

Received Stamp




City of Roslyn
 Planning Department
 100 E. Pennsylvania Ave.
 PO Box 451
 Roslyn, WA 98941
 509-649-3105
 FAX 509-649-3174
 roslynplanning@inlandnet.com

Clearing and Grading Permit Application Checklist

FOR STAFF USE ONLY

File No.:	Received By:	Date Received:	Date Complete:
Applicant	The following is a list of materials which are required for a complete application. Consult with the Planning Department if you have any questions.		
City			
NA			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Master Permit Application.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Clearing and Grading Permit Application.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Clearing and Grading Permit fee.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Vicinity map identifying the project site, adjacent streets, and property lines of adjacent properties. Include an 8 ½ X 11 vicinity map showing the project area in relation to the greater Roslyn area. The vicinity map should be a minimum scale of three inches equals one mile.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. SEPA checklist (if total fill/excavation is greater than 100 cubic yards).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Title report (dated within last 3 months).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Legal description of subject property and existing lots, tracts, or parcels and easements therein.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Zoning of subject and contiguous parcels.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Ten copies of the site plan drawing and application shall be submitted which must include all of the following: <ul style="list-style-type: none"> a. The boundaries of the property proposed for top soil removal. b. The means of vehicular ingress and egress to and from the site and the size and location of access points. c. An illustration of the areas of said property where soil is proposed to be removed and the soil berm, fence, or landscape screening to be used to screen the soil removal operation from adjoining properties or public. d. The location of all existing and proposed structures, including, but not limited to, buildings, fences, culverts, bridges, roads, and streets. Include setbacks from property lines. <p style="margin-left: 20px;">NOTE: The site plan must be at a scale of not more than an inch to 20 feet (1"=20') (See attached example site plan)</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. A grading plan showing the grade of the soil both prior to and after the proposed removal, and engineering documentation and explanation of the effect of said soil removal upon the future installation of sewerage facilities, the effect upon future drainage, and the effect upon the water table located under said property.

<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	11. Drawing and descriptive narrative showing the removal sequence and the means proposed to be taken to ensure the continuity of natural site drainage flow without undue or uncontrolled ponding in retention areas.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	12. Proposed actions to control dust and noise during the removal operation.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	13. A proposed plan, including time sequence, for restoration of the land area after the removal of soil.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	14. A listing of the names and addresses of all adjoining landowners.

Received Stamp		<p style="text-align: center;">City of Roslyn Planning Department 100 E. Pennsylvania Ave. PO Box 451 Roslyn, WA 98941 509-649-3105 FAX 509-649-3174 roslynplanning@inlandnet.com</p>
----------------	--	--

Clearing and Grading Permit Application

This form must be completed (clearly printed or typed) and submitted to the City with the Master Permit application and any other permit applications and associated application materials as required on the attached application checklist(s), as well as all fees as determined by the Planning Official. If you have questions or need more information, please contact the Planning Department at (509) 649-3105 or roslynplanning@inlandnet.com.

FOR STAFF USE ONLY			
File No.:	Received By:	Date Received:	Date Complete:
Project/Development Name:			
Property Address:			
Assessor / Tax Parcel Number(s) Map Number(s):			
Description of property location:			
Brief project description:			
<input type="checkbox"/>	Minor Clearing and Grading Permit (Less than 100 cubic yards, see definition in RMC 12.90.020.C)	<input type="checkbox"/>	Major Clearing and Grading Permit (not a Minor C&G permit)
Total site acreage			
Total square footage in paved or covered surfaces:			
Estimated amount of soil to be removed and/or filled each year for the next five years:			
Year:	Amount:		
Year:	Amount:		
Year:	Amount:		
Year:	Amount:		
Year:	Amount:		
What is the purpose of the fill?			
What is the existing condition of the site?			
What is the depth of the proposed fill or excavation at its highest point?			
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is this a balanced cut and fill from within the site?		
<input type="checkbox"/> Yes <input type="checkbox"/> No	If No, will the excavate material be taken offsite?		
	If Yes, where will materials be deposited? Location:		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the fill in conjunction with a Building Permit?		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is it in conjunction with any other permits in the City or County? If yes, what permit?		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is it for grading within existing or proposed rights-of-way? If so, please explain?		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Does the project site contain or is it adjacent to any environmentally sensitive and/or historical or archeological sites?		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are there any severe soils limitations or geologic hazards evident? (slope in excess of 15%, ravine, or depression)		

<input type="checkbox"/> Yes <input type="checkbox"/> No	Has there ever been mining activity on or under the site?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are there any utility lines or pipes on the site?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is there any drainage going through the area to be filled or excavated, either all year or during rainy periods?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Will the proposed activities affect a natural drainage channel, stream bed, ditch, or other drainage feature?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Will the proposed activities occur within 50 feet of a stream, creek or wetland?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the project within an identified 100 year flood plain? (Federal Flood Insurance)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Will the proposed project result in the removal of a natural resource for commercial purposes (including rock, sand, gravel, oil, trees, or minerals)?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Will the project alter the existing quantity, quality, or velocity of runoff (during construction phases and/or after completion of the project)?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Can this fill or excavation cause damage in any way to downhill properties?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Has a soils report been completed on the subject property?

Utilities:		
Water Supply:	Existing:	Proposed:
Sewage Disposal:	Existing:	Proposed:
Road Access:	Existing:	Proposed:

Please read the clearing and grading regulations in RMC 12.90 and sign below.

I do hereby affirm and certify, under penalty of perjury, that I am one (or more) of the owners or owner under contract of the subject property and the above statements and answers are true and correct on my information and belief as to those matters.

Owner's Signature: _____ Date: _____

Printed Name: _____ Date: _____