



LAND CLEARING PERMIT

AUTHORITY: Permit(s) are required for certain land clearing activities within the City. The City requested, and was granted, jurisdiction over certain land clearing activities in the City in 2013.

Land Clearing Permits and Managements Plans are both **Type II** permits. Type II applications are approved by the Community & Economic Development Department (CEDD) Director and can be appealed to the City's Hearing Examiner.

The most common trigger for a Land Clearing Permit is when a land owner wishes to remove more than 5,000 board feet (bf) of timber from their property. The matrix on the following page provides details regarding requirements codified within t h e City's Land Clearing code.

EARLY CONSULTATION: Prior to submitting a Land Clearing Permit application, the Applicant shall apply for a 'pre-application meeting' through the Community & Economic Development Department (CEDD) to discuss the proposal and to determine what materials need to be submitted for a technically complete application.

The CEDD will provide assistance and detailed information on the City's requirements and standards. In addition to the pre-application meeting, staff is always available to answer questions and meet with an applicant to go over a proposed project.

GENERAL PROCESS: Once all of the materials outlined within the checklist that follows have been submitted to the CEDD staff will determine whether or not an application is complete. A letter will be sent to the applicant if the submittal is incomplete; and staff will let the applicant know what additional items need to be submitted, or what corrections are needed to make the application complete.

For **Type II** permit applications once an application is deemed technically complete a staff planner will prepare and distribute a Notice of Application and a SEPA notice. The Notice of Application (NOA) and State Environmental Policy Act (SEPA) determination will be sent to City departments, property owners who are within 300 feet of the subject site, and applicable agencies. In addition, a staff planner will contact the applicant to let them know when they need to pick up their pink land use change sign and where to place it on their site.

After the comment period is up for the NOA and SEPA; and a final SEPA determination is made and its appeal is up, City staff are able to approve the clearing permit so long as the original plans do not need to be revised. Should revisions be necessary staff will request the needed changes.

A pre-construction meeting is required before any tree cutting or dirt moving commences.

Inspections throughout the clearing are also required to ensure that clearing limits, timber to be removed, buffers, and erosion control are clearly marked in the field and observed during the permit activities.

LAND CLEARING PERMITS IN THE CITY:

EXISTING CONDITION & ACTIVITY PROPOSED:		AMOUNT OF TIMBER REMOVAL:	CODE REQUIREMENTS:
No Subdivision	Single Family w/ Home Cannot be further Subdivided.	Less than 5,000 BF*	Exempt
		Greater than 5,000 BF*	Clearing allowed with Management Plan (15.18.040 (D) & (F)). Entire lot can be cleared.
	Single Family w/ Home Can be further Subdivided/Vacant Lots-- Not recently subdivided	Less than 5,000	Exempt
		Greater than 5,000 BF*	Clearing allowed with Management Plan(15.18.040 (B) & (C)). Clearing Limited to 1 1/2 times the minimum lot size for the zone where the property is located.
Subdivision	Standard Clearing Permit not using the Alternative		Clearing for roads and utilities allowed with preliminary plat approval, approved grading permit, approved
	Clearing Permit using the Alternative Process		Clearing for roads and utilities allowed with preliminary plat approval, approved grading permit, approved clearing permit. Clearing for home sites and driveways allowed with additional design including arborist review. Requires preparation of replanting plan and posting a surety in case of failure to obtain building permits within 2 years of clearing activities. Clearing allowed prior to final plat approval. (15.18.040 (H)).
Lots from Applications Submitted After Ordinance Adopted (subject to RCW 58.17.170)		Less than 5,000 BF*	Exempt
		Greater than 5,000 BF*	Clearing allowed with Building Permit and Site Plan/Clearing Plan (15.18.040 (A)). Entire lot can be cleared.
Lots from Applications Submitted Before Ordinance Adopted		Less than 5,000 BF*	Exempt
		Greater than 5,000 BF*	Clearing allowed with Management Plan (15.18.040 (E) & (F)). Entire lot can be cleared.

COMPLETE APPLICATION REQUIRED: The City will not accept an application that does not have all of the required items listed below. To accept your application, each of the numbered items must be submitted at the *same time*. However, if you have received a prior written waiver of a submittal item(s), please provide the signed waiver form in lieu of any submittal item not provided.

APPLICATION REVIEW: Applicants are required to bring one copy of the application package for informal review by a CEDD staff prior to formal application and fee payment to ensure the application is complete. This should be done prior to making the requested number of copies. Please call the CEDD to arrange a convenient time.

MINIMUM APPLICATION MATERIALS FOR LAND CLEARING PERMITS:

Check when Received:	Submittal Item:	Number of Copies:	Item Waived:
<input type="checkbox"/>	Affidavits for Labels A form on which an applicant certifies that they obtained the names and addresses of those property owners they were directed to and that this information was obtained from the Skagit County Assessor's office within the previous 30 days. This affidavit is provided by the CEDD to applicants.	1	
<input type="checkbox"/>	Application Fees Application fees must be paid when an application is submitted to the CEDD. The total fee amount will be determined at the pre-submittal meeting with a staff planner. <ul style="list-style-type: none"> • Clearing Permit: _____ • Land Use Sign(s): _____ • Postage: _____ • SEPA : _____ • Other: _____ 	These fees will be calculate at the CEDD at your pre-submittal review meeting that is required.	
<input type="checkbox"/>	Application Form (Master Land Use Form) A form on which an applicant provides their name and contact information and the name and contact information of the property owner if it is not the applicant. Contractor's information shall be provided on this form (if known), along with general information including the site address, parcel number(s), existing/proposed land uses, existing/proposed Comprehensive Plan designations, existing/proposed zoning designations, site area, project valuation and whether or not the site is within 200 feet of an area designated as a critical area. The current owner(s) of the land must provide their notarized signatures on this form. This form is provided by the CEDD to applicants.	1	
<input type="checkbox"/>	Assessor's Map Indicating Site/Area A map obtained from the Skagit County Assessor's office identifying the subject site illustrating all property within 300 feet of the subject site.	5	
<input type="checkbox"/>	Drainage Plan A stormwater plan that shows the proposed method(s) for receiving, handling, transporting surface water within the subject property in a manner consistent with the City's adopted stormwater standards. Drainage plans are to be drawn to scale and stamped by a State of Washington licensed civil engineer.	3	
<input type="checkbox"/>	Environmental Checklist Not all projects require SEPA review. Part 9 of the SEPA rules describes types of projects that have been exempted from SEPA requirements because they are unlikely to have a significant adverse environmental impact or were designated exempt by the legislature. The following are examples of projects exempt from SEPA review. For a complete list of categorical exemptions see WAC 197-11-800 attached and Section 15.06.095 Mount Vernon Municipal Code (MVMC). <ul style="list-style-type: none"> • Residential dwellings up to 10 units, cumulative. • Agricultural buildings up to 30,000 square feet, cumulative. • Office, school, commercial, recreational, service or storage buildings up to 12,000 	9	

	<p>square feet.</p> <ul style="list-style-type: none"> • Parking lots up to 40 spaces, cumulative. • Subdivision of land into 9 lots or less. • Fills or excavations up to 500 cumulative cubic yards. • Installation of utility lines greater than 8-inches in diameter. • Work that will be done on or near a critical area. <p>If your project triggers SEPA review the “SEPA Checklist” will need to be completed. This checklist contains extensive questions about the natural environment (earth, air, water, etc.) and the built environment (traffic, schools, noise, etc.) of your site. Each question shall be answered accurately and to the best of your knowledge. If a question does not apply, please write “does not apply”. The questions apply to the entire project. Any future plans should be included when answering these questions. The SEPA review process requires an evaluation of cumulative impacts. For this reason it is critical to state all current and future development intentions clearly. In most cases this will prevent you from having to go back through the SEPA review process. CEDD staff can provide you with a copy of a SEPA checklist, if you need one.</p>		
<input type="checkbox"/>	<p>Legal Description</p> <p>A description of a piece of land which allows an independent surveyor to locate and identify it. Usually it uses one of the following methods: government survey, metes and bounds or recorded plat (lot and block number).</p>	3	
<input type="checkbox"/>	<p>List of Surrounding Property Owners</p> <p>A listing of all current property owners and their mailing addresses and Skagit County Assessor’s account numbers within the area specified by MVMC 14.05.150(A)(3) of the boundaries of the subject site as obtained from the Skagit County Assessor’s office. The list shall include a notarized statement from the applicant attesting that the ownership information provided is current and accurate. Current shall mean obtained within the past thirty (30) days unless otherwise approved by the CEDD.</p>	2	
<input type="checkbox"/>	<p>Map of Existing Site Conditions</p> <p>A plan drawn at the same scale as, or combined with, the grading plan or topography map showing existing topography at two foot contours or less, and including structural and natural features. The plan shall include major trees, shrubs, large rocks, creeks and watersheds, floodplains, buildings, roadways and trails.</p>	9	
<input type="checkbox"/>	<p>Plan Reductions</p> <p>Eight and one-half inch by eleven inch (8-1/2” x 11”) or eleven inches by seventeen inches (11” x 17”) reductions of all required full size plan sheets including, but not limited to elevations, landscape plans, conceptual utility plans, site plan, and neighborhood detail/vicinity map that will yield legible photocopies.</p>	3	
<input type="checkbox"/>	<p>Pre-Application Meeting Summary</p> <p>A copy of the memorandum provided to an applicant by planning staff at the pre-application meeting. Please note that pre-applications meeting approvals expire six (6) months following a meeting that is held.</p>	1	
<input type="checkbox"/>	<p>Project Narrative</p> <p>A clear and concise description and summary of a proposed project, including:</p> <ol style="list-style-type: none"> Project name, size and location of site; Zoning and Comprehensive Plan designations of the site and adjacent properties; Current use of the site and any existing improvements; Special site features (i.e., wetlands, water bodies, steep slopes, or other critical areas); and a description of the buffers that will be required for each feature; Statement addressing soil type and drainage conditions; Proposed use of the property and scope of the proposed development (i.e., height, square footage, lot coverage, parking, access, etc.); Estimated quantities and type of materials involved if any fill or excavation is proposed; Description of the methods to be used for all proposed forest practices and land clearing activities A time schedule for land clearing activities; Type of equipment to be used; and Measures proposed to protect the site and adjacent properties from potential adverse impacts. The number of board feet of timber to be removed. 	9	

☐	Reforestation Plans & Associated Materials Plans and materials demonstrating compliance with RCW 76.09.060	3	
☐	Site Plan A plan drawn by a State of Washington licensed architect, engineer, or other specifically approved by the Director, at a scale also approved by the Director containing all information requested by City of Mount Vernon submittal forms, including but not limited to: <ol style="list-style-type: none"> a. Scale, north arrow, and legal description; b. Location, identification, and dimensions of all buildings, property lines, setbacks, streets, adjacent streets, and easements; c. Location and dimensions of existing and proposed structures, parking and loading areas, driveways, existing on-site trees, existing or proposed fencing or retaining walls, freestanding signs, easements, refuse and recycling areas, freestanding lighting fixtures, utility junction boxes, public utility transformers, storage areas, buffer areas, open spaces, curbs, gutters sidewalks, median islands, and street trees; d. The location and dimensions of natural features and critical areas along with their buffers; such as streams, lakes, marshes and wetlands; e. Grading plan showing proposed and existing contours and site elevations; f. All wells and septic systems located on or near the project site shall be identified; g. General notes addressing the following: <ol style="list-style-type: none"> i. Name of the project, ii. Name, address, and telephone number of owner and agent(s), iii. Zoning and Comprehensive Plan designations of the site, iv. Area, in square feet and acreage, of the project site, h. General location, type, range of size, and conditions of trees; i. Identification by areas, of trees that are to be removed, and information on how the trees or areas are delineated in the field; j. Identification by area of trees that are to be retained (tree protection areas); and information on how the tree protection areas are delineated in the field; k. Any existing improvement on the property including, but not limited to, existing cleared areas, structures, driveways, ponds, and utilities; l. Identification of areas of proposed development and type of development proposed; m. Information indicating the method of drainage and erosion control during and following the clearing operation; and n. Information on how property lines are identified (fences, flags, roads, ditches, etc.). 	9	
☐	Title Report or Plat Certificate A document prepared by a title insurance company documenting the ownership and title of all interested parties in the plat, subdivision, dedication, development or action that lists all encumbrances. The certificate or report shall be dated within 30 days prior to the submittal of a permit to the City. An updated certificate or report dated within 30 days before final plat approval is also necessary. Copies of all the encumbrances listed within the certificate or report shall be provided; including: <p>Existing Covenants The recorded limitation on property, or assignment of responsibility, which may be set forth in the property deed and/or identified in a title report.</p> <p>Existing Easements A recorded document by the property owner granting one or more privileges to use the owner’s land to and/or for the use by the public, a corporation or another person or entity. Easements may be referenced by property deed and are identified in the property title report.</p>	2	
☐	Tree Cutting/Land Clearing Plan A plan, based on finished grade, drawn to scale clearly showing property boundaries, location of areas proposed to be cleared, types and sizes of vegetation to be removed, altered or retained, future building sites and drip lines of any trees which will overhang/overlap a construction line, and location and dimensions of rights-of-way, utility lines, and easements. All critical areas and their associated buffers shall also be shown.	9	

**ADDITIONAL APPLICATION MATERIALS FOR LAND CLEARING PERMITS –
REQUESTED ON A CASE-BY-CASE BASIS DEPENDING ON SITE SPECIFIC CIRCUMSTANCES**

<input type="checkbox"/>	<p>Drainage Report A report stamped by a State of Washington licensed civil engineer complying with the requirements of the City's adopted stormwater standards.</p>	3	
<input type="checkbox"/>	<p>Geotechnical Report A study prepared in accordance with generally accepted geotechnical practices and stamped by a professional engineer licensed in the State of Washington which includes soils and slope stability analysis, boring and test pit logs, and recommendations on slope setbacks, foundation design, retaining wall design, material selection, and all other pertinent elements. If the evaluation involves geologic evaluations or interpretations, the report shall be reviewed and approved by a geologist. Further recommendations, additions or exceptions to the original report based on the plans, site conditions, or other supporting data shall be signed and sealed by the geotechnical engineer. If the geotechnical engineer who reviews the plans and specifications is not the same engineer who prepared the geotechnical report, the new engineer shall in a letter to the city accompanying the plans and specifications, express his or her agreement or disagreement with the recommendations in the geotechnical report and state that the plans and specifications conform to his or her recommendations. The preparation and content requirements in the table below shall also apply. See MVMC 15.40.160 Table A Geotechnical Report – Detailed Requirements to see if these more detailed requirements apply to your project site.</p>	3	
<input type="checkbox"/>	<p>Grading Plan (Preliminary) Preliminary: A plan drawn by a State of Washington licensed civil engineer, land surveyor, or landscape architect at a scale and size approved by the CEDD. The horizontal and vertical control datum shall be clearly shown. For projects where less than 500 cubic yards of material is graded, the site plans may be prepared by owner/contractor as permitted by the CEDD. The plans shall clearly indicate the following:</p> <ol style="list-style-type: none"> a. Graphic scale and north arrow; b. Dimensions of all property lines, easements, and abutting streets; c. Location and dimension of all on-site structures and the location of any structures within fifteen feet (15') of the subject property or which may be affected by the proposed work; d. Accurate existing and proposed contour lines drawn at two feet, or less, intervals showing existing ground and details of terrain and area drainage to include surrounding off-site contours within one hundred feet of the site; e. Location of natural drainage systems, including perennial and intermittent streams, the presence of bordering vegetation, and floodplains; f. Location of regulated critical areas and their buffers; such as, wetlands, steep slopes, watercourses, or floodplains and their associated buffers on or adjacent to the site; g. Setback areas and any areas not to be disturbed; h. Finished contours drawn at two foot intervals as a result of grading; i. Proposed drainage channels and related construction with associated underground storm lines sized and connections shown; j. All wells and septic systems located on or near the project site shall be identified; k. General notes addressing: <ol style="list-style-type: none"> i. Area in square feet of the entire property, ii. Area of work in square feet, iii. The number of tons and cubic yards of soil to be added, removed, or relocated, iv. Type and location of fill origin, and destination of any soil to be removed from site, and j. Finished floor elevation(s) of all structures, existing and proposed. 	5	

	<p>Grading Plan, Final</p> <p>A plan drawn on 24-inch by 36-inch paper drawn by a State of Washington licensed civil engineer, or architect at a scale of 1-inch to 40-feet (horizontal feet) and 1-inch to 10-feet (vertical feet) (or other size plan sheet or scale approved by the Director). The horizontal and vertical control datum shall be clearly shown. For small fill and grade projects plans may be prepared by owner/contractor as permitted by the CEDD. The plans shall clearly indicate the following:</p> <ol style="list-style-type: none"> a. For Projects that are from 50 cubic yards up to 5,000 cubic yards: Graphic scale and north arrow (plan must be to scale). <ol style="list-style-type: none"> i. Property location, address (if any) and Skagit County Assessor’s parcel number(s); ii. Dimensions of all property lines, easements, and abutting streets; iii. Location and dimension of all on-site structures and the location of any structures within 15 feet of the subject property or that may be affected by the proposed work; iv. Accurate existing and proposed contour lines drawn at two-foot intervals showing existing ground and details of terrain and area drainage to include surrounding off-site contours within 100 feet of the site; v. Location of natural drainage systems, including perennial and intermittent streams and the presence of bordering vegetation; vi. Location of regulated critical areas and their buffers; such as, wetlands, steep slopes, watercourses, or floodplains on or adjacent to the site; vii. Setback areas and any areas not to be disturbed; viii. Proposed drainage channels and related construction with associated underground storm lines sized and connections shown; ix. Finished floor elevations(s) of all structures, existing and proposed; x. All wells and septic systems located on or near the project site shall be identified; xi. General notes addressing the following (may be listed on the cover sheet): <ol style="list-style-type: none"> a) Area in square feet of the entire property, b) Area of work in square feet, c) Number of cubic yards of soil or other materials to be added, removed, or relocated, and d) Type and location of fill origin, and destination of any soil or other materials to be removed from the site. b. In addition to the requirements listed above, for projects that exceed 5,000 cubic yards, grading shall be performed in accordance with the approved grading plan prepared by a civil engineer, and shall be designated as “engineered grading.” <ol style="list-style-type: none"> i. Application for these projects shall be accompanied by copies of plans and specifications, and supporting data consisting of a soils engineering report and engineering geology report. The plans and specifications shall be prepared and signed by a civil engineer licensed by the State of Washington. ii. Specifications shall contain information covering construction and material requirements. iii. Plans shall be drawn to scale to indicate the nature and extent of the work proposed and show in detail that they will conform to the provisions of the International Building Code and all relevant laws, ordinances, rules and regulations. The first sheet of each set of plans shall give location of the work, the name and address of the owner, and the person by whom they were prepared. iv. The plans shall have the following information: <ol style="list-style-type: none"> a) General vicinity of the proposed site, b) Property limits and accurate contours of existing ground and details of terrain and area drainage, c) Soils report prepared by a licensed soils engineer or geologist, d) Limiting dimensions, elevations or finish contours to be achieved by the grading, and proposed drainage channels and related construction, 		
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	<ul style="list-style-type: none"> e) Detailed plans of all surface and subsurface drainage devices, walls, cribbing, dams and other protective devices to be constructed with, or as a part of, the proposed work, together with a map showing the drainage area and estimated runoff of the area served by any drains, f) Location of any buildings or structures on the property where the work is to be performed and the location of any buildings or structures on land of adjacent owners that are within 15 feet of the property or that may be affected by the proposed grading operations, g) Recommendations included in the soils engineering report and the engineering geology report shall be incorporated in the grading plans or specifications. When approved by the building official, specific recommendations contained in the soils engineering report and the engineering geology report, that are applicable to grading, may be included by reference, h) The dates of the soils engineering and engineering geology reports together with the names, addresses and phone numbers of the firms or individuals who prepared the reports, i) The Soils Engineering Report shall include data regarding the nature, distribution, and strength of existing soils, conclusions and recommendations for grading procedures and design criteria for corrective measures, including buttress fills, when necessary, and opinion on adequacy for the intended use of sites to be developed by the proposed grading as affected by soils engineering factors, including the stability of slopes, j) Liquefaction Study: The building official may require a geotechnical investigation in accordance with the IBC if, during the course of an investigation, all of the following conditions are discovered, the report shall address the potential for liquefaction: <ul style="list-style-type: none"> i. Shallow ground water, 50 feet or less, ii. Unconsolidated sandy alluvium, and iii. Seismic Zone D1. 		
<input type="checkbox"/>	<p>Habitat/Wildlife Assessment</p> <p>A report prepared by a qualified fish and wildlife biologist with experience assessing the relevant species and habitats and including at a minimum, the following requirements:</p> <ol style="list-style-type: none"> 1. Site Plan prepared in accordance with the requirements of the Planning and Permit Center indicating all Habitat Conservation Areas falling within 200 feet of the subject property. 2. Project narrative describing the proposal including, but not limited to, associated grading and filling, structures, utilities, adjacent land uses, description of vegetation both within and adjacent to the habitat conservation area, and when deemed necessary by the Director, surface and subsurface hydrologic analysis; 3. Impact analysis identifying and documenting the presence of all habitat conservation areas and discussing the project's effects on the Habitat Conservation Areas; 4. Regulatory analysis including a discussion of any federal, state, tribal, and/or local requirements or special management recommendations which have been developed for species and/or habitats located on the site; 5. Mitigation report including a discussion of proposed measures of mitigating adverse impacts of the project and an evaluation of their potential effectiveness. Measures may include but are not limited to: establishment of buffer zones, preservation of critically important plants and trees, limitation of access to habitat areas, seasonal restrictions of construction activities, establishment of a timetable for periodic review of the plan and/or establishment of performance or maintenance bonds; 6. Management and maintenance practices including a discussion of ongoing maintenance practices that will assure protection of all fish and wildlife habitat conservation areas onsite after the project has been completed. This section should include a discussion of proposed monitoring criteria, methods and schedule. See MVMC 15.40 to see if additional materials will be necessary following the preparation of this initial study. 	3	

	<p>Final: A plan drawn on 24-inch by 36-inch paper drawn by a State of Washington licensed civil engineer, or architect at a scale of 1-inch to 40-feet (horizontal feet) and 1-inch to 10-feet (vertical feet) (or other size plan sheet or scale approved by the Director). The horizontal and vertical control datum shall be clearly shown. For small fill and grade projects plans may be prepared by owner/contractor as permitted by the CEDD. The plans shall clearly indicate the following:</p> <p>A. For Projects that are from 50 cubic yards up to 5,000 cubic yards: Graphic scale and north arrow (plan must be to scale).</p> <ol style="list-style-type: none"> 1. Property location, address (if any) and Skagit County Assessor’s parcel number(s); 2. Dimensions of all property lines, easements, and abutting streets; 3. Location and dimension of all on-site structures and the location of any structures within 15 feet of the subject property or that may be affected by the proposed work; 4. Accurate existing and proposed contour lines drawn at two-foot intervals showing existing ground and details of terrain and area drainage to include surrounding off-site contours within 100 feet of the site; 5. Location of natural drainage systems, including perennial and intermittent streams and the presence of bordering vegetation; 6. Location of regulated critical areas and their buffers; such as, wetlands, steep slopes, watercourses, or floodplains on or adjacent to the site; 7. Setback areas and any areas not to be disturbed; 8. Proposed drainage channels and related construction with associated underground storm lines sized and connections shown; 9. Finished floor elevations(s) of all structures, existing and proposed; 10. All wells and septic systems located on or near the project site shall be identified; 11. General notes addressing the following (may be listed on the cover sheet): <ol style="list-style-type: none"> a. Area in square feet of the entire property, b. Area of work in square feet, c. Number of cubic yards of soil or other materials to be added, removed, or relocated, and d. Type and location of fill origin, and destination of any soil or other materials to be removed from the site. <p>B. In addition to the requirements listed above, for projects that exceed 5,000 cubic yards, grading shall be performed in accordance with the approved grading plan prepared by a civil engineer, and shall be designated as “engineered grading.”</p> <ol style="list-style-type: none"> 1. Application for these projects shall be accompanied by copies of plans and specifications, and supporting data consisting of a soils engineering report and engineering geology report. The plans and specifications shall be prepared and signed by a civil engineer licensed by the State of Washington. 2. Specifications shall contain information covering construction and material requirements. 3. Plans shall be drawn to scale to indicate the nature and extent of the work proposed and show in detail that they will conform to the provisions of the International Building Code and all relevant laws, ordinances, rules and regulations. The first sheet of each set of plans shall give location of the work, the name and address of the owner, and the person by whom they were prepared. 4. The plans shall have the following information: <ol style="list-style-type: none"> a. General vicinity of the proposed site, b. Property limits and accurate contours of existing ground and details of terrain and area drainage, c. Soils report prepared by a licensed soils engineer or geologist, d. Limiting dimensions, elevations or finish contours to be achieved by the grading, and proposed drainage channels and related construction, e. Detailed plans of all surface and subsurface drainage devices, walls, cribbing, dams and other protective devices to be constructed with, or as a part of, the proposed work, together with a map showing the drainage area and estimated runoff of the area served by any drains, 		
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	<ul style="list-style-type: none"> f. Location of any buildings or structures on the property where the work is be performed and the location of any buildings or structures on land of adjacent owners that are within 15 feet of the property or that may be affected by the proposed grading operations, g. Recommendations included in the soils engineering report and the engineering geology report shall be incorporated in the grading plans or specifications. When approved by the building official, specific recommendations contained in the soils engineering report and the engineering geology report, that are applicable to grading, may be included by reference, h. The dates of the soils engineering and engineering geology reports together with the names, addresses and phone numbers of the firms or individuals who prepared the reports, i. The Soils Engineering Report shall include data regarding the nature, distribution, and strength of existing soils, conclusions and recommendations for grading procedures and design criteria for corrective measures, including buttress fills, when necessary, and opinion on adequacy for the intended use of sites to be developed by the proposed grading as affected by soils engineering factors, including the stability of slopes, j. Liquefaction Study: The building official may require a geotechnical investigation in accordance with the IBC if, during the course of an investigation, all of the following conditions are discovered, the report shall address the potential for liquefaction: <ul style="list-style-type: none"> iv. Shallow ground water, 50 feet or less, v. Unconsolidated sandy alluvium, and vi. Seismic Zone D1. 		
<input type="checkbox"/>	<p>Hydrogeologic Study</p> <ol style="list-style-type: none"> 1. The study shall be prepared by, or under the direction of, and signed by licensed hydrogeologist pursuant to WAC 308-15. 2. Phase I Report Requirements. A Phase 1 reconnaissance level hydrogeologic report shall summarize existing information about the basic site hydrogeologic conditions such as soil types, land cover, likely ground water flow directions and receiving waters, and which low impact development management practices will be implemented consistent with the Low Impact Development Technical Guidance Manual for Puget Sound, January 2005, or an equivalent manual as determined by the Director. 3. Phase II Report Requirements. This report shall include: <ol style="list-style-type: none"> a. A description of the geology and ground water in the proposed permit area and adjacent areas down to and including the lowest aquifer that may be affected by the facility, including the following: <ol style="list-style-type: none"> i. The results of a sufficient number of test borings and core borings to accurately characterize geology, soils, ground water flow, ground water chemistry and flow systems of the proposed permit area and adjacent area, which shall be at least three test borings. The applicant shall include the actual surface elevations of the drill holes. ii. The stratigraphy, lithologic and physical characteristics and thickness of each stratum, including the location and depth of aquifers. iii. The hydrologic characteristics of each aquifer described in paragraph "ii" above, including field test data for hydraulic conductivity, storage coefficient and transmissivity, ground water hydraulic gradient and velocity. The description of these characteristics shall be based on a multiple well aquifer tests if required by the city. The application shall include the procedures and calculations used to determine these characteristics. iv. The geologic structure within the proposed permit area and adjacent area, and its relation to the regional geological structure. v. The aquifer characteristics necessary to accurately describe three dimensional ground water flow through the proposed permit area and adjacent area, including storage and discharge characteristics. 	3	

	See MVMC 15.40 to see if additional materials will be necessary following the preparation of this initial study.		
<input type="checkbox"/>	<p>Neighborhood Detail Map</p> <p>A map, drawn at a scale of one inch equals one hundred feet (1" = 100') or other scale approved by the CEDD. The map shows the location of the subject site relative to the property boundaries of the surrounding parcels within approximately one thousand feet identifies the subject site with a darker perimeter line than that of surrounding properties. The map also shows the property's lot lines, existing land uses, building outlines, City boundaries (if applicable), north arrow, graphic scale, and City of Mount Vernon street names for all streets shown.</p>	9	
<input type="checkbox"/>	<p>Standard Stream Study</p> <p>A report shall be prepared by a qualified professional, unless otherwise determined by the Director, and include the following information:</p> <ol style="list-style-type: none"> 1. Site Map: Site map(s) indicating, at a scale no smaller than 1" = 20' (unless otherwise approved by the Director): <ol style="list-style-type: none"> a. The entire parcel of land owned by the applicant, including 100 feet of the abutting parcels through which the water body(ies) flow(s); b. The ordinary high water mark (OHWM) determined in the field by a certified professional (the OHWM must also be flagged in the field); c. Stream classification, as recorded in city Inventories (if unclassified, see subsection (c) below); d. Topography of the site and abutting lands in relation to the stream(s) and its/their management zone(s) at contour intervals of two feet where slopes are less than 10 percent, and of five feet where slopes are 10 percent or greater; e. 100-year floodplain and floodway boundaries, including 100 feet of the abutting parcels through which the water body(ies) flow(s); f. Site drainage patterns, using arrows to indicate the direction of major drainage flow; g. Top view and typical cross-section views of the stream, banks, and management zones to scale; h. The vegetative cover of the entire site, including the stream or lake, banks, riparian area, and/or abutting wetland areas, extending 100 feet upstream and downstream from the property line. Include position, species, and size of all trees at least 4 inches dbh that are within the Inner and Outer Riparian Management Zone; i. The location, width, depth, and length of all existing and proposed structures, roads, storm water management facilities, wastewater treatment and installations in relation to the stream/lake and its/their management zones; and j. Location of site access, ingress and egress. 2. Grading Plan: A grading plan prepared in accordance with MVMC and Mount Vernon Engineering Standards and as required by staff through the preapplication review process, and showing contour intervals of two feet where slopes are less than 10 percent, and of five feet where slopes are 10 percent or greater. 3. Stream Assessment Narrative: A narrative report shall be prepared to accompany the site plan which describes: <ol style="list-style-type: none"> a. The Stream classification as recorded in city inventories. b. The vegetative cover of the site, including the stream or lake, banks, riparian area, wetland areas, and flood hazard areas extending 100 feet upstream and downstream from the property line; c. The ecological functions currently provided by the stream/lake and existing riparian area; d. Observed or reported fish and wildlife that make use of the area including, but not limited to, salmonids, mammals, and bird nesting, breeding, and feeding/foraging areas; and e. Measures to protect trees and vegetation. <p>See MVMC 15.40.170(C) to see if a supplemental stream study will be required.</p>	3	
<input type="checkbox"/>	<p>Survey</p> <p>A sketch showing all distances, angles and calculations required to determine corners and distances of the plat shall accompany this data. The allowable error of closure shall not exceed one foot (1') in ten thousand feet (10,000'). Shall be accompanied by a complete survey of the section or sections in which the plat or re-plat is located, or</p>	3	

	as much thereof as may be necessary to properly orient the plat within such section or sections. The plat and section survey shall be submitted with complete field and computation notes showing the original or re-established corners with descriptions of the same and the actual traverse showing error of closure and method of balancing. Horizontal control datum shall be that which is stipulated by WAC 332-130-060.		
<input type="checkbox"/>	Topographic Map A map showing the existing land contours using vertical intervals of not more than two feet. For any existing buildings the map shall show the finished floor elevations of each floor of the building. The horizontal and vertical control datum shall be clearly shown.	5	
<input type="checkbox"/>	Wetland Assessment A wetland assessment includes the following: 1. A description of the project and maps at a scale no smaller than 1" = 200' showing the entire parcel of land owned by the applicant and the wetland boundary delineated by a qualified wetlands ecologist, and pursuant to MVMC 15.40.040; 2. A description of the vegetative cover of the wetland and adjacent area including identification of the dominant plant and animal species, consistent with published delineation standards (Corps of Engineers delineation manual, 1987; Washington State Wetlands Identification and Delineation Manual, 1997). Copies of the wetland delineation data sheets and rating forms should be included as an appendix to the wetland assessment; 3. A site plan for the proposed activity at a scale no smaller than 1" = 200' showing the location, width, depth and length of all existing and proposed structures, roads, storm water management facilities, sewage treatment and installations within the wetland and its buffer; 4. The exact locations and specifications for all activities associated with site development including the type, extent and method of operations; 5. Elevations of the site and adjacent lands within the wetland and its buffer at contour intervals of no greater than five feet or at a contour interval appropriate to the site topography and acceptable to the city; 6. Top view and typical cross-section views of the wetland and its buffer to scale; 7. The purposes of the project and, if a variance is being requested, an explanation of why the proposed activity cannot be located at another site; 8. If wetland mitigation is proposed, a mitigation plan which includes baseline information, an identification of direct and indirect impacts of the project to the wetland area and wetland functions, environmental goals and objectives, performance standards, construction plans, a monitoring program and a contingency plan. 9. Alternative Methods of Development: If wetland changes are proposed, the applicant shall evaluate alternative methods of developing the property using the following criteria in this order: a. Avoid any disturbances to the wetland or buffer; b. Minimize any wetland or buffer impacts; c. Compensate for any wetland or buffer impacts; d. Restore any wetlands or buffer impacted or lost temporarily; e. Create new wetlands and buffers for those lost; and f. In addition to restoring a wetland or creating a wetland, enhance an existing degraded wetland to compensate for lost functions and values. This evaluation shall be submitted to the Director. Any proposed alteration of wetlands shall be evaluated by the Director using the above hierarchy. 10. Such other information as may be needed by the city, including but not limited to an assessment of wetland functional characteristics, including a discussion of the methodology used; a study of hazards if present on site, the effect of any protective measures that might be taken to reduce such hazards; and any other information deemed necessary to verify compliance with the provisions of this section. See MVMC 15.40 to see if additional materials will be necessary following the preparation of this initial study.	3	



APPLICATION FORM *for* LAND CLEARING PERMITS

PROPERTY OWNER(S):	
(If there is more than one legal owner, please attach an additional notarized Signature Page for each owner)	
NAME:	
ADDRESS:	
CITY/STATE:	ZIP:
TELEPHONE NUMBER and EMAIL ADDRESS:	
TIMBER OWNER	
(if different than property owner listed above):	
NAME:	
COMPANY: (If applicable)	
ADDRESS:	
CITY/STATE:	ZIP:
TELEPHONE NUMBER and EMAIL ADDRESS:	
OPERATOR	
(if different than property or timer owner(s) listed above):	
NAME:	
ADDRESS:	
CITY/STATE:	ZIP:
TELEPHONE NUMBER and EMAIL ADDRESS:	

PROJECT INFORMATION		
Project or development name:		
Property/project address(es)/location:		
A copy of the site legal description from either: 1) a recent title report; or 2)a description written and/or reviewed by a P.L.S., must be attached.		
Section:	Township:	Range:
Skagit County Assessor's parcel number(s):		
Existing Zoning designation:		
Forest Tax Reporting Account Number:		
Call the Dept. of Revenue to get this number if you don't currently have one at: 1-800-548-8829.		
Overall Site Area (sq. ft. or acreage):		
Area of tree removal:	Volume of Timber in Board Feet (BF):	
Is the site located in any type of environmentally sensitive area?		
Wetlands: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Streams: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Steep Slopes: <input type="checkbox"/> Yes <input type="checkbox"/> No		
The City's resource maps can assist you in ascertaining whether or not additional critical areas studies will be necessary. Go to: http://www.mountvernonwa.gov then click on 'City Maps' on the 'Our Community' page.		

ACKNOWLEDGEMENTS

The following statements MUST be read and initialed by the property owner. Permit applications involve many steps and processes; and most applications are conditioned through the process. The following disclosure statements involve items that the Community & Economic Development Department wishes to bring to your attention at the beginning of a project. The following statements in no way contain all of the conditions that could be applied to your project, but rather, are conditions that could seem out of the ordinary to an applicant who does not regularly work with municipal codes.

OWNER'S INITIALS:	PERMITTING DISCLOSURE STATEMENTS:
	I understand that if critical areas (wetlands, streams, steep slopes, et cetera) are found on or near my property I will be required to leave an undisturbed buffer area around the critical area. I also understand that depending upon the size and scope of my project that I may be required to enhance a critical area buffer.
	I understand that I am solely responsible for providing complete and accurate information to the City. I understand that if my application is missing information or if inaccurate materials are submitted, my permit(s) will be delayed. I understand that depending on how inaccurate and how incomplete my application is or becomes, the Community & Economic Development Department could require an entirely new application to be submitted. I understand that when and if conditions change from that which my application originally represented, I am responsible for letting the City know.
	I understand that I am applying for permits from the City of Mount Vernon only; and that additional permits from other Federal and State agencies could be required. I understand that the City of Mount Vernon can not advise me of permits that are required from other agencies, and that I must contact these agencies to make sure I comply with their requirements. These agencies include (but are in no way limited to): Corps of Engineers, Department of Ecology, and Northwest Clean Air Agency.

AFFIDAVIT OF OWNERSHIP

Only the property owner or an authorized representative may sign this form. If your title report lists a company, partnership or other owners you must submit evidence that you are authorized to sign on behalf of the entity or others that are listed. If you are an authorized representative you must provide a signed and notarized statement from the property owner(s) that you are authorized to sign on their behalf. Please attached additional signature sheets if there are more than one owner.

I, _____, declare that I am (please check one) _____ the owner of the property involved in this application, _____ the authorized representative to act for the property owner (proof of authorization must be attached), and that the statements and answers herein contained and the infoamtion herewith submitted are in all respects true and correct to the best of my knowledge and belief.

Applicant Signature: _____

On this, the _____ day of _____, 20____ before me personally appeared _____ known to me to be the same person whose name is subscribed to the within instrument and acknowledged that he/she voluntarily executed the same for the purpose therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Notary Public in and for the State of Washington
Residing at _____
My Appointment Expires _____