

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

Grading & Fill Authorization

This form must be completed (clearly printed or typed) and submitted to the City prior to any work taking place and any other permit applications and associated application materials as required. All fees will be determined by the Planning Official and the Roslyn Fee Schedule. 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:

Owner Name:

Property Address:

Assessor / Tax Parcel Number(s) Map Number(s):

Description of property location include nearest cross street:

Brief project description:

| | |
|---|--|
| <input type="checkbox"/> Minor Grading and Filling (Less than 100 cubic yards) | <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: |

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 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.

VENUE AND JURISDICTION: The parties hereto recognize and agree that the venue of any action involving their rights or obligations related to this application shall be in The City of Roslyn, and the parties' rights and obligations hereunder shall be determined in accordance with the laws of the State of Washington.

FEE GUARANTY: Notwithstanding that this application has been submitted in the name of a company, I personally guarantee payment of the fees accrued according to the terms listed in City of Roslyn Fee Schedule and agree to be bound personally as a principal and not as a surety. I recognize that my personal guarantee is part of the consideration for review of the application. I understand that this application does not grant authorization to begin work, and that no work will begin until a permit/authorization is issued. The above information and statements are true and accurate to the best of my knowledge.

Owner's Signature:

Date:

Printed Name:

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| | | |
|------------------|-----------|-----------|
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| Sewage Disposal: | Existing: | Proposed: |
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Owner's Signature: _____ Date: _____

Printed Name: _____ Date: _____



CITY OF ROSLYN

National Historic District and Preserve America Community

Grading & Fill Permit Submittal Requirements

- 1. Grade & Fill Permit Application (Form A)**
- 2. Critical Area Identification Form**
- 3. Permit Fee**
- 4. Site Plan with three (3) copies, scaled 1"=20'**
- 5. Grading Calculations**
- 6. Cross sections for properties located in the Hills of Roslyn**
- 7. Erosion & Sediment Control Plan**

Exempt activities are required to fill out Permit Application

Any Grade & Fill activities in excess of 100 cubic yards will require the completion of a State Environmental Policy Act (SEPA) checklist and review.

Each review of grading control plans may take two to six weeks.



CITY OF ROSLYN

National Historic District and Preserve America Community

GRADE AND FILL PERMIT APPLICATION (Form A)

OWNER INFORMATION

Owner _____ Phone # _____
Address _____ City _____ State _____ Zip _____
Contact Person _____

APPLICANT INFORMATION

Applicant _____ Phone # _____
Address _____ City _____ State _____ Zip _____
Contact Person _____

CONTRACTOR INFORMATION

Contractor Name _____ Phone # _____
Address _____ City _____ State _____ Zip _____
Contractor Registration # _____ Exp. Date _____
City Business License _____
Engineer's Name _____ Phone # _____
Address _____ City _____ State _____ Zip _____

PROJECT INFORMATION/LOCATION

Site Address _____
Parcel Number _____
Legal Description _____

Proposed activity is for what use _____

Give a detailed description of what you plan to do _____



CITY OF ROSLYN

National Historic District and Preserve America Community

GRADE AND FILL CALCULATIONS

Length _____ ft. x Width _____ ft. x Depth _____ ft. ÷ 27 = Cubic Yards _____
Length _____ ft. x Width _____ ft. x Depth _____ ft. ÷ 27 = Cubic Yards _____
Length _____ ft. x Width _____ ft. x Depth _____ ft. ÷ 27 = Cubic Yards _____

Number of cubic yards to be excavated: _____

Number of cubic yards to be filled: _____

Number of cubic yards to be graded: _____

What type of materials will you be using? _____

Will this be a balanced cut and fill entirely within the site? _____

If no: Will fill be brought on site? _____

Where does the imported fill come from? _____

Does fill contain any potentially hazardous materials? _____

Will excavated material be taken off site? _____

If yes: Where will excavated materials be taken? _____

If yes to either import or export, identify haul route, methods proposed to keep public roads free of debris, and submit traffic control plan if necessary.

Please answer YES or NO. If the answer is YES, provide details and explanation.

Is there any standing or running water on the surface of the property or on any nearby property at any time during the year?

Has any portion of the property or any nearby property ever been identified as a wetland or swamp? _____

Are there any indications on any portion of the property or on any nearby property of rockslides, earth movements, mudslides, or landslides? _____

Does the site have a steep slope greater than 15%? _____



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National Historic District and Preserve America Community

Does the site contain high percentages of silt and/or very fine sand? _____

Does the site contain ground water seepage or springs near the surface of the ground?

Does the site contain a river, creek, slough, lake, or other water feature? _____

Will the modification change the points where water enters/ exits the site? _____

Will this modification result in the redirection of any surface water runoff onto adjacent properties?

Will the land be replanted upon completion?

What are the lengths and heights of slopes currently existing on the site?

Will this modification result in slope steeper than those currently on the site?

Are any trees proposed for removal? _____

Has a soil report been completed on the subject site? _____ If yes, please include.

Critical Area Identification Form _____ SEPA Required _____
Permit Fee _____ SEPA Reviewed by _____
Erosion & Sediment Control Plan _____ SEPA Determination _____
Exempt: Yes _____ No _____ Major _____ Minor _____
Reviewed by: _____



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Exempt activities: The following work is exempt from the requirements of this Chapter unless it involves a drainage course, wetlands, environmentally sensitive areas, areas of special flood hazard, and/or archaeological sites:

1. Construction or maintenance of public roads when done by a public agency or private entity when the project has completed an environmental checklist, has been approved by the City, and the work is in existing or future public right-of-way;
2. Excavations of not more than a total of 100 cubic yards of material from its existing condition throughout the life of the project;
3. The broadcasting of less than 50 yards of peat, sawdust, mulch, bark, chips or solid nutrients on a lot, tract or parcel of land, or the broadcasting of any amount of the above material to a maximum depth of four inches;
4. The installation of utilities in accordance with a valid permit, franchise or road construction plan from the City, well drilling activities, or excavation for soil logs;
5. Emergency sandbagging, diking, ditching, filling or similar work during or after periods of extreme weather conditions when done to protect life or property;
6. Broadcasting of five yards or less of topsoil no more than four inches deep.

All provisions of laws and ordinances governing this type of work will be complied with. The granting of a permit does not presume to give authority to violate or cancel the provisions or any other state or local law regulating construction. Applications for which no permit is issued within 180 days following the date of application shall expire.

The applicant, or his/her agent, hereby certifies that all of the above statements and the information contained in any other transmittals made herewith are true, and the applicant acknowledges that any action taken by the City of Roslyn based in whole or in part on this application may be reversed if it develops that any such statement or other information contained herein is false.

Signature _____ Date _____
 Printed name _____ Date _____

For Office:

Grade & Fill Permit Application _____ SEPA Not Required _____

Critical Area Identification Form _____ SEPA Required _____

Permit Fee _____ SEPA Reviewed by _____

Erosion & Sediment Control Plan _____ SEPA Determination _____

Exempt: Yes _____ No _____ Major _____ Minor _____

Reviewed by: _____



CITY OF ROSLYN

National Historic District and Preserve America Community

SUBMITTAL REQUIREMENTS

Plot Plan/Grading Plan Check

(Sample Attached)

Three (3) copies, scaled 1" = 20'

one (1) of the three plot plans must be no larger than 8 1/2" x 14" with the following:

- North Arrow
- Parcel Number
- Site Address
- Property lines, dimensions and structures within property
- Existing utility locations and easements
- Existing contours shown as dashed lines
- Proposed contours shown as solid lines
- Existing and proposed finished grade contours across the site at two (2) foot intervals
- Existing grade elevations at each property corner.
- Lowest basement slab elevations and/or footing elevations.
- Finished first floor elevation.
- Proposed finished grade elevations at each property corner.
- Existing significant trees
- Existing and proposed drainage systems (i.e. ditch lines, culverts, catch basins, French drains, surface drainage flow direction)
- Temporary erosion and sedimentation controls
- Wetland area, seasonal and year round creeks or streams
- Slope areas over 33%

Grading Inspection Requirements

1. Contractor/owner must call for grading inspection.
2. For grading work associated with a building construction permit, the Building Inspector (at footing inspection), utilizing the approved Grading plan, shall verify the lowest basement or footing elevation to verify compliance to the lowest elevation as shown on the plan. For filled sites, finished grade elevations will be verified when all fill has been placed and graded.
3. For Subdivision and Plat work, the Engineering Inspector utilizing the approved Civil plans, shall inspect all required Temporary Erosion Control measures and verify elevations for the graded, cut or filled area(s). The Inspector may require that additional elevations be verified as noted on the approved civil plans.
4. **If a violation of the SEPA threshold for grading is determined during inspection, the project shall be stopped until compliance with SEPA is secured.**