

## CIVIL SITE CONSTRUCTION PERMIT Submittal Information

### Table of Contents

I.	General Info .....	1
II.	Process .....	3
III.	Submittal Checklist .....	4
IV.	Civil Construction Plan and Record Drawing Requirements.....	7
V.	Fees, Deposits and Warranties .....	10
VI.	Time Limits and Extensions.....	10

### **I. General Info**

1. Projects, which have a land use approval associated with them, have already had some engineering review for the purpose of conceptual civil engineering. Plans with land use approval are subject to modifications for conformance with City standards during construction permit review. Plans must be substantially consistent with the approved plans (usually per referenced sheets in the land use decision) and any Conditions of Approval. All work or projects not associated with a land use decision will be reviewed for consistency with City engineering standards and typical industry standards.
2. Civil construction plan approval shall be conditioned upon the submittal of detailed civil construction plans, and calculations, judged to be sufficient by City Staff and approved by the Engineering Department, as meeting all codes, ordinances, regulations, standards, geotechnical engineering studies, Conditions of Approval, and mitigation measures.
3. The civil construction plans submittal shall when applicable, otherwise may include, but are not limited to clearing and grading, pavement construction, retaining walls and wetland buffer work.
4. Mountlake Terrace Engineering Standard Plans shall not be on the detailed plan sets. The plans shall only make reference to the appropriate standard plan, e.g. "inst. Curb & Gutter per MLT Std. Plan # 101." If a detail requires slight modification, said modifier can be added beneath the call out or as a construction note.
5. The City has adopted the 2012 (2014 Amended) Department of Ecology Stormwater Management Manual for Western Washington. All elements and

## City of Mountlake Terrace

### Civil Site Construction Permit – Submittal Checklist

sub-elements of steps 1 through 8 of Volume 1, Chapter 3 (page 77) need to be incorporated into the Stormwater Site Plan, or justified why they do not apply. The City has adopted the optional guidance recommendation listed in the manual regarding off site analysis. Applicants are to submit a qualitative analysis extending ¼ mile downstream. Upon review by the City, a quantitative analysis may be requested.

6. The use of any storm water quality or quantity regulating facility, setbacks, easement width, etc., other than what is prescribed by Chapter 16.20 MTMC for storm drainage requirements or as substituted by Department of Ecology requirements, must be approved by an administrative variance. Any request for variance from the requirements of the code must be submitted to the City Engineer in writing addressing the criteria per MTMC 16.20.210 and accompanied by a processing fee, if applicable. Approval is at the discretion of the City Engineer.
7. Individual lot infiltration systems are the preferred method of treating downspout runoff. In the event a geotechnical report indicates that soils are not suitable for infiltration, downspout dispersion is required. This shall be demonstrated prior to civil permit issuance. All disturbed soils proposed to be landscaping shall be amended per BMP T5.13.
8. A Construction Stormwater General Permit from Ecology is required on any site where one acre or more of land area is disturbed. The stormwater discharge permit is issued by the Department of Ecology (Ecology). The “operator of the construction site” is responsible for having a valid NPDES permit in possession on site. As a courtesy, an information handout on this is available from the City.
9. Any improvements that are to be maintained by the City are to be located and constructed entirely within City Right-of-Way or City easement.
10. All new utilities shall be installed underground. Show the proposed locations of all private utilities including service cabinets and vaults that will serve the project. Provide documentation of concurrence by private utility providers
11. Easements for utilities shall not straddle property lines along their longitudinal axis. The full width of the easement must lie on one side of any property line.
12. A licensed and bonded contractor shall perform any work proposed in the public right of way.
13. Obtain demolition permits from the CED Department Building Division prior to the removal of any existing structure.

## City of Mountlake Terrace

### Civil Site Construction Permit – Submittal Checklist

14. Obtain separate building permits from the CED Department Building Division for any detention vault, retaining walls, or rockeries exceeding the height and loading limits of the applicable building code.

## II. Process

1. Contact the Permit Specialist at 425.744.6267 to schedule an intake appointment to submit permits and pay permit review fees. Provide the Permit Specialist cost estimates for each separate permit (see item 2 above) and yardage calculations for grading work to have the fees pre-calculated.
2. Prior to issuance of civil construction permit, submit as needed:
  - a. Two (2) copies of signed plans including PDF.
  - b. AutoCAD design file(s)
  - c. Certificate of Insurance (COI) for contractors performing work within the public Right of Way.
  - d. Performance Gaurantee in accordance with Chapter 15.35.010 MTMC.
3. Prior to final sign off of the civil construction permit, submit as needed:
  - a. Easements, as needed, in favor of the City shall be submitted before project completion to allowy City access for needed utility maintenance, repair and replacement of public and private utilites. The City shall review and approve such easements prior to release of bonds or project sign-off.
  - b. Easements and/or Covenants for all water quality facilities and storm detention facilities. (Many of these facilities will be privately owned and maintained. However, the easements shall allow the City to perform maintenance, repair, and reconstruction in the event that the owner fails to properly maintain them. The easements shall also provide for reasonable ingress and egress to perform the activities allowed and reimbursement for City expenses.)
  - c. Statutory Warranty deeds.
  - d. Bill of Sale for improvements to be owned and routinely maintained by the City.
  - e. Construction record drawings of the completed improvements, in hard copy and electronic form. See Construction Record Drawing Requirements on Page 8

**City of Mountlake Terrace**  
Civil Site Construction Permit – Submittal Checklist

**Required copies for Submittal/Resubmittal**

	Number of Copies
Civil Site/TESC, Clearing and Grading plans	5
Landscape and Irrigation Plans	2
Lighting Plans	2
Itemized construction cost estimates	2
Reports, Studies and outside agency permits	2
Easements and Statutory Warranty Deeds	2

An electronic file (PDF) shall accompany all submitted documents. See requirements below.

**III. Submittal Checklist**

Civil site construction plan preparation shall utilize the following guidelines, as they apply to the particular project or site. Prior to plan preparation or submittal a meeting with staff may be requested to identify the applicable requirements and general expectations for plan submittal. See table above for required number of copies to be submitted.

Submit the following:

1. The application forms, completed in full, signed and dated. Separate permit applications are required for temporary erosion control, grading, civil work and detention vault (building permit) and certain retaining walls or rockeries (building permit). Other permits may apply to the work ie. Landscaping, Electrical, Fire,...
2. Itemized construction cost estimates for all items of work proposed on any permit application made. Include quantities, unit prices and total costs only for items covered by the subject permit. A separate cost estimate will be needed for all improvements withing the public Right-of-Way to determine bonding costs prior to permit issuance.
3. A fire flow analysis, as required. Contact the City Civil Engineer at 425.744.6216 for water main information. Water mains shall be sized based on the analysis.
4. Proof of current ownership or authorization from owner to apply for permits on their behalf (a current title report may be required).

## City of Mountlake Terrace

### Civil Site Construction Permit – Submittal Checklist

5. All plan sheets shall be drawn at the same engineering scale (1"= 20' preferred) on 22 inch by 34 inch (22"x34") paper.
6. Plans shall be prepared in conformance with City engineering standards, the "Civil Site Construction Permit, Guidelines for Plan Preparation" information sheets and applicable Conditions of Approval.
7. For projects with land use approval, written response to applicable Conditions of Approval and Mitigation Measures related to the civil plan submittal (if applicable). Attach a copy of the response to each set of civil drawings submitted. To facilitate the review process, note that responses describing how a condition or mitigation was addressed, and where, is far more helpful than simply stating "done," "acknowledged," or "ok."
8. Civil Site, Temporary Erosion and Sediment Control, and Clearing and Grading Plans shall be submitted as a combined plan set with both permits attached. Plans are to be prepared to include the following:
  - a. In conformance with the "Civil Site Construction Permit, Submittal Information".
  - b. The complete text of the "General Notes" reproduced from the City of Mountlake Terrace's "Engineering Standards Manual." *Note that the "General Notes" should be used by the engineer preparing the drawings as a checklist for the proposal being submitted. For example, the General Notes state "...water main shall be set a minimum of 5 feet toward the roadway centerline from the curb." Plan conformance to the General Notes will facilitate review and avoid redesign and resubmittal by the applicant.*
  - c. Provide a note on the Civil Site plans stating that the applicant shall be responsible for providing a special inspector to perform compactions test and providing certifications for, but not necessarily limited to, utility trench backfill, building pads and retaining wall backfill.
  - d. Include specific design information such as, but not limited to:
    - i. All utility and street information outlined in "Civil Construction Plan and Record Drawing Requirements"
    - ii. Location of private utilities (i.e. PUD, Frontier etc. vaults etc.).
    - iii. For all projects except single family residence, show location of solid waste/recycling collection locations. Waste Management Northwest (WMNW) shall provide approval on solid waste and recycling locations. (Note: requires City concurrence as well).
    - iv. Show location of mailboxes. The US Postal Service shall approve of the location and design of the proposed mailboxes. (note: requires City concurrence as well)
    - v. Location of irrigation meter.

## City of Mountlake Terrace

### Civil Site Construction Permit – Submittal Checklist

- e. Supporting documentation such as, but not limited to:
  - i. Storm Drainage Report (final).
  - ii. Storm Water Site Plan per 2012 Ecology Stormwater Management Manual for Western Washington (see Stormwater Checklist for Commercial and Multi-Family Properties or for Single Family Residences).
  - iii. Geotechnical report and any supplemental investigations and recommendations.
  - iv. Copies of any outside agency permits (as applicable).
  - v. Other special studies, worksheets, etc. necessary to review the plans such as tree inventory, critical areas reports, wetland mitigation...
  
- 9. Landscape and Irrigation Plans:
  - a. To be drawn at the same scale as the civil plans
  - b. Itemized cost estimate
  - c. Adhere to the Landscape Plan Checklist and Irrigation Plan Checklist submittal checklist requirements (see also Chapter 19.130 MTMC).
  
- 10. Lighting Plans:
  - a. To be drawn at the same scale as the civil plans
  - b. Luminaries, their standards, foundations, pull boxes and conduit runs shall be specified and shown.
  - c. Photometric plan for parking lot, vehicular and pedestrian use areas. Unless otherwise required in conditions of approval and pending national standards, all lighting designs shall be reviewed based on IES RP-8-00 standards. (see also Chapter 19.95.030(I)(3) MTMC)
  - d. Provide a table on the point-by-point lighting level plan that, at a minimum, identifies the average lighting level and uniformity ratio, specifies luminaire types with their mounting height and their plan view locations.
  - e. For the public street and sidewalk, provide an average lighting level of no less than 0.7-foot candle with a uniformity ratio not exceeding 7:1, average to minimum.
  - f. For the on site parking, vehicular use and sidewalk areas, provide an average lighting level of no less than one (1)-foot candle with a uniformity ratio not exceeding 10:1, average to minimum.
  
- 11. Complete final bound copy of traffic report as applicable.
  
- 12. Covenants and easements for review and acceptance (when applicable)

## City of Mountlake Terrace

### Civil Site Construction Permit – Submittal Checklist

#### IV. Civil Construction Plan and Record Drawing Requirements

The following Civil Construction Plan and Record Drawing requirements are intended to provide a minimum guide to the surveyor, engineer of record, and construction supervisors and should be used along with good engineering practices as the type of project and situation warrants. These requirements should complement, but do not supersede any other City construction/ plan requirements.

The City of Mountlake Terrace requires construction record documentation before project closeout and acceptance. Developers, engineers and contractors need to be aware of the following requirements in order to satisfy this documentation requirement. Good on-site records must be maintained to ensure accuracy.

Upon completion of the project, the design plans, approved by the City of Mountlake Terrace, are to be corrected to accurately reflect all as-built conditions. These will be in the form of a 22 inch by 34 inch (22"x34") clean set of project plans, upon which the Contractor shall note additions and deletions of work. The Contractor shall use red colored pencil to mark on the plans for all work not shown on the plans including any revised and green colored pencil for deleting any work from original contract plans. The Contractor shall also indicate all deviations in location and elevation of improvements as shown on the Plans. The as-built plans will be reviewed for accuracy and completeness by the Construction Inspector. If the as-built information is found deficient, it shall be corrected by the Contractor and resubmitted to the City for review and approval.

#### **Drawing Requirements:**

##### **Coordinates and Datum:**

- HPGN (HARN) Washington State Plane, North Zone, US Foot for Horizontal Datum
- The civil construction plans shall provide a note sighting a benchmark and its elevation per the City's 2004 Vertical Control Benchmark List, Datum: NGVD 1929 and NAVD 1988. Use NAVD 1988 for vertical control. Contact the City Civil Engineer at 425.744.6216 to confirm the benchmark used.

##### **Features to Include:**

The following features and information shall be shown where applicable (Construction Drawings, Site Plan, Utility Plan, Road Plan and Profiles, etc...).

- North Arrow on all plan sheets
- **Sanitary Sewer:**
  - Manholes – Locations, types, sizes and rim/invert elevations

## City of Mountlake Terrace

### Civil Site Construction Permit – Submittal Checklist

- Sewer Lines – Locations, lengths, slopes, sizes, material and class (abandoned lines should also be shown)
- Side Sewers – Locations, lengths, slopes, sizes, inverts, material and class (See Side Sewer Permit Application for additional requirements)
- Public & Private Utility Easements – Locations and widths
- TV Report – Compare TV reports to side sewer locations (If done)
- Cleanouts – Locations and sizes
- Septic Systems – Both those in use or abandoned
- Storm Drainage:
  - Manholes/Catch Basins – Locations, types, sizes and rim/invert elevations
  - Storm Lines – Locations, lengths, slopes, sizes and materials (abandoned lines should also be shown)
  - Public & Private Utility Easements – Locations and widths
  - Water Quality Facilities – (swale length/slope, infiltration galleries, etc.)
  - L.I.D. Drainage Facilities – (pervious pavement locations, rain garden details, etc.)
  - Retention/Detention Systems:
    - Volume of storage provided
    - Storage elevation
    - Overflow elevation and location
    - Discharge control orifice size
    - Roof drain connections
    - Bypass area (Emergency overflow)
    - Stabilization/erosion control

All storm drainage retention/detention systems shall include the following statement:  
“The storm drainage \_\_\_\_\_ (retention/detention) system has been constructed in conformance with the approved plans and is functioning as designed.”

- Water:
  - Water Lines – Locations, lengths, sizes, material and class (abandoned lines should also be shown)
  - Water Valves – Locations, sizes and types
  - Fire Hydrants – Locations and types
  - Blow-Offs – Locations and sizes
  - Air & Vacuum Relief Valve – Locations
  - Pressure Reducing Valve – Locations
  - Fittings – tees and crosses
  - Water Main Blocking – Locations
  - Water Meters – Locations and sizes
  - Water Services – Locations, sizes and material
  - Public & Private Utility Easements – Locations and widths
  - Wells – Both those in use or abandoned



## City of Mountlake Terrace

### Civil Site Construction Permit – Submittal Checklist

- Detailed Connections – As applicable
- Fire Sprinkler Connection:
  - Location and size of line
  - Location of detector vault
  - Location of service vault
  - Location of service valve
- Public Streets:
  - Center line elevations every 50 feet
  - Center line slopes and vertical curve data
  - Gutter line elevations every 50 feet, if not standard crown
  - Gutter line slopes and curve data, if not standard crown
  - Driveways – Locations, lengths, slopes and pavement type
  - Channelization – Locations and type
  - Signing – Locations, type, M.U.T.C.D. sign designation, size, install date and height to bottom of sign
  - Illumination – Locations, type, height, arm length and foundation type/depth
  - Service Cabinets – Locations and types
  - Junction Boxes – Locations and types
  - Conduits/Wire – Locations, types, sizes and depths
  - Controller Cabinet – Location and type
  - Signalization – Location, type, size, height and foundation depth
  - Right-of-Way – Locations and widths
  - Easements – Locations and widths
  - Gas, Power, Phone and Cable Lines installed or encountered – Locations, sizes and depth
  - Right-of-Way Monuments – Locations (property monuments if a Plat)
  - Vertical Datum benchmark with equation to Mountlake Terrace second order Vertical Datum
  - Right-of-Way Centerline Intersections to two closest intersections

#### **Electronic File Submittal Requirements:**

##### AutoCAD 2013 or newer format

We recommend using the eTransmit tool within AutoCAD to purge, and bind all external reference files. Please only include the site/model information. Title blocks, notes and Engineer/Surveyor Stamps are not needed and should not be included.

##### PDF

Please combine all sheets into one PDF using the project name as the file name. The PDF should be an exact duplicate of the approved Construction Record Drawings.

##### Files can be transmitted using the following methods:

- CD/DVD or USB at time of submittal

## City of Mountlake Terrace

### Civil Site Construction Permit – Submittal Checklist

- FTP (Please coordinate with Darryl Greer at [dgreer@ci.mlt.wa.us](mailto:dgreer@ci.mlt.wa.us) for FTP site address and link)

Please include contact information (project name, contact name, phone number) with submittal should we have any questions on the AutoCAD file(s).

#### V. Fees, Deposits and Warranties

1. Performance warranties to cover civil site improvements that are to be publicly owned and maintained need to be submitted and accepted by the City prior to release of any civil permits.
2. Certain work and civil permits, such as temporary erosion control and work performed in a right of way, requires submittal of deposits (refundable). These are paid prior to release of any civil permits.
3. FEES and deposits:
  - b. Plan check fee is due at time of submittal of permit application(s). Contact the Permit Specialist at 425.744.6267 in advance to determine the amount due.
  - c. Permit (inspection) fee.
  - d. Performance warranty(ies) are required for civil site improvements.
  - e. Deposits for temporary erosion control and right of way invasion. Items a-d above are payable prior to permit being issued to the applicant. Check with staff to identify what applies to your specific proposal.

#### VI. Time Limits and Extensions

Applications for Construction Permits (Chapter 13.50.020.F MTMC)

1. Expiration of plans in review:
  - a. **Permit applications and plans expire when the applicant has taken no meaningful action within 180 days of:**
    - i. The date of application, or
    - ii. The date of the most recent written directive from the City's plan reviewer.
  - b. Plans may then either be returned to the applicant or destroyed by the City.
  - c. To renew action on any application after expiration, the applicant shall resubmit applications and plans and pay new filing and plan check fees in full.
2. Time extension for plans in review:
  - a. The City Engineer may extend the time period a maximum of 180 days for plans in review.

## City of Mountlake Terrace

### Civil Site Construction Permit – Submittal Checklist

- b. The applicant must make a written request and show that circumstances, beyond the control of the application, prevented the applicant from taking action.
  - c. The extension may be granted only once.
  - d. A time extension processing fee applies.
3. Time Limits for approved plans:
- a. Signed, approved plans expire 180 days after date of signature if the permit is not issued.
  - b. See item 3 above for time extension procedure.
4. Issued Permits:
- a. Such permit(s) become null and void when either:
    - i. Construction is not commenced within 180 days of date of permit
    - ii. Construction is suspended for 180 days once begun.
  - b. Time extension on an unexpired permit - See guidelines under item 3 above
  - c. Expired plans require a new application and review process.
5. Validity of Permit (Chapter 13.50.020.E MTMC):
- a. Issuance of a permit based upon approved plans does not prevent the City Engineer from requiring correction of errors when in violation of City codes.