Customer Information Meeting
Application and Checklist

Research your property by visiting About My Property.
Need help? Contact a Permit Technician at Ask the Development Center or (253) 798-3739.

Meeting Menu

Customer Meeting Scheduling target: 5 working days Choose at least one representative to attend	☑	**$100 per staff attendee** **Products delivered**
Biologist		• Verbal information at the meeting • PALS+ Submittal Standard with project information • GIS map • Assigned contact for follow-up questions
Building		
Engineering		
Fire		
Floodplain Services		
Health		
Planning		
Sewer		

Additional Services

Field Visit Scheduling target: 10 working days	☑	**$330 each** **Products delivered**
Biologist		Field Visit feedback at the meeting and documented in PALS+ online permit system
Building		
Fire		
Planning		

Field Visit and Formal Letter Scheduling target: 20 working days	☑	**$500 each** **Products delivered**
Biologist		Formal letter presented at the meeting with details about regulations and required permits
Planning		

Estimated meeting cost: _____

Fee Credit. If applications identified through the meeting are applied for within a year of the meeting, the fees paid for each discipline are applied toward the application fees for that department. See Pierce County Code, 2.05.040 C.9.d

Affordable Housing Fee Waiver. Meeting fees may be waived for developments that provide 100 percent affordable units and for developments being coordinated by a 501(c)(3) non-profit organization using some volunteer labor. See PCC 18A.65.060.A

To request a **formal letter for sewer** requirements, please submit a separate Site Specific Sewer Information Letter Request Form

Proposed Project Information

Parcel #(s): _____ Site Address: _____

Property Owner Name: _____

Applicant Name: _____

Applicant Email: _____ Applicant Phone: _____

Associated project name/numbers: _____

Describe the primary questions or issues you would like to discuss at the meeting:

Application Checklist*:

Customer Information Meeting Application
Completed document that includes Proposed Project Information

Additional Information
Attach any additional information such as drawings, documentation, etc. which would assist staff in understanding issues. Include information such as:
- Description of your proposal and Use Type**
- Estimated traffic volumes
- Type of dirt/earth movement and vegetation disturbance
- Square footage of structures, building occupancy classifications, and type of building construction
- Utilities (sanitary sewer, stormwater, potable water)
- Estimated water usage (domestic and process)

Provide the following items as they may apply to your project:

Conceptual Site Plan
Drawn to engineers scale, to include:
- North arrow
- Property corners with property dimensions noted,
- Proposed, and existing, structures including tanks, fences, etc.
- Surrounding road(s) and approaches
- Easements and utilities
- Draft sewer plan with connection point location, sewer pipes, manholes, pump station, etc.

Water Availability
Certificate of Water Availability form with fire flow information and a water vicinity map from the water purveyor

Conceptual Floor Plan and Building Elevation Detail
Identify all existing and proposed uses, and include the height of the proposed structures

Master Application
For commercial or industrial projects, complete the Master Application to provide staff additional information and make the most of your meeting.

* This application checklist is the Submittal Standard Checklist referenced in PCC 18.40.020 A. Form and Content
** Commercial & Industrial users may find the flowchart What Type of Industrial User Are You? helpful

Note: Customer Meetings do not provide any vesting to regulations, procedures, or scope of work.

Staff Topic Areas

Biologist
Wetlands and buffers, fish & wildlife habitat

Building
Building construction, remodel, addition

Engineering
Grading, clearing, stormwater, driveway, steep slopes, erosion hazard areas

Fire
Fire suppression, fire alarm, water for fire flow, emergency vehicle access

Floodplain Services
Projects in the floodplain, floodplain determinations, flood code interpretation, ways to avoid the floodplain

Health
Drainfield, septic, drinking water, capping

Planning
Zoning, setbacks, use allowance, number of lots you can create

Sewer
Capping, sewer line extension

Product Descriptions

Verbal information
At the meeting staff will explain site constraints and permit requirements. This information will be documented on the submittal standard.

Submittal Standard
PALS+ is Pierce County's electronic permit system. The Submittal Standard will include the detailed information shared with you at your meeting. This information will be available when you apply for permits.

GIS map
We will provide you with an 8½ x 11 map with the most recent orthophoto and critical area layers from Pierce County's GIS system.

Site Visit
Inspection of your site will be specific to the regulations that apply to your project for the discipline you have requested to inspect. For example, a Biologist provides feedback on potential wetland, and fish and wildlife areas, and

what requirements would need to be met for your project based on what they see on the property.

Formal Letter or Memo
You will receive comments in writing. The letter or memo will provide detailed information about the site and permitting requirements for your specified project. Examples of information you can expect to receive include: zoning, density, setbacks, lot size, height, applicable community plan and comprehensive plan policies, design standards, right of way needs, access, easement, and road improvements, hazard areas, parcel alerts, critical areas, forest practices, stormwater options, parcel alerts, violations, permits required, and fees.

Contact for Follow-up Questions
You may have more questions about the project you came in to discuss. Staff who attended your meeting will be available after the meeting to answer these questions.

Scheduling

Scheduling targets are based on the number of working days staff need to prepare for your meeting. If we have a difficult time connecting with you to coordinate the date, this may cause delay in scheduling. The length of the meeting will depend on the complexity of the project and the number of staff attending.

Meeting times available:
- Monday through Friday from 8:00 a.m. to 9:00 a.m.
- Monday, Wednesday and Thursday from 2:30 p.m. to 3:30 p.m.

For Health Consultation and Water Availability questions, visit the Tacoma-Pierce County Health Department website or call (253) 798-6470.