



Miscellaneous Planning Reviews

Application and Checklist

This is the Submittal Standard Checklist referenced in [PCC 18.40.020 A](#), Form and Content.

| Application Checklist | Accessory Dwelling Unit | Business License Review | Decision of the Director Code Interpretation | Innocent Purchaser Review – Land Division | Non-Conforming Use Confirmation | Site Specific Information Letter | Temporary Use Permit | Public Event | Zoning Certificate |
|--|-------------------------|-------------------------|--|---|---------------------------------|----------------------------------|----------------------|--------------|--------------------|
| Applicant Attestation | X | X | X | X | X | X | X | X | X |
| Description of Request / Business | | X | X | X | X | X | | | X |
| History of Uses on Site | | X | | X | X | | | | |
| Site Plan | X | X | | | X | | | X | |
| Assessor-Treasurer Segregation | | | | X | X | | | | |
| Affidavit <ul style="list-style-type: none"> Temporary Use Affidavit for Recreational Vehicle, Travel Trailer, or Tent or Affidavit for other Temporary Uses | | | | | | | X | | |
| Event Application (if subject to PCC 18A.40) | | | | | | | | X | |

Items marked with an “X” must be submitted to be considered a complete application.

Instructions for the Application Checklist

Applicant Attestation

Applicants must confirm they have a legal right to begin the permitting process for the proposed development project. Complete the [online form](#) and upload it and the required supporting documentation using the online permit center.

Description of Request/Business

Provide a detailed description of the nature of your request.

Site Plan

Site plan must be drawn to scale (not less than 1”=100’), show all property corners, existing and proposed structures, adjacent roads, all storage tank locations, all easements, well locations, and north arrow.

History of Uses of the Site

Provide a detailed chronological list and description of uses that have occurred on the property. Also include information such as: number of employees, square footage of structures used.

Assessor Treasurer Segregation Information

Provide copies of segregation information which can be obtained from the Assessor-Treasurer’s Office.

Detailed explanation of request or nature of your business:

(attach additional sheets and supporting paperwork)

Chronological history of uses on site:

(existing and proposed)

Property Owner Information:

Project contact

Name: _____

Phone: _____ Email: _____

Address: _____

City, State: _____ Zip: _____

Applicant/Agent Information: (If not the property owner)

Project contact

Name: _____

Phone: _____ Email: _____

Address: _____

City, State: _____ Zip: _____

Signatures:

The Applicant/Agent must sign the application

I certify that to the best of my knowledge and belief, the information provided in this application is true, complete, and accurate. I also certify that I have the authority to carry out the proposed activities, and I agree to start work only after all necessary permits and approvals have been received.

I hereby grant to the agencies to which this application is made or forwarded, the right to enter the above-described location to inspect the proposed, in-progress, or completed work.

Property owner:

I authorize the applicant/agent to act on my behalf in matters related to this application.

I authorize the applicant/agent to receive issued and approved plans from Pierce County.

Property Owner Signature

Date

Applicant/Agent Signature

Date