

302

CITY OF KENMORE, WA GRADING PERMIT CHECKLIST

18120 68th Ave NE, Kenmore, WA 98028

425-398-8900

www.kenmorewa.gov

Staff use Area	Permit Number: _____	Date Stamp																								
	Project Number: _____																									
	Related Permit(s): _____																									

1	A Permit Application needs to be completed and submitted with this checklist. This checklist identifies the minimum requirements and number of copies the applicant must submit for the City of Kenmore to accept the application. Should any of the following minimum items not be provided, the application will not be accepted at the counter. Acceptance does not deem the application complete.																									
2	Property Address: _____ _____ Project Name: _____ Zoning: _____																									
3	Description: _____ _____ _____ _____ Excavation: _____ Cubic Yards Disturbed Area: _____ Acres Fill: _____ Cubic Yards Total: _____ Cubic Yards Environmentally Critical Areas Enter Size of Critical Area, including buffer (if applicable): (check all that apply) <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> Stream</td> <td>_____</td> <td>sq. ft.</td> </tr> <tr> <td><input type="checkbox"/> Wetland</td> <td>_____</td> <td>sq. ft.</td> </tr> <tr> <td><input type="checkbox"/> Flood Hazard</td> <td>_____</td> <td>sq. ft.</td> </tr> <tr> <td><input type="checkbox"/> Seismic Hazard</td> <td>_____</td> <td>sq. ft.</td> </tr> <tr> <td><input type="checkbox"/> Landslide Hazard</td> <td>_____</td> <td>sq. ft.</td> </tr> <tr> <td><input type="checkbox"/> Erosion Hazard</td> <td>_____</td> <td>sq. ft.</td> </tr> <tr> <td><input type="checkbox"/> Habitat of Importance</td> <td>_____</td> <td>sq. ft.</td> </tr> <tr> <td><input type="checkbox"/> Shorelines</td> <td>_____</td> <td>sq. ft.</td> </tr> </table> Circle One: Lake Washington, Sammamish River, Swamp Creek _____ sq. ft.		<input type="checkbox"/> Stream	_____	sq. ft.	<input type="checkbox"/> Wetland	_____	sq. ft.	<input type="checkbox"/> Flood Hazard	_____	sq. ft.	<input type="checkbox"/> Seismic Hazard	_____	sq. ft.	<input type="checkbox"/> Landslide Hazard	_____	sq. ft.	<input type="checkbox"/> Erosion Hazard	_____	sq. ft.	<input type="checkbox"/> Habitat of Importance	_____	sq. ft.	<input type="checkbox"/> Shorelines	_____	sq. ft.
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Submittal Requirements: Applicant, please check each box under the applicant heading on this checklist to confirm items included in your submittal. If you think an item is not applicable, you must contact the appropriate department prior to your intake, to have the item(s) initialed as not required.																										
4	General: <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Appl.</th> <th style="text-align: left;">Staff</th> <th style="text-align: left;"># of Copies</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>A completed permit application. 5</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Electronic copy of all review materials (CD) 1</td> </tr> </tbody> </table>		Appl.	Staff	# of Copies	<input type="checkbox"/>	<input type="checkbox"/>	A completed permit application. 5	<input type="checkbox"/>	<input type="checkbox"/>	Electronic copy of all review materials (CD) 1															
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The **minimum scale** for drawings is 1 inch equals 20 feet.

	Appl. Staff		# of Copies
5	<input type="checkbox"/> <input type="checkbox"/>	Site Plan with: <ul style="list-style-type: none"> ▪ Site plan size, a minimum of 18" x 24" drawn to a legible engineering scale. ▪ Name of person who prepared the site plan, surveyor/engineer/architect stamp and signature ▪ Name and address of owner, applicant, engineer, and/or architect ▪ North arrow and vicinity map that show sufficient detail to clearly locate the project in relation to arterial streets, natural features, and municipal boundaries ▪ Grading plan scale (horizontal and vertical) ▪ Tax parcel number ▪ Legal description of the property boundary and dimensions of all lots ▪ Area in square feet or acres of the total property ▪ Existing and proposed impervious surface calculations and breakdown of the total impervious area ▪ Zoning designation of property and surrounding properties ▪ Topographic contours with intervals at a maximum of 5 feet ▪ All adjacent streets, including street name, right-of-way width, and improvements (i.e. pavement width, sidewalk, shoulders). Provide radius of cul-de-sacs ▪ Location and dimension of proposed streets/access (width, radius of cul-de-sacs, and sidewalks) ▪ Location, dimension, and use of existing and proposed easements. Reference recording numbers ▪ Existing structures, retaining walls, septic tanks, drainfields and wells, and distances to existing and proposed property lines. Identify if any structures are to be removed or demolished ▪ Clearing limits ▪ Calculations of the total proposed area to be cleared on site as a percentage of the total site area ▪ Boundaries of critical areas (streams, wetlands, flood hazard areas, shorelines, landslide hazard, erosion hazard, seismic hazard) and boundaries of required buffers and building setbacks ▪ Owners of land adjacent to the project site and the names of any adjacent subdivisions 	5
6	<input type="checkbox"/> <input type="checkbox"/>	Civil Plans including: <ul style="list-style-type: none"> ▪ Conceptual plans of proposed water distribution systems, storm sewers, sewage systems, proposed location of detention vault/pond ▪ Plans prepared per King County Road Standards and KMC 12.50; and 2009 King County Surface Water Design Manual and KMC 13.35 ▪ At least two cross-sections, one in each direction, showing existing and proposed contours and the horizontal and vertical scales 	5
7	<input type="checkbox"/> <input type="checkbox"/>	Temporary Erosion and Sedimentation Control Plan (TESCP) <ul style="list-style-type: none"> ▪ Show temporary and permanent erosion-sediment control facilities. Temporary facilities (i.e. silt fence, mulching, netting, sediment ponds, etc.) must be designed to control runoff during clearing and grading. Permanent facilities (i.e. revegetation, detention ponds, biofiltration swales, etc.) must be designed to control erosion after grading is complete. All facilities must be designed in accordance with the adopted 2009 King County Surface Water Design Manual and KMC 13.35 	2

8	Appl.	Staff	Supporting Documents	# of Copies
	<input type="checkbox"/>	<input type="checkbox"/>	Drainage report prepared in accordance with the requirements of the adopted 2009 KCSWDM and KMC 13.35	2
	<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical report	2
	<input type="checkbox"/>	<input type="checkbox"/>	Copies of applications for other requests that include copies of approvals or permits granted by other agencies, such as the Washington State Department of Wildlife, U.S. Army Corps or Engineers, U.S. Department of Natural Resources, Washington State Department of Ecology, etc.	2
	<input type="checkbox"/>	<input type="checkbox"/>	Surface Water Pollution Prevention Plan (SWPPP) consistent with Dept. of Ecology template.	2
	<input type="checkbox"/>	<input type="checkbox"/>	Critical area studies (if required) that include: <ul style="list-style-type: none"> ▪ A wetlands delineation and categorization report (if wetlands are present on or adjacent to the subject property). ▪ A stream delineation and assessment study (if streams are located on or adjacent to the subject property). ▪ A geologic hazards report/soils report (if landslide hazard, seismic hazard, or erosion hazard areas are located on or adjacent to the subject property). ▪ A habitat management plan (if fish and wildlife habitats of importance are located on or adjacent to the subject property). ▪ Conceptual mitigation plan prepared per KMC 18.55. ▪ When any merchantable stand of timber (as defined in WAC 22-16-010[28]) will be cleared, a description of the proposed logging practices that demonstrates how all sensitive areas will be protected in accordance with KMC 18.55 shall be submitted. 	2
	<input type="checkbox"/>	<input type="checkbox"/>	SEPA checklist	2
	<input type="checkbox"/>	<input type="checkbox"/>	Critical area mitigation, maintenance, monitoring and contingency report.	2
9	<p>NOTES:</p> <ul style="list-style-type: none"> ▪ All permit application fees are due at application intake. ▪ Streets & signs: Public streets shall be maintained free of dirt, rock and debris at all times. WARNING SIGNS, in compliance with all applicable rules and regulations, shall be erected prior to and during all work allowed by this permit. Failure to keep streets clean or have adequate signing will cause work to be suspended and a STOP WORK ORDER issued. The stop work order will not be released until streets have been cleaned to the satisfaction of the Land Development and Permitting Director & City Engineer. Daily site inspections will be made. ▪ Civil engineering drawings shall be stamped and signed by a licensed engineer in the State of Washington. 			