



CLEARING & GRADING SUBMITTAL CHECKLIST

PERMIT # _____

This submittal checklist identifies minimum application elements 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.

Check each box under the Applicant heading on this checklist to confirm that items are included in your submittal. The permit technician will check off each box under Staff when the item is confirmed as included in the submittal package.

GENERAL SUBMITTAL REQUIREMENTS

Staff	Applicant	
<input type="checkbox"/>	<input type="checkbox"/>	Completed and signed Permit Application
<input type="checkbox"/>	<input type="checkbox"/>	Contractor's License number and expiration date
<input type="checkbox"/>	<input type="checkbox"/>	Completed Sensitive Area Identification Form
<input type="checkbox"/>	<input type="checkbox"/>	Dept of Ecology - Construction Stormwater General Permit if proposed area of demolition is more than 1 acre (see Washington State DOE publication 07-10-044)
<input type="checkbox"/>	<input type="checkbox"/>	Four (4) Sets of Plans – Minimum size 18"x24" (1"=50' scale).
<input type="checkbox"/>	<input type="checkbox"/>	Four (4) sets of Temporary Erosion and Sedimentation Control Plan
<input type="checkbox"/>	<input type="checkbox"/>	Two (2) copies of Environmental Checklist, if required

PLANS AND DOCUMENT REQUIREMENTS

1. All plan sheets should be the same size and use an acceptable scale.
2. The first sheet of plans shall have a title block listing the owner, address of the owner, and the professional engineer who prepared the plans.
3. Include a vicinity map and legal description.
4. Show the property limits: adjacent right-of-way lines and property lines
5. Show accurate contours: at minimum one-foot contour intervals on slopes less than thirty percent and at minimum five-foot contour intervals on slopes greater than thirty percent, of the existing ground, extending fifty feet beyond the property lines
6. Show details of the terrain, vegetation, easements of record and historical drainage patterns.
7. Show limiting dimensions, elevations or finished contours, at minimum two-foot intervals, to be achieved by the grading, and proposed drainage channels and related construction

8. Show detailed plans of all surface and subsurface drainage devices, walls, cribbing, dams, berms, settling ponds and other protective devices to be constructed with or as a part of the proposed project, together with map showing the drainage area and the estimated runoff of the area served by any drains. Downstream analysis of an existing system may be required by the City.
9. Show the location of any buildings or structures on the site where the work is to be performed and the location of any buildings or structures, on adjacent property which is within fifty feet of the site or which may be otherwise affected by the proposed clearing and grading operations.
10. Show the general topography and identify drainage patterns for the surrounding property.

Additional Information:

- Prior to issuance of a clearing and grading permit, the permittee shall post with the City a cash operating bond, and a cash or surety reclamation bond in amounts approved by the City. This amount shall be at least 150% of the City Engineer's estimated cost of the project, but, in any event, not less than two thousand dollars.
- Permit shall be valid for no more than one year, unless otherwise approved by the City Council for up to three years; provided that the permit may be renewed for up to one additional year if approved by the City Administrator and subject to any conditions which they reasonably believe to be necessary.
- No clearing or grading permit shall be issued until approved by any federal, state or local agency having concurrent jurisdiction over the proposed activity.
- Upon issuance of permit, no work shall be done that is not specifically authorized therein. Approvals granted on the basis of inaccurate or misleading information shall be revoked or suspended.
- The owner and/or permittee shall maintain a policy of liability insurance in an amount to be determined by the city administrator. Before a permit is issued the applicant will provide an insurance certificate naming the City of Black Diamond and its agents/employees as additional insureds. The certificate will include a provision prohibiting cancellation of said policy except upon thirty days written notice to the city.