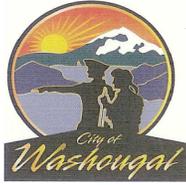


FOR CITY USE ONLY:



CITY OF WASHOUGAL: GRADING PERMIT APPLICATION

DATE

PERMIT #

JOB ADDRESS

PARCEL #

LOT #

OWNER

MAILING ADDRESS

ZIP

PHONE #

CONTRACTOR

MAILING ADDRESS

ZIP

PHONE #

CONTRACTOR'S LICENSE # AND EXPIRATION DATE

TYPE OF WORK

EXCAVATION _____ **CUBIC YARDS**

FILL _____ **CUBIC YARDS**

DEPTH OF EXCAVATION _____ **FEET** **AREA COVERED:** _____

DEPTH OF FILL _____ **FEET** **AREA COVERED:** _____

DESCRIPTION OF WORK/INTENDED USE: _____

APPROVED BY: _____

DEPT: _____

NOTICE: This permit becomes null and void if the work authorized is not commenced within 120 days, or if work is suspended or abandoned for a period of 120 days at any time after the grading has commenced. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of this permit does not presume to give authority to violate or cancel the provisions of any other state or local laws regulating this type of work requiring approval or permit.

If the erosion control measures detailed on the approved plans are not complied with, any permits issued will be revoked and a Stop Work Order issued.

If the erosion control measures as approved are not adequate, additional plans and controls will be required. Also a Stop Work Order may be issued.

Signature of Contractor/Authorized Agent & Date: _____

Signature of Property Owner & Date: _____

GRADING PERMIT APPLICATION INSTRUCTIONS AND FAQ'S

The city of Washougal has a responsibility to safeguard and protect the public welfare by regulating many activities, including land grading and filling. The Owner and Contractor have the responsibility to assure that grading and filling activities are safely conducted. Extreme care shall be taken not to alter any natural drainage of site and all adjoining properties without site-specific geotechnical study and analysis. This handout describes the grading permit process. If you have additional questions that are not answered by this handout, please contact Public Works at 835-2662 or Community Development at 835-8501.

WHAT ACTIVITIES REQUIRE A GRADING PERMIT?

All grading requires a grading permit except those grading activities listed below as exemptions.

EXEMPT ACTIVITIES THAT DO NOT REQUIRE A GRADING PERMIT:

These are the **only** activities that DO NOT require a grading permit:

1. Excavation or placement of 50 cubic yards or less of material on a parcel of land (unless the activity involves wetlands).
2. Excavation of 5 feet or less below finished grade for basements and footings of a building, retaining wall or other structure authorized by a valid building permit or an approved site plan.
3. Construction of roadways and drainage systems that have been approved by the Public Works Department.
4. Construction of logging roads that has been approved through a Forest Practices Permit.

WHAT KIND OF MATERIALS CAN BE USED FOR FILL?

Only naturally occurring materials such as rock, gravel and dirt may be used in fills. Asphalt, concrete, tree stumps and other debris are not allowed. Such debris must be disposed of in an approved fill area.

HOW DO I APPLY FOR A GRADING PERMIT?

First, you must complete an application for a grading permit, which is available from the City of Washougal by downloading it off of our official website at www.ci.washougal.wa.us or by coming by City Hall located at 1701 C Street, Washougal, WA 98671. Grading permits must be submitted in person, they will not be accepted through the mail. The following information is needed to complete the application form:

1. Address and/or legal description of work site (section, township, range, tax lot number and serial number must be provided).
2. Owner's mailing address and phone number
3. Contractor's name, mailing address, phone number, contractor's license number and expiration date (if applicable).
4. Description of work and intended use.

5. Total number of cubic yards of excavation or fill and maximum depth (the formula to calculate cubic yards needed is depth x length x width divided by 27).
6. Time frame for completion of work.
7. Applicant to provide three sets of detailed site plans with:
 - a. A Clark County Tax Assessor map showing the dimensions of property and adjacent roads of the proposed work site.
 - b. A Grading Plan map showing the location of existing and proposed buildings; the location of drainage channels or streams on or adjacent to the site; area of fill or excavation and final grades or direction of slopes and erosion control measures to be taken.
8. An environmental checklist must be completed if the excavation or fill exceeds 500 cubic yards, or if located in an environmentally sensitive area.
9. Owner to sign application or provide letter of authorization.
10. A non-refundable application fee is due with the application (please see below)

50 cubic yards or less	No Fee
51 to 100 cubic yards	\$100.00
101 to 1,000 cubic yards	\$100.00 + \$7.00/100 cubic yards over 100
1,001 to 10,000 cubic yards	\$195.00 + \$15.00/1,000 cubic yards over 1,000
10,001 to 100,000 cubic yards	\$300.00 + \$25.00/10,000 cubic yards over 10,000
100,001 to 200,000 cubic yards	\$400.00 + \$30.00/10,000 cubic yards over 100,000
200,001 cubic yards or more	\$495.00 + \$30.00/10,000 cubic yards over 200,000

WHAT HAPPENS AFTER I HAVE SUBMITTED A GRADING PERMIT TO THE CITY?

City staff will process your application, which includes the following steps:

1. A field review is conducted to ensure that no impacts will occur that may not have been addressed in the application.
2. Applications and plans are routed to other departments for comments (as necessary).
3. If required, the environmental checklist is processed, which includes a 15-day comment period mandated by the State Environmental Policy Act.
4. Application and plans with comments and other information are returned to Public Works for final review. Staff will incorporate comments and conditions for permit issuance, approve or deny the permit and notify the applicant of the City's decision.

WHAT OTHER PERMITS OR APPROVALS MAY BE REQUIRED FOR A GRADING ACTIVITY?

1. Preparation of a State Environmental Policy Act (SEPA) checklist is required if:
 - a. The amount of cut or fill exceeds 500 cubic yards per parcel.
 - b. The parcel has been identified by the city as having a potentially unstable slope.
 - c. The activity impacts a wetland as defined by Washougal Municipal Code.
 - d. The parcel is within the 100-year floodplain or Shoreline Management Area.

- e. The parcel is within a wellhead protection area.
- 2. A geotechnical report may be required if the parcel has been identified as having a potentially unstable slope or if other structural concerns are identified.
- 3. A Sedimentation and Erosion Control Plan must be prepared by the applicant's engineer if the grading activities affect more than 2 acres in total area or create more than 10,000 square feet of impervious surface.
- 4. A City of Washougal Wetland Permit may be required if wetlands are identified on the site or if wetlands adjacent to the site could be impacted by the activity. The permit requires a wetland delineation and preparation of a mitigation plan.
- 5. A City of Washougal Flood Plan Permit may be required for activities within the 100-year flood plain.
- 6. A Shoreline Permit may be required for activities within Shoreline Management Areas.
- 7. State and federal agencies may also require the following approvals or permits for activities associated with grading:
 - a. Hydraulic Project Approval from the Department of Wildlife and Fisheries for work that uses, diverts, obstructs or changes the natural water flow.
 - b. A Temporary Modification of Water Quality criteria from the Department of Ecology for construction violating water quality for a short time.
 - c. Water Quality Certification from Ecology if a project might result in discharge to surface water.
 - d. Forest Practices Approval from the Department of Natural Resources for forest practices such as harvesting, reforestation or road building.