



Grading Permit Application Checklist

Planning & Development Services · 1800 Continental Place · Mount Vernon WA 98273
 voice 360-416-1320 · inspections 360-416-1330 · www.skagitcounty.net/planning

Permit #: Accepted by:

Place a check (or N/A) in the box in the App(licant) column after attaching the required element. Staff will review the checklist using the PDS column and cannot accept applications without each required element.

Pre-Application Checklist

The following requirements must be met **before** submitting an application:

PDS	App	Required Element
		1. Lot Certification <input type="checkbox"/> Approved Lot Cert, previously recorded; OR <input type="checkbox"/> Approved Lot Cert or Reasonable Use Exception (PDS will submit it for recording); OR <input type="checkbox"/> Lot has an existing residence (lot cert is not required for accessory buildings or residential additions).
		2. Critical Areas <input type="checkbox"/> Approval letter (attached) OR <input type="checkbox"/> Recorded Protected Critical Area site plan
		3. Shorelines <input type="checkbox"/> No portion of lot in Shoreline Jurisdiction OR <input type="checkbox"/> Single-Family Residential OR <input type="checkbox"/> Ltr of Exemption attached OR <input type="checkbox"/> Shoreline Permit No: _____
		4. Flood Review <input type="checkbox"/> Not in Flood Hazard Area OR Panel No: ____ Zone: ____ BFE/Depth: _____ <input type="checkbox"/> Floodway

Pre-Application Optional Checklist

The following requirements may be submitted either *before* OR *with* an application:

PDS	App	Required Element
		5. Access Permit <input type="checkbox"/> attached OR <input type="checkbox"/> no change in existing driveway OR <input type="checkbox"/> access to existing private road OR <input type="checkbox"/> access to state highway with attached WSDOT permit

Application Checklist

The following elements must be submitted **with** your permit application:

PDS	App	Required Element
		6. Master Application Form (with Agent Authorization Form if applicant is not property owner)
		7. Impervious/Hard Surface Worksheet
		8. Construction Stormwater Pollution Prevention Plan (Construction SWPPP)
		9. Site Plan and Site Plan Requirements Checklist
		10. Cross Section Plan (show dimensions of original and proposed grading; see sample drawing)
		11. State Environmental Policy Act (SEPA) Checklist (if > 500 cubic yards)
		12. Fees (double fees if permit is result of enforcement action)



Master Application Form

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Permit #:

Project/Site

Project Title _____
Site Address _____ City _____ Zip _____
If No Address Section _____ Township _____ Range _____
Parcel No(s) _____ Zoning _____

Property Owner

Multiple owners (attach additional page)

Name _____ Mailing Address _____
City, State _____ Zip _____ Phone _____

Contractor

None Same as property owner

Name _____ Mailing Address _____
City, State _____ Zip _____ Phone _____
Email _____ License # _____ Expires _____

Applicant/Contact

Same as property owner Same as contractor

Name _____ Mailing Address _____
City, State _____ Zip _____ Phone _____
Email _____

Signature

- I am the owner of the subject property and I grant permission to field staff to enter the site to verify the presence or absence of critical areas and perform inspections of work proposed by this application; OR
- I have the consent of the owners of the subject property and have attached Agent Authorization Form(s) (SCC 14.06.090); OR
- This is a mechanical or plumbing permit; ownership certification is not required.

I certify that the statements, answers, and information in the entirety of this application are true and correct to the best of my knowledge and belief.

Signature(s): _____
Printed Name: _____
Title: _____
Company: _____
Date: _____



Agent Authorization Form

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Permit #

Project Site

Property Address: _____

City, State, Zip: _____

Authorization Statement

I/we, as the owners of the property identified above, authorize _____ to act as agent to submit applications, receive correspondence regarding the application, and sign title notices on my behalf.

I/we grant permission to field staff to enter the site to verify the presence or absence of critical areas and perform inspections of work proposed by this application.

Property Owner Signature(s)

Signature: _____

Printed Name: _____

Title: _____

Company: _____

Date: _____

Signature: _____

Printed Name: _____

Title: _____

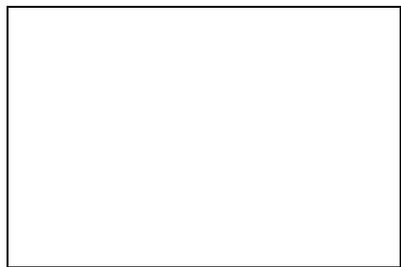
Company: _____

Date: _____

Notarization

I certify that I know or have satisfactory evidence that _____ is/are the person(s) who appeared before me, and said person(s) acknowledged that he/she signed this instrument and acknowledged it to be his/her free and voluntary act for the uses and purposes mentioned in the instrument.

Dated: _____



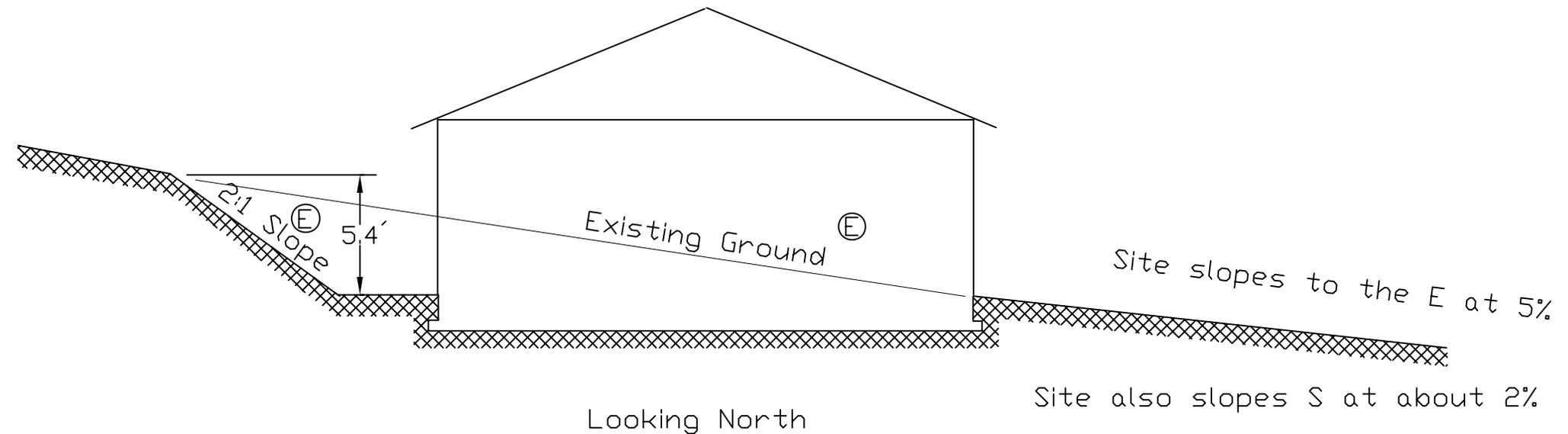
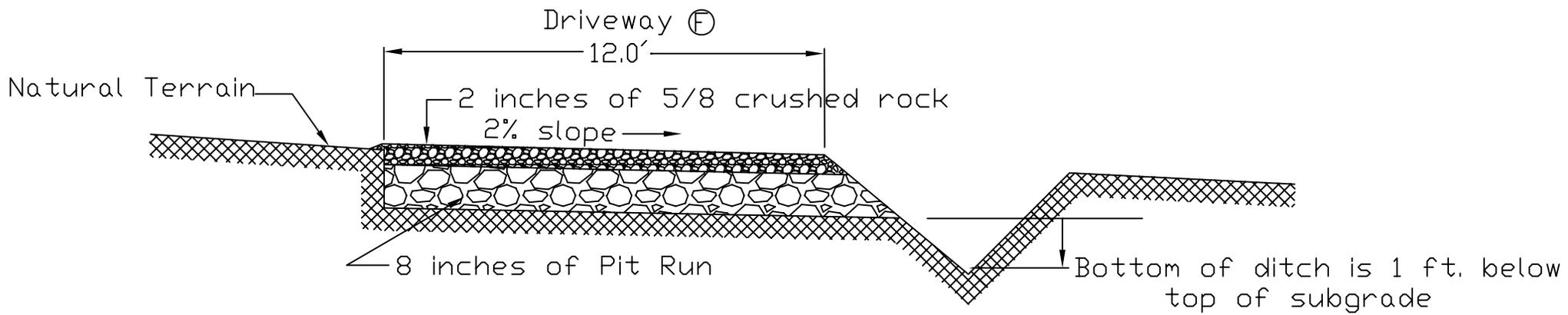
(Notary seal or stamp above)

Signature of Notary Public

Printed Name of Notary Public

My appointment expires _____

Typical Cross Sections Example





Site Plan Requirements Checklist

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See page 2 for examples of how to draw each element. Place a checkmark (or N/A) in the box in the App(licant) column when you have placed the element on your site plan. County permit staff will review the same checklist using the PDS column. Staff cannot accept applications without each of the required elements.

PDS App Required Element

PDS	App	Required Element
		1. Paper: All site plans must be clearly and accurately drawn on 8½ x 11 (letter) or 11 x 17 (tabloid) paper. If you need more space, you may logically divide your site and draw each portion on a different page, or use layers.
		2. Title block: Applicant’s name, site address, date, and assessor property ID number (P-number) for the subject property.
		3. Scale: Include map scale. Use any appropriate scale, e.g., Scale: 1" = 40'.
		4. North arrow: Show an arrow indicating the north direction.
		5. Existing vs Proposed. Clearly differentiate on drawings between existing and new conditions or improvements. Use the abbreviation (E) to indicate existing.
		6. Property boundaries: Show the property lines of all relevant parcels.
		7. Easements: Show all easements (e.g., utility, drainage, dike, access, railroad).
		8. Setbacks: Show the distances from all existing and proposed buildings from all property lines with dashed lines for setbacks, critical areas, and shorelines.
		9. Shorelines: If within 200 feet of the ordinary high water mark (OHWM), show the OHWM and setbacks from OHWM to all structures, including neighbors’ structures, within 300 feet from both side property lines. If within 500 feet of a dike or levee, show measurements from the landward toe of the dike to the project.
		10. Building footprints: Show location and dimensions of all existing and proposed buildings or structures. Identify each building by its use (e.g., residence, garage). Show roof overhang lines, decks, porches, and retaining walls.
		11. Driveway: Show entire length and width of driveway in feet to a public or private road. Show grade of driveway in percent of slope. Turnouts are required every 300 feet. To create a turnout, the road must be widened to 20 feet for a length of 30 feet to allow vehicles to pull over and emergency vehicles to pass.
		12. Well location and water lines: Show the drinking water supply (existing and proposed, public or individual). Show all wells, a 100' radius around each well, public water mains, and water supply pipes to all buildings.
		13. Septic or sewer: Show method of sewage disposal. For private septic, show existing and proposed tank, drain fields, and lines. Tanks must be 5' from the building foundation and 50' from any well. Drain fields must be 10' from the building foundation and 100' from any well. For public sewer, show location of sewer main and private pipes to buildings.
		14. Fuel tanks: Show the location of any existing or proposed fuel tank (e.g., propane, fuel oil).
		15. Slope: Show slope (elevation change) of building site. Use contour lines or arrows to show direction and percent (%) of slope(s). Identify any erosion or landslide areas as well as any potential unstable slopes greater than 15%. Percentage % of slope = Rise (drop in height) divided by Run (distance) multiplied by 100.
		16. Stormwater management: Show the location and dimensions of existing and proposed: <ul style="list-style-type: none"> a. infiltration systems; b. stormwater ponds; c. drainage ditches; d. below-grade pipes; e. temporary erosion and sediment control techniques; f. clearing limits. See the Stormwater Management Requirements handout for other requirements.

