



## CITY OF DUPONT

Department of Community Development  
1700 Civic Drive, DuPont, WA 98327  
Telephone: (253) 964-8121  
[www.dupontwa.gov](http://www.dupontwa.gov)

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January 16, 2023

**Sent via email only to:** [wgarrison@lseinc.com](mailto:wgarrison@lseinc.com)

Champions Centre (Applicant)  
Wendy Garrison (Agent)  
LeRoy Surveyors & Engineers, Inc.  
P.O. Box 740, Puyallup, WA 98371

Project: Champions Centre  
Subject: File No. PLNG2023-010 (Site Plan Review)  
                    PLNG2023-011 (Critical Areas/Tree Modification)  
                    PLNG2023-012 (Boundary Line Adjustment/Lot Line Elimination)  
                    PLNG 2023-013 (SEPA)

Dear Ms. Garrison:

On December 20, 2023, the City received a submission and fees due for the following development applications (permit procedure type in parenthesis):

1. Critical Areas Permit (Type III)
2. Tree Modification Permit (Type III)
3. Site Plan Review (Type II)
4. Boundary Line Adjustment (Type I)
5. SEPA Environmental Review (Type I)
6. Transportation Concurrency Review

You have elected to defer Design Review for a future phase. The submission included the following items (listed by application):

### All Applications

1. Cover Letter prepared by LeRoy Surveyors & Engineers, Inc. dated December 20, 2023.
2. Title Report provided by Fidelity National Title Insurance Company dated December 11, 2023.
3. SEPA Environmental Checklist prepared by David Yadon dated November 13, 2023.
4. Agent Authorization Affidavit signed and notarized on March 6, 2023.
5. Agent Authorization Affidavit signed and notarized on March 1, 2023.
6. Receipt for fees paid to City dated December 20, 2023.

### Site Development

7. Land Use Application signed by David Yadon dated October 2, 2023.
8. Overall Site Plan prepared by LeRoy Surveyors & Engineers dated December 8, 2023.
9. Landscape Plans prepared by ARW Landscape Design dated December 5, 2023.
10. Grading Plans prepared by LeRoy Surveyors & Engineers dated December 8, 2023.

11. Storm Drainage & Utility Plans prepared by LeRoy Surveyors & Engineers dated December 8, 2023.
12. Preliminary Stormwater Report prepared by LeRoy Surveyors & Engineers dated September 22, 2023.
13. Architectural Elevations and Modulation Plans prepared by Elevation Home Designs dated November 15, 2023.
14. Refuse Enclosure prepared by LeRoy Surveyors & Engineers dated October 31, 2023.
15. Traffic Impact Analysis Report prepared by Heath & Associates dated September 1, 2023.
16. Letter of Sewer Availability.
17. Letter of Water Availability.
18. Landscape Plan Review memo prepared by Greenforest dated December 4, 2023.
19. Stormwater Pollution Prevention Plan prepared by LeRoy Surveyors & Engineers dated September 26, 2023.
20. Maintenance and Source Control Manual prepared by LeRoy Surveyors & Engineers dated September 2023.

#### Critical Area & Tree Modification

1. Land Use Application prepared by LeRoy Surveyors & Engineers dated October 2, 2023.
2. Arborist Report prepared by Greenforest dated September 6, 2023.
3. Geotechnical Report prepared by LeRoy Surveyors & Engineers dated August 24, 2023.
4. Critical Area Report prepared by Grette Associates dated July 2019.
5. Buffer Mitigation Plan prepared by Grette Associates dated December 4, 2023.
6. Habitat Management Plan prepared by Grette Associates dated December 4, 2023.
7. Biologist Memo prepared by Grette Associates dated December 4, 2023.
8. Type III Modification Letter prepared by LeRoy Surveyors & Engineers dated December 20, 2023.
9. Legal Tree Modification Memo prepared by Dille Law dated December 20, 2023.
10. Cultural Resources Study prepared by Drayton Archaeology dated August 15, 2023.
11. Tree Retention Plan prepared by LeRoy Surveyors & Engineers dated November 15, 2023.

#### Boundary Line Adjustment/Lot Line Elimination

12. Boundary Line Adjustment/Lot Line Elimination Application prepared by LeRoy Surveyors & Engineers dated December 15, 2023.
13. BLA Preliminary Survey prepared by LeRoy Surveyors & Engineers dated December 18, 2023.
14. Lot Closures Exhibit.

#### Response to PreApp Meeting Comments

15. Technical Response Letter prepared by LeRoy Surveyors & Engineers dated December 19, 2023.
16. Parking Plan prepared by LeRoy Surveyors & Engineers dated November 14, 2023.
17. Public Works Response Data Exhibit.
18. Record of Easements Encumbering Property (35).

As of the date of this letter, your application has been deemed **complete** for processing.

We intend to issue the Notice of Application on January 19, 2024. **You will need to post the site with the notice by that date.** Attached is the notice board installation instructions and affidavit of posting. The notice board should be posted in the approximate location indicated on the map below.

If you have any questions, please call me at 253-912-5393, or email me at [bkincaid@dupontwa.gov](mailto:bkincaid@dupontwa.gov).

Sincerely,



Barb Kincaid, AICP  
Director of Community Development

Cc: File No. PLNG2023-010, PLNG2023-011, & PLNG2023-012  
Wendy Garrison, LeRoy Surveyors & Engineers, Inc.  
Lisa Klein, AHBL, Inc. (representing the City of DuPont)



## NOTICE BOARD POSTING REQUIREMENTS

City of DuPont  
Department of Community Development  
1700 Civic Drive, DuPont, WA 98327  
Phone: (253) 964-8121  
[www.dupontwa.gov](http://www.dupontwa.gov)

Posting a notice board (i.e., "sign") on the subject property notifies the public of a filed application for a proposed project and is required by DuPont Municipal Code 25.175.030.

### Sign Requirements

- Placement:** Midpoint of the street at the front of the site (or as determined by the director)  
5 feet inside the street property line (except when it is structurally attached to an existing building)  
Maximum 5 feet from the street (director approval required to exceed 5 feet)  
Top of sign is to not exceed 8 feet above grade – must be completely visible to pedestrians
- Quantity:** 1 board per site  
*Additional signs may be required if the site does **not** abut a public road, it is a large site that abuts more than 1 public road, or if the director determines additional notice signs are necessary for adequate public notice*
- Material:** Weather-resistant
- Dimensions:** 11 inches x 17 inches (printed area)
- Removal Date:** Within 15 days following the end of the notice period (notice period ends on comments due date)

### Examples

These are for example purposes only.



### Items to Submit

The following **must** be emailed to [permittech@dupontwa.gov](mailto:permittech@dupontwa.gov)

- ☐ Completed **Affidavit of Posting**
- ☐ Photo(s) of installed posted sign(s)

### Questions

Do you have additional questions? Feel free to contact the community development department at (253) 964-8121 or [permittech@dupontwa.gov](mailto:permittech@dupontwa.gov).



## AFFIDAVIT OF POSTING

### CITY OF DUPONT

1700 Civic Drive, DuPont, WA 98327

Telephone 253.964.8121

[www.dupontwa.gov](http://www.dupontwa.gov)

Application # \_\_\_\_\_ and City File No. \_\_\_\_\_

I, \_\_\_\_\_ applicant/applicant's agent for the above  
referenced project number, being duly sworn on oath, deposes and says: That on the \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_\_ posted a notice, prominently displayed, at the site.

Site/Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signed By

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Company Name

Submit Form and Photos of Posting to: [Permits@dupontwa.gov](mailto:Permits@dupontwa.gov)