____ Date: _____

Parcel No.: _____ -- _____ By: _____

Construction Documents

- Traffic signal design plans (4 sets min.) which may include:
 - Traffic signal notes/details, etc.

Engineering Reports

- Traffic signal design report or related documentation.

- Correct Fees: \$3,913.18

☆ **SITE DEVELOPMENT PERMITS, DEVELOPMENT ENGINEERING
REVIEW AND INSPECTIONS**

Road/Storm /Drainage Review:

Formal Plat Roads (Public), including traffic signing installation	1,056.57 + 3.87/L.F. of road, shared access & alley ⁶
Formal Plat Roads (Private).....	1,056.57 + 3.47/L.F. of road, shared access & alley ⁶
Short Plat and Large Lot Roads.....	1,056.57 + 3.47/L.F. of road, shared access & alley ⁶
Commercial Developments.....	444.44 + .03/SQ. FT. of impervious area
Flood Study Review.....	441.30
Deep and/or Fast Flowing Water Analysis.....	75.00
Zero Rise Analysis.....	75.00
Flood Boundary Delineation Survey.....	75.00
<u>Excavation, Filling, Grading, Surface Mines:</u>	
Abbreviated Plan.....	748.44
<u>Drainage and Erosion/Sediment Control Plan:</u>	
0 - 999 cubic yards.....	1,736.22
1,000 - 4,999 cubic yards.....	2,433.41
5,000 - 49,999 cubic yards.....	3,130.60
50,000 - 99,999 cubic yards.....	4,695.89
100,000 - 499,999 cubic yards.....	7,826.49
500,000 or greater cubic yards.....	12,522.38
<u>Clearing:</u>	
Abbreviated Plan.....	748.44
Drainage and Erosion/Sediment Control Plan.....	1,736.22

Miscellaneous Development Engineering Fees:

Traffic Signal plan review and construction inspection.....	3,913.18
Revisions to Approved Plans.....	528.33
Off-site public road improvement design review, construction inspection, & traffic signing installation.....	3.87/L.F.
Infiltration system design review.....	244.19
Site Development Permit Extension.....	25% of original fee
Residential Site Development Inspection (other than storm drainage).....	238.00
<u>Traffic Impact Analysis Review:</u>	
25-44 peak hour trips.....	378.00
Greater than 44 peak hour trips.....	302.40 + 18.90 per peak hour trip
<u>Variance/Deviations – Administrative and Public Hearing:</u>	
Single item.....	715.68
Multiple items (same project).....	1,431.36
Technical Equivalency Board.....	756.00
Driveway Approach Permit-Single Family Residential.....	119.00
Driveway Approach Permit – Other.....	277.20
Storm Drainage Inspection-Single Family Residential.....	119.00
Floodplain determination.....	50.40
Floodplain Elevation Certificate.....	68.04
Site Development Evaluation-Single Family Residential.....	64.89
Miscellaneous Inspections and Re-Inspections ⁷	110.00
Single Family Abbreviated Plan.....	657.72
Gate Permit ⁸	325.00
Minor Improvement in Existing County Right-of-Way ⁹	300.00

6. Road lengths are measured along centerline and to the end of cul-de-sacs.
7. Re-inspection fees will be charged when an applicant has not made a reasonable attempt to prepare for inspection, or for the third and each subsequent failing inspection of the same type at a given request. A miscellaneous inspection fee will be charged when the County agrees to perform a site investigation that is not currently covered by another application or permit.
8. For gates across private roads, shared accesses/driveways intended to provide emergency vehicle access.
9. For minor work in existing County right-of-way such as shoulder widening/improvement, addition of sidewalks/pathways, culvert relocation/installation, bus turnout construction, ditch relocation/modification etc.

**SITE DEVELOPMENT PERMITS, DEVELOPMENT ENGINEERING
REVIEW AND INSPECTIONS CONTINUED**

Review of Geological Assessment – Letter	90.00
Review of Geological Assessment – Evaluation ¹⁰	225.79
Review of Geological Assessment – Reports ¹⁰	425.25

Note: If numerous errors are found to exist in the site development plans, and these errors result solely from the poor or low quality work of the professional engineer and/or land surveyor, a second base fee may be imposed by the County. If the proposed site development plans are returned to the professional engineer and/or land surveyor by the County for a second time for poor or low quality work or failure to address adequately the review comments, a third base fee may be imposed by the county.

10. When multiple geological assessments (reports or evaluations) are required for a project, the total review fees may be adjusted as follows:
 Total fee = geological assessment with the highest fee + 50% of the fee for each subsequent geological assessment. For example: (Landslide Hazard Geological Assessment – Report \$425.25 + Shoreline Hazard Geological Assessment – Evaluation \$225.79 0.50 = \$538.15 = total fee.

17A.10.050 Exemptions.

The following work is exempt from the requirements of these Regulations:

- A. Complete site development applications submitted prior to the effective date of Ordinance No. 96-46S2 (November 3, 1997) for County review and approval.
- B. Emergency projects which if not performed immediately would substantially endanger life or property. Upon resolution of the emergency, the property owner must either restore the site to its original condition or comply with the requirements of this Title within 60 days. The County may extend the 60-day time limit when the property owner can show reasonable cause for the delay.
- C. Public and private road, shared access, alleyway and storm drainage system maintenance and repair activities as follows:
 - 1. Asphalt repair, pavement overlay, chip seal or other asphalt surface maintenance coating that does not create additional impervious surface.
 - 2. Sidewalk or pedestrian pathway repair or replacement.
 - 3. Curb repair or replacement.
 - 4. Driveway approach maintenance or repair.
 - 5. Shoulder repair or replacement that does not create additional impervious surface.
 - 6. Gravel road maintenance or repair that does not create additional impervious surface.
 - 7. Storm drainage system repair that conforms to the original County approved design.
 - 8. Storm drainage maintenance and repair activities performed in accordance with an approved and recorded "Plat or Commercial/Industrial Agreement to Maintain Stormwater Facilities and to Implement a Pollution Source Control Plan."
 - 9. Other public or private road and storm drainage maintenance and repair activities that do not cause water quality or water quantity impacts and such activities have been pre-approved by the Director.
 - 10. Maintenance or repair activities that involve the addition of less than 400 square feet of new impervious surface.
- D. Maintenance of flood control facilities by a public agency when the work is in existing public right-of-way or easement dedicated to or on property owned by the County or Inter-County River Improvement Division. To be exempt, the maintenance must be performed in accordance with applicable State, Federal, and all other Pierce County regulations.
- E. Public and private utility line work (new construction, maintenance and repair) that meets all of the following criteria:
 - 1. Creates less than 400 square feet of new impervious surface;
 - 2. Does not include trenching activities;
 - 3. Does not include materials placed within or upon closed depressions or materials placed within or upon the following critical areas: Wetlands, Critical Fish and Wildlife Habitat Areas, Flood Hazard Areas, Landslide Hazard Areas, Erosion Hazard Areas, and their associated buffers;
 - 4. Does not include materials placed within or upon 25 feet of a drainage course, or drainage channel.
 - 5. Does not include materials placed upon slopes steeper than 33 percent and ten feet in height.
- F. Agricultural activities except in sensitive and/or critical areas.
- G. Agricultural activities in sensitive and/or critical areas that commenced prior to June 1998.
- H. Washington State Department of Transportation (WSDOT) projects in which stormwater management standards, specifications, and practices are conducted in accordance with WSDOT's Highway Runoff Manual as approved by the Department of Ecology.

- I. Projects that are covered under the State of Washington Model Toxics Control Act (MTCA) or the Federal Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA).
- J. The removal, deposit, or displacement of not more than a total of 50 cubic yards of material throughout the life of a development from its existing condition except for: the removal, deposit, or displacement of material within a closed depression; the removal, deposit or displacement of material within the following critical areas-Wetlands, Critical Fish and Wildlife Habitat Areas, Flood Hazard Areas, Landslide Hazard Areas, Erosion Hazard Areas, and their associated buffers; the removal, deposit or displacement of material within 25 feet of a drainage course, or drainage channel, the removal, deposit, or displacement of material, on existing slopes that are steeper than 33 percent and ten feet or more in height; the creation of slopes that is steeper than 33 percent and ten feet or more in height; and the removal, deposit, displacement of material for road construction purposes.
- K. The stockpiling or broadcasting of less than 50 cubic yards per year of topsoil, peat, sawdust, mulch, bark, chips, or solid nutrients on a lot, tract, or parcel of land except when these materials are placed within or upon: a closed depression; Wetland, Critical Fish and Wildlife Habitat, Flood, Landslide or Erosion Critical Areas, and their associated buffers; 25 feet of a drainage course, or drainage channel; and/or slopes steeper than 33 percent and ten feet or more in height.
- L. Development/redevelopment activities or stormwater activities performed by a governmental agency (utilities, port, irrigation, drainage and flood control districts, cities, towns, counties, and other local, state and federal government entities) that are conducted in accordance with a stormwater management manual technically equivalent with the requirements of the Washington State Department of Ecology Stormwater Management Manual for the Puget Sound Basin, as required in the Pierce County National Pollution Discharge Elimination System (NPDES) permit.
- M. Forest practice activities (when conducted in accordance with the requirements of the Forest Practice Act Chapter 76.09 RCW and its rules) that meet one of the following three criteria:
 - 1. Forest practice activities that meet all of the following:
 - a. Are located outside the urban growth area and located outside any area designated by Washington Department of Natural Resources as "lands likely to convert" pursuant to RCW 76.09;
 - b. Do not take place on lands platted as of January 1, 1960; and
 - c. Do not result in the conversion of land to a use other than commercial forest product.
 - 2. Forest practices that are conducted in accordance with a ten-year forest management plan approved by the Washington State Department of Natural Resources (DNR).
 - 3. Any other forest practice activity that the DNR has determined is exempt from Pierce County jurisdiction, provided that the DNR has issued a written notice of this determination to Pierce County.
- N. Clearing less than 6,000 square feet of land throughout the life of a development from its existing condition except for: clearing within Wetland, Critical Fish and Wildlife Habitat, Flood, Landslide, and Erosion Critical Areas and their associated buffers; clearing within 25 feet of a drainage course or drainage channel; and clearing on slopes that is steeper than 33 percent and ten feet or more in height.

(Ord. 2004-56s § 1 (part), 2004; Ord. 99-24S § 2 (part), 1999)

SUBMITTAL STANDARD

The submittal standard is completed by the Technical Support Staff and informs the property owner(s) what types of permitting requirements will be needed for a specific development proposal.

It is recommended that the property owner(s) and/or interested parties complete a submittal standard for an accurate description of needed permits and requirements. For information on creating a submittal standard please call the Permit Information Line at 253-798-3739.



Pierce County Planning and Land Services Submittal Standard

No. S-
Date:

Parcel #:

Address:

Project Name:

Work Description:

Customer:

Item	Required Copies	Comment	Rec'd.
MULTIPLE DIVISIONS Building (Residential)			
Title Notification	Poss. 1		<input type="checkbox"/>
Fire Flow/Water Availability	Poss. 2		<input type="checkbox"/>
Vicinity Map	Poss. 3		<input type="checkbox"/>
CARLS	Poss. 4		<input type="checkbox"/>
Site Plan	Yes 4		<input type="checkbox"/>
BUILDING DIVISION Building (Residential)			
Energy Information Form	Poss. 1		<input type="checkbox"/>
Construction Drawings	Poss. 2		<input type="checkbox"/>
Structural Engineering Calculations	Poss. 2		<input type="checkbox"/>
DEVELOPMENT ENGINEERING Building (Residential)			
Site Development Permit	Poss. <small>Submittal Standard *</small>		<input type="checkbox"/>
Driveway Permit	Poss. 1		<input type="checkbox"/>
Flood Study	Poss. 2		<input type="checkbox"/>
Geotechnical Study	No 3		<input type="checkbox"/>
FIRE PREVENTION BUREAU Building (Residential)			
Fire Alarm System Permit	Poss. <small>Submittal Standard *</small>		<input type="checkbox"/>
Fire Sprinkler Permit	Poss. <small>Submittal Standard *</small>		<input type="checkbox"/>
HEALTH DEPARTMENT Building (Residential)			
Septic Approval	Poss. 1		<input type="checkbox"/>
On-site Sewage/Water Rev.	Poss. 1		<input type="checkbox"/>
PLANNING-CURRENT/CODE Building (Residential)			
Environmental Checklist	Poss. <small>Submittal Standard *</small>		<input type="checkbox"/>

* Please refer to applicable submittal standard for submittal requirements.

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Pierce County Planning and Land Services Submittal Standard

No. S-
Date:

Parcel #:

Address:

Project Name:

Work Description:

Customer:

Item	Required Copies	Comment	Rec'd.
PLANNING-CURRENT/CODE Building (Residential)			
Land Use Application	Poss.	Submittal Standard *	<input type="checkbox"/>
Affidavit	Poss.	1	<input type="checkbox"/>
Mine Assessment	Poss.	2	<input type="checkbox"/>
PLANNING-RESOURCE MGMT Building (Residential)			
Class IV-G Forest Practices Permit	Poss.	Submittal Standard *	<input type="checkbox"/>
Fish & Wildlife	Poss.	Submittal Standard *	<input type="checkbox"/>
Wetland Application	Poss.	Submittal Standard *	<input type="checkbox"/>
Wetland Certification	Poss.	3	<input type="checkbox"/>
SEWER UTILITY DIVISION Building (Residential)			
Sewer Line Extention	Poss.	Submittal Standard *	<input type="checkbox"/>
Sewer Plan Review	Poss.	Submittal Standard *	<input type="checkbox"/>
Sewer Service Permit	Poss.	Submittal Standard *	<input type="checkbox"/>
MULTIPLE DIVISIONS Residential Site Development			
Site Plan		1	<input type="checkbox"/>
DEVELOPMENT ENGINEERING Residential Site Development			
Site Development Drawings		3	<input type="checkbox"/>
MULTIPLE DIVISIONS Staff Visit to Verify Wetland - Single Family			
Site Plan		2	<input type="checkbox"/>
Vicinity Map		2	<input type="checkbox"/>
BIOLOGIST Staff Visit to Verify Wetland - Single Family			
Report		2	<input type="checkbox"/>
PLANNING-CURRENT/CODE Staff Visit to Verify Wetland - Single Family			
Letter of Authorization		1	<input type="checkbox"/>
Master Application		2	<input type="checkbox"/>
MULTIPLE DIVISIONS Critical Fish & Wildlife Review			
Site Plan		4	<input type="checkbox"/>

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Pierce County Development Center, 2401 South 35th Street, Tacoma, WA 98409-7490
Hours: Mo, Tu, Th, Fr 8:00 to 4:30, We 9:00 to 4:30, Phone (253) 798-7200, Internet: www.piercecountywa.org/pals



Pierce County Planning and Land Services Submittal Standard

No. S-
Date:

Parcel #: Address:

Project Name:

Work Description:

Customer:

Item	Required Copies	Comment	Rec'd.
MULTIPLE DIVISIONS		Critical Fish & Wildlife Review	
Vicinity Map	4		<input type="checkbox"/>
BIOLOGIST		Critical Fish & Wildlife Review	
Report	4		<input type="checkbox"/>
PLANNING-CURRENT/CODE		Critical Fish & Wildlife Review	
Letter of Authorization	1		<input type="checkbox"/>
Master Application	4		<input type="checkbox"/>
DEVELOPMENT ENGINEERING		Flood Plain - Single Family	
Flood Study	3		<input type="checkbox"/>
MULTIPLE DIVISIONS		Critical Fish & Wildlife Review	
Site Plan	4		<input type="checkbox"/>
Vicinity Map	4		<input type="checkbox"/>
BIOLOGIST		Critical Fish & Wildlife Review	
Report	4		<input type="checkbox"/>
PLANNING-CURRENT/CODE		Critical Fish & Wildlife Review	
Letter of Authorization	1		<input type="checkbox"/>
Master Application	4		<input type="checkbox"/>

Note:R10 SETBACKS

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Applications Development Engineering Does Not Review

DEPT	PERMIT CODE	DESCRIPTION
RESOURCE MANAGEMENT		
BIOL	LESA	Critical Fish & Wildlife Review
BIOL	LGAS	Gen Wetlds Add'l Site Rev
BIOL	LGCD	Staff Visit Categorize Wetland
BIOL	LGCM	Comp Mitigation Plan – Review
BIOL	LGNM	Non-Comp Mitigation Plan – Review
BIOL	LGSV	Staff Visit to Verify Wetland – General
BIOL	LGVW	Staff Rev Wetland Verify Report
BIOL	LGWR	Staff Review Analysis Report
BIOL	LXAS	Wetlands Reg Add'l Site Rev
BIOL	LXCD	Categorize Wetland Visit
BIOL	LXCS	Categorize Wetland With Verify
BIOL	LXCT	Wetland Single Family Certification
BIOL	LXDN	Delineation Report Non-Comp Mitigation Plan
BIOL	LXDR	Staff Rev Delineation Report
BIOL	LXRC	Staff Rev Comp Mitigation Plan
BIOL	LXRN	Review Non-Comp Mitigation Plan
BIOL	LXSD	Staff Delineation of Wetland
BIOL	LXSM	Staff Categorize, Delineation & Non-Comp Mit Plan
BIOL	LXSN	Staff Non-Comp Mitigation Plan
BIOL	LXSV	Staff Visit to Verify Wetland – Single Family
BIOL	LXWR	Review Categorization Report
BUILDING DIVISION		
BLDG	BPBP	Base Plan Set Up
BLDG	BPDR	Residential Demolition
BLDG	BPES	Reasonable Use Exception – Seismic
BLDG	BPSH	Seismic Hazard Geo Assessment (Bldg Related)
BLDG	BPSP	Permanent Sign
BLDG	BPST	Temporary Sign
BLDG	MECH	Mechanical
BLDG	MHAN	Mobile/Manuf Home Anchoring Only
BLDG	MHFD	Mobile/Manuf Home Foundation Only
BLDG	MHPF	Mobile/Manuf Home Anchoring & Foundation
BLDG	MHST	Mobile/Manuf Home – Temp Storage
BLDG	MHTC	Mobile/Manuf Home Temp Dwelling – Construction
BLDG	MHTM	Mobile/Manuf Home Temp Dwelling – M-I-L
BLDG	MHTP	Mobile/Manuf Home Temp Dwelling – Public Facility
BLDG	PLUM	Plumbing
BLDG	BPCO	Interior Remodel
BLDG	BPCO	Tenant Improvement (no change in occupant use)
BLDG	BPCO	Canopy
BLDG	BPCO	Decks

Applications Development Engineering Does Not Review

DEPT	PERMIT CODE	DESCRIPTION
FIRE PREVENTION BUREAU		
FIRE	DCTO	Fire Inspection
FIRE	FB1A	Commercial Alarm System
FIRE	FB1F	Commercial Fire Sprinkler system
FIRE	FB1H	Commercial Type I Hood Suppression
FIRE	FB1W	Water Systems – Commercial
FIRE	FB2A	Residential Alarm System
FIRE	FB2F	Residential Fire Sprinkler System
FIRE	FB2H	Residential Type I Hood Suppression
FIRE	FBAB	Operate a Special Amusement Building
FIRE	FBAL	Aircraft Refueling Vehicle
FIRE	FBAP	Manufacture, Store, or Handle Aerosol Products
FIRE	FBAR	Asbestos Removal
FIRE	FBAV	Aircraft Refueling Vehicle
FIRE	FBBA	Bowling Pin/Alley Refinishing
FIRE	FBBR	Bonfire or Rubbish Fire
FIRE	FBBS	Operate a Battery System
FIRE	FBCA	Fair/Fleamart/Etc (1-10) Outside
FIRE	FBCB	Fair/Fleamrt/Etc (11-25) Outside
FIRE	FBCC	Fair/Fleamrt/Etc (26-50) Outside
FIRE	FBCD	Fair/Fleamrt/Etc (51+) Outside
FIRE	FBCE	Carnivals/Fairs, Etc – Outdoors Special Event
FIRE	FBCF	Candles or Open Flame
FIRE	FBCG	Store, Handle, or Use Compressed Gases
FIRE	FBCK	Operate Kiosk/Concssn/Booths in Covered Mall Bldgs
FIRE	FBCM	Combustible Material Storage
FIRE	FBCN	Cellulose Nitrate
FIRE	FBCO	Carnival Operation
FIRE	FBCR	Commercial Rubbish Handling
FIRE	FBCS	Storage and Handling of Combustible Fibers
FIRE	FBCV	Store, Handle, or Use Cellulose Nitrate Film
FIRE	FBCX	Cryogenics
FIRE	FBCY	Store, Handle, or Use Cryogenic Fluids
FIRE	FBCZ	Compressed Gases
FIRE	FBDC	Operate a Dry Cleaning Plant
FIRE	FBDP	Combustible Dust Producing Operation
FIRE	FBES	Store, Handle, or Use Explosives
FIRE	FBEU	Explosives/Blasting Use
FIRE	FBFC	Flam/Comb Tank Contents Change
FIRE	FBFD	Fireworks Display (Public)
FIRE	FBFF	Fumigation and Thermal Insecticidal Fogging
FIRE	FBFI	Flam/Comb Tank Installation
FIRE	FBFO	Operate a Flammable/Combustible Liquids Pipeline
FIRE	FBFP	Flam/Comb Liquid Pipeline, Install
FIRE	FBFR	Flam/Comb Tank Removal

Applications Development Engineering Does Not Review

DEPT	PERMIT CODE	DESCRIPTION
FIRE	FBFS	Fireworks Stand
FIRE	FBFT	Flammable Liquids Use/Handle
FIRE	FBFU	Store, Handle, or Use Flammable/Combustible Liquids
FIRE	FBGA	Commercial Gate
FIRE	FBHC	Hazardous Material – Change Contents
FIRE	FBHE	Operate Rooftop Heliport
FIRE	FBHH	Haunted House, School
FIRE	FBHL	Hazardous Materials
FIRE	FBHO	Flam/Comb Rmv Heating Oil Tank
FIRE	FBHP	High Piled Combustible Storage
FIRE	FBHR	Hazardous Material – Remove, Abandon Tank
FIRE	FBHT	Hazardous Material – Tank, Piping, Equip/Install, Alter
FIRE	FBHU	Store, Handle, or Use Hazardous Materials
FIRE	FBIC	Industrial Ovens
FIRE	FBLB	LPG Tank – Install (10001+Gal)
FIRE	FBLI	LPG Tank – Install (501-10000) Gal
FIRE	FBLV	Maintain Liquefied Petroleum Gases, Tank
FIRE	FBLP	LPG Tank – Install (125-500) Gal
FIRE	FBLT	LPG Tank Vehicles
FIRE	FBLV	Liquid/Gas Vehicle/Equipment – Assembly
FIRE	FBLY	Operate Lumber Yard or Woodworking Plant
FIRE	FBMA	Mall, Temporary Assembly Use
FIRE	FBME	Mall Display, Gas Power Equipment
FIRE	FBMF	Mall, Open Flame Use
FIRE	FBMV	Motor Vehicle Fuel Dispensing
FIRE	FBMW	Magnesium Working
FIRE	FBOC	Organic Coatings
FIRE	FBOF	Use Open Flame or Candles in an Assembly Area
FIRE	FBOI	Operate Industrial Ovens
FIRE	FBPA	Place of Assembly
FIRE	FBPB	Carnival/Fair, School – Inside
FIRE	FBPD	Fireworks Display (Private)
FIRE	FBPF	Parade Float
FIRE	FBPH	Haunted House, Commercial
FIRE	FBPL	Store or Handle Pyroxlylin Plastics
FIRE	FBPR	Bowling Pin Refinishing
FIRE	FBPT	Pyrotechnical Special Effects
FIRE	FBPU	Haz. Production Material Use
FIRE	FBPX	Bazaar/Boutique/Etc (1-25) IN
FIRE	FBPY	Bazaar/Boutique/Etc (26-50) IN
FIRE	FBPZ	Bazaar/Boutique/Etc (51+) IN
FIRE	FBRB	Operate and Maintain Tire Rebuilding Plant
FIRE	FBRF	Fruit and Crop Ripening
FIRE	FBRH	Aircraft Repair Hanger
FIRE	FBRS	Radioactive Material, Store
FIRE	FBRU	Operate Refrigeration Equipment

Applications Development Engineering Does Not Review

DEPT	PERMIT CODE	DESCRIPTION
FIRE	FBSE	Place of Assembly, Special Event
FIRE	FBSI	Compressed Gases
FIRE	FBSO	Conduct a Spraying or Dipping Operation
FIRE	FBST	Tire Storage (201-2499)
FIRE	FBTB	Tent/Canopy/Etc (2001+Sq Ft)
FIRE	FBTE	Tents/Air Supported Structure
FIRE	FBTK	Flam/Comb Liquid Tank Vehicle
FIRE	FBTS	Outside Storage of 201-2,499 Tires
FIRE	FBTX	Outside Storage of 2,500 or More Tires
FIRE	FBVR	Operate Repair Garages
FIRE	FBWC	Welding/Cutting (Hot-Work)
FIRE	FBWD	Store Wood Products
FIRE	FBWO	Conduct Hot-Work Operation
FIRE	FBWP	Conduct a Waste Handling Operation
FIRE	FBWS	Water Systems
FIRE	FBWY	Automobile Wrecking Yard
FIRE	FBXT	Tire Storage (2500+)
FIRE	FCFI	Fire Inspection

CURRENT PLANNING

PLAN	LADU	Accessory Dwelling Unit
PLAN	LAEI	Accessory Element Inspection
PLAN	LCLR	Code Interpretation
PLAN	LINO	Innocent Purchaser Review
PLAN	LPZN	Potential Zone
PLAN	LSVR	Shoreline Variance – Renewal
PLAN	LSWA	Shoreline Waiver
PLAN	LSWR	Shoreline Waiver – Renewal
PLAN	LTDR	Transfer of Development Rights
PLAN	LVAR	Variance
PLAN	LVRA	Variance – Res/Agricultural Inspection
PLAN	LVRN	Variance – Renewal