



RETAINING WALL AND ROCKERY PERMIT SUBMITTAL CHECKLIST

Planning & Community Development

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').**

- Permit Application**
 - Submittal Fee:** Based on valuation & hourly rate. See development handout titled Fee Schedule.
 - Critical Areas Worksheet.** Note: a critical area report may be required if a critical area exists on or adjacent to the site.
 - Certificate of Sewer Availability.** Required for all new construction and additions (including carports, decks, etc.)
 - Ronald Wastewater (deferred to permit review)
 - The Highlands (206) 362-2100
 - Environmental Checklist – SEPA** (available): SEPA review is required if the project exceeds any of the allowed exemptions, such as:
 - 500 cubic yards of cut and fill soil (except building foundation).
 - Alterations in a Critical Area and buffer.(City may determine later that SEPA review is required beyond the above list under state law.)
 - Scope of Work:** State the scope of work of the project, including information about the structures, the building uses, and site work.
 - Site Plans – three (3 full size) copies** drawn to an engineering scale (e.g. 1" = 20'). Permit applications for co-locations only may not require as detailed of a site plan.
 - Name, address, and phone number of the person who prepared the drawing.
 - Graphic scale and north arrow.
 - Location, identification and dimensions of all proposed and existing buildings and their uses.
 - Note structure height. The structure height must be calculated based on the average existing grade. The calculation is to be illustrated on the elevations.
 - Dimensions of all property lines.
- Building/structure setbacks from front, side, and rear property lines.
 - Buildings within 50' of the proposed structure.
 - Easements, including utility, drainage, access, open space. Include the King County recording number for existing easements.
 - Location of existing parking spaces, include traffic flow and all internal walkways.
- Civil Engineering Plans – three (3) copies** drawn to engineering scale.
 - Grading
 - Clearing limits and trees to be retained.
 - Existing contours at 2' intervals on site and 5' contours extending 100' from property.
 - Proposed contours at 2' intervals, shown in darker lines than existing contours.
 - Quantity of excavation and embankment in cubic yards.
 - Erosion Control
 - Silt fencing, catch basin protection, construction entrance, and temporary sediment ponds.
 - All construction details and notes associated with each erosion control method.
 - Contact information of the responsible on site erosion control manual.
 - Utilities
 - Locations of all existing and proposed utilities including water, sewer, gas, electric, and telecommunications.

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

- **Tree Retention and Critical Area Plans – three (3) copies**
 - Location of all critical areas and buffers on or adjacent to the site.
 - Location, size, species, and condition of all existing trees on the property.
 - Identification of trees to be retained, trees to be preserved, and location of planted trees.
 - Graphic representation and written description of proposed tree protection measures and tree and vegetation planting details.
 - Calculation of required significant tree retention percentage.
 - Calculation of required replacement trees.

- **Construction Drawings – three (3) copies Requirements:**
 - Cross sections through each rockery and/or retaining wall type. Include location of nearby building foundations, parking, driveways, roadways, or other rockeries/walls. Show slope of backfill if it is not level.
 - Wall and footing dimensions, reinforcing, and drainage provisions for retaining walls.
 - Dimension of rocks to be used in rockery construction along with drainage provisions.
 - Complete manufacturer’s installation instructions for block walls and other retaining systems.

- **Additional Information Which May Be Required:**
 - Engineering calculations and details for retaining walls over 4’-0” tall. Wall height is measured from top of wall to bottom of footing. The engineering must be submitted with the permit application.
 - For rockeries between 4’ to 6’ tall, a letter is required from the rockery installer or contractor certifying that subgrade and drainage have been installed in accordance with City of Shoreline Rockery Standards. This letter must be submitted prior to final inspection.
 - For rockeries over 6’ tall, engineering supervision by an independent special inspector is required. The special inspector must prepare a letter certifying the subgrade, base course, drainage, and finished rockery. This letter must be submitted prior to final inspection.
 - A geotechnical report is sometimes required depending on the nature of the work and the specific characteristics of the site. Please contact the City of Shoreline for more information.

Fees effective 1/2019

NOTE: Please be sure that all drawings are clear and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted. Applications may not be accepted after 4:00 pm.

The Development Code (Title 20) is located at CodePublishing.com

OTHER PERMITS:

Right-of-Way