

# Clear and Grade



This intake checklist identifies minimum application elements necessary for the City of Lake Forest Park to accept the application. Should any of the following minimum items not be provided, the application will not be accepted at the counter.

**Applicant:** Insert the Plan Sheet Number, and check each box under the *Applicant* heading on this checklist to confirm items are included in your submittal. A Permit Technician will check off each box under *Staff* when the item is confirmed to be included in the submittal package. *If you think an item is not applicable to your project, you must contact the appropriate department prior to your intake appointment to have the items initialed as not required.*

**An intake appointment will be required to submit this application.** Please contact Permit Services.

**Three (3)** complete sets of drawings, of a standard sheet size of 24" x 36" and one (1) 11" x 17" plan set, drawn to a horizontal scale of 1"=20' and vertical scale of 1"=4' are required. If SEPA review is required, submit **three (3)** complete sets of drawings and completed SEPA intake checklist. If applying for multiple permits concurrently submit the highest number of required plan sets.

**The following items shall be submitted for Grading Permit Applications:**

Plan sheet Number	Applicant	Staff
	<input type="checkbox"/> Completed Permit Application form .....	<input type="checkbox"/>
	<input type="checkbox"/> Application fee.....	<input type="checkbox"/>
(please fill in blanks)	Date & Time start/Date & Time complete _____	
	Cubic yards excavated on site _____	
	Cubic yards hauled to site _____	
	Cubic yards hauled from site _____	
	Total volume of cubic yards _____	
_____	<input type="checkbox"/> General vicinity map of proposed site.....	<input type="checkbox"/>
_____	<input type="checkbox"/> Itemized cost estimate for all materials and installation for any replacement, addition to or work on or around a public facility (labor should be included in the unit costs.)	<input type="checkbox"/>
_____	<input type="checkbox"/> Property limits and accurate contours of existing ground and details of terrain and area drainage.	<input type="checkbox"/>
_____	<input type="checkbox"/> Limiting dimensions, elevations or finish contours to be achieved by the grading, and proposed drainage channels and related construction.	<input type="checkbox"/>
_____	<input type="checkbox"/> 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 or adjacent owners which are within 15 feet of the property or which may be affected by the proposed grading operations.	<input type="checkbox"/>
_____	<input type="checkbox"/> Topography contours shall be shown at 2-foot intervals (5-foot intervals for slopes greater than 15 percent, 10-foot intervals for slopes greater than 40 percent), with horizontal contour plan. Existing contours shall be drawn as dashed lines, proposed contours as solid lines. (Grading plans and specifications must be designed and stamped by a Washington State Licensed Civil Engineer).	<input type="checkbox"/>



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- Traffic Control measures (if work will be done near Right-of-Way or for hauling traffic entering and leaving the site) Street cleaning schedule

**Other submittal items (two sets required):**

- A Temporary Erosion and Sedimentation Control Plan (TESCP)
- A storm water and drainage control plan .....
- Location of the proposed disposal site for any excavation to be hauled off site.....
- Surface Water Pollution Prevention Plan (SWPPP) consistent with Dept. of Ecology template.

Plan sheet  
Number

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- \_\_\_\_\_  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.
- \_\_\_\_\_  Recommendations included in the soils engineering report and the engineering geology report shall be incorporated in the grading plans or specifications.
- \_\_\_\_\_  Dates of soils engineering and engineering geology reports together with the names, addresses and phone numbers of the firms or individuals who prepared the reports.

**Other submittal items (two sets required unless otherwise stated):**

- SEPA Checklist* for grading over 1000 cubic yards. Short subdivisions are exempt from SEPA.
- Geo-Technical/ soils engineering report
- If work involves a critical area, submit a *Critical Areas Report per LFPMC 16.16*
- Two (2) complete sets of the approved Land Use Decision (RUE , CUP, SPL, PLT, PUD, etc.), and/or SEPA Determination and all items required by those decisions (if applicable). **\*\*NOTE\*\* Copies of the Land Use Decision are only required to be submitted with the initial construction permit application for the project.**

**Street & signs**

Public streets shall be **maintained free of** dirt, rock and debris at all times. **WARNING SIGNS**, in compliance with all applicable rules and regulations, **shall be erected** prior to and during all work allowed by this permit. Failure to keep streets clean or have adequate signing will cause work to be suspended and a **STOP WORK ORDER** issued. The stop work order will not be released until streets have been cleaned to the satisfaction of the Construction Inspector. Daily site inspections will be made.