



## Planning and Development Services

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### Electronic Review Comment Memo Commercial – New Construction

**RE: Record Number PRE23-0127 – 1<sup>st</sup> Review (10/10/2023)<sup>1</sup>  
Plaza 19 Associates**

#### **SUMMARY OF REQUEST:**

The applicant has requested feedback on a proposal to construct a new commercial use. The scope of the project is not yet fully defined, and could either be a professional office building, residential townhome/apartment, or a combination of both.

#### **LOCATION:**

4020 South 19<sup>th</sup> Street McKinley Avenue (Parcel Numbers 0220121166 and 0220121143)

#### **DOCUMENTATION PROVIDED:**

The applicant provided a proposed conceptual site plan.

**ANTICIPATED VALUATION<sup>2</sup>:** \$1,650,000

#### **QUESTIONS/CONCERNS IDENTIFIED BY APPLICANT:**

Staff understands the applicant's specific questions/concerns to be as follows:

- Provide feedback regarding potential uses for the site.  
*See **Allowed Uses** Comment Section.*
- Provide feedback regarding wetland and critical area restrictions.  
*See **Allowed Uses** Comment Section.*
- Provide feedback about access requirements.  
*See **Traffic Flow, Parking, Street Improvements** Comment Section.*
- Provide feedback regarding stormwater requirements.  
*See **Stormwater Management** Comment Section.*
- Provide feedback regarding utility requirements.  
*See **Utilities (Sanitary Sewer, Power, Water)** Comment Section.*

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<sup>1</sup> Pre-development fees (for Option A and Option B reviews) can be credited toward up to 100 percent of the building plan review fee of a permit that is applied for within 1 year. **To ensure that the review fee is credited, please upload a copy of all applicable PRE Review Comment Memos as documents attached to formal Building Permit applications.**

<sup>2</sup> Anticipated valuation is based on fair market value. It includes the costs, materials, and labor involved in the project, but not the cost of equipment. Anticipated valuation can affect permit fees, requirements for off-site improvements, and the applicability of design and landscaping standards.

## **SUBJECT MATTER EXPERTS:**

For general inquiries or questions about permitting or process, please contact a permit specialist at 253-591-5030 or [permits@cityoftacoma.org](mailto:permits@cityoftacoma.org). You can also contact the assigned project coordinator directly with their information below. For questions regarding specific review comments or interpretation of code, please contact the appropriate review staff.

### **Project Coordinator:**

Latasha Santos [lsantos1@cityoftacoma.org](mailto:lsantos1@cityoftacoma.org) 253-591-5662

### **Land Use Review:**

Kristina Haycock [khaycock@cityoftacoma.org](mailto:khaycock@cityoftacoma.org) 253-591-5845

### **Critical Areas Review:**

Allison Cook [acook2@cityoftacoma.org](mailto:acook2@cityoftacoma.org) 253-591-5482

### **Traffic Review:**

Jennifer Kammerzell [jkammerzell@cityoftacoma.org](mailto:jkammerzell@cityoftacoma.org) 253-591-5511

### **Site Development Review:**

Adam Barnett [abarnett2@cityoftacoma.org](mailto:abarnett2@cityoftacoma.org) 253-591-5024

### **Solid Waste Review:**

Lyle Hauenstein [lhauenstein@cityoftacoma.org](mailto:lhauenstein@cityoftacoma.org) 253-594-7843

### **Power Review:**

Jeff Rusler [jrusler@cityoftacoma.org](mailto:jrusler@cityoftacoma.org) 253-502-8309

### **Water Review:**

Heather Croston [hcroston@cityoftacoma.org](mailto:hcroston@cityoftacoma.org) 253-502-8451

### **Fire Review:**

Derek Gust [dgust@cityoftacoma.org](mailto:dgust@cityoftacoma.org) 253-317-0698

### **Building Review:**

Barrett Hayes [bhayes@cityoftacoma.org](mailto:bhayes@cityoftacoma.org) 253-591-5429

## **NEXT STEPS:**

If you have additional questions as the project continues to progress feel free to contact the reviewers listed within the memos directly. At this time, it is not required that you submit revisions as attachments as part of the pre-application process. If you would like to update this request to an Option B Pre-Development Review with an associated fee, please request this update by emailing the Project Coordinator.

This memo, and the other attachments included in the record can also be made available to any interested parties involved in the various aspects of design for this project. If you would like to give additional contacts access to the record, they will need to create an account first. If there are any issues creating new accounts, those inquiries can either be directed to the Project Coordinator, or assistance is also provided as part of our [Getting Started Guide](#). Once the account is created, email the Project Coordinator to request that the additional account(s) be linked to the record.

**SCOPING COMMENTS:**

These comments are provided as a guide to assist you in moving forward with the application process and may change based on modifications to the proposal, and/or additional information received regarding this proposal.

Comments provided are based on project information provided by the Applicant. The comments reference the current published version of the reference manuals/codes cited. Please note, manual versions in effect at time of permit application will apply to the proposed project. A comprehensive review of the proposed project is not completed during the Pre-application/Pre-development phase and does not vest a project.

**A. Allowed Use**

Comment	Regulatory Citation	Applicable Review Group(s)
<p>1. The site is within the T (Transitional) zoning district. Offices and townhomes are allowed within the T-District.</p> <p>There is no minimum lot size for office use, but there is a minimum of 1,500 sf per unit. Thus, Parcel number 0220121166 could have a maximum of 17 units and 0220121143 could have a maximum of 25 units (presuming all other development conditions could be met).</p> <p>There is no maximum building coverage for commercial uses. For residential uses, the maximum building coverage is 50%.</p> <p>Maximum floor area per building is 20,000 sf.</p>	<p>TMC 13.06.030</p>	<p>Land Use</p>
<p>2. A full Critical Area (CA) report, prepared by a qualified biologist is required with complete information - see TMC 13.11.230 (3) addressing all critical areas on site and within 300ft of the subject sites. <b>Known critical areas and discussion points for report include:</b></p> <ul style="list-style-type: none"> <li>• Wetland buffer from Snake Lake to the west. Snake Lake is considered a wetland of local concern and has a required 300 ft buffer from the wetland edge. We will need to see how far the 300ft buffer extends onto subject sites.</li> <li>• Site Hydrology; How does the site drain and will there be any impacts on adjacent wetlands?</li> <li>• There is a known non-fish stream across Madison St to the east. Please confirm this stream is piped by the time it reaches subject site (culvert under Madison?)</li> <li>• Biodiversity Area/Corridor analysis. There is a mapped Biodiversity Area on site that connects to Snake Lake green space/wetland. Please describe significant and exceptional trees on subject site. Provide species and</li> </ul>		<p>Critical Areas</p>

	<p>DBH measurements. Describe existing vegetation, and any other Priority Habitats and Species as defined by Washington Dept of Fish &amp; Wildlife.</p> <ul style="list-style-type: none"> <li>• Provide any information on steep slopes that may be regulated on site.</li> </ul>		
3.	<p>Potential required permits are a Critical Area Verification, Minor Development Permit, or Development Permit. Please provide the critical area report and apply for a Land Use PRE so critical area staff can determine what type of critical area permit is required for future development. If staff can concur generally with the critical area report, a verification may not be necessary, and the applicant can move right into a minor, or development permit based off of anticipated impacts to critical areas. When hiring a biologist, please have them contact critical area staff to go over what is necessary in the report. You can reach staff at <a href="mailto:naturalresources@cityoftacoma.org">naturalresources@cityoftacoma.org</a> to request a meeting on requirements.</p>		Critical Areas

### B. Traffic Flow, Parking, Street Improvements

Comment	Regulatory Citation	Applicable Review Group(s)
1. South 19th Street is a Pedestrian Street.	TMC 13.06.010.D	Land Use
<p>2. <b>Off Street Parking Requirements:</b> Townhomes require one parking stall per unit.</p> <ul style="list-style-type: none"> <li>• Buildings with 1 - 3 units require two stalls per unit.</li> <li>• Buildings with 4+ units require 1.5 stalls per unit.</li> </ul> <p>Office requires 3 stalls per 1,000 sf of floor area.</p> <p><b>Possible reductions:</b> Parking requirement shall be reduced by 12.5% for sites located within 500 feet accessible walking distance of a transit stop and 25% for sites located within 500 feet accessible walking distance of a transit stop at which a minimum of 20-minute peak hour service is provided (routes which serve stops at least every 20 minutes during peak hours). Applicants requesting this reduction must provide a map identifying the site and transit service schedules for all transit routes within 500 feet of the site.</p> <p><b>See Section C.3 of this memo for parking lot landscaping requirements.</b></p>	TMC 13.06.090.C	Land Use
3. Pedestrian and Bike Support Standards: On sites larger than 10,000 square feet, and with multiple buildings or uses, an internal pedestrian connection system must be provided. The system must connect all main entrances on the site that are more than 20 feet from the	TMC 13.06.090.F	Land Use

	street, and provide connections to other areas of the site, such as parking areas, bicycle parking, recreational areas, common outdoor areas, pedestrian amenities and adjacent sidewalks. More specifics on the requirements of the walkways can be found in this code section.		
4.	Short and Long-term Bike Parking Office requires one long-term bike parking stall per 4,000 sf and one short-term stall per 40,000 sf of floor area. Multi-family requires on long-term bike stall per unit and one short-term per 20 units. PLEASE REVIEW THE STANDARDS OF THE TYPES OF BIKE PARKING HERE: <a href="https://www.tacomapermits.org/tip-sheet-index/bicycle-parking">https://www.tacomapermits.org/tip-sheet-index/bicycle-parking</a>	TMC 13.06.090.G	Land Use
5.	Any broken, damaged, or hazardous curb and gutter abutting the site it shall be removed and replaced.	TMC 2.22.040	Site Development
6.	If there is any damaged and/or defective sidewalk abutting the site, it shall be removed and replaced to the approval of the City Engineer. New sidewalk shall meet Public Right-of-Way Accessibility Guidelines and requirements set forth by the Americans with Disabilities Act.	TMC 2.22.040, ROW Design Manual Chapter 4 Section 1.2 & Section 7	Site Development
7.	The type, width, and location of all driveway approaches serving the site(s) shall be approved by the City Engineer. <b>It appears that a Type 1 per Standard Plan No. <a href="#">SU-7A</a> is appropriate for this project.</b>	ROW Design Manual Chapter 4 Section 6.5	Site Development Traffic
8.	<b>South Madison Street shall be improved to Public Works Standards including a minimum width of 20 feet with cement concrete curb &amp; gutter and sidewalk on the western side of the road.</b> The minimum roadway section shall meet City Design Standards at time of submittal. It shall include necessary drainage, and any additional unsuitable foundation excavation material must be removed as directed by the City Engineer.	TMC 2.22.040, ROW Design Manual	Site Development
9.	<b>Streetlighting conduit and junction boxes will be required along South 19th Street and a new streetlight pole will be required at Madison.</b>	Right-of-Way Design Manual Chapter 5	Traffic – Signal/Streetlights
10.	<b>Solid waste will be serviced on property. A turn around will need to be provided as well as a turning exhibit showing City of Tacoma solid waste trucks can maneuver the property. If containers are serviced in an enclosure the enclosure must meet the minimum dimensions.</b>  AUTOMATED CONTAINERS (300-gallon plastic barrels or smaller) are collected from the right side of the truck which has an outside wheel turning radius of approximately 36.5 feet and an inside turning radius of approximately 22.5 feet. A minimum overhead height clearance of 16 feet is required to safely service these containers. Enclosures for 300-gallon plastic containers shall have a minimum inside opening width of 10-feet and a minimum inside depth of 7-feet for one container. In addition, for two or more containers, a 3-foot	TMC 12.09	Solid Waste

	<p>clearance between the enclosure wall and container is required as well as a 2-foot clearance between containers. If gated, the gates must swing 180-degrees and must be able to be pinned in the open position.</p> <p>FRONT-LOAD CONTAINERS are collected from the front of the truck which has an outside wheel turning radius of approximately 46.5 feet and an inside turning radius of approximately 32.5 feet. This truck is approximately 34 feet long and must line up directly in front of the container. A minimum overhead height clearance of 22 feet is required to safely service these containers. Enclosures for front-load containers shall have a minimum inside opening width of 12-feet and a minimum inside depth of 10-feet for one container. For two or more containers, a 3-foot clearance between the enclosure wall and container is required as well as a 2-foot clearance between containers. If gated, the gates must swing 180-degrees and must be able to be pinned in the open position. Front-load containers are available in 2-, 3-, 4-, 6- and 8-yard sizes.</p> <p>DROP-OFF CONTAINERS/COMPACTORS are collected with a truck that is approximately 32-feet in length and must be able to line up directly in front of the container. A minimum overhead height clearance of 24 feet is required to safely service these containers. Enclosures for drop-off containers shall have a minimum inside opening width of 12-feet and the depth must extend at least 3-feet beyond the end of the container. There must be a minimum 3-foot clearance between the enclosure wall and the container. Drop-off containers are approximately 16 to 18 feet long, 8 feet wide and the height varies with the capacity of the container. If gated, the gates must swing 180-degrees and must be able to be pinned in the open position.</p> <p>The City will also haul privately-owned drop-off or front-load style compactors. The siting of a compactor's location shall be coordinated, and specifically approved by, SWM staff prior to installation. The specific type/size of compactor must be disclosed along with the building plans. The City may require that compactors, which may contain liquids, be equipped with a drain and a connection to a sanitary sewer be provided.</p>		
<p>11.</p>	<p><b>Street trees are required</b> at a rate of one large per 50 feet, one medium per 33 feet, or one small per 25 feet. Existing street trees may be conserved and counted towards this requirement.</p>	<p>TMC 13.06.020.K TMC 13.06.090.B UFM</p>	<p>Land Use Traffic Power Water Site Development</p>

**C. Building Placement, Height, Design, Life Safety**

Comment	Regulatory Citation	Applicable Review Group(s)
<p>1. Any new buildings must meet the requirements of TMC 13.06.100.A Commercial District Minimum Design Standards or TMC 13.06.100.H Townhouse Minimum Design Standards</p>	<p>TMC 13.06.100</p>	<p>Land Use</p>
<p>2. <b>South 19th Street is a pedestrian street.</b> Commercial buildings have a maximum setback of 10 feet for 75% of the building. 100% Residential buildings have no maximum setback. Maximum setback areas shall be designed to be sidewalk, pedestrian plaza, public open space, landscaping, and/or courtyard and to be free of motor vehicles at all times.</p>	<p>TMC 13.06.030</p>	<p>Land Use</p>
<p>3. <b>Landscaping</b> Professional Landscape Plans and Landscape Management Plans are required for any project that has more than 500 sf of landscaped area.</p> <p>10% of the site not covered in structures must be landscaped:                      - At least one Small Tree per 200 square feet; one Medium Tree per 300 sf; or one Large Tree per 400 sf of the required overall site landscaped area.                      - Shrubs and ground cover to completely cover the remaining area within 3 years.</p> <p>Site perimeter landscaping                      A minimum 7-foot wide site perimeter strip shall be provided on sides without abutting street trees. The required perimeter strip shall be reduced to 5 feet on sides with abutting street trees:                      - At least one Small Tree per 200 sf; one Medium Tree per 300 sf; or one Large Tree per 400 sf of required landscaped area.                      -Trees planted shall be generally evenly distributed over the site.                      - Place trees to create a canopy in desired locations without obstructing necessary view corridors.                      - Shrubs and ground cover to completely cover the remaining area within 3 years.</p> <p>Parking lot perimeter landscaping is required:                      - Parking Lots with more than 20 stalls are required to provide a 10-foot wide planting strip per the planting requirements below.                      - At least one Small Tree per 200 sf, one Medium Tree per 300 sf; or one Large Tree per 400 sf of landscaped area.                      - Trees planted shall be generally evenly distributed over the site.                      - Shrubs and groundcover plants as required with interior parking lot landscaping.</p>	<p>TMC 13.06.090.B</p>	<p>Land Use</p>

	<p>- Trees placed to create a canopy in desired locations without obstructing necessary view corridors.</p> <p>Parking lots with 16 or more parking stalls require interior parking lot landscaping:</p> <ul style="list-style-type: none"> <li>- At least one Small Tree per 200 sf, one Medium Tree per 300 sf; or one Large Tree per 400 sf of landscaped area.</li> <li>- Trees planted shall be generally evenly distributed over the site. Shrubs and groundcover plants as required above.</li> <li>- Trees placed to create a canopy in desired locations without obstructing necessary view corridors.</li> <li>- No stall shall be more than 50 feet from a tree trunk.</li> <li>- Long rows of parking shall be broken by islands or peninsulas with trees, such that there are no more than eight parking stalls in a row without a tree.</li> <li>- Planting areas with trees are required at all parking aisle ends.</li> <li>- Trees shall be provided along walkways per 13.06.090.F.</li> </ul>		
<p>4.</p>	<p><b>Residential Transition Standards</b>          Properties to the East, South, and half of the West are all zoned residential. In these areas, additional standards apply:</p> <p>Structures shall not intercept a 25-degree daylight plane inclined into the subject property from a height of 25 feet above the existing grade at any property to the west or south.</p> <p>Lighting shall be directed toward the site, with cutoff shields or other means, to prevent spillover glare to adjacent properties or vehicular traffic.</p> <p>Landscaping Buffers - A 15-foot wide landscaping buffer is required along the southern and western property lines where the properties abut the R-2 district. Planting requirements for landscaping strips 10 to 15 feet wide:</p> <ul style="list-style-type: none"> <li>- At least one row of evergreen trees, minimum 8 feet in height at the time of planting and 10 feet maximum separation.</li> <li>- Shrubs at a rate of one shrub per 20 square feet of landscaped area. In addition to being from minimum 3-gallon sized containers, shrubs shall be at least 16 inches tall at planting and have a mature height of at least 3 feet.</li> <li>- Groundcover plants</li> </ul> <p>A continuous planting area that has a minimum width of 7 feet shall be provided on the property, across from the R-District on the other side of South Madison. Buffer Planting requirements:</p> <ul style="list-style-type: none"> <li>- At least one Medium Tree per 300; or one Large Tree per 400 square feet of landscaped area.</li> </ul>	<p>TMC 13.06.090.J</p>	<p>Land Use</p>



	<ul style="list-style-type: none"> <li>- Trees to be spaced at an average of 20 feet on-center, but may be grouped in asymmetrical arrangements.</li> <li>- At least 50 percent of trees must be evergreen conifers.</li> </ul> <p><b>*Landscaping buffers do not count towards other landscaping requirements per TMC 13.06.090.J.5.d(3)*</b></p>		
5.	If fire sprinklering, contact the Tacoma Water Permit Counter at (253) 502-8247 for policies related to combination fire/domestic water service connections.	TMC Title 12	Water Fire
6.	A turning movement analysis showing fire and emergency vehicles are able to maneuver through the parking lot would be needed to be submitted with future development permits.	IFC	Fire
7.	<b>A new fire hydrant may be required depending on what is built and if Madison Street is improved with water main extension.</b>	IFC	Fire
8.	<p>Future construction shall comply with the adopted Codes at the time of permit submittal. 2021 code adoption is expected to take place October 29, 2023.</p> <p><a href="https://www.sbcc.wa.gov/2021-code-adoption-cycle">https://www.sbcc.wa.gov/2021-code-adoption-cycle</a>  <a href="https://www.sbcc.wa.gov/news/council-votes-delay-effective-date-2021-code-editions-october-29-2023">https://www.sbcc.wa.gov/news/council-votes-delay-effective-date-2021-code-editions-october-29-2023</a></p>	TMC Title 2 TMC Title 3 IBC / IFC	Building Fire

### D. Stormwater Management<sup>3</sup>

	Comment	Regulatory Citation	Applicable Review Group(s)
1.	<p>Following is a list of Site Development Group – Storm-Sewer comments regarding the proposed project and are based on the project information provided by the Applicant. The comments reference the current published version of the reference manual cited. Please note, manual versions in effect at time of site development permit application will apply to the proposed project.</p> <p>The comments provided below are high-level comments limited to the information provided. The City does not complete a full comprehensive review at the Pre-Application Phase. Information received from the applicant and information provided to the applicant does not vest the applicant to requirements in place at the time of the Pre-Application submittal. Projects must comply with Federal, State, and Local Codes at the time of complete application submittal.</p> <p>Comments provided by the Site Development Group based on project information provided by the Applicant. The comments reference the current published version of the reference manual cited. Please note, manual versions in effect at time of site development permit application will apply to</p>		Site Development

<sup>3</sup> Stormwater scoping review is limited to Volume 1 of the SWMM and the identification of applicable Minimum Requirements.

	the proposed project. A comprehensive review of the proposed project is not completed during the Preapplication phase and does not vest a project. It is the applicant's responsibility to review all federal, state, and local regulations and comply with applicable regulations as they relate to their project.		
2.	This project must comply with the City of Tacoma Stormwater Management Manual (SWMM) in effect at the time of complete application submittal.	TMC 2.19.030, TMC 12.08D, SWMM Vol. 1, Sec. 1.3.1.	Site Development
3.	<p><b>It appears this project will disturb one or more acre of land or is part of a larger common plan of development or sale that has disturbed or ultimately will disturb one or more acres of land; and discharge stormwater from the site. Coverage under a Washington State Department of Ecology (Ecology) NPDES Stormwater Construction General Permit (CSWGP) may be required.</b></p> <ul style="list-style-type: none"> <li>• For assistance with the CSWGP contact the Ecology Southwest Region Pierce County Permit Administrator: (360) 407-7451.</li> <li>• For Information about the Construction Stormwater General Permit and requirements, visit Ecology's ISWGP webpage: <a href="https://ecology.wa.gov/Regulations-Permits/Permits-certifications/Stormwater-general-permits/Construction-stormwater-permit">https://ecology.wa.gov/Regulations-Permits/Permits-certifications/Stormwater-general-permits/Construction-stormwater-permit</a>.</li> <li>• To submit a Notice of Intent (NOI) for coverage under the CSWGP apply online through Ecology's WQWebPortal: <a href="https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Water-quality-permits-guidance/WQWebPortal-guidance">https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Water-quality-permits-guidance/WQWebPortal-guidance</a>.</li> </ul>	Washington NPDES Phase 1 Municipal Stormwater Permit	Site Development
4.	<p>This project appears to be a New Development project, which will affect the Applicability of the Minimum Requirements and Additional Protective Measures. Minimum Requirements apply to the entire project which includes the portion of a property, properties, and right-of-way subject to land disturbing activities, new hard surfaces, or replaced hard surfaces. On-site and off-site improvements shall be added together when determining which Minimum Requirement apply. Based on the information provided, Minimum Requirements applicable to this project are:</p> <ul style="list-style-type: none"> <li>#1 Preparation of a Stormwater Site Plans</li> <li>#2 Construction Stormwater Pollution Prevention</li> <li>#3 Source Control</li> <li>#4 Preserving Drainage Patterns and Outfalls</li> <li>#5 Onsite Stormwater Management</li> <li>#6 Stormwater Treatment</li> <li>#7 Flow Control</li> <li>#8 Wetlands Protection</li> <li>#9 Operation and Maintenance</li> </ul> <p>Additional Protective Measure: Infrastructure Protection</p>	SWMM Vol. 1, Ch. 1	Site Development
5.	Applicants shall utilize the City of Tacoma Stormwater Site Plan Template to satisfy Minimum Requirement #1. See	SWMM Volume 2.	Site Development

	Volume 2 of the SWMM for an overview of all documents required for submittal.		
6.	Minimum Requirement #5 shall be satisfied by implementing feasible BMPs from List #2 or complying with the LID performance standard AND BMP L613 - Post Construction Soil Quality and Depth. Design of onsite stormwater systems may require a soil analysis prepared by a qualified soils professional.	SWMM Vol. 1, Sec. 1.4.5, and Table 1-1	Site Development
7.	Minimum Requirement #6 will need to be evaluated for this project. Each Threshold Discharge Area (TDA) within a project that triggers Minimum Requirement #6 must be reviewed to determine if Stormwater Treatment BMPs are required for the TDA. Separate stormwater treatment facilities shall be provided for on-site and off-site areas that require stormwater treatment. Utility cuts related to new and redevelopment projects are not considered exempt surfaces for this requirement.	SWMM Vol. 1, Sec. 1.4.6; SWMM Vol. 4, Ch. 3	Site Development
8.	Minimum Requirement #7 will need to be evaluated for this project. Each Threshold Discharge Area (TDA) within a project that triggers Minimum Requirement #7 must be reviewed to determine if Flow Control BMPs are required for the TDA. Separate flow control facilities shall be provided for on-site and off-site areas that require flow control.	SWMM Vol. 1 Sec. 1.4.7; SWMM Vol. 4, Ch. 3	Site Development
9.	This project appears to discharge stormwater directly or indirectly to a wetland, Minimum Requirement #8 may apply.	SWMM Vol. 1, Sec. 1.4.8; TMC 13.11	Site Development
10.	All projects that increase the amount of stormwater to the downstream stormwater conveyance system are required to comply with the Additional Protective Measure – Infrastructure Protection. Review Table 1-2 in Chapter 1 Volume 1 of the SWMM to determine what analysis is required for the proposed project scope.	SWMM Vol. 1, Sec. 1.5	Site Development
11.	<b>The project site (parcel 0220121143) is not currently served by the existing City stormwater system; therefore, stormwater must be managed on-site or the stormwater system shall be extended to serve the project area.</b>	SWMM Vol. 1 Sec. 1.4.4	Site Development
12.	This project is located within the South Tacoma Groundwater Protection District (STGPD). The City of Tacoma Environmental Services Department and Tacoma-Pierce County Health Department (TPCHD) developed a guidance document that provides the circumstances and requirements for approval of infiltration facilities for managing pollution-generating stormwater runoff in the STGPD. The policy is available at <a href="https://www.tpchd.org/healthy-places/waste-management/business-pollution-prevention/south-tacoma-groundwater-protection-district">https://www.tpchd.org/healthy-places/waste-management/business-pollution-prevention/south-tacoma-groundwater-protection-district</a> .	SWMM Preface, TMC 13.06.070.D	Site Development
13.	Any private stormwater facility will require a Covenant and Easement Agreement for maintenance and access.	SWMM Vol. 1, Sec. 1.4.9; Vol. 4 Sec. 5.2	Site Development
14.	All privately maintained conveyance systems serving multiple lots/owners shall be located in dedicated tracts, dedicated easements, or private roadways with appropriate easements. Any new conveyance system located on private property designed to convey runoff from other private properties must	SWMM Vol. 1, Sec. 1.4.9; Vol. 4, Sec. 5.2.1.2	Site Development

	be located in a private stormwater system easement granted to the contributors of stormwater to said systems. The easement shall permit access for maintenance or replacement in the case of failure.		
15.	There is an existing public stormwater line and associated easement located on parcel 0220121166. Permanent structures are not allowed to be placed within the easement area. Permanent structure shall mean any concrete foundation, concrete slab, wall, rockery, building, deck, overhanging structure, fill material, tree, recreational sport court, carport, portable or non-portable shed, private utilities, fence, or any other improvement that restricts or unreasonably interferes with the City's access to install, construct, operate, inspect, maintain, remove, repair, and replace the public utilities within the easement area. Permanent structures shall not mean flowers, ground cover and shrubs, (provided they are less than 3 feet in height), lawn, grass, asphalt paving, or gravel.	SWMM Vol. 1, Sec. 1.4.9; Vol. 4, Sec. 5.2; ROW Design Manual Ch. 11, Sec. 10	Site Development

**E. Utilities (Sanitary Sewer, Power, Water)**

	<b>Comment</b>	<b>Regulatory Citation</b>	<b>Applicable Review Group(s)</b>
1.	Each new Commercial Building shall have a new, independent connection to the City sanitary sewer.	Side Sewer & Sanitary Sewer Availability Manual, Sec 3.6	Site Development
2.	Be advised, private easements are needed for private sanitary sewer lines that cross properties under separate ownership.	Side Sewer & Sanitary Sewer Availability Manual, Sec 6.3	Site Development
3.	<b>The site (parcel 0220121143) is not currently served by the existing City sanitary sewer system. The City sanitary sewer shall be required to be extended to serve the project site. A Work Order Permit for this work shall be obtained.</b>	Side Sewer & Sanitary Sewer Availability Manual, Sec 2.2 & 2.4.B	Site Development
4.	<b>It appears this project will trigger an analysis of wastewater flows. Submit peak daily wastewater flow calculations prepared by a licensed engineer.</b> Peak daily flows shall be calculated based on full site build-out in accordance with the Washington State Department of Ecology Criteria for Sewage Works Design (Orange Book). All associated calculations and references used in determining the estimated wastewater flow shall be submitted. The City will review these calculations and determine if the	Side Sewer & Sanitary Sewer Availability Manual, Sec 2.5	Site Development

	downstream sanitary sewer mains and pump stations have adequate capacity. The applicant shall bear the cost of any necessary upgrades to the downstream City sanitary sewer system.		
5.	Based on the Use Type proposed for this project, a Pretreatment Device such as Grease Interceptor (restaurants) may be required. Contact Shawn Madison at <a href="mailto:smadison@cityoftacoma.org">smadison@cityoftacoma.org</a> for additional questions.	Side Sewer & Sanitary Sewer Availability Manual, Chapter 5 & TMC 12.08B	Site Development
6.	Trash compactors and dumpsters that have food or liquid bearing waste (including ordinary garbage) must be placed on a pad with a drain to the wastewater system.	SWMM Vol. 6, BMP S117; TMC 12.09.120; Executive Directive ESD23-001	Site Development
7.	Based on preliminary review, a sanitary sewer assessment may be owed for all or part of this project. Please contact Britany Avila at <a href="mailto:bavila@cityoftacoma.org">bavila@cityoftacoma.org</a> for more information.	Side Sewer & Sanitary Sewer Availability Manual, Sec 1.2	Site Development
8.	Utility vaults and appurtenances shall not impede the sidewalk. This includes, but is not limited to vaults for water, power, communication and gas meters, power transformers and fire service valves. Development shall be responsible for locating this infrastructure within approved areas within the right-of-way, such as: planter strips, amenity zones and public parking. Provisions may need to be made on the project site should these locations not be sufficient to keep appurtenances out of the Pedestrian Accessible Route.  Parcels, including zero lot lines, shall be required to coordinate location of infrastructure for ALL utilities serving or affected by the development. Consideration for location shall be given throughout all phases of development including building, site development, and right-of-way permitting. Allowances and deviations from this requirement shall not be granted for failure to account for locating infrastructure in a timely manner during the design phase.	TMC 13.06.090.L; ROW Design Manual, Ch. 8, Sec. 5.1.3 and 7.2.8	Site Development
9.	Fire Permits Affecting Groundwork:  A separate submittal and permit are required for the installation of the underground sprinkler system supply line and fire department connection.  Since the installation of this connection will need to be considered as part of the groundwork and foundational		Site Development

	<p>components of a building, it is recommended that the Commercial Fire Permit for this scope of work be submitted, as soon as possible, if not already obtained by the time of the pre-construction meeting.</p> <p>All underground work for the fire sprinkler system must be by a State of Washington licensed fire sprinkler contractor, Level 'U' or III. Plans are to bear a PE stamp or Level III sprinkler designer stamp as well as the Level U or Level III sprinkler contractor stamp of the installing contractor. The installing contractor must also be properly licensed with the City and also hold a City of Tacoma Fire Protection license.</p>		
10.	<p><b>Utility Standards in Commercial Districts:</b></p> <ul style="list-style-type: none"> <li>• Mechanical or utility equipment, loading areas, and dumpsters shall be screened from adjacent public street right-of-way, including highways, or residential uses.</li> <li>• Items that exceed 4 feet in height must use fencing, structure, or other form of screening, except landscaping.</li> <li>• Items that do not exceed 4 feet above ground level may be screened with landscaped screening.</li> <li>• All landscape screening should provide 50 percent screening at the time of planting and 100 percent screening within 3 years of planting.</li> </ul>	TMC 13.06.090.L	Land Use
11.	<p><b>There are two meters in front of parcel 022121166 for 1934 S Madison St &amp; 1938 S Madison St. You must prove that the property side pipes for these are not on your property. If they are on any portion of parcels 0220121166 or 0220121143 either an easement can be provided across the property or at developers cost the property side pipe would need to be relocated to private property with the approval of Real Property Services.</b></p> <p><b>If South Madison Street is to be paved than a water main extension is required.</b></p> <p><b>More information is needed for parcel 0220121143 for water needs.</b> Please contact Heather Croston for more detail.</p>	TMC Chapter 12	Water
12.	<p><b>If an onsite hydrant is required a water main extension is required. There are two options:</b></p> <ul style="list-style-type: none"> <li>• <b>A public water main extension can be done via a private contract.</b></li> <li>• <b>A private fire loop can be done, please note no services will be permitted off of this and developer will be responsible for all maintenance.</b></li> </ul>	TMC Chapter 12	Water

<p>13.</p>	<p>General Comments</p> <p>Tacoma Water Crews complete all work on Tacoma Water facilities.</p> <p>There is a 12" water main in South 12th Street.</p> <p>Calculated pressure is approximately 65 psi.</p> <p>Please take the calculated pressure into consideration during your design process. This is the maximum available pressure. Actual pressure will be lower and vary daily.</p> <p>If new water services or modification of existing water services are required, they will be sized and installed by Tacoma Water after payment of the Service Construction Charge, and the Water Main Charge, and the System Development Charge.</p> <p>Contact Chris Hicks at (253) 377-0640 or <a href="mailto:chicks@cityoftacoma.org">chicks@cityoftacoma.org</a> for:</p> <p>For commercial sizing and pricing</p> <p>New fire service sizing and pricing. (New fire services will be sized by fire consultant)</p> <p>New services install timeline:</p> <ul style="list-style-type: none"> <li>4 weeks to complete estimating</li> <li>Up to 10 weeks to install service once payment is received.</li> </ul> <p>Tacoma Water is currently experiencing ongoing supply chain issues that could impact the timelines for new service connections. Find out more at <a href="http://www.mytpu.org/building-remodeling/water-construction-development-services/">www.mytpu.org/building-remodeling/water-construction-development-services/</a></p> <p>Customer is required to obtain private utility easements for any property-side water pipes leading from the City meter to the building on any portion(s) existing on adjacent parcels prior to water service purchase.</p> <p>New water services and meters will be placed directly in front of each parcel where possible. Prior approval by Tacoma Water is required for other non-typical locations.</p> <p>New water services and meters will be placed outside of paved areas and sidewalks in the amenity zone.</p> <p>If existing water facilities need to be relocated or adjusted, they will be relocated by Tacoma Water at the developer's expense. Contact Chris Hicks at (253) 377-0640 or <a href="mailto:chicks@cityoftacoma.org">chicks@cityoftacoma.org</a> for pricing.</p> <p>Tacoma Water facilities must remain accessible at all times. Any damage to Tacoma Water facilities will be repaired by Tacoma Water crews at the expense of the developer.</p>	<p>TMC Chapter 12</p>	<p>Water</p>
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<p><b>Landscaping:</b></p> <p>No structures, retaining walls, fences, trees are permitted within 5 feet of water facilities. Light landscaping with grass and/or small shrubbery is permitted.</p> <p>All service connections require backflow prevention. Contact Scott Hallenberg at (253) 502- 8215 for additional information and requirements.</p> <p>If extension of a permanent water main is required it shall be constructed by private contract. Contact Shelly Shaffer at (253) 502-8740 or <a href="mailto:sshaffer@cityoftacoma.org">sshaffer@cityoftacoma.org</a>.</p> <p>Private contract timeline:</p> <p style="padding-left: 40px;">2-4 weeks to begin design</p> <p style="padding-left: 40px;">an additional 14-18 weeks to complete design</p> <p>When extension of a permanent water main is required and it will be constructed by private contract. The developer of the privately financed project will be responsible for all costs and expenses incurred by Tacoma Water for preparation of plans and specifications, construction inspection, testing, flushing, sampling of the mains, and other related work necessary to complete the new water main construction to Tacoma Water standards and specifications. The engineering charge for the preparation of plans and specifications will be estimated by Tacoma Water. The developer will be required to pay a deposit in the amount of the estimated cost. The actual costs for the work will be billed against the developer’s deposit. The new mains will be installed by and at the expense of the developer. The developer will be required to provide a 20-foot wide easement over the entire length of the water main, fire hydrant, service laterals and meters. The developers Professional Land Surveyor shall prepare and submit the legal description of the easement to Tacoma Water for review and processing. Prior to construction, a second deposit in the estimated amount for construction inspection, testing, and sampling will be due to Tacoma Water. Upon completion of the project, the developer will either be refunded the unused amount of the deposit or billed the cost overrun.</p> <p>Approximate design time is fourteen weeks. Contact Shelly Shaffer at (253) 502-8740 or <a href="mailto:sshaffer@cityoftacoma.org">sshaffer@cityoftacoma.org</a>.</p> <p><b>Please note that any work order permits will not be issued until the water main design has been completed and reviewed by Planning &amp; Development Services for the alignment and grade and the construction paperwork has been completed.</b></p> <p>General utility clearances:</p>		
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	<p>For utilities other than sanitary sewer, the proposed facilities shall have a minimum horizontal separation of five (5) feet and vertical separation of twelve (12) inches from Tacoma Water facilities.</p> <p>For aerial utilities, Tacoma Water requires a minimum of 20 feet above our water facilities.</p> <p>Sanitary sewer mains and side sewers shall maintain a minimum horizontal separation of ten (10) feet from all water mains and water services. When extraordinary circumstances dictate the minimum horizontal separation is not achievable, the methods of protecting water facilities shall be in accordance with the most current State of Washington, Department of Ecology "Criteria For Sewage Works Design". Vertical separation of eighteen (18) inches from Tacoma Water facilities.</p>		
14.	<p>At the time this memo was drafted, no comments were received from Power. Please review <a href="#">Tacoma Public Utilities Standard Comments</a>, and reach out to John Hilotin directly for any specific Power questions.</p>	WAC, NEC, NESC	Power

**APPLICABLE PERMITTING & CHECKLISTS:**

This list of permits and associated checklists is provided as a comprehensive list of applicable permits and associated submittal requirements, based on staff’s understanding of the project as currently defined. This list may change based on modifications to the proposal, and/or additional information received.

Pre-Application (PRE)

1. A separate Critical Areas PRE is required prior to development to determine critical area permitting requirements. See Section A.2-3 of this memo for additional detail.

Land Use Permits – (LU)<sup>4</sup>

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<sup>4</sup> The site plan and building elevations submitted with the Land Use application can typically be less detailed and more conceptual than what will be required as part of the building permit submittal package. Plans must be sufficient to demonstrate the general scale and character of what is to be built. If the plans submitted as part of the land use permitting package do not provide enough detail to ensure general compliance with the land use code, and/or the plans are too vague to be able to sufficiently determine that the proposal will be in character with the neighborhood, revisions to the plans will be requested. Minor variations/adjustments to plans and elevations may be made between the approval of the Land Use permit and approval of associated building permits, however, a proposal that has been approved for land use permitting shall be developed substantially consistent with the plans attached to that permit.

2. [SEPA - Checklist](#) SEPA may be required depending on project scope, contact Kristina Haycock for additional information.
3. Additional discretionary land use permits may be required depending on final project design/scope. Please reach out to Kristina Haycock when scope is defined.

#### Site Development Permits – (SDEV) (WO)<sup>5</sup>

4. [Site Development](#) and associated [Document Checklist](#)
5. [Work Order](#) and associated [Document Checklist](#)

Combo Permit Advisory Note: Submittal of a combination SDEV/WO permit shall clearly differentiate public and private infrastructure utilities. The Civil Plan set shall have a dedicated sheet for public utility installations. Utilities shall be labeled as public or private on all sheets and private streets shall be clearly labeled.

#### Building Permits<sup>6</sup> – (BLD) (MECH) (PLMB) (DEF) (AMMR)

6. Building Permit(s)  
New Commercial [BLDCN Checklist](#) and [Completeness Review Tip Sheet](#)  
Or, New Residential [BLDRN Checklist](#)

Structures meeting WSRC requirements for townhouses, should be submitted as Commercial Building Permits (BLDCNs), regardless of whether or not a platting action is involved. Submittal of a separate Site Development Permit (SDEV), Commercial Fire Permits (FIREC), Plumbing (PLMBC), and Mechanical (MECHC) Permits will also be required.

#### [Deferred Submittals Tip Sheet](#)

Notes on SSP and SWPPP required with submittals:

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<sup>5</sup> Horizontal control requirements are required to be shown on the plans. City of Tacoma NAD83 91 (ie: mon. in case, surface brass, etc.) as published on govME. Reference to the City of Tacoma monument system (NAD 83 91). This includes, at a minimum, a tie between two known monuments with bearing and distance, and a description of the monuments with coordinates. All other improvements shall be tied to that known line and shown as part of the horizontal control.

<sup>6</sup> While it is not required to do so, we encourage submittal of the Mechanical, Plumbing, and Electrical (MEP) plans, and energy code forms, with submittal of the BLDCN package to allow for concurrent review. Once the BLDCN permit review is complete/approved, Mechanical and Plumbing are issued as separate permits with associated fees. Mechanical and Plumbing permits can either be issued with the BLDCN permit to the owner or general contractor or they can be issued separately to licensed subcontractors when it is time to begin that scope of work. For information on deferred submittal of MEP drawings and energy code forms, refer to the Deferred Submittal tip sheet.

*The Combined Stormwater Site Plan (SSP) and Construction Storm Water Pollution Prevention Plan (SWPPP) Report Short Forms may be used for projects that typically fall within or below the following thresholds:*

- *The project adds or replaces between 2,000 and 5,000 square feet of hard surface.*
- *The project disturbs between 7,000 square feet and 1 acre of land.*

*Additional details regarding the Short Forms are found on the [Stormwater Management Manual Short Forms webpage](#).*

*Projects that exceed the above thresholds will require an SSP and SWPPP prepared by a licensed engineer per the [Stormwater Management Manual](#).*

## 7. Commercial Fire Permits – (FIREC)

Additional permit may be required by the Tacoma Fire Department for Commercial projects. <https://www.tacomapermits.org/tip-sheet-index/commercial-fire-permits-firec>

A separate submittal and permit are required for the installation of the underground sprinkler system supply line and fire department connection. Since the installation of this connection will need to be considered as part of the groundwork and foundational components of a building, it is recommended that the Commercial Fire Permit for this scope of work be submitted, as soon as possible, if not already obtained by the time of the pre-construction meeting. All underground work for the fire sprinkler system must be by a State of Washington licensed fire sprinkler contractor, Level 'U' or III. Plans are to bear a PE stamp or Level III sprinkler designer stamp as well as the Level U or Level III sprinkler contractor stamp of the installing contractor. The installing contractor must also be properly licensed with the City and also hold a City of Tacoma Fire Protection license.

## **PERMITTING FOR USE OF ROW**

Right-of-Way Use Permit – [RUSE](#)<sup>7</sup>

Right-of-Way Occupancy Permit – [ROCC](#) (durations lasting longer than 3 months)

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<sup>7</sup> Allows for temporary use of the right-of-way for overtime parking, dumpsters, and moving containers such as PODS storage containers. In most instances a contractor performing work that requires a RUSE permit must have a right-of-way bond. A Traffic Control Plan (TCP) is required with the submittal of a RUSE Permit. RUSE Permits can be applied for and issued online or in-person as an over-the-counter (OTC) permit. If a Work Order is already associated with the site, a separate application for the RUSE Permit is not necessary, but the cost of the RUSE Permit will be added to the cost of the Work Order.

## **CONNECTION TO CITY SYSTEMS**

Surfacewater Connection Permit – STORM

Wastewater Connection Permit – SEWER<sup>8</sup>

Water Connection Permit – WATER<sup>9</sup>

## **SEPARATE PERMITS FOR SHORING**

If structural shoring is proposed as part of the construction, separate permits for the shoring will likely be needed. The City is currently in the process of streamlining the permitting process for shoring. Check with your Project Coordinator prior to submittal for the latest update. Currently, we are requesting that shoring be submitted as a Site Development Permit (SDEV), and will be processing a right-of-way occupancy document as part of that process.

## **PLANNING AND DEVELOPMENT SERVICES PERMIT FEES AND TIMELINE:**

To obtain an estimation of permit fees associated with the permits listed above, the use of our [Fee Estimator Tool](#) is encouraged. Information regarding the time it may take for permit issuance is available on the [Permit Timeline](#) page.

When calculating fees for the purpose of estimating permitting costs, be sure to combine costs of all associated permits listed within this document.

Be advised that there are additional permit/permit fees that are generally associated with issuance of a Commercial New Building Permit, which include, but may not be limited to a Commercial Plumbing Permit, Mechanical Permit, and Commercial Fire Protection Permit(s).

Building Permits for new residential dwellings (BLDRNs) are generally issued with a Site Development Permit (SDEV) that is created internally after the review is complete. If the SDEV includes work that extends into the City right-of-way (ex: side sewer, driveway), then the SDEV portion of work can only be issued to a licensed contractor with a City of Tacoma right-of-way bond. Since a Building Permit cannot be issued prior to an associated SDEV, this may cause delay in the anticipated timeline, if it is not anticipated prior to completion of the permit review.

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<sup>8</sup> New sewer connection, including side sewer, grease interceptor, floor drains, toilets, sinks, dumpster pads, oil/water separators

<sup>9</sup> From the meter to the building for domestic water service

As soon as you have submitted permits online, it is recommended that you email the permit application numbers associated with the project to your assigned Project Coordinator. Keeping your Project Coordinator in the loop in this way can ease the permit intake process. Project Coordinators can also help to facilitate discussion during the formal review process to ensure that requirements have maintained consistent, and will work with the reviewers and the applicant if there has been a change in the project scope or standards.

### **APPLICABLE TIPSHEETS & OTHER USEFUL INFORMATION:**

The City of Tacoma has multiple tip sheets available to assist with navigating regulations and the permitting process. Applicable tip sheets can be searched by key title words within the [Tip Sheet Index](#). The following list of tip sheet titles are likely to be applicable to your project as proposed.

[SEPA- State Environmental Policy Act](#)

[Cultural Resources Review](#)

- [Director's Rule](#)
- [Cultural Resources Website](#)
- [UDP Template](#)

[Parking Standards and Variances](#)

[Bicycle Parking](#)

[Accessible Parking](#)

[Critical Areas Allowed Activities](#)

[Construction and Demolition Waste](#)

[Commercial Site Development](#)

[Commercial Fire Permits](#)

[Project Signage and Public Notice](#)

[Work Order Permits](#)

[ROW & Performance Bonds](#)

[Deferred Submittals](#)

[Demolition Permits](#)

[New Residential Combination Permits](#)

[Street Trees](#)

[Neighborhood Dog Waste Station Program](#)

[Sign Permits](#)

[Right-of-Way Occupancy Permits](#)

[Side Sewers 101](#)

[Grease Interceptor Sizing and Installation Guidelines](#)

[Tacoma Public Utility Standard Comments](#)

[Off-Site Improvement Flow Chart based on TMC Table 2.22.1](#)

[2016 City of Tacoma Curb Ramp Matrix](#)

[Owner's Authorization Form](#)  
[Electronic File Standards](#)  
[Resolving a Permit Disagreement](#)

## **OTHER AGENCY PERMITTING<sup>10</sup>**

Tacoma Public Utilities (TPU) issues all electrical permits, power service connections, power infrastructure permits, permits to connect from the water main to the meter, permits for water service in right-of-way, and permits for new water/fire meters: [www.mytpu.org](http://www.mytpu.org).

Business and/or rental licenses are issued by the [Tax and License Division](#).

A [Special approved discharge permit for dewatering](#) is required to discharge any additional or short-term waste into the wastewater system.

Septic & Underground Tanks – Often require separate permitting from the Tacoma Pierce County Health Department: <https://www.tpchd.org/i-want-to/apply-online>

Asbestos abatement – Often requires separate permitting from the Puget Sound Clean Air Agency: <https://pscleanair.gov/101/Permits-Registration>

Construction projects or activities in or near state waters may likely be required to obtain an environmental permit commonly known as a [Hydraulic Project Approval \(HPA\)](#) from the Washington Department of Fish and Wildlife (WDFW). The [JARPA](#) form submitted to the City for local permitting should be the same as the JARPA form submitted to the state.

Work within the Nation's navigable waters typically requires issuance of [Army Corps permits](#)

Coverage under a Washington State Department of Ecology (Ecology) NPDES Stormwater Construction General Permit (CSWGP) may be required.

1. For assistance with the CSWGP contact the Ecology Southwest Region Pierce County Permit Administrator: (360) 407-7451.
2. For Information about the Construction Stormwater General Permit and requirements, visit Ecology's CSWGP webpage: <https://ecology.wa.gov/Regulations-Permits/Permits-certifications/Stormwater-general-permits/Construction-stormwater-permit>.
3. To submit a Notice of Intent (NOI) for coverage under the CSWGP apply online through Ecology's WQWebPortal:

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<sup>10</sup> The applicant is responsible for fully researching and understanding the requirements of other agencies, separate from the City of Tacoma. The State Office of Regulatory Innovation and Assistance has developed a permit handbook for further research. [ORIA Handbook](#)

<https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Water-quality-permits-guidance/WQWebPortal-guidance>

If you are a developer planning a project within the Tacoma smelter plume, we recommend the following:

- a. Search Ecology's [interactive map](#) to find out if your property is in the plume, or view sites with other known contaminations: [Toxics Cleanup Map](#).
- b. Read the [Tacoma Smelter Plume Model Remedies Guidance](#) to learn more about how to test soil for arsenic and lead contamination and complete cleanup, if needed.
- c. If the sampling results show contamination on your property, consider joining the [Voluntary Cleanup Program \(VCP\)](#). The VCP provides technical assistance and a written opinion. Getting written approvals via the VCP is free for projects with Tacoma smelter plume contamination.

For more information, contact Eva Barber at [Eva.Barber@ecy.wa.gov](mailto:Eva.Barber@ecy.wa.gov) or 360-407-7094.

#### **REGULATORY REFERENCES:**

Tacoma Municipal Code (TMC)<sup>11</sup>:

[http://www.cityoftacoma.org/government/city\\_departments/CityAttorney/CityClerk/TMC](http://www.cityoftacoma.org/government/city_departments/CityAttorney/CityClerk/TMC)

Right-of-Way Design Manual<sup>12</sup>:

[http://cms.cityoftacoma.org/PublicWorks/StandardsCommittee/DesignManual\\_version\\_Jan2016\\_revised\\_Jan2018.pdf](http://cms.cityoftacoma.org/PublicWorks/StandardsCommittee/DesignManual_version_Jan2016_revised_Jan2018.pdf)

Right-of-Way Restoration Policy<sup>13</sup>:

[http://cms.cityoftacoma.org/PublicWorks/Right\\_of\\_way/Right%20of%20way%20Restoration\\_final.pdf](http://cms.cityoftacoma.org/PublicWorks/Right_of_way/Right%20of%20way%20Restoration_final.pdf)

Stormwater Management Manual (SWMM)<sup>14</sup>:

[https://www.cityoftacoma.org/UserFiles/Servers/Server\\_6/File/cms/Surfacewater/SWMM\\_2021%20Final/2021%20City%20of%20Tacoma%20SWMM%20-%20FINAL.pdf](https://www.cityoftacoma.org/UserFiles/Servers/Server_6/File/cms/Surfacewater/SWMM_2021%20Final/2021%20City%20of%20Tacoma%20SWMM%20-%20FINAL.pdf)

Sanitary Sewer Availability Manual<sup>15</sup>:

<http://cms.cityoftacoma.org/enviro/wastewater/Final2016SideSewerManual.pdf>

Urban Forest Manual (UFM)<sup>16</sup>:

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<sup>11</sup> Most recent version of Title 13 adopted by Council as of the date of this memo – Revised January 2021.

<sup>12</sup> The January 2016 City of Tacoma (City) Right-of-Way Design Manual (Design Manual) has been updated with a July 2016 Errata version, which is the most recent version of Code as of the date of this memo.

<sup>13</sup> Most recent version of the Right-of-Way Restoration Policy – August 2017.

<sup>14</sup> Most recent version of the City's Stormwater Management Manual – July 2021.

<sup>15</sup> Most recent version of the City's Side Sewer Availability Manual – January 2016.

<sup>16</sup> Document last updated on August 11, 2014.

[http://cms.cityoftacoma.org/surfacewater/UrbanForestManual/UrbanForestManual\\_Volume3.pdf](http://cms.cityoftacoma.org/surfacewater/UrbanForestManual/UrbanForestManual_Volume3.pdf)

International Fire Code (IFC)<sup>17</sup>: <https://www.iccsafe.org/>

International Building Code (IBC)<sup>18</sup>: <https://www.iccsafe.org/>

International Residential Code (IRC)<sup>19</sup>: <https://www.iccsafe.org/>

Washington Administrative Code (WAC): <http://apps.leg.wa.gov/WAC/default.aspx>

Revised Code of Washington (RCW): <http://apps.leg.wa.gov/rcw/>

National Electric Code (NEC): <https://www.nfpa.org/nec>

National Electric Safety Code (NESC): <http://standards.ieee.org/about/nesc/>

Resource Library: <http://tacomapermits.org/pds-resource-library>

Thank you again for contacting us for the pre-application review of your proposal within the City of Tacoma. The information contained in this letter is a general assessment of your proposal based on the information you provided and the Codes, standards, and policies currently in place. Please do not hesitate to contact the appropriate staff representative listed above directly if you have any questions.

Sincerely,

**Tasha Santos**

Development Specialist | Application Services

Planning and Development Services Department | City of Tacoma

*We work with the community to plan and permit a safe, sustainable, livable city.*

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<sup>17</sup> Most recent version of IFC adopted by the City as of the date of this memo – 2018.

<sup>18</sup> Most recent version of IBC adopted by the City as of the date of this memo – 2018.

<sup>19</sup> Most recent version of IRC adopted by the City as of the date of this memo – 2018.