



# PERMIT SUBMITTAL CHECKLIST CLEARING & GRADING

6100 219<sup>th</sup> Street SW, Suite 200  
 Mountlake Terrace, WA 98043  
 Phone 425.744.6267  
 Fax 425.775.0420  
[PermitSpecialist@ci.mlt.wa.us](mailto:PermitSpecialist@ci.mlt.wa.us)  
[www.cityofmlt.com](http://www.cityofmlt.com)

Application No. \_\_\_\_\_

### Clearing and Grading 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.

**Two (2) complete construction plan sets** (all drawn to scale at 1/4 inch = one foot, minimum) and **two (2) site plans** (include all items listed under Site Plan) are required. The application fee (plan check 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.

If subject to SEPA review, **two (2) copies** of a SEPA checklist (including original) and all applicable documents and reports are required. See SEPA submittal checklist for additional requirements. SEPA is required for any grading of 100 cubic yards or more and for any work in a critical area.

### General Submittal Requirements:

Staff	Applicant
<input type="checkbox"/>	<input type="checkbox"/> A completed & signed <a href="#">Permit Contact Information Form</a>
<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"/> Details for Cost Estimate ( <b>2 sets</b> )
<input type="checkbox"/>	<input type="checkbox"/> Copy of Preapplication Letter or Checklist, if Pre-app Conference was held.

### Additional Submittal Requirements:

Staff	Plan Sheet#	Applicant
<input type="checkbox"/>	_____	<input type="checkbox"/> <b>Title sheet</b> with a title block indicating name, address, phone number of applicant and owner, and property address (contact the Community and Economic Development Department for address verification or to apply for new addresses <b>prior</b> to intake appointment)
<input type="checkbox"/>	_____	<input type="checkbox"/> <b>Vicinity/Area map</b> locating project area within a one-mile radius and including collector arterials

**SUBMITTAL CHECKLIST  
CLEARING & GRADING**

Staff	Plan Sheet#	Applicant
<input type="checkbox"/>	_____	<input type="checkbox"/> <b>SITE AND GRADING PLANS</b> (minimum scale of 20' equals 1") showing the proposed excavation and/or fill areas and including: <ul style="list-style-type: none"><li>• North arrow</li><li>• Bar scale</li><li>• Property lines</li><li>• Site acreage</li><li>• Grading Quantities: total volume of cut; total volume of fill</li><li>• Stamp of Civil Engineer for any grading over 5,000 cubic yards</li><li>• Existing and proposed contours (2' maximum increments)</li><li>• Existing and proposed public and private streets surrounding and within the property</li><li>• 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.)</li><li>• When present, any surface waters (e.g. streams, ponds, ditches, etc.) within 200 feet of property</li><li>• All present and proposed structures on site or within 15 feet of the site</li><li>• All present and proposed drainage facilities</li><li>• Location of existing and/or proposed easements</li><li>• Haul route if material will be moved to or from site</li></ul>
<input type="checkbox"/>		<input type="checkbox"/> <b>A separate Landscaping and Irrigation Permit is required</b> , for review of parking, access, lighting, fencing, and landscaping requirements
<input type="checkbox"/>		<input type="checkbox"/> <b>A separate Civil Engineering Permit is required</b> , for review of frontage improvements, storm drainage and detention
<input type="checkbox"/>		<input type="checkbox"/> <b>A separate Temporary Erosion and Sedimentation Control Permit is required</b>
<input type="checkbox"/>		<input type="checkbox"/> <b>Soils Report</b> from a Licensed Geo-technical Engineer <b>IF</b> geological hazard areas or steep slopes are present on areas to be altered (2 copies)
<input type="checkbox"/>		<input type="checkbox"/> <b>Drainage report</b> containing all technical information, calculations, and analysis necessary to review any accompanying the drainage plans (2 copies)
<input type="checkbox"/>		<input type="checkbox"/> <b>Additional materials</b> when identified from Pre-app Letter or Checklist