



## Planning & Community Development

# DEVIATION FROM ENGINEERING STANDARDS SUBMITTAL CHECKLIST

The following information is typically needed in order to submit an application for review. Depending on the scope of work, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information. **All site plans and civil drawings must be drawn to an engineering or architectural scale (e.g. 1" = 20' or 1/4" = 1').**

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li><input type="checkbox"/> <b>Permit Application</b></li><li><input type="checkbox"/> <b>Submittal Fee:</b> \$1,592.00 (\$199.00 hourly rate, 8 hours minimum).</li><li><input type="checkbox"/> <b>Critical Areas Worksheet</b><ul style="list-style-type: none"><li>• Critical Area Report if critical area exists on site.</li></ul></li><li><input type="checkbox"/> <b>Deviation from Engineering Standards Criteria:</b> attached for review.<ul style="list-style-type: none"><li>• Applicant's justifications to criteria.</li></ul></li><li><input type="checkbox"/> <b>Scope of Work:</b> Describe in detail the proposed deviation, including information about the structures, the building uses, and site work.</li><li><input type="checkbox"/> <b>Building Elevations:</b> Drawn to scale (if applicable).</li></ul> | <ul style="list-style-type: none"><li><input type="checkbox"/> <b>Site Plans – two (2 full size) copies</b> drawn to an engineering scale (e.g. 1" = 20'). Permit applications for co-locations <u>only</u> may not require as detailed of a site plan.<ul style="list-style-type: none"><li>• Name, address, and phone number of the person who prepared the drawing.</li><li>• Graphic scale and north arrow.</li><li>• Location, identification and dimensions of all proposed and existing buildings and their uses.</li><li>• Note structure height. The structure height must be calculated based on the average existing grade. The calculation is to be illustrated on the elevations.</li><li>• Dimensions of all property lines.</li><li>• Building/structure setbacks from front, side, and rear property lines.</li><li>• Buildings within 50' of the proposed structure.</li><li>• Easements, including utility, drainage, access, open space. Include the King County recording number for existing easements.</li><li>• Location of existing parking spaces, include traffic flow and all internal walkways.</li></ul></li></ul> |
|---|---|

Fees effective 1/2019

### Other Issued Permits or Information

Engineering Plans, Drainage Analysis, Environmental Checklist and other special studies may be required, such as wetland report, geo-technical analysis, traffic study, etc.

**NOTE: All submittal items must be legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted.**

The Development Code (Title 20) is located at [CodePublishing.com](http://CodePublishing.com)

**Hours of Operation: M, T, Th, F: 8:00 a.m.–5:00 p.m., W: 1:00–5:00 p.m. ♦ Permit Processing ends at 4:00 p.m. daily**

**17500 Midvale Avenue North, Shoreline, Washington 98133-4905**

Telephone (206) 801-2500 | Fax (206) 801-2788 [pcd@shorelinewa.gov](mailto:pcd@shorelinewa.gov)

1/2019