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www.cityofmlt.com

SUBMITTAL CHECKLIST

TEMPORARY EROSION AND SEDIMENTATION CONTROL (TESC)

Application No. _____

TESC Submittal Checklist

This submittal checklist identifies minimum application elements necessary for the City to accept an application. If any of the required items are not provided, the application will not be accepted at the counter. Addresses **MUST** be assigned before intake. If your site does not have an address, contact the Permit Specialist (425.744.6267) at least ten days before your permit application appointment and have an address assigned.

Three (3) complete plan sets (all drawn to scale at a minimum of 20' equals 1") are required. The application fee is due at intake. Any additional fees are due at issuance of permit.

Insert the Plan Sheet Number where applicable and check each box under the Applicant heading on this checklist to confirm that items are included in your submittal. A staff person will check off each box under Staff when the item is confirmed as included in the submittal package. *If you think an item is not applicable to your project, you must contact the Department **prior** to your intake appointment to have the items initialed as not required.* We strongly recommend a preapplication conference if you believe items on this checklist should be waived.

Application submittals are accepted Monday through Friday from 8:00 a.m. to 4:30 p.m.

General Submittal Requirements:

Staff	Applicant
<input type="checkbox"/>	<input type="checkbox"/> A completed & signed Permit Application form
<input type="checkbox"/>	<input type="checkbox"/> Address and Assessor's Parcel No.
<input type="checkbox"/>	<input type="checkbox"/> The applicable fee
<input type="checkbox"/>	<input type="checkbox"/> Copy of Preapplication Letter or Checklist, if you attended at Preapp Conference

Additional Submittal Requirements:

Staff	Plan Sheet #	Applicant
<input type="checkbox"/>	_____	<input type="checkbox"/> Title sheet with a title block indicating name, address, phone number of applicant and owner, and property address (contact the Community Development Department for address verification or to apply for new addresses prior to intake appointment)
<input type="checkbox"/>	_____	<input type="checkbox"/> Vicinity/Area map locating project area within a one-mile radius and including collector arterials
<input type="checkbox"/>	_____	<input type="checkbox"/> EROSION AND SEDIMENTATION CONTROL PLAN (minimum scale of 20' equals 1") showing any proposed excavation and/or fill areas and including: <ul style="list-style-type: none"> • North arrow • Bar scale • Property lines • Site acreage • Grading Quantities: total volume of cut; total volume of fill • Existing and proposed contours (2' maximum increments, in a light-toned or background shade)



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Staff Plan Sheet Applicant
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SUBMITTAL CHECKLIST TESC Permit

- Existing and proposed public and private streets surrounding and within the property
- When present, critical areas on site, adjacent to, or within 200 feet of property (such as wetlands, steep slopes, top and toe of slope, rivers, streams, etc.)
- When present, any surface waters (e.g. streams, ponds, ditches, etc.) within 200 feet of property
- All present and proposed structures on site or within 15 feet of the site
- All present and proposed drainage facilities
- Location of existing and/or proposed easements, including native growth protection easements

TEMPORARY EROSION AND SEDIMENTATION CONTROL DETAILS

- Sediment control including filter fences, storm drain inserts, use of straw bales, etc.
- Buffer zones, vegetation preservation, seeding, mulching, covering, etc.
- Construction access, check dams, location of stockpiles, etc.
- Description of BMPs and general site practices such as regular maintenance of erosion control measures, street sweeping, truck tire cleaning, etc.