



THE TOWN OF WOODWAY

23920 113th Place W. · Woodway · WA 98020
206.542.4443 · 206.546.9453 fax
<http://www.townofwoodway.com/permits/development.htm>

Permit #:

Date Received:

CLEARING AND GRADING PERMIT SUBMITTAL CHECKLIST

Activities that require a clearing and grading permit include but are not limited to:

- Clearing and grading associated with a building permit if you meet one or more of the following conditions:
 - you are adding > 1,000 s.f. of impervious surface
 - you live in the Woodway Highlands neighborhood
 - your property is within or adjacent to a critical area, road and street improvements,
- Construction on an approved preliminary plat or short plat
- Removal and installation of underground storage tanks
- Installation of walls or rockeries that do not require a building permit (under 4' high)
- All other grading activities that include over 1,000 square feet of clearing
- Earthwork activities that move more than 50 cubic yards of earth

Activities that require a State Environmental Policy Act (SEPA) checklist include but are not limited to:

- Any fill or excavation of 500 cubic yards or more
- Excavation for foundations is exempt, unless the project is within a critical area (wetlands; streams; riparian corridors; lakes, ponds, slopes 15% or greater, etc.)
- installation or removal of underground storage tanks over 10,000 gallons
- roadway installations
- work within critical areas
- all projects that disturb (including but not limited to: vegetation removal, grading, etc.) more than 1 acre

APPLICATION DOCUMENTS. The following documentation must be submitted with your application:

- Three copies of the Master Permit Application
- Three copies of a Tree Permit Supplement and detailed Tree Plan
- Four site plans showing, at a minimum, the following:
All information required for General Site Plan preparation (see separate handout) plus the following information:
 - Adjacent right-of-way improvements including edge of pavement, catch basins and all utilities. Include invert elevations and pipe sizes for sanitary and storm sewer
 - Designate clearing, filling and grading limits
 - Finished floor elevations of all structures, finished spot elevations at critical points along concrete, gutters or asphalt
 - Nominal area calculations of the project site including existing and proposed building and impervious areas.
 - Include all site plan items on the building permit application checklist.
- Three copies of a completed Environmentally Critical Areas Checklist.
- Permit & Review Fees as outlined in the Woodway Fee Schedule.
- Detailed drainage plans consistent with the 2005 DOE Stormwater Management Manual for Western Washington and Chapter 11 of the Town of Woodway Municipal Code. At a minimum, plans shall show how stormwater will be handled prior to leaving the site and how it will enter the Town's storm drain system or be tightlined to Puget Sound. Show existing and proposed footing drains, downspouts, catch basins, yard drains, and pipe locations. Show all pertinent design information including invert elevations, finished rim elevations, pipe size, material, length, and slope. Calculations for conveyance, detention, and treatment if required shall be included in the stormwater report.

- a. All catch basins shall have an 18" minimum sump. Traffic bearing CB, rim and pipe required for all driving surface locations. All pipe materials shall be PVC ASTM 3034-SDR 35, ADS (N-12), ductile iron, concrete, or equal as approved by Town Engineer.
- b. All new or reconstructed impervious driveway and parking areas must be served by an **oil/water separator** before discharge into the storm drain system or Puget Sound. Show proposed system. As a minimum, oil/water separator shall consist of Type-I catch basin with a PVC tee installed inside with 12" minimum tailpipe and 12" minimum riser pipe. Required minimum 12" clearance from bottom of tailpipe to bottom of CB and minimum 6" from top of riser pipe to top of CB.

- Submit a separate drawing showing temporary erosion and sedimentation control facilities consistent with the 2005 DOE Stormwater Management Manual for Western Washington, to protect Town Rights-of-Way, public storm drains, adjacent properties and water courses, including but not limited to: temporary construction entrance, catch basin protection, silt fence installation, check dams, sedimentation pond/trap, and applicable details and notes. Also identify construction sequence and construction schedule for the work.
 - Three copies of the site Drainage Report prepared in accordance with the 2005 Stormwater Management Manual for Western Washington and Chapter 11 of the Town of Woodway Municipal Code.
 - Final landscape plan.
 - An estimate of probable construction costs associated with grading, drainage, and erosion control facilities. A performance bond is required to be secured prior to issuance of permit.
 - Three copies of a Right-of-Way Use Permit Supplement and Associated Traffic Control Plan, if applicable.
 - Three copies of a Geotech Report, if applicable
 - Three copies of a Wetland Report, if applicable
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Please Note:

The property owner bears the responsibility for the accuracy and completeness of all information provided with or affecting the application submittal.

If the property contains or is adjacent to Critical Areas (wetlands; streams; riparian corridors; lakes, ponds, slopes 15% or greater, etc.), additional information, including a marine bluff plan, may be required. If you have any questions concerning your application submittal, please stop by Town Hall or call 206.542.4443 between 9 a.m. and 4 p.m., Monday through Friday.

The property owner/contractor is required to have approved safety equipment available for all vault inspections. This equipment can be rented for approximately \$120 per day.

Development projects that require a clearing and grading permit are subject to an upfront estimated cash deposit to cover site specific contracted services, such as municipal planning, certain types of landscaping review (buffers for critical areas) and engineering services. This estimate may be increased and more deposit money may be requested during the course of construction depending upon unpredictable events such as: the issuance of stop work orders, investigation of any complaints submitted by adjacent property owners, etc. Applicants need to be aware that initial estimates may not fully cover the fees for this permit.

To assist with financial planning, please note that review and inspection fees for clearing and grading permits issued by the Town of Woodway during the past 24 months for single family residential units ranged from \$900 to \$15,000. Review and inspection fees for clearing and grading permits for short plats ranged from \$6,000 to more than \$19,000.