



MULTIPLE BUILDINGS ON ONE LOT (MB1L) 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, and the zoning district in which the project is located, some items may not apply or may be combined. Refer to the table on page 4 for specific zone requirements. 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.

- Site Development Permit Application(s)**
- Building Permit Application(s)**
- Right-of-Way Use Permit Application(s)**
- Mechanical/Plumbing Application.** For heating and cooling equipment as well as water piping/plumbing fixtures. If all of the units are identical, a total fixture count is acceptable.
- Wastewater Application(s)**
- Submittal Fees (per application):**
 - Site Development:** Subdivision - \$1,990.00 (\$199.00 hourly rate, 10-hour minimum), All others - \$597.00 (\$199.00 hourly rate, 3-hour minimum)
 - Building:** Based on valuation and hourly rate. See Development Handout titled *Construction Permit Fees*.
 - Right-of-Way:** \$597.00 (\$199.00 hourly rate, 3-hour minimum)
 - Mechanical:** Residential - \$199.00, Multi-family and/or Commercial - \$532.00
 - Wastewater:** New Connection - \$300.00
- Inspection Fees** (Based on Sum of Cut and Fill Yardage, Due at Permit Issuance):
 - 50-500 CY (cubic yards) without drainage conveyance : \$199.00
 - 50-500 CY with drainage conveyance: \$426.00
 - 501-5,000 CY: \$851.00
 - 5,001-15,000 CY: \$1,702.00
 - More than 15,000 CY: \$4,468.00
- Critical Area Worksheet.** A critical area report may be required if a critical area such as a stream, wetland, or steep slope exists on or is adjacent to the site.
- Transportation Impact Fee Estimation Form**
- Park Impact Fee Estimation Form**
- Fire Impact Fee Estimation Form**

- Water Availability Certificate.** Required for all new residential construction and additions where the total area exceeds 500 square feet. To obtain a Water or Fire Flow Certificate of Availability contact:
 - City of Seattle Public Utilities (206) 684-5800
 - North City Water District (206) 362-8100
 - The Highlands (206) 362-2100
- Certificate of Sewer Availability.** Required for all new construction and additions
 - Ronald Wastewater (deferred to permit review)
 - The Highlands (206) 362-2100
- Built-Green Registration** (*if Applicable – see table, below*). Provide registration number and copy of signed 3rd party verification contract.
- Construction Drawings – Three (3) copies (24” x 36”) per building** drawn to an architectural scale (e.g. 1/4” = 1’ minimum size). Identify the building code editions used to design the project.
 - Non-Structural**
 - Detail heated and unheated square footage by floor level.
 - Floor plans of each floor. Provide dimensions for all areas. For additions include floor plans of adjacent portions of the existing buildings.
 - Elevations—all sides of structure. Include building height and average existing grade.
 - Building and wall sections.
 - Fire-rated assemblies and penetrations with details and listings.
 - Structural**
 - Foundation plan(s).
 - Structural framing for all floors and roofs.
 - Construction details with section cuts identifying where they can be located on the plans.
 - Provide one plan sheet with shear wall schedule and location of all shear wall and holdown types.
 - Building Height – Calculate the building height based on the average existing grade. Show the height on the building elevations. For all residential structures over two stories in height, provide a reference datum point for the existing

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

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grade and show the average existing grade calculation on the site plan.

- For those dwellings designed to the provisions of the International Building Code provide structural engineering calculations. (**Two (2) copies per building**)
- **Completed 2015 Washington State Energy Code compliance forms (attached) – Two (2) copies per building**
- **Heating System Sizing Calculator** For all **NEW** Residential construction - form needs to be filled out **ONLINE** and printed out and submitted with application submittal packet. **One (1) copy per building**
- **Site Plan – Four (4) copies (24" x 36")** drawn to an engineering scale (e.g. 1"=20'). The site plan is used for land use and site development review. Any additions or alterations to buildings/structures or site conditions should be clearly identified by labels or notes. Changes in contour lines and other site features should be identified using heavier and darker lines.
 - Property (site) address and the name, address, and phone number of the person who prepared the drawing. Include project name if appropriate.
 - Graphic engineering scale used and north arrow.
 - Property lines and dimensions
 - Structures on adjacent lots within 15' of property lines.
 - Quantities of cut and fill.
 - Critical areas and required buffers.
 - All utilities (existing and proposed) from the point of connection to the site (including water, sewer, gas, power, and telecommunications).
 - Work areas, clearing limits, material and soils stockpile areas, and erosion control methods.
 - Location and dimensions of existing and proposed:
 - Easements such as drainage, access, utility, and open space. If known, include easement recording number.
 - Rights-of-way, including alleys and street names.
 - Buildings, including identification/use, projections, roof overhangs, covered breezeways, carports, and other accessory buildings.
 - Demolished buildings.
 - Building setbacks from front, side, and rear property lines.
 - Location of rockeries and retaining walls.
 - Location of fences.
 - Access points to the right-of-way.
 - Driveways, roads, walkways, and parking onsite.
 - Patios, decks, and all other hardscape surfaces.
 - Topographical Contours: draw at 2' spacing onsite and 5' spacing for 20' from property lines and on slopes over 15%.

- **Hardscape and Building Coverage Calculation Worksheet** – Provide itemized calculations that show hardscape totals and as percentage of the site area (all projects). Also provide building coverage total and percentage if applicable (see table, below).
- **Surface Water Report – two (2) copies** are required for any projects proposing 2,000 FS of new and replaced hard surfaces. The Surface Water Report must follow the guidelines in Appendix C of the Engineering Development Manual.
- **Stormwater Pollution Prevention Plan (SWPPP) – two (2) copies**, each submitted as a standalone document.
 - The Short Form SWPPP can be used for Small or Medium Impact Projects (Projects proposing under 5,000 SF of new and replaced hard surface AND less than 7,000 SF of disturbance)
 - The Department of Ecology's SWPPP template must be used for Large Impact Projects
- **Declaration of Covenant – one (1) copy** of the draft covenant form is required for any project that proposes on-site stormwater facilities. The draft form does NOT need to be notarized or signed.
- **Civil Engineering Plans – Four (4) copies** drawn to engineering scale. Civil engineering plans must contain the reference datum and control points.

Grading

- Clearing limits and trees to be removed/retained.
- Existing contours at 2' intervals on site and 5' contours extending 100' from property.
- Proposed contours at 2' intervals; shown in darker line than existing contours.
- At least two cross-sections, one in each direction, showing existing and proposed contours, horizontal and vertical scales, past excavation, filled or cleared areas (indicate depth of cut/fill).
- Quantity of excavation and fill (in cubic yards).
- Quantity of surplus or unsuitable excavation materials to be exported from the site.
- Quantity and type of fill material to be imported to the site.
- Proposed disposal site of demolition debris with anticipated haul routes.

Erosion Control

- Silt fencing, catch basin protection, construction entrance, and temporary sediment ponds.
- All construction details and notes associated with each erosion control method.

Drainage and Paving

- Plan view of drainage system and associated paving.

- Details of all structures and drainage facilities including catch basins, flow control devices, water quality, and infiltration facilities.
- Profiles of drainage system and roadway improvements.
- Surface water distribution point and hydrological features.

Utilities

- Locations of all existing and proposed utilities including water, sewer, gas, electric, and telecommunications – onsite and in the right-of-way.
- Plans approved by utility provider if available.

Right-of-Way Frontage Improvement Plans – Two (2) copies drawn to engineering scale. Frontage improvement plans must contain the reference datum and control points. Frontage improvement plans must be separated from the on-site civil plans.

Proof of License, Bonding and/or Insurance. For any work in the public right-of-way public liability insurance is required. All contractors not working for a franchised utility company and/or individuals must provide a Certificate of Liability Insurance naming the City of Shoreline as additional insured. May be deferred until permit issuance if contractor is to be determined.

Traffic Control Plans – Two (2) copies. Required for all permit applications working in within the City of Shoreline Right-of-Way.

Geotechnical Report– Four (4) copies
Appendix D of the Engineering Development Manual provides guidance on requirements of report. Typically infiltration tests and/or information is required in support of drainage design.

Waste Diversion Plan and Salvage Assessment required for construction or alterations of a building or structure greater than 1,000 square feet of gross floor area (may be deferred to permit issuance). When demolition is proposed a Salvage Assessment must be prepared by a third party. A Waste Diversion Report, including tip receipts or signed salvage affidavits and photo documentation, are required prior to permit finalization.

Tree Retention Calculation Worksheet

- Location, size, species, and condition of all existing trees on the property. Show driplines of trees within 20’ of proposed development.

- 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.

Landscaping Plan– Four (4) copies (if applicable, see table, below)

- Identify all existing vegetation/landscaping.
- Location, size and spacing of all proposed plantings at maturity.
- Plant schedule that includes the plants’ common and botanical names and the planting size and quantity to be planted with a certified and registered landscape architect, contractor or nurseryperson.
- Planting details for ground cover, shrubs, trees, and street trees.
- Irrigation system.

Other permits that may be required include:

- Demolition – for the removal of buildings or portions of buildings. Demolition can also be included under the Site Development permit if all demolition permit checklist items are submitted as part of the site development permit (see Demolition Permit submittal checklist).
- Wastewater Developer Extension Agreement permit
- Wastewater permit for sewer work in the Right of Way
- Right of Way permit for sewer work in right of way (may not be combined with Right of Way permit for frontage improvements)
- Fire alarm/sprinkler – for the installation or modifications to fire sprinkler systems.
- Electrical – modifications to or installation of electrical circuits and fixtures (separate application through the Washington State Department of Labor & Industries)
- Construction Stormwater General Permit (separate application through the Washington State Department of Ecology.)
- Industrial Stormwater General Permit (separate application through the Washington State Department of Ecology.)

NOTES: If the project is eligible for Built-Green, Energy Star or Home Energy Rating System (HERS) certification, please include a copy of the checklist.

All submittal items must be legible. No pencil drawings will be accepted. Number each plan page consecutively and *staple them together* with the site plan as your first sheet. Incomplete applications will not be accepted.

ZONE-SPECIFIC REQUIREMENTS TABLE

APPLICABLE DESIGN STANDARDS:	APPLICABLE ZONE/CRITERIA
Commercial Zone Design SMC 20.50.220 – 20.50.250	TC-1, TC-2, TC-3, MB, CB, NB, and MUR-70 MUR-35 when located on an arterial street, unless townhouses.
Multi-Family and Single-Family Attached Residential Design SMC 20.50.120 – 20.50.210	R-4, R-6, R-8, R-12, R-18, R-24, R-48, TC-4, and MUR-45 MUR-35 when located on a non-arterial street, or townhouses regardless of street classification.
Transition Area Standards SMC 20.50.021	NB, CB, MB, TC-1, TC-2, TC-3, abutting or directly across street rights-of-way from R-4, R-6, or R-8 zones
APPLICABLE SUBMITTAL ITEMS:	
Tree Retention Information SMC 20.50.290 – 20.50.370	R-4, R-6, R-8, R-12, R-18, R-24, R-48, TC-4, MUR-35, and MUR-45
Landscaping Plan – two (2) copies SMC 20.50.450 – 20.50.520	Multi-family or commercial developments. See landscaping code for specific requirements.
Building Coverage Calculations SMC 20.50.020	R-4, R-6, R-8, R-12, R-18, R-24, R-48, and TC-4
Hardscape Calculations SMC 20.50.020	All development
Built-Green Registration Number SMC 20.40.046.D	MUR-35, MUR-45, and MUR-70
Affordable Housing Information SMC 20.40.046.C	MUR-45 and MUR-70

Fees effective 1/2019

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