



## GRADING

Online application required. Submit your application online at [www.MyBuildingPermit.com](http://www.MyBuildingPermit.com).

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This intake checklist identifies minimum application elements necessary for the City of Bothell to accept the application. Should any of the following minimum items not be provided, the application will not be accepted at the counter.

**Applicant:** Insert the Plan Sheet Number, and check each box under the *Applicant* heading on this checklist to confirm items are included in your submittal. A Permit Technician will check off each box under *Staff* when the item is confirmed to be included in the submittal package. *If you think an item is not applicable to your project, you must contact the appropriate department prior to your intake appointment to have the items initialed as not required.*

**Six (6)** complete sets of drawings, six (6) of a standard sheet size of 24" x 36" and one (1) 11" x 17" plan set, drawn to a horizontal scale of 1"=20' and vertical scale of 1"=4' are required. If SEPA review is required, submit SEPA intake checklist and related studies.

**The following items shall be submitted for all Grading Permit Applications:**

	Applicant	Staff
	<input type="checkbox"/> Completed Permit Application form .....	<input type="checkbox"/>
	<input type="checkbox"/> Application fee (grading plan check fee according to BMC Table 20.02.155 D) .....	<input type="checkbox"/>
	<input type="checkbox"/> Completed Development Review Billing Form D .....	<input type="checkbox"/>
(please fill in blanks)	Hauling route _____	
	Date & Time start/Date & Time complete _____	
	Cubic yards excavated on site _____	
	Cubic yards hauled to site _____	
	Cubic yards hauled from site _____	
	Total volume of cubic yards _____	

**Clearing and grading application fee. All areas must be rounded to the nearest tenth of an acre.**

Base charge:	Acre(s)		\$1,725
Area charge with land use entitlement per acre:	_____	X \$2,348	\$ _____
Area charge with no land use entitlement per acre:	_____	X \$2,172	\$ _____
		<b>Total:</b>	\$ _____
Use the area charge which is applicable to your application.			Add 5% Tech Fee

I hereby certify that the information provided on this application is true and correct and that the applicable requirements of the City of Bothell will be met. I certify that I am the owner of the subject property, or that I have been given express permission by the owner as owner's representative of the subject property to submit this application for permit. I agree that if an error is found the City reserves the right to revise the fees and payment of the additional fees are due upon the next plan submittal. Failure to make this payment will mean the re-submittal will not be taken in by the City.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Owner or Owner's Representative Name:** \_\_\_\_\_

- |       | Applicant  | Staff                    |
|-------|--|--------------------------|
| _____ | <input type="checkbox"/> General vicinity map of proposed site .....   | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> Property limits and accurate contours of existing ground and details of terrain and area drainage.  | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> Limiting dimensions, elevations or finish contours to be achieved by the grading, and proposed drainage channels and related construction. <i>IBC Appendix J.</i>   | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> Location of any buildings or structures on the property where the work is to be performed and the location of any buildings or structures on land or adjacent owners which are within 15 feet of the property or which may be affected by the proposed grading operations. <i>IBC Appendix J.</i>   | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> Topography contours shall be shown at 2-foot intervals (5-foot intervals for slopes greater than 15 percent, 10-foot intervals for slopes greater than 40 percent), with horizontal contour plan. Existing contours shall be drawn as dashed lines, proposed contours as solid lines. (Grading plans and specifications for more than 5,000 cubic yards of fill and excavations must be designed and stamped by a Washington State Licensed Civil Engineer). <i>IBC Appendix J.</i> | <input type="checkbox"/> |

The following may be deferred if not available at time of application submittal:

- |       |   |                          |
|-------|---|--------------------------|
| _____ | <input type="checkbox"/> Traffic Control measures (if work will be done near Right-of-Way or for hauling traffic entering and leaving the site) | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> Street cleaning schedule   | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> Location of the proposed disposal site for any excavation to be hauled off site  | <input type="checkbox"/> |

**Other submittal items (two sets required):**

- |                          |   |                          |
|--------------------------|---|--------------------------|
| <input type="checkbox"/> | A Temporary Erosion and Sedimentation Control Plan (TESCP) in accordance with the <i>Bothell Standards Surface Water Design Manual, Chapter 5.</i>            | <input type="checkbox"/> |
| <input type="checkbox"/> | Drainage report..... <ul style="list-style-type: none"> <li>• A storm water and drainage control plan prepared in accordance with <i>BMC 18.04</i></li> </ul> | <input type="checkbox"/> |
| <input type="checkbox"/> | Surface Water Pollution Prevention Plan (SWPPP) consistent with Dept. of Ecology template.  | <input type="checkbox"/> |

Permit Technician gave the applicant the Dept. of Ecology’s “Focus on Construction Stormwater General Permit” fact sheet.

Applicant: Ecology will no longer accept paper copies of the “Notice of Intent for Construction Activity” where clearing, grading, and excavating activities that disturb one or more acres occur. Please visit the stormwater NOI construction page for instructions on how to file electronically or request a special exception for paper filing: <http://www.ecy.wa.gov/programs/wq/stormwater/construction/enoi.html>

**The following items shall be submitted for TYPE II Grading Permit Applications (applications which require SEPA) in addition to the items listed above for Type I Grading Permit Applications:**

- |       | Applicant   | Staff                    |
|-------|---|--------------------------|
| _____ | <input type="checkbox"/> Detailed plans of all surface and subsurface drainage devices, walls, cribbing, dams and other protective devices to be constructed with, or as a part of, the proposed work together with a map showing the drainage area and estimated runoff of the area served by any drains. <i>IBC Appendix J.</i> | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> Recommendations included in the soils engineering report and the engineering geology report shall be incorporated in the grading plans or specifications. When approved by the Director, specific recommendations contained in the soils engineering report and the                                      | <input type="checkbox"/> |

engineering geology report, which are applicable to grading, may be included by reference. *IBC Appendix J.*

- \_\_\_\_\_  Dates of soils engineering and engineering geology reports together with the names, addresses and phone numbers of the firms or individuals who prepared the reports. *IBC Appendix J.*

**Other submittal items (two sets required unless otherwise stated) (file, eng):**

- SEPA Checklist* for grading over 499 cubic yards or any grading in a “Critical Area” as defined in the *Critical Area Ordinance*. BMC 14.04. **5 copies required, including one original** (file, 2-pln, 2-eng)
- Soils engineering report (for grading in critical areas or more than 499 cubic yards of material moved). *IBC Appendix J.*
- Engineering geology report (for grading in critical areas or more than 499 cubic yards of material moved). *IBC Appendix J.*
- Liquefaction study for projects that are in or adjacent to “Landslide and Erosion Hazard Areas” as noted in the Critical Areas Ordinance or where the following three conditions are discovered: *IBC Appendix J.* 
  - 1 - Shallow ground water, 50 feet or less
  - 2 - Unconsolidated sandy alluvium
  - 3 - Seismic Zones D-1 and D-2 (all of Bothell is a Seismic Zone D-2).
- Pavement restoration plan for Type II permits (if development review engineer determines roadways may be negatively impacted by project).
- If work involves a critical area, submit a *Critical Areas Alteration Permit Application* (see CAAP application for requirements)
- 6 copies** - complete sets of the approved Land Use Decision (CAAP, SHR, RUP, CUP, SPL, PLT, PUD, etc.), and/or SEPA Determination and all items required by those decisions (if applicable). **\*\*NOTE\*\* Copies of the Land Use Decision are only required to be submitted with the initial construction permit application for the project.**
- If this is not the initial construction permit application for this project, by checking this box I am confirming that I have read the land use decision(s) issued for this project and have provided the requisite number of copies with the initial application.
- 6 copies** - reviewer comment memos from the pre-application conference (if applicable).

**Street & 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 Community Development & Public Works Department Director and/or Construction Inspector. Daily site inspections will be made.

Pre-application meetings are mandatory for Type II and higher applications. Additionally, the City will conduct pre-application meetings for projects below the mandatory threshold if requested by the applicant. The fee for a non-mandatory pre-application meeting will be determined based on the staff time to prepare and attend the pre-application meeting.