

City of Mount Vernon Community & Economic Development Department
 Application Checklist
Fill & Grade Permit

Site Address: _____

1	Completed Fill & Grade Application - signed	<input type="checkbox"/>
1	Pre-Application Meeting Summary	<input type="checkbox"/>
1	Land Use Approval Document listing permit conditions, if applicable	<input type="checkbox"/>
1	SEPA Determination, if applicable	<input type="checkbox"/>
1	Traffic Concurrency Report - or - Traffic Concurrency Form and fee	<input type="checkbox"/>
1	Title Report – Current within 6 months	<input type="checkbox"/>
1	Project Narrative, include Construction Mitigation Description	<input type="checkbox"/>
3	Civil Construction Plans – 3 full 24” x 36” & 1 reduced 11” x 17”	<input type="checkbox"/>
2	Stormwater Analysis	<input type="checkbox"/>
1	Critical Areas Report and/or Geo Tech Report, if applicable	<input type="checkbox"/>
		<input type="checkbox"/>
	Other requirements may apply per MVMC 14.05.210A.	<input type="checkbox"/>
	See definitions attached for detailed descriptions of the requirements above.	<input type="checkbox"/>

Counter acceptance does not guarantee that the submittal is technically complete and sufficient to review. Time delays due to inaccurate, missing and/or erroneous information are the responsibility of the applicant.

Requirements for Fill & Grade Final:
 Pond Performance Report and civil As-builts received and approved, Mylar and CD required.
 Maintenance bonding may be required.

Applicant Signature Date



City of Mount Vernon – Community & Economic Development Department
910 Cleveland/P.O. Box 809
Mount Vernon, WA 98273
360-336-6214

Fill & Grade Permit Application

Site Address: _____ Parcel Number: _____ Lot Number: _____ Plat/BSP Name: _____ Flood Zone: _____ Owner Name: _____ Address (if different than the site): _____ Phone: _____ Cell Phone: _____ E-mail: _____

Contractor Name: _____ Labor & Industries License number: _____ L & I expiration date: _____ City Business License #: _____ Contact Name: _____ Phone: _____ Cell Phone: _____ E-mail: _____ Lender Name, address & phone: _____
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Brief Project Description: _____ _____ Address/Location of Origin of Fill: _____ Destination of Excavated Material: _____ Total amount of fill In/Out/Grading (cy): _____
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I certify that I am the owner, or am acting as the owner's authorized agent, and that the application and documents contained with this submittal are complete and accurate to the best of my knowledge and abilities.

Signature: _____
Signature of Owner /Agent

14.05.220 DEFINITIONS:

The definitions that follow shall be used to describe in detail the words used within this Chapter. Except where specifically defined within this chapter, or as defined below, all words used in this Chapter shall carry their customary meanings. Words used in the present tense include the future, and the plural includes the singular. The word "shall" is always mandatory, and the word "may" denotes a use of discretion in making a decision. The words "used" or "occupied" shall be considered as though followed by the words "or intended, arranged or designed to be used or occupied." Variances from these definitions shall not be granted. Additionally, the definitions found within MVMC 17.06 and 16.04 are hereby adopted by reference in their entirety as they are currently written or as they may be amended in the future.

Application Form: Form or forms supplied by the CEDD for the type of project proposed (e.g., fill and grade permit application for grading work, sign permit application, land use master application, etc.). In cases where a particular proposal includes multiple specific actions, such as a subdivision with associated grading, the term "application form" shall include all application forms relevant to the individual actions proposed.

As-Builts or Record Drawings: Measurements made after a project is complete to provide the actual positions and features of the project. As-builts shall be provided on stabilized drafting film the size and scale of which will be determined by the CEDD. The entire set of plans shall be provided regardless of whether or not there are changes to be noted. AutoCad and either PDF or TIF files shall also be supplied of the entire plan set.

Bonds or Securities (maintenance, monitoring or performance): A financial guarantee from an applicant for the performance, maintenance or monitoring of a component of a project. The CEDD or Public Works Director shall provide specific requirements for the information needed to determine bond amounts on a case-by-case basis. The CEDD and/or Public Works Director shall also set the bonding times and amounts.

Concurrency Form for Traffic: A worksheet developed by the CEDD that an applicant fills out that contains the information necessary so that CEDD staff or a traffic consultant working on behalf of the CEDD can determine the traffic impacts, concurrency requirements, and mitigation that will be necessary for a project.

Construction Mitigation Description: A written narrative addressing each of the following:

- a. Construction dates (begin and end dates);
- b. Hours of operation;
- c. Proposed hauling/transportation routes;
- d. Measures to be implemented to minimize dust, traffic and transportation impacts, erosion, mud, noise, and other noxious characteristics;
- e. Any special hours proposed for construction or hauling (i.e., weekends, late nights); and,
- f. Preliminary traffic control plan.

Critical Areas: Wetlands, aquifer protection areas, fish and wildlife habitat, frequently flooded and geologically hazardous areas as defined by the Growth Management Act.

Erosion and Sediment Control Plan, Temporary (TESCP): Drawings of the entire site showing the proposed erosion control measures for the project in conformance with the City of Mount Vernon site plan submittal requirement standards (or as approved by the CEDD) and the Surface Water Design Manual adopted by the City of Mount Vernon.

Fill & Grade Permit I: Grading 50 cubic yards or more of material on a site or a combination of abutting sites.

Fill & Grade Permit II: Grading 50 cubic yards or more of material on a site or combination of abutting sites when SEPA review is necessary; or when done within 200 feet of a critical area; or any land disturbing activity, including tree removal from a site, done within 200 feet of a critical area. Unless otherwise approved by the Director, plans for this permit shall be prepared by a civil engineer licensed in the State of Washington.

Geotechnical Report: See the definition of such within MVMC 15.40.

Grading or Graded: Means importing, exporting, stockpiling or moving materials on, off or through a site. Digging trenches for utility installation is considered grading.

Land Use Permit Conditions: Environmental or land use permit requirements that may have been placed upon the project in addition to any code-mandated requirements in conjunction with a required environmental determination and/or a land use permit.

Landscaping Plan, Conceptual: A general schematic plan drawn at the same scale as the project site plan with a date, graphic scale and north arrow that clearly indicates the following:

- a. Location of proposed buildings, parking areas, access and existing buildings to remain;
- b. Names and locations of abutting streets and public improvements, including easements;
- c. Existing and proposed contours at five foot (5') intervals or less;
- d. Location and dimensions of planting areas;
- e. Location and height of proposed berming;
- f. Locations, elevations, and details for any proposed landscape-related structures such as arbors, gazebos, fencing, etc.;
- g. Areas of proposed landscaping;
- h. Areas of existing landscaping, with designations of "to remain", or "to be removed";
- i. Proposed types of landscaping or general plant names; and,
- j. Calculations showing that the correct amount and dimensions of landscaping is being installed on the site per MVMC 17.93.

Plat Certificate or Title Report: A document prepared by a title insurance company documenting the ownership and title of all interested parties in the plat, subdivision, dedication, development or action that lists all encumbrances. The certificate or report shall be dated within 30 days prior to the submittal of a permit to the City. An updated certificate or report dated within 30 days before final plat approval is also necessary. Copies of all the encumbrances listed within the certificate or report shall be provided.

Project Narrative: A clear and concise description and summary of a proposed project, including:

- a. Project name, size and location of site;
- a. Zoning and Comprehensive Plan designations of the site and adjacent properties;
- b. Current use of the site and any existing improvements;
- c. Special site features (i.e., wetlands, water bodies, steep slopes, or other critical areas); and a description of the buffers that will be required for each feature;
- d. Statement addressing soil type and drainage conditions;
- e. Proposed use of the property and scope of the proposed development (i.e., height, square footage, lot coverage, parking, access, etc.);
- f. Proposed off-site improvements (i.e., installation of sidewalks, fire hydrants, sewer main, etc.);
- g. Total estimated construction cost and estimated fair market value of the proposed project;
- h. Estimated quantities and type of materials involved if any fill or excavation is proposed;
- i. Number, type and size of trees to be removed;
- j. Explanation of any land to be dedicated to the City; and,
- k. For shoreline applications:
 - i. Name of adjacent water area or wetlands,
 - ii. Nature of existing shoreline – describe,
 - iii. Type of shoreline (i.e., lake, stream, lagoon, march, bog, floodplain, floodway),
 - iv. Type of beach (i.e., accretion, erosion, high bank-low bank),
 - v. Type of material (i.e., sand, gravel, mud, clay, rock, riprap),
 - vi. The extent and type of any bulkheading, and
 - vii. The number and location of structures and/or residential units (existing and potential) which might have views obstructed as a result of the proposed project.
- l. For subdivision applications: the proposed number, size, and density of the new lots.

- . **Roadway Construction Plans, Preliminary and Final:** Plans prepared by a State of Washington licensed civil engineer that meet the requirements found in the MVMC and the City's Engineering Standards. All plan sheets shall be twenty-four inches by thirty-six inches (24" x 36"), clear and readable and shall be at a scale of one inch equals twenty feet (1" = 20') horizontal, and one inch equals two feet (1" = 2') vertical, unless otherwise approved by the Director. The horizontal and vertical control datum shall be clearly shown. The plans shall contain the following:
 - A. Preliminary roadway construction plans shall include the following sheets:
 1. Existing conditions including topographical detail;
 2. Overall proposed conditions and project layout;
 3. Overall drainage plan; and,
 4. Roadway and pond cross-sections.
 - B. Final roadway construction plans shall include the following sheets:
 1. Cover sheet;
 2. Existing conditions;
 3. Overall proposed conditions and project layout;
 4. Erosion control plan, including erosion control notes;
 5. Plan and profile sheets, including stormwater and utilities;
 6. Construction details, including construction notes;
 7. Signing and striping plan; and,
 8. Street lighting plan.

Stormwater Analysis: For projects creating or replacing 5,000 square feet or more of impervious area, or converting 3/4 acres or more of native vegetation to landscaped areas a Stormwater Analysis prepared by a State of Washington Department licensed Engineer in accordance with City of Mount Vernon Municipal Code 13.33 revised February 16, 2010 (Ord. 3452) is required. Include supporting documents such as soils engineering data. For projects creating or replacing less than 5,000 square feet of impervious area the analysis may be prepared by the applicant and shall address Minimum Requirements 1 – 5 found in Washington State Department of Ecology Stormwater Management Manual for Western Washington. Additional information shall be provide to applicant upon request.