



# **Grading Plan Submittal Checklist For Projects Vested Prior to September 30, 2010**

Project File Number (PFN): \_\_\_\_\_ Project Name: \_\_\_\_\_

## **GENERAL SUBMITTAL REQUIREMENTS**

The grading permit submittal checklist is designed to require sufficient grading engineering and design information to determine compliance with the requirements of Snohomish County Code (SCC) Chapter 30.63B Grading. This checklist applies to the submittal of grading plans for all grading activities not specifically exempted by SCC 30.63B.020.

- \_\_\_\_\_ 1. Grading Plan, 3 copies
- \_\_\_\_\_ 2. Plan copies shall comply with EDDS Chapter 10. EDDS deviations require EDDS Deviation Request form. Is a deviation request submitted? YES  NO

Plan Copies Shall Meet the Following Specifications:

- \_\_\_\_\_ 3. Plan sheet sizes of 24"x36" or 22"x34" are allowed per EDDS 10-02(A)(1).
- \_\_\_\_\_ 4. Preferred minimum plan size for single family residential, duplex and accessory building permit applications and other small development activities is 11"x17"
- \_\_\_\_\_ a. Construction Plan View: Please use the largest scale possible with a minimum of 1" = 50'
- \_\_\_\_\_ b. Details: 1" = 10' or 1" = 20'. Please choose the scale that will give the most information on the sheet selected. Individual details may require larger scales.
- \_\_\_\_\_ c. Profiles: Minimum 1" = 50' horizontal and 1" = 5' vertical.  
The ratio of the vertical to the horizontal scale shall be 1V:10H, except bridges plans which should have horizontal and vertical scales of 1" = 20'
- \_\_\_\_\_ d. Cross sections: Minimum 1" = 50' horizontal and 1" = 5' vertical.

Notes:

- 1" = 100' and 200' for overall plan view drawings
- 1" = 50' Horizontal and 1" = 5' Vertical (10 x 1 ratio) for profiles and cross sections
- If other scales are proposed to be used they shall be pre-approved before submittal.

**Items Required on All Sheets:**

- \_\_\_\_\_ 5. Project file number (if known). The project file number should be in bold larger type located at the lower right corner
- \_\_\_\_\_ 6. Project title
- \_\_\_\_\_ 7. Sheet titles (Examples: "Site Plan," "Drainage Plan," "Erosion Control")
- \_\_\_\_\_ 8. Section, Township, and Range at top of each sheet
- \_\_\_\_\_ 9. Graphic scale clearly indicated on plan view
- \_\_\_\_\_ 10. North arrow clearly indicated on plan view
- \_\_\_\_\_ 11. Current engineer's stamp, signature and date signed

**Plan Information Required on the Cover Sheet or on Sheet One:**

When any of the above information is on other sheets of an application, it is not required to be duplicated on the targeted drainage plan for a complete application.

- \_\_\_\_\_ 12. Owner and applicant's name, address, and phone and fax numbers and email address
- \_\_\_\_\_ 13. Contact person or agent's name, address, phone and fax numbers and email if applicable
- \_\_\_\_\_ 14. Engineer's name, address, phone and fax numbers and email address
- \_\_\_\_\_ 15. Vicinity map with north arrow and scale
- \_\_\_\_\_ 16. Legal description of site.
- \_\_\_\_\_ 17. Site address, if applicable
- \_\_\_\_\_ 18. Property tax account number(s) of subject property and adjacent properties
- \_\_\_\_\_ 19. For large sites show at least one sheet with full development
- \_\_\_\_\_ 20. Sheet index, if plan set contains more than 5 sheets
- \_\_\_\_\_ 21. Grading quantities in cubic yards – the amount of cut and/or fill.
- \_\_\_\_\_ 22. Location of all related cut or fill site(s).

**Grading Plan View Sheets Shall Include the Following Requirements:**

- \_\_\_\_\_ 23. Property lines with distances, and, when the legal description depends on subdivision corners, the location of sufficient other controlling monuments (such as section corners, quarter corners, or plat corners) to locate the site.
- \_\_\_\_\_ 24. Location, size and type of any existing and proposed structures, impervious surfaces, drainage facilities, wells, drain fields, drain field reserve areas, roads, and utilities on the site.
- \_\_\_\_\_ 25. Location of all property boundaries, easements, lakes, streams, creeks and structures on site and within 15 feet of site boundaries.
- \_\_\_\_\_ 26. Location of all wetlands, streams, lakes, marine shorelines primary association areas for threatened endangered and species, and species of local importance on or within 300 of the site, including their required buffers in accordance with SCC 30.62A.130
- \_\_\_\_\_ 27. Depict critical aquifer recharge areas (CARA) when present on the site and if evaluation under SCC 30.62C requires additional information, please submit that documentation.
- \_\_\_\_\_ 28. Location of all setbacks and buffers from critical areas on the site plan pursuant to the requirements of SCC 30.62A
- \_\_\_\_\_ 29. Location of all existing NGPA, NGPA/E and proposed critical area protection areas (CAPA) depicted on plan
- \_\_\_\_\_ 30. Flood hazard areas and identify the Community Panel number of the Flood Insurance Rate Map.
- \_\_\_\_\_ 31. Depiction of cross-sections of proposed grading (fills and cuts), or an equivalent method.
- \_\_\_\_\_ 32. Grading plans shall be signed and stamped by a civil engineer pursuant to SCC 30.63B.100 if they are engineered or if the grading is:
  - \_\_\_\_\_ a. an amount in excess of 5,000 cubic yards. Such grading also requires submittal of a full drainage plan which meets the requirements of SCC 30.63A.155;
  - \_\_\_\_\_ b. within road rights-of-way, whether public or private;
  - \_\_\_\_\_ c. for development activities which are subject to environmental review pursuant to SCC Chapter 30.61 SEPA; and
  - \_\_\_\_\_ d. that which requires civil engineering.
- \_\_\_\_\_ 33. Existing contours (shown by dashed lines) of the land at intervals of no greater than five feet.
- \_\_\_\_\_ 34. Finished grade contours (shown by solid lines) at the same interval as the existing contours.

**Other Required Information:**

- \_\_\_\_\_ 35. Environmental checklist pursuant to Chapter 30.61 SCC (SEPA), if project occurs on lands wholly or partially covered by water, or if more than 500 cubic yards of earth material is to be moved .
  
- \_\_\_\_\_ 36. A critical area study is required for any development activity or action requiring a project permit occurring within wetlands, fish & wildlife habitat conservation areas or their buffers (30.62A.140 SCC).
  
- \_\_\_\_\_ 37. Calculate and depict effective impervious surfaces within the buffers of all wetlands, streams, lakes and marine shorelines; and within 300 feet of all wetlands, streams, lakes and marine shorelines containing salmonids.
  
- \_\_\_\_\_ 38. A hydrogeologic report is required for any activity or use requiring a project permit regulated under Chapter 30.62C SCC and proposed within a sole source aquifer, Group A wellhead protection area or critical aquifer recharge area with high or moderate sensitivity (30.62C.140 SCC).
  
- \_\_\_\_\_ 39. A geotechnical report for any development activity or action requiring a project permit proposed within: an erosion hazard area, landslide hazard area or its setback, 200 feet of a mine hazard area or its setback, 200 feet of any faults (30.62B.140 SCC).
  
- \_\_\_\_\_ 40. Temporary erosion and sedimentation control plans which meet the requirements of SCC 30.63A.220.
  
- \_\_\_\_\_ 41. Drainage plan (either A or B below) in conformance with the requirements of title 30.63A SCC:
  - \_\_\_\_\_ a. A targeted drainage plan is required for short plats, small parcel development grading projects, small parcel residential projects, and all projects, which require a pre-approval public hearing by the Hearing Examiner.

Residential small parcel development activity means a development activity for a single family dwelling or duplex, which requires a building permit or grading permit, which creates at least 200 but less than 5,000 square feet of impervious surface and collects and concentrates drainage from less than 5,000 square feet. A targeted drainage plan prepared in accordance with SCC 30.63A.150 shall be required if the department determines that:

    - (a) The proposed development activity would alter a natural drainage course;
    - (b) The proposed development activity would adversely impact a critical area or lake; or
    - (c) A culvert or other drainage facility used by the proposed development activity will accommodate flow from upstream of the site. In such case, the drainage plan shall include an upstream analysis to size the drainage facility; or

(d) The proposed development activity is subject to environmental review pursuant to chapter 30.61 SCC.

**Note:** A targeted or full drainage plan may be voluntarily submitted in accordance with SCC 30.63A.150 or SCC 30.63A.155, even if not required.

\_\_\_\_\_ b. A full drainage plan for all other major development activities. Major development activity means any development activity or redevelopment that creates 5,000 square feet or more of impervious surface, or which collects and concentrates drainage from 5,000 square feet or more. If the proposed development activity is subject to a pre-approval public hearing where the hearing examiner has original jurisdiction, a targeted drainage plan in accordance with SCC 30.63A.150 shall be submitted for approval by the department with the underlying permit application. An applicant may voluntarily submit a full drainage plan in accordance with SCC 30.63A.155 for this purpose.

\_\_\_\_\_ 42. Applicable fees pursuant to SCC Chapter 30.86.

\_\_\_\_\_ 43. Geotechnical engineering report as required by SCC 30.63B.110.

**Features On-site and Adjacent to the Site Shall Be Shown on the Map.**

\_\_\_\_\_ 44. Clearly indicate the nature and extent of the work proposed on a site plan and/or map. Provide sufficient detail or notes to indicate the effect of the proposed work on the adjacent property.

\_\_\_\_\_ 45. Map adjacent features at the same datum, contour interval, and accuracy standards used for the site map.

\_\_\_\_\_ 46. When the adjacent property owner does not grant permission to map the features, they shall be estimated. Aerial photography may be used in the estimate.

\_\_\_\_\_ 47. Flood hazard designations shall be depicted on the map and shall reference the community panel number.

\_\_\_\_\_ 48. The limits of Shoreline jurisdiction shall be depicted on the map. See SCC Chapter 30.44.

**Plans for Temporary and Permanent Erosion Control**

\_\_\_\_\_ 49. Erosion control plans incorporating Best Management Practices (BMPs) shall clearly indicate the nature and extent of the work proposed and be sufficiently detailed to allow the county to determine their conformance to the provisions of Section 30.63A.220.

\_\_\_\_\_ 50. Best Management Practices (BMPs) proposed for the development shall be appropriate for the resources to be protected, and potential degradation of water quality both during construction and after completion of construction. Include a risk assessment analysis with the erosion control plans. The risk assessment shall evaluate the proposed project site for factors expected to create an erosion risk when developed including, but not be limited to, such factors as slope, location relative to critical areas, soil type, slide potential or other ground movement, and sources of water for erosion. See PDS Rule 3044 for additional information on risk assessments.

The details and components of the temporary erosion and sedimentation control plans created in accordance with SCC 30.63A.220 shall be clearly depicted on the plan and described in the plan notes.

**Reuse Of Previously Submitted Drainage Plans and Reports.**

- \_\_\_\_\_ 51. A plan or portions of a drainage plan submitted for one permit or approval can be used for a new submittal if the plan addresses the site and meets current requirements of this title. The plan must bear a current stamp of the professional engineer that prepared the original plans. Payment of review fees is required by SCC 30.86.510 and SCC 30.86.030. The plan will be subject to review under the current standards.