



CLEARING AND/OR GRADING 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:** \$612.00 (\$204.00 hourly rate, 3 hour minimum).
- Inspection Fees (Based on Sum of Cut and Fill Yardage, Due at Permit Issuance):**
 - 50-500 CY (Cubic Yards) without drainage conveyance: \$204.00
 - 50-500 CY with drainage conveyance: \$436.00
 - 501-5,000 CY: \$871.00
 - 5,001 – 15,000 CY: \$1,702.00
 - More than 15,000 CY: \$4,571.00

For tree removal only please see separate tree removal permit checklist.

- Critical Areas Worksheet.** Note: a critical area report may be required if a critical area exists on or adjacent to the site.
- Cross Sections** – At least **three (3) copies** are required: one in each direction, showing the existing and proposed contours, as well as the horizontal and vertical scale. (This requirement may be waived if the project does not involve grading).
- Environmental Checklist SEPA (3 copies)** - Environmental review is required if project exceeds any of the following exemptions:
 - Single-Family: 30 dwelling units;
 - Multi-Family: 60 dwelling units;
 - Commercial: 30,000 square feet and 90 parking stalls;
 - Landfill or excavation: 1,000 cubic yards.
- Geotechnical Report** – **two (2) copies** of the soils report or geotechnical evaluations. This provision may be waived if the project does not include grading within a geologic hazard area.

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

Plan for Temporary and/or Permanent Erosion and Sedimentation Control Facilities: These facilities must be designed in accordance with the *Department of Ecology Stormwater Management Manual for Western Washington*.

Site Plans – **three (3) minimum size 11" x 17" 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.

- Site address
- 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.

Tree Retention, Protection, and Planting Plan – **three (3) copies**

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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- 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.
 - Clearing limits.
 - Identification of trees to be removed, trees to be preserved, and location of planted trees.
 - Proposed tree protection measures and tree and vegetation planting details.
 - Calculation of required tree retention percentage.
 - Calculation or required replacement trees.
 - The Tree Retention, Protection, and Planting Plan may be combined with the Site Plan or the Grading Plan if no landscaping plan is required.
 - Trees proposed for removal have been clearly marked on the site and tree protection measures are in place. (A city planner will visit the site to confirm prior to reviewing your application).
- Development Code for additional information and specific requirements.

Additional Requirements:

- A registered engineer, licensed in the State of Washington must stamp (1) Plans that include permanent drainage facilities, if such facilities are proposed and (2) Plans for grading in landslide hazard areas.
 - Identify in writing the source of fill material, destination of excavated material, travel routes for hauling material, methods of clean-up and how to minimize problems of dust, mud and traffic circulation.
 - Properties with critical areas and their buffers as defined in the Critical Areas Ordinance may require submittal of special reports, and may require implementation of mitigation measure as described in that Chapter.
- A certified arborist may be required to prepare a professional evaluation to include the anticipated effects of proposed construction of the viability of trees on site, provide a hazardous tree assessment, develop plans for supervising and/or monitoring implementation of required tree protection or replacement measures, and/or conduct a post construction site inspection.

The initial deposit may be reduced for projects that do not include grading.

Fees effective 1/2020

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