



## FILL & GRADE PERMITS

### GENERAL INFORMATION

Fill & Grade Permits are required to be submitted before commencing many dirt moving and infrastructure installation activities. Importing, exporting, or moving 50 cubic yards (or more) of material to, from, or within a site, changes to surface water flows, the construction of most roads, stormwater facilities, as well as the installation of underground utilities such as sanitary and/or storm sewers are all Fill & Grade Permit triggers.

### SUBMITTAL REQUIREMENTS

FILL & GRADE PERMITS	
ITEMS REQUIRED TO BE SUBMITTED TO INITIALLY PROCESS THE PERMIT:	# OF COPIES OF EACH ITEM LISTED:
Completed Fill & Grade Permit Application (attached labeled as pages 1-2)	1
Project Narrative including Construction Mitigation Description (see pages 3-4 for details)	1
Construction/Engineering Plans - Grading, Road, and/or Utility Plans, as applicable) (see pages 3-4 for details)	3
Drainage Report (see page 3-4 for details)	2
Title Report dated no more than six (6) months prior to submitting	1
Pre-Application Meeting Verification (if applicable, see page 5 for details)	1
CD containing PDF images of civil plans and supporting documentation being submitted	1
Traffic Concurrency Verification or completed Application (if applicable, see page 5 for details)	1
Right-of-Way Permit (if required – see page 5 for details)	1
Floodplain Development Permit (if required – see page 5 for details)	1
Transmittal listing all of the materials submitted to the City by the Applicant	1
Fees (will be calculated when an application is submitted)	NA
Listed below are items that are commonly required to be submitted with your Fill & Grade Permit; see page 6 for details with regard to these items. Check with the City prior to submitting your application to ascertain if any of these (or other) items are required to be submitted: <ul style="list-style-type: none"> <li>• Critical Areas Reports</li> <li>• Geotechnical Report</li> <li>• Special Inspection and Testing Agreement</li> </ul>	1 (WHEN REQUIRED)

### PROCESS AND TIMING

The time it takes to get your Fill & Grade permit depends on how complex your project is, how many corrections of your plans you need to make, and how quickly and completely you respond when we ask for corrections to the plans and/or materials submitted to us. We try to finish our initial review in 4 weeks. We often ask you to make corrections after the initial review, which triggers a second review of your corrected plans.

### OTHER NOTEWORTHY ITEMS

- Handouts and Standard Details can be found on the City’s website at [www.mountvernonwa.gov](http://www.mountvernonwa.gov) or can be obtained at City Hall during normal business hours.
- Plans/calculation/reports prepared by state licensed architects or professional engineers must be stamped and signed by the design professional.

*The purpose of this handout is to assist the public in complying with detailed permit submittal requirements. It is NOT a complete list of permit or code requirements and should NOT be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness and applicability to other codes. Only complete applications can be accepted by the City for review.*

FILE NUMBER: \_\_\_\_\_

**① PROPERTY WHERE PROJECT IS PROPOSED**

ADDRESS:	PARCEL NUMBER(S):
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**② PROPERTY OWNER INFORMATION**

NAME:				
ADDRESS:	CITY	STATE	ZIP	
TELEPHONE:	CELL:	EMAIL:		

**③ APPLICANT INFORMATION**

NAME:				
ADDRESS:	CITY	STATE	ZIP	
TELEPHONE:	CELL:	EMAIL:		

**④ CONTRACTOR INFORMATION**

ALL CONTRACTORS & SUBCONTRACTORS MUST HAVE A VALID STATE AND CITY BUSINESS LICENSE PRIOR TO DOING WORK IN THE CITY.

NAME:				
CONTRACTOR'S BUSINESS LICENSES	State License Number:	City License Number:		
	Expiration Date:	Expiration Date:		
ADDRESS:	CITY	STATE	ZIP	
TELEPHONE:	CELL:	EMAIL:		

**⑤ CONTACT PERSON**

SELECT THE ONE PERSON THE CITY WILL CONTACT FOR ANYTHING RELATED TO THIS PERMIT?  Applicant  Property Owner  Contractor  Other (list below)

NAME:				
ADDRESS:	CITY	STATE	ZIP	
TELEPHONE:	CELL:	EMAIL:		

## ⑥ OTHER INFORMATION

BRIEF PROJECT DESCRIPTION:		
CUBIC YARDS OF FILL TO BE IMPORTED TO SITE:		CUBIC YARDS OF MATERIAL EXPORTED FROM SITE:
LOCATION FILL MATERIAL IS COMING FROM:		
LOCATION EXCAVATED MATERIAL IS GOING TO:		
IS THE PROPERTY LOCATED IN A FLOOD ZONE?	<input type="checkbox"/> YES <input type="checkbox"/> NO	NOTE: If yes, a Flood Area Development Permit may be required.
ARE THERE SLOPES IN EXCESS OF 15% ON OR ABUTTING THE SITE?	<input type="checkbox"/> YES <input type="checkbox"/> NO	NOTE: If yes, make sure these area are clearly shown on the plans being submitted and provide a geotechnical report.
ARE THERE CRITICAL AREAS OR BUFFERS ON OR ABUTTING THE PROJECT SITE?	<input type="checkbox"/> YES <input type="checkbox"/> NO	NOTE: If yes, a copy of the critical areas report(s) must be submitted with this application. In addition, the critical area and its associated buffer must be clearly shown on the plans being submitted.
WILL MORE THAN 2-ACRES BE CLEARED?	<input type="checkbox"/> YES <input type="checkbox"/> NO	NOTE: If yes, a Land Clearing Permit must be submitted.
WILL MORE THAN 5,000 BOARD FEET OF TIMBER BE HARVESTED?	<input type="checkbox"/> YES <input type="checkbox"/> NO	NOTE: If yes, a Land Clearing Permit must be submitted.
ARE YOU CONSTRUCTING STORMWATER FACILITIES?	<input type="checkbox"/> YES <input type="checkbox"/> NO	ADDITIONAL INFORMATION NEEDED: If yes, list the DOE Manual used to design facility:
ARE YOU WORKING WITHIN AN EXISTING CITY RIGHT-OF-WAY?	<input type="checkbox"/> YES <input type="checkbox"/> NO	NOTE: If yes, a Right-of-Way Permit must be submitted.
HAS A PRE-APPLICATION MEETING BEEN HELD THAT INCLUDES THIS PROJECT?	<input type="checkbox"/> YES <input type="checkbox"/> NO	NOTE: If no, you may be required to schedule this meeting.
		ADDITIONAL INFORMATION NEEDED: If yes, provide it's City File Number:
IS THIS PROJECT SUBJECT TO THE SEPA PROCESS?	<input type="checkbox"/> YES <input type="checkbox"/> NO	NOTE: If yes, a SEPA Checklist and its associated materials must be submitted.
		ADDITIONAL INFORMATION NEEDED: If yes, provide it's City File Number:

## ⑦ ACKNOWLEDGEMENTS & SIGNATURE

Read and initial each of the following statements prior to signing this application:

	I understand that when a Fill & Grade Permit application is taken over the counter it does not mean the application has been deemed technically complete and sufficient for staff review.
	I understand that if I submit incomplete, inaccurate, and/or erroneous information it will take the City longer to process my permits.
	I understand and acknowledge that I will be responsible for providing a stormwater pond performance report and as-built drawings (on mylar and electronically) once the grading and/or utility installation is complete.
	I understand and acknowledge that Special Inspections could be required as part of my project, and if so the applicant will be required to pay for the cost of these inspections.
	I understand and acknowledge that financial securities could be required as part of the work I am completing and I agree to provide the items needed for the City to calculate these securities and to provide the securities themselves.

I hereby declare that I am either the owner of the property listed on this application or the owner of this property has authorized me to be their representative to act for them. I also declare under penalty of perjury under the laws of the State of Washington that all of the statements and answers contained herein, and the information submitted with this application form, is in all respects true, correct, and complete to the best of my knowledge and belief.

Signature

Date

Printed Name

## DEFINITIONS/ADDITIONAL DETAILS REGARDING REQUIREMENTS LISTED ON FILL & GRADE PERMIT APPLICATIONS

**AS-BUILT DRAWINGS:** Measurements made after a project is complete to provide the actual positions and features of the project. As-builts shall be provided on stabilized drafting film the size and scale of which will be determined by the DS. The entire set of plans shall be provided regardless of whether or not there are changes to be noted. AutoCad and either PDF or TIF files shall also be supplied of the entire plan set.

**BONDS OR SECURITIES (MAINTENANCE, MONITORING OR PERFORMANCE):** A financial guarantee from an applicant for the performance, maintenance or monitoring of a component of a project. The DS or Public Works Director shall provide specific requirements for the information needed to determine bond amounts on a case-by-case basis. The DS and/or Public Works Director shall also set the bonding times and amounts.

**TRAFFIC CONCURRENCY:** A process that commences once an applicant submits an application, supporting information and fees to the City. The Once processed by the city an applicant is provided with information regarding the traffic their proposal will generate, the mitigation they will need to complete to meet the City's adopted levels-of-service, and will calculate the approximate traffic impact fees that will be owned with the Applicant's proposed project.

**CONSTRUCTION/ENGINEERING PLANS:** These plans could include grading, road construction, utility installation, or combinations of each of these items. Below is a list of the information required to be included on each of these different plan types. Regardless of the type of plans being submitted they need to be organized as follows:

- Cover Sheet that includes a vicinity map, legend(s), and other pertinent project contacts and notes
- Existing Conditions
- Site Plan
- TESC Plan
- Grading Plan (as applicable)
- Roadway Plan/Profile (as applicable)
- Utility Plan/Profile (as applicable)
- Details Sheet

**Grading Plan:** 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 DS. The plans shall clearly indicate the following:

- 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).
  - 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):
  - 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."
  - 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:
    - 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,
    - 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:
  - i) Shallow ground water, 50 feet or less,
  - ii) Unconsolidated sandy alluvium, and
  - iii) Seismic Zone D1.

**Roadway Construction Plans:** Plans prepared by a State of Washington licensed civil engineer that meet the requirements found in the MVMC and the City's Engineering Standards. All plan sheets shall be twenty-four inches by thirty-six inches (24" x 36"), clear and readable and shall be at a scale of one inch equals twenty feet (1" = 20') horizontal, and one inch equals two feet (1" = 2') vertical, unless otherwise approved by the Director. The horizontal and vertical control datum shall be clearly shown. The plans shall contain the following:

- a. Final roadway construction plans shall include the following sheets:
  - i. Cover sheet;
  - ii. Existing conditions;
  - iii. Overall proposed conditions and project layout;
  - iv. Erosion control plan, including erosion control notes;
  - v. Plan and profile sheets, including stormwater and utilities;
  - vi. Construction details, including construction notes;
  - vii. Signing and striping plan; and,
  - viii. Street lighting plan.

**Utility Plans:** A plan drawn at scale or size approved by the DS clearly showing all existing (to remain) and proposed public or private improvements to be dedicated or sold to the public including, but not limited to: curbs, gutters, sidewalks, median islands, street trees, fire hydrants, utility poles, refuse areas, freestanding lighting fixtures, utility junction boxes, public utility transformers, etc., along the full property frontage. The finished floor elevations for each floor of proposed and existing (to remain) structures shall be shown. The horizontal and vertical control datum shall be clearly shown.

**CRITICAL AREAS:** Wetlands, aquifer protection areas, fish and wildlife habitat, frequently flooded and geologically hazardous areas as defined by the Growth Management Act and MVMC Chapter 15.40.

**DRAINAGE REPORT AND DRAINAGE PLANS:** A report and associated plans stamped by a State of Washington licensed civil engineer complying with the requirements of the City's adopted stormwater standards found in MVMC Chapter 13.33. Drainage Reports and Plans show 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.

**GEOTECHNICAL REPORT:** A study prepared in accordance with generally accepted geotechnical practices and stamped by a professional engineer licensed in the state of Washington that 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 Table 15.40.120(A), Geotechnical Report – Detailed Requirements, shall also apply.

**PROJECT NARRATIVE AND CONSTRUCTION MITIGATION DESCRIPTION:**

The Project Narrative needs to include a written narrative addressing each of the following:

- a. Project name, size and location of site;
- b. Current use of the site and any existing improvements;
- c. 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;
- d. Statement addressing soil type and drainage conditions;
- e. Proposed use of the property and scope of the proposed development;
- f. Proposed off-site improvements (i.e., installation of sidewalks, fire hydrants, sewer main, etc.);
- g. Estimated quantities and type of materials involved if any fill or excavation is proposed;
- h. Number, type and size of trees to be removed;
- i. Explanation of any land to be dedicated to the city; and,
- j. Construction dates (begin and end dates).

The Construction Mitigation Description needs to include a written narrative for each of the following:

- a. Hours of operation;
- b. Proposed hauling/transportation routes;
- c. Measures to be implemented to minimize dust, traffic and transportation impacts, erosion, mud, noise, and other noxious characteristics;
- d. Any special hours proposed for construction or hauling (i.e., weekends, late nights); and,
- e. Preliminary traffic control plan.

**STORMWATER POND PERFORMANCE REPORT AND MAINTENANCE**

**SCHEDULE:** Stormwater pond reports and a maintenance schedules shall be prepared by a civil engineer licensed in the State of Washington. The pond performance report provides written documentation that the pond was constructed correctly and will function as designed. The maintenance schedule outlines the maintenance work to be completed and when this work needs to be done.

**PRE-APPLICATION MEETING:** A conference held with a project applicant and City representative(s) in advance of the proposed development project application. During the conference, the City representative(s) inform the applicant of applicable policies, plans, and requirements as they apply to the proposed development project. DS staff also provides waivers of submittal requirements, as applicable, at the pre-application meeting.

**STATE ENVIRONMENTAL POLICY ACT (SEPA):** A state policy that requires state and local agencies to consider the likely environmental consequences of a proposal before approving or denying the proposal. MVMC 15.06 establishes the City's authority under SEPA. SEPA applications must be accompanied by a City development permit.

## **ADDITIONAL PROCESSES, SUBMITTAL REQUIREMENTS, AND APPLICATIONS THAT COULD BE REQUIRED WITH YOUR FILL & GRADE PERMIT APPLICATION**

This handout was created to assist applicants in determining if other permits and/or reports are required to be submitted with their Fill & Grade Permit. To view the portions of the Mount Vernon Municipal Code (MVMC) that are referenced within this document you can request copies from DS staff or you can download them by navigating to the City's website at: [www.mountvernonwa.gov](http://www.mountvernonwa.gov) then 'Departments' then 'Development Services' then 'Municipal Code'.

### **1. Am I required to attend a Pre-Application meeting prior to submitting a Fill & Grade Permit?**

The requirement to apply for and attend a Pre-Application meeting is found within MVMC Chapter 14.05 (Procedures). Following is a list of the most common projects that require a Pre-Application meeting before permit(s) can be submitted to the City:

- Building permits requiring street improvements;
- Building permits requiring a site to be brought up to current code;
- Any type of subdivision;
- All projects subject to SEPA review;
- All project requiring a Conditional or Special Use Permit;
- All shoreline permits;
- All permits with work within or abutting critical areas (i.e. wetlands, streams, slopes in excess of 15%) and their associated buffers.

The list above is not intended to be an all-inclusive list. Contact City staff for clarification if you are unsure whether or not a pre-application meeting is required prior to submitting your Fill & Grade Permit.

### **2. Am I required to submit a completed Traffic Concurrency analysis with my Fill & Grade Permit?**

Traffic Concurrency is required for many permits issued by the City. The City regulates Traffic Concurrency with MVMC Chapter 14.10 (Concurrency Management). Following is a list of the most common concurrency triggers:

- All Commercial and Residential Building permits where Traffic Concurrency has not previously been completed;
- Any type of subdivision or PUD;
- Conditional or special use permits; and,
- Most projects that are subject to the SEPA process.

The list above is not intended to be an all-inclusive list. Contact City staff for clarification if you are unsure whether or not you need to submit for Traffic Concurrency.

### **3. Am I required to submit a Right-of-way Permit with my Fill & Grade Permit?**

If any work you are proposing is within an existing City right-of-way you will need to apply for a Right-of-Way Permit. The City regulates work within our rights-of-way under MVMC Title 12 (Streets, Sidewalks and Public Works). If you are not sure where City rights-of-way are located please contact City staff.

### **4. Am I required to submit a Floodplain Development Permit with my Fill & Grade Permit?**

If any work you are proposing is within a floodplain you are required to submit a Floodplain Development Permit. The City regulates floodplain development with MVMC Chapter 15.36 (Floodplain Management Standards). You can download a map that identifies the City's floodplain areas on FEMA's website at <https://msc.fema.gov/portal>

**5. Am I required to submit Critical Areas Report(s) with my Fill & Grade Permit?**

If you are completing any work on or near regulated critical areas you are required to submit Critical Areas Report(s) specific to the type of critical area on/near your site. A Critical Area Permit might also be required. Critical areas include: wetlands, streams, steep slopes, and sensitive habitat areas that the City regulates under MVMC Chapter 15.40, Critical Areas. Contact City staff if you are unsure whether or not critical areas are on or near your property.

**6. Am I required to submit a Geotechnical Report with my Fill & Grade Permit?**

A Geotechnical Report is almost always required to be submitted with your Fill & Grade Permit if you have slopes that are 15% or greater on or abutting your site. The City regulates steep slopes under MVMC Chapters 15.05 (Building Code), Chapter 15.16 (Grading, Excavation and Fill, and Chapter 15.40 (Critical Areas). Contact City staff if you are unsure whether or not you need to submit a Geotechnical Report with your Fill & Grade Permit.

**7. Will I be required to have Special Inspections and Testing Agreements?**

Special Inspections and Testing Agreements are designed to be a proactive way to ensuring public safety by making sure different types of work be completed in accordance with design documents, specifications and plans. Certain types of grading, associated compaction, concrete work, and others are required to have special inspections completed. The need for and basis for requiring Special Inspections and Testing Agreements are found in MVMC Chapter 15.05 (Building Code) and 15.16 (Grading, Excavation and Fill).

In most instances staff is able to inform Applicants whether or not Special Inspections and/or Testing Agreements are necessary before a Fill & Grade Permit is issued; however, sometimes there are emergent situations after construction commences that will necessitate these Inspections and Agreements being completed.

**8. Will I be required to provide financial securities at the end of my project?**

Financial securities (i.e. bonds or cash deposits) are required in the following instances:

- Projects where infrastructure is built/installed that will be dedicated to the City like roads and/or sanitary sewers;
- Projects that have landscaping requirements; and,
- Projects that have chosen to deviate from the City's standard critical area buffer requirements; and as such, are required to complete monitoring and/or maintenance of critical areas and their associated buffers.

The amount of the specific type of financial security and its duration will vary project to project. Generally City staff is not able to calculate the specific amounts of these securities until a project is close to completion and the applicant provides as-builts, receipts for work completed, and other items.