



Customer Meetings Designed Your Way

You pick the staff | You pick the service provided | You pick the timing

CUSTOMER MEETING MENU			
Design Your Meeting	Fee	Scheduling	Products Delivered
CHOOSE STAFF You must choose at least one in this section <input checked="" type="checkbox"/>	\$100 each	Target: 5 working days	<ul style="list-style-type: none"> • Verbal information at the meeting • PALS+ Submittal Standard with project information • GIS map • Contact person for follow-up questions
Planner <input type="checkbox"/>			
Biologist <input type="checkbox"/>			
Engineer <input type="checkbox"/>			
Building <input type="checkbox"/>			
Fire <input type="checkbox"/>			
Sewer <input type="checkbox"/>			
Health <input type="checkbox"/>			
Some staff you choose are available to provide additional services:			
VISIT YOUR SITE <input checked="" type="checkbox"/>	\$300 each	Target: 10 working days	<ul style="list-style-type: none"> • Field Visit feedback at the meeting and in PALS+
Planner <input type="checkbox"/>			
Biologist <input type="checkbox"/>			
Engineer <input type="checkbox"/>			
Building <input type="checkbox"/>			
Fire <input type="checkbox"/>			
WRITE YOU A MEMO <input checked="" type="checkbox"/>	\$300	Target: 20 working days	<ul style="list-style-type: none"> • Memo presented at the meeting with sewer requirements
Sewer <input type="checkbox"/>			
VISIT YOUR SITE AND WRITE YOU A FORMAL LETTER <input checked="" type="checkbox"/>	\$500 each		<ul style="list-style-type: none"> • Formal letter presented at the meeting with details about regulations and permits required
Planner <input type="checkbox"/>			
Biologist <input type="checkbox"/>			
Engineer <input type="checkbox"/>			
Total Cost of Meeting		Fee Credit. If the application(s) identified through the meeting is applied for within a year of the meeting, the fee shall be applied toward one of the development applications or building permit fee. See Pierce County Code, 2.05.040 C.6.d.	

Scheduling

- Scheduling time is 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 Thursday from 8 AM to 9 AM
 - Wednesday and Thursday from 2:30 PM to 4:00 PM
- For Health Consultation and Water Availability questions, contact them directly at (253) 798-6470 or [Tacoma-Pierce County Health Department](#).

To learn basic information about your property for FREE, visit our [About My Property](#) page! All you need is your tax parcel number or site address.

Products

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 the electronic permit system used by the County. The Submittal Standard will include the detailed information shared with you at your meeting. This information will then be available later when you get ready to apply for permits.

GIS map

We will provide you with an 8 ½ x 11 map with the most recent orthophoto and critical area layers. Countyview is the geographic information system (GIS) we use.

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, the Biologist would provide 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

You will receive a formal letter from each staff person when Written Comments are requested. The letter will provide detailed information about the site and permitting requirements for your specified project. Examples of information you can expect to receive includes but is not limited to: 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 particular project you came in to discuss. The staff person(s) who attended your meeting will be available after the meeting to answer these questions.

Need HELP figuring out how to design your meeting?

Contact Sam Yekalam, Project Manager, at (253) 798-7371 or syekala@co.pierce.wa.us.

Fee References

Customer Information Meeting, \$200/2 staff, Pierce County Code (PCC) Table 2.05.040-16

Field Visit, \$300, PCC Table 2.05.040-4

Sewer Pre-Development Major Conference and Memo, \$300, PCC Table 13.04.090-5

Site Specific Information Letter, \$500, PCC Table 2.05.040-15





CUSTOMER MEETING

Application Checklist*	RECEIVED
Customer Meeting Menu You pick the staff You pick the service provided You pick the timing	
Cover Letter What do you want to learn at your meeting? Include information such as: <ul style="list-style-type: none"> Issues and topics you want to discuss Description of your proposal 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 	
Provide the following items as they apply to your project:	
Conceptual Site Plan Drawn to engineers scale, to include: <ul style="list-style-type: none"> North arrow Property corners with property dimensions noted, Proposed, and existing, structures including tanks, fences, etc. Surrounding road(s) and approaches Easements and utilities (including a draft sewer plan) 	
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	

* This application checklist is the Submittal Standard Checklist referenced in PCC 18.40.020A. Form and Content

For Office Use Only			
Planner		App Type	
Date		Planning Fee	

Customer Meeting Cover Letter Sheet

Date: _____

Parcel No: _____ Site Address: _____

Applicant: _____ Property Owner: _____

Email: _____ Phone Number: _____

1. Associated project name: _____

2. Describe the primary issues to be addressed at the meeting:

3. Attach any additional information such as drawings, documentation, etc. which would assist staff in understanding issues.

NOTE:

Customer Meeting does not provide any vesting to regulations, procedures, or scope of work.