



CITY OF TUMWATER
 555 ISRAEL RD. SW, TUMWATER, WA 98501
 (360) 754-4180
 Email: cdd@ci.tumwater.wa.us
**SITE DEVELOPMENT
 GRADING**
Submittal Checklist

TUM -	DATE STAMP
RCVD BY	

APPLICANT INFORMATION *(please print neatly)*

NAME OF APPLICANT: _____ EMAIL: _____

SUBJECT PROPERTY INFORMATION

ADDRESS OF PROPERTY: _____

A Grading (Site Development) Permit applies to grading, excavation and earth work construction, stormwater conveyance and treatment, water and sewer utilities and development of on-site street improvements. This permit does not include off-site development or land clearing (tree and brush removal). In order to grade a site, you must submit a completed permit application and all items on this checklist unless modified or waived by staff.

Per Section 3.6 of the City’s Development Guide, detailed plans, prepared by a licensed engineer, must be submitted to the City for plan review and approval prior to the commencement of any construction.

A. APPLICATION	N/A	Provided	Staff
1. Provide a complete and signed (by owner or authorized representative) application and applicable fee. Note: Payment of the plan check fee is required at the time of application.		<input type="checkbox"/>	<input type="checkbox"/>
2. Provide one copy of all plans and one copy of all specifications. Draw plans to scale of 1" = 10' to 60'. Plan sheet size shall be 24"x36". All notations and drawings must be clear and legible.		<input type="checkbox"/>	<input type="checkbox"/>
B. SUBMITTAL REQUIREMENTS	N/A	Provided	Staff
1. Cover sheet.		<input type="checkbox"/>	<input type="checkbox"/>
2. Site plan.		<input type="checkbox"/>	<input type="checkbox"/>
3. Utility system map (one drawing with all existing and proposed utilities; including water, sewer, street, storm, gas, power, cable TV, telephone and telecommunications).		<input type="checkbox"/>	<input type="checkbox"/>
4. Sanitary sewer plan/profile.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Storm sewer plan/profile.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Water plan/profile.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Street plan/profile.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Private utilities plan/profile.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Pump station design report.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Pump station electrical wiring with diagram.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Water use calculations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Fire flow calculations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Drainage and erosion control report.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Site Development/Grading Permit Submittal Checklist

B. SUBMITTAL REQUIREMENTS (CONTINUED)	N/A	Provided	Staff
14. Soils report.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Preliminary Latecomer's Agreement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Monument preservation documentation form shall be completed by the project's Professional Land Surveyor, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Storm Water Pollution Prevention Plan (SWPPP).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Engineer's estimate or an itemized contractor's bid estimate for work within the right-of-way.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Land Clearing Plan (see Land Clearing submittal checklist for requirements).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. COVER SHEET REQUIREMENTS	N/A	Provided	Staff
1. Cover sheet shall include the following:			
a. Project title.		<input type="checkbox"/>	<input type="checkbox"/>
b. Vicinity map.		<input type="checkbox"/>	<input type="checkbox"/>
c. Sheet index.		<input type="checkbox"/>	<input type="checkbox"/>
d. Legend (APWA standard symbols).		<input type="checkbox"/>	<input type="checkbox"/>
D. SITE PLAN REQUIREMENTS	N/A	Provided	Staff
1. The site plan(s) shall show the following:			
a. General vicinity map, north arrow, scale, property boundaries. Section, township, range and ¼, ¼ section.		<input type="checkbox"/>	<input type="checkbox"/>
b. Adjacent property lines, ownership, parcel number, and street address.		<input type="checkbox"/>	<input type="checkbox"/>
c. Existing topography and proposed finished grades. The existing topography shall be shown at least 50 feet beyond the site boundaries.		<input type="checkbox"/>	<input type="checkbox"/>
d. Existing structures within 100 feet of project boundary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Environmentally sensitive areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. 100-year floodplain boundary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Shoreline boundary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Existing and proposed wells within 100 feet of the property or within 200 feet of proposed storm facilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Existing and proposed fuel tanks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. Existing and proposed on-site septic systems within 100 feet of storm facilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k. Proposed structures including roads and parking surfaces.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. PLAN SUBMITTAL - GENERAL STANDARDS	N/A	Provided	Staff
1. North arrow (all sheets).		<input type="checkbox"/>	
2. Datum (NVDG 29) – Bench mark designation, elevation and location (on all sheets where elevations are referenced).		<input type="checkbox"/>	
3. Datum – Horizontal, City of Tumwater ground scale (show ties to control, all sheets).		<input type="checkbox"/>	
4. Scale bar (all sheets).		<input type="checkbox"/>	
5. Title block (all sheets).		<input type="checkbox"/>	

Site Development/Grading Permit Submittal Checklist

E. PLAN SUBMITTAL - GENERAL STANDARDS	N/A	Provided	Staff
a. Title.		<input type="checkbox"/>	
b. Design by.		<input type="checkbox"/>	
c. Drawn by.		<input type="checkbox"/>	
d. Date.		<input type="checkbox"/>	
e. Checked by.		<input type="checkbox"/>	
f. Signature approval block (see example at end).		<input type="checkbox"/>	
g. Sheet number of total sheets (all sheets, i.e., 1 of 20, 2 of 20, etc).		<input type="checkbox"/>	
h. Section, Township and Range.		<input type="checkbox"/>	
6. Engineer's stamp (signed and dated on all sheets).		<input type="checkbox"/>	
7. Each drawing must be 1" = 10' to 60' scale.		<input type="checkbox"/>	
8. Revision block (all sheets).		<input type="checkbox"/>	
9. Project TUM# (all sheets).		<input type="checkbox"/>	
10. Sheet index providing sheet number of total sheet, i.e., water plan and profile views sheet 2 of 20, water details sheet 10 of 20 (cover sheet only).		<input type="checkbox"/>	

EXAMPLE OF SIGNATURE APPROVAL BLOCK

FOR THE CITY OF TUMWATER	
By: _____	Date: _____
CITY ENGINEER	
EXPIRES ONE YEAR FROM ACCEPTANCE DATE	

F. UTILITY LAYOUT	N/A	Provided	Staff
1. Each utility shown on a separate sheet (storm and roadway may be combined).		<input type="checkbox"/>	
2. Profile views are included on the same sheet as the plan view (unless approved by the City prior to plan submittal).		<input type="checkbox"/>	
G. PLAN PORTION STANDARD ITEMS (LABELED ON ALL SHEETS)	N/A	Provided	Staff
1. Centerline, stations and offsets.		<input type="checkbox"/>	
2. Edge of pavement labeled, with width dimension provided.		<input type="checkbox"/>	
3. Right-of-way labeled, with width dimension provided.		<input type="checkbox"/>	
4. Existing and proposed survey monumentation location and details.		<input type="checkbox"/>	
5. Sidewalks labeled, with width dimension provided.	<input type="checkbox"/>	<input type="checkbox"/>	
6. Planter strip labeled, with width dimension provided.	<input type="checkbox"/>	<input type="checkbox"/>	
7. Roadway sections with dimensions (existing and proposed).		<input type="checkbox"/>	
8. Existing utilities (above and below ground).		<input type="checkbox"/>	
9. Existing and proposed wells (active and inactive).	<input type="checkbox"/>	<input type="checkbox"/>	
10. Identify street names, existing and proposed right-of-way, and lots.		<input type="checkbox"/>	
11. Identify match lines with sheet numbers and stations.	<input type="checkbox"/>	<input type="checkbox"/>	

Site Development/Grading Permit Submittal Checklist

G. PLAN PORTION STANDARD ITEMS (CONTINUED)	N/A	Provided	Staff
12. Easements with width and type.		<input type="checkbox"/>	
13. Note on the plans that the PLS that is responsible for the surveying of the project must obtain a permit from DNR before disturbing a monument.		<input type="checkbox"/>	
14. Stations and offsets for all structures and fittings shall be included.		<input type="checkbox"/>	
15. Type of pipe.		<input type="checkbox"/>	
16. Flow direction arrows (on sewer, storm mains and roads).		<input type="checkbox"/>	
H. PROFILE PORTION STANDARD ITEMS	N/A	Provided	Staff
1. Profile grades (decimal Ft./Ft.).		<input type="checkbox"/>	
2. Existing and finished centerline ground elevations labeled (20-foot spacing).		<input type="checkbox"/>	
3. Scale; horizontal and vertical (match grid lines).		<input type="checkbox"/>	
4. Stationing.		<input type="checkbox"/>	
5. Vertical elevation increments.		<input type="checkbox"/>	
6. Utility crossings.		<input type="checkbox"/>	
I. SANITARY SEWER	N/A	Provided	Staff
PLAN VIEW:	<input type="checkbox"/>		
1. City of Tumwater system map (1" = 300') showing tie-in to existing system, including line-size.		<input type="checkbox"/>	
2. All fittings and structures shall be located on the south and west side of the roadway/drive aisle (6-feet off centerline).		<input type="checkbox"/>	
3. Plan sheets associated with the sewer improvements are presented starting at the connection point of the existing main (Sheet 1) and ending at the point furthest away from the connection.		<input type="checkbox"/>	
4. MANHOLE:	<input type="checkbox"/>		
a. TCHPN coordinate label for each manhole and cleanout.		<input type="checkbox"/>	
b. Station and offset shown at each manhole and cleanout.		<input type="checkbox"/>	
c. Manholes numbered.		<input type="checkbox"/>	
d. Manhole type designation.		<input type="checkbox"/>	
e. Coated manholes in high water table areas.		<input type="checkbox"/>	
5. PIPE:	<input type="checkbox"/>		
a. Flow direction (with arrow on pipe).		<input type="checkbox"/>	
b. Distance from water lines.		<input type="checkbox"/>	
c. Depth at property line.		<input type="checkbox"/>	
d. Service to each lot (station laterals).		<input type="checkbox"/>	
e. Bearing and distance of each pipe run outside of the right-of-way.		<input type="checkbox"/>	
f. Where existing utility conflicts occur, include elevations of the tops and bottoms of the conflicting pipes.		<input type="checkbox"/>	
g. Existing septic tanks/drainfields (with note to abandon, if necessary).		<input type="checkbox"/>	

Site Development/Grading Permit Submittal Checklist

I. SANITARY SEWER (CONTINUED)	N/A	Provided	Staff
PROFILE VIEW:	<input type="checkbox"/>		
1. Manholes numbered.		<input type="checkbox"/>	
2. Invert elevation, in and out.		<input type="checkbox"/>	
3. Rim elevation.		<input type="checkbox"/>	
4. Manhole type and size.		<input type="checkbox"/>	
5. Grades shown (decimal for Ft./Ft.)		<input type="checkbox"/>	
6. Size of pipe.		<input type="checkbox"/>	
7. Length of pipe.		<input type="checkbox"/>	
8. Existing and proposed utility crossings.		<input type="checkbox"/>	
J. WATER	N/A	Provided	Staff
PLAN VIEW:	<input type="checkbox"/>		
1. City of Tumwater system map (1" = 300') showing existing and proposed mains with line-sizes. The system map shall also include hydrants and the nearest valves to the site.		<input type="checkbox"/>	
2. Water main is to be located on the north and east side of the roadway/drive aisle (six-feet off centerline).		<input type="checkbox"/>	
3. Plan sheets associated with the water improvements are presented starting at the connection point of the existing main (Sheet 1) and ending at the point furthest away from the connection.		<input type="checkbox"/>	
4. Minimum cover over the water main of 3.5-feet.		<input type="checkbox"/>	
5. Fixtures (need horizontal and vertical control):			
a. Fire hydrants (check with City of Tumwater Fire Code Official for location).		<input type="checkbox"/>	
b. Blow-off.		<input type="checkbox"/>	
c. Vacuum and air release valves when required.		<input type="checkbox"/>	
d. A fire hydrant is included at each intersection.		<input type="checkbox"/>	
6. Station, offset and size of tees, crosses, elbows, adaptors and valves (coupling type). Label each, using TCHPN coordinates.		<input type="checkbox"/>	
7. Valves (2 each tee, 3 each cross).	<input type="checkbox"/>	<input type="checkbox"/>	
8. Fire Department connections and PIV.	<input type="checkbox"/>	<input type="checkbox"/>	
9. "By Separate Permit" written by the underground sprinkler line (fire line).		<input type="checkbox"/>	
10. Thrust blocking.		<input type="checkbox"/>	
11. Distance from sewer is called out on all water sheets.		<input type="checkbox"/>	
12. Bearing and distance of each pipe run outside of the right-of-way.		<input type="checkbox"/>	
13. Service to each lot (include open tracts).		<input type="checkbox"/>	
14. Sample station (if required).	<input type="checkbox"/>	<input type="checkbox"/>	
15. Domestic meters with station, size and offset information are provided for each building. Duplexes require a meter for each unit.		<input type="checkbox"/>	
16. Commercial water services are equipped with reduced pressure backflow assemblies.		<input type="checkbox"/>	

Site Development/Grading Permit Submittal Checklist

J. WATER (CONTINUED)	N/A	Provided	Staff
17. IRRIGATION:	<input type="checkbox"/>		
a. Irrigation plan provided.		<input type="checkbox"/>	
b. Irrigation meter with station, size and offset are provided.		<input type="checkbox"/>	
c. Irrigation meters are equipped with a double check valve assembly.		<input type="checkbox"/>	
d. Irrigation sleeves (under driveways and roadways).		<input type="checkbox"/>	
e. Master control valve location identified.		<input type="checkbox"/>	
f. Sam spray heads are included for slopes greater than 3 percent.	<input type="checkbox"/>	<input type="checkbox"/>	
g. Power source and type of service for irrigation system.		<input type="checkbox"/>	
PROFILE VIEW (WATER MAIN):	<input type="checkbox"/>		
1. Existing and proposed utility crossings.		<input type="checkbox"/>	
2. Show fixtures (tees, crosses, hydrants).		<input type="checkbox"/>	
3. Type of pipe.		<input type="checkbox"/>	
4. Show valves and couplers.		<input type="checkbox"/>	
5. Size of water main.		<input type="checkbox"/>	
6. Length of water main.		<input type="checkbox"/>	
7. Cover over pipe.		<input type="checkbox"/>	
8. Top of pipe elevations every 50-feet provided.		<input type="checkbox"/>	
9. Street design to insure sufficient cover over the water main for a future street.	<input type="checkbox"/>	<input type="checkbox"/>	
MISCELLANEOUS:	<input type="checkbox"/>		
1. Water detail sheet.		<input type="checkbox"/>	
2. Water general notes.		<input type="checkbox"/>	
K. STORM SEWER	N/A	Provided	Staff
1. Drainage and Erosion Control Plan Report:	<input type="checkbox"/>		
a. Cover sheet.		<input type="checkbox"/>	
b. Table of contents.		<input type="checkbox"/>	
c. Section 1: Proposed project description – specific information outlined in the Drainage Manual is provided.		<input type="checkbox"/>	
d. Section 2: Existing conditions – specific information outlined in the Drainage Manual is provided.		<input type="checkbox"/>	
e. Section 3: Infiltration rates / soils report.		<input type="checkbox"/>	
f. Section 4: Wells.		<input type="checkbox"/>	
g. Section 5: Fuel tanks.		<input type="checkbox"/>	
h. Section 6: Sub-basin description.		<input type="checkbox"/>	
i. Section 7: Analysis of the 100-year floodplain.		<input type="checkbox"/>	
j. Section 8: Aesthetic consideration for facilities.		<input type="checkbox"/>	
k. Section 9: Downstream analysis.		<input type="checkbox"/>	
l. Section 10: Covenants, dedications, easements.		<input type="checkbox"/>	

Site Development/Grading Permit Submittal Checklist

K. STORM SEWER (CONTINUED)	N/A	Provided	Staff
m. Section 11: Homeowners – Articles of incorporations.		<input type="checkbox"/>	
n. Project Engineer’s certificate.		<input type="checkbox"/>	
o. Facility summary form.		<input type="checkbox"/>	
p. On-site stormwater management checklist.		<input type="checkbox"/>	
2. Erosion Control Plan Report:	<input type="checkbox"/>		
a. Section 1: Construction sequence and procedure.		<input type="checkbox"/>	
b. Section 2: Trapping sediment.		<input type="checkbox"/>	
c. Section 3: Permanent erosion control and site restoration.		<input type="checkbox"/>	
d. Section 4: Geotechnical analysis and report.		<input type="checkbox"/>	
e. Section 5: Inspection sequence.		<input type="checkbox"/>	
3. Maintenance Report:	<input type="checkbox"/>		
a. See current addition of the City’s storm design manual.		<input type="checkbox"/>	
b. Required type and frequency of long-term maintenance.		<input type="checkbox"/>	
c. Identification of responsible maintenance organization.		<input type="checkbox"/>	
d. Frequency of sediment removal.		<input type="checkbox"/>	
e. Vegetation control.		<input type="checkbox"/>	
4. Drawings and Specifications:	<input type="checkbox"/>		
a. Project boundaries.		<input type="checkbox"/>	
b. Sub-basin boundaries (shown on overall storm sheet).		<input type="checkbox"/>	
c. Off-site area tributary to project.		<input type="checkbox"/>	
d. Existing and proposed contours at maximum 2-foot intervals (confirmed with current survey data, general contours provided by sites like Thurston County GeoData are not acceptable).		<input type="checkbox"/>	
e. Major drainage features.		<input type="checkbox"/>	
f. Flow path.		<input type="checkbox"/>	
5. Site Map:	<input type="checkbox"/>		
a. Existing topography at least 50 feet beyond site boundaries.		<input type="checkbox"/>	
b. Finished grade.		<input type="checkbox"/>	
c. Existing structures within 100 feet of project boundaries.		<input type="checkbox"/>	
d. Utilities.		<input type="checkbox"/>	
e. Easements, both existing and proposed.		<input type="checkbox"/>	
f. Environmentally sensitive areas (including wetlands, streams, lakes, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	
g. 100-year floodplain boundary.	<input type="checkbox"/>	<input type="checkbox"/>	
h. Existing wells within 200 feet of proposed storm facility.	<input type="checkbox"/>	<input type="checkbox"/>	
i. Existing and proposed fuel tanks.	<input type="checkbox"/>	<input type="checkbox"/>	
j. Existing and proposed on-site sanitary systems within 100 feet of storm facilities.		<input type="checkbox"/>	

Site Development/Grading Permit Submittal Checklist

K. STORM SEWER (CONTINUED)	N/A	Provided	Staff
k. Proposed structures including roads and parking surfaces (provide square-footages of these areas).		<input type="checkbox"/>	
l. Lot dimensions and areas.		<input type="checkbox"/>	
m. Proposed drainage facilities and sufficient cross-sections and details to build (include stations and offsets where necessary).		<input type="checkbox"/>	
n. Wellhead protection areas.	<input type="checkbox"/>	<input type="checkbox"/>	
PLAN VIEW:	<input type="checkbox"/>		
1. City of Tumwater system map (1" = 300') showing tie-in to existing system, including line-size and valves.		<input type="checkbox"/>	
2. Manhole/Catch Basin:			
a. TCHPN coordinate label for each manhole and catch basin.		<input type="checkbox"/>	
b. Station and offset shown at each manhole/catch basin.		<input type="checkbox"/>	
c. Manholes/catch basins numbered.		<input type="checkbox"/>	
d. Manhole/catch basin type and size.		<input type="checkbox"/>	
3. PIPE:	<input type="checkbox"/>		
a. Flow direction (with arrow on pipe).		<input type="checkbox"/>	
b. Distance from water lines.		<input type="checkbox"/>	
c. Type of pipe.		<input type="checkbox"/>	
d. Where existing utility conflicts occur, include elevations of the tops and bottoms of the conflicting pipes.		<input type="checkbox"/>	
PROFILE VIEW:	<input type="checkbox"/>		
1. Manholes/catch basins numbered.		<input type="checkbox"/>	
2. Invert elevation (in and out).		<input type="checkbox"/>	
3. Rim elevation.		<input type="checkbox"/>	
4. Manhole/catch basin type and size.		<input type="checkbox"/>	
5. Grades shown (decimal for Ft./Ft.).		<input type="checkbox"/>	
6. Size of pipe.		<input type="checkbox"/>	
7. Length of pipe.		<input type="checkbox"/>	
8. Existing and proposed utility crossings.		<input type="checkbox"/>	
9. Work map:			
a. Unit areas (including off-site contributing areas).		<input type="checkbox"/>	
b. Percentage impervious.		<input type="checkbox"/>	
c. Average slope of site.		<input type="checkbox"/>	
d. Estimated long term infiltration rate.		<input type="checkbox"/>	
e. Conveyance data, identifier (for references to model output), length, slope inverts.		<input type="checkbox"/>	
f. Overland flow paths and distances.		<input type="checkbox"/>	
g. Soil types.		<input type="checkbox"/>	

Site Development/Grading Permit Submittal Checklist

K. STORM SEWER (CONTINUED)	N/A	Provided	Staff
h. Water surface elevation for the design event.		<input type="checkbox"/>	
10. Erosion Control Drawing:	<input type="checkbox"/>		
a. Soil types.		<input type="checkbox"/>	
b. Locations of soil pits and infiltration tests.		<input type="checkbox"/>	
c. Construction entrance detail.		<input type="checkbox"/>	
d. Silt fence and traps.		<input type="checkbox"/>	
e. Mulching and vegetation plan.		<input type="checkbox"/>	
f. Clearing and grubbing limits.		<input type="checkbox"/>	
g. Existing and finished grade.		<input type="checkbox"/>	
h. Details and locations of all BMPs recommended.		<input type="checkbox"/>	
i. Location and details of temporary sediment ponds.		<input type="checkbox"/>	
j. All existing and proposed catch basins are shown and silt socks referenced for inlet protection.		<input type="checkbox"/>	
11. Construction Inspection Report.	<input type="checkbox"/>		
MISCELLANEOUS:	<input type="checkbox"/>		
1. Storm detail sheet.		<input type="checkbox"/>	
2. Storm general notes.		<input type="checkbox"/>	
3. Drywell notes and details.		<input type="checkbox"/>	
L. STREET	N/A	Provided	Staff
PLAN VIEW:	<input type="checkbox"/>		
1. Sight distance calculations, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Flow direction arrows at curb returns showing grade.		<input type="checkbox"/>	
3. Spot elevations on curb returns.		<input type="checkbox"/>	
4. Station PC, PT, PI and intersections.		<input type="checkbox"/>	
5. Curve information delta, radius, length and tangent provided for all curves.		<input type="checkbox"/>	
6. BCR and ECR (begin curb radius, end curb radius) – Station /offset.		<input type="checkbox"/>	
7. Identify all field design situations.		<input type="checkbox"/>	
8. Edge of pavement and right-of-way (EP & R/W) labeled on drawings.		<input type="checkbox"/>	
9. Signing (temporary, proposed and existing labeled on the drawings).		<input type="checkbox"/>	
10. Channelization and striping, in accordance with M.U.T.C.D., State and City standards.		<input type="checkbox"/>	
11. Mailbox locations (existing and proposed) shown on drawings with stationing.		<input type="checkbox"/>	
12. Location of school bus and/or IT bus shelter/pad with stationing.	<input type="checkbox"/>	<input type="checkbox"/>	
13. Typical roadway sections provided for each roadway.		<input type="checkbox"/>	
14. Pavement marking details with station and offset in accordance with M.U.T.C.D., State and City standards.		<input type="checkbox"/>	
15. Sidewalks.		<input type="checkbox"/>	

Site Development/Grading Permit Submittal Checklist

L. STREET (CONTINUED)	N/A	Provided	Staff
16. Two-percent roadway slope from centerline to the gutter:			
a. Driveway entrances (information may be shown on tables on each sheet where cuts occur).		<input type="checkbox"/>	
- Station (centerline).		<input type="checkbox"/>	
- Width, material (AC, PCC, other).		<input type="checkbox"/>	
- Driveway type.		<input type="checkbox"/>	
b. Curb ramps – detail and type.		<input type="checkbox"/>	
c. All curb ramps, proposed or existing, satisfy current A.D.A. requirements.		<input type="checkbox"/>	
17. If the project has 500 feet of frontage or the utility poles need to be relocated, provide direction to underground and overhead utilities in the civil drawings.		<input type="checkbox"/>	
18. Landscape Plan for plantings within the right-of-way.		<input type="checkbox"/>	
19. Street trees called out within the right-of-way are approved varieties as listed in the Development Guide.		<input type="checkbox"/>	
PROFILE VIEW:	<input type="checkbox"/>		
1. Vertical information VPI, BVC, EVC, AP, low point, high point (for all curves).		<input type="checkbox"/>	
2. Show grades with (+ or -) slope.		<input type="checkbox"/>	
3. Super elevated roadways:	<input type="checkbox"/>		
a. Detail – Show transitions in and out of the super elevated road section.		<input type="checkbox"/>	
b. Special detail showing gutter flowing adequately is provided.		<input type="checkbox"/>	
MISCELLANEOUS:	<input type="checkbox"/>		
1. Street detail sheet.		<input type="checkbox"/>	
2. Street general notes.		<input type="checkbox"/>	
3. AASHTO street design worksheet, with soils report, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	
M. ILLUMINATION AND SIGNALS	N/A	Provided	Staff
1. Lighting:	<input type="checkbox"/>		
a. Coordinate table for TCHPN coordinate for all poles and facilities.		<input type="checkbox"/>	
b. Design calculations (for roads with curves and roads that do not meet current roadway standards).		<input type="checkbox"/>	
c. Station and offset to lighting fixtures and appurtenances.		<input type="checkbox"/>	
d. Mounting height, arm length, anchor bolt size/pattern and pole base construction.		<input type="checkbox"/>	
e. Pole type, including manufacturer and model number.		<input type="checkbox"/>	
f. 20-foot “clear zone” from the street lighting to private overhead utilities.	<input type="checkbox"/>	<input type="checkbox"/>	
g. Power Source:	<input type="checkbox"/>		
- Wire size, type, and conduit (maximum conductor per two-inch conduit is as follows: seven #8 conductors or five #4). When conductors exceed the maximum, seven - #8 or five - #4, an additional two-inch conduit shall be provided: upsizing of the conduit shall not be permitted.		<input type="checkbox"/>	
- Line-loss calculations.		<input type="checkbox"/>	

Site Development/Grading Permit Submittal Checklist

M. ILLUMINATION AND SIGNALS (CONTINUED)	N/A	Provided	Staff
- Spare 4-inch conduit for fiber optics included (in addition to the previous checklist item).		<input type="checkbox"/>	
h. Luminaire type, lamp wattage.		<input type="checkbox"/>	
i. Location of service disconnects (5-percent maximum voltage drop from source to farthest luminaire).		<input type="checkbox"/>	
j. J-box locations and stations, TCHPN coordinates (table).		<input type="checkbox"/>	
k. 200-scale map with luminaire locations shown.		<input type="checkbox"/>	
2. On boulevards, arterials, and collector roadways where dual function pedestrian poles are utilized, two circuits are required. One circuit is on the right side of the street and one circuit is on the left side of the street.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Signals (follow WSDOT specs unless otherwise required by the City):	<input type="checkbox"/>		
a. Station and offset to signal base, cabinets, ped, etc.		<input type="checkbox"/>	
b. Pole type, including manufacturer and model number.		<input type="checkbox"/>	
c. Wiring schedule:			
- Signal heads and mounting assembly.		<input type="checkbox"/>	
- Video detection.		<input type="checkbox"/>	
- Opticom.		<input type="checkbox"/>	
- Control cabinet, size and layout.		<input type="checkbox"/>	
- Power source.		<input type="checkbox"/>	
- Conduit.		<input type="checkbox"/>	
- Wire size and type.		<input type="checkbox"/>	
d. Phasing schedule.		<input type="checkbox"/>	
e. Construction notes.		<input type="checkbox"/>	
f. J-box schedule with stationing and type.		<input type="checkbox"/>	
g. Pedestrian signal type with push button (meeting A.D.A. requirements).		<input type="checkbox"/>	
h. Controller type, configuration, and wiring schematic.		<input type="checkbox"/>	
MISCELLANEOUS:	<input type="checkbox"/>		
1. Street lighting detail sheet.		<input type="checkbox"/>	
2. Lighting general notes.		<input type="checkbox"/>	
N. MISCELLANEOUS	N/A	Provided	Staff
1. Field verify note on drawing – expose connection points and verify fittings 48 hours prior to distributing shut-down notices.		<input type="checkbox"/>	
2. Call Before You Dig note (on each applicable sheet). Note to include the following information: 1-800-424-5555 (or 811) 48 hours in advance.		<input type="checkbox"/>	
O. ELECTRONIC SUBMITTAL	N/A	Provided	Staff
1. Submitting online: Upload documents, naming them with the project address and document name (project address – application, checklist, plans, etc).	<input type="checkbox"/>	<input type="checkbox"/>	
Submitting in person: USB drive containing apps, checklist, plans, reports, etc. as outlined under B and C above, in PDF-file format. Maximum format	<input type="checkbox"/>	<input type="checkbox"/>	

Site Development/Grading Permit Submittal Checklist

shall be 300 dpi.

NOTICE: Department of Ecology May Require an NPDES Construction Stormwater General Permit

Construction site operators are required to be covered by a Construction Stormwater General Permit if they are engaged in clearing, grading, and/or excavating activities that disturb one or more acres and discharge stormwater to surface water of the state. Smaller sites (such as homebuilders) may require coverage under this permit if they are part of a larger common plan of development that will ultimately disturb one acre or more. Operators of construction sites are required to:

- ~ Develop stormwater pollution prevention plans.
- ~ Implement erosion prevention & sediment control measures.
- ~ Obtain coverage under this permit.

It is the permit holder's responsibility to verify permit coverage.

For Information: www.ecy.wa.gov/programs/wq/stormwater/construction/index.html

I verify that all required documents associated with this application have been submitted.

Signature of Applicant/Representative

Date