



City of Washougal
Civil Engineering Plan Submittal Application

Community Development - Planning
1701 C Street
Washougal, WA 98671
(360) 835-8501 • Fax (360) 835-8808
www.cityofwashougal.us

For City Use Only:

CON ENG: _____

Fee: _____

Paid: _____

SUBMIT THIS APPLICATION TO THE PLANNING DEPARTMENT

NAME OF PROJECT: _____

APPLICANT:

Name Phone E-mail

Address City State Zip

PROPERTY OWNER (list multiple owners separately)

Name Phone E-mail

Address City State Zip

CONTACT (if different than the APPLICANT)

Name Phone E-mail

Address City State Zip

LOCATION OF PROJECT:

Site Address: _____ **Cross Street:** _____

Located in the _____ **1/4 of Sec:** _____ **Township:** _____ **Range:** _____

Serial #s of parcels included: _____

Comp Plan Designation: _____ **Zoning Designation:** _____

Overlay Zone(s): _____ **Total Acreage of Original parcel(s):** _____

AUTHORIZATION

The undersigned hereby certifies that all information submitted with this application is complete and correct. I understand that any errors and/or omissions may lengthen the time to process the request. **The information on and accompanied by this application is certified by me to be true and correct under penalty of perjury by the laws of the State of Washington.**

In addition, my signature below also grants permission for city staff to access or enter the subject property to examine the site.

Authorized Signature (**Letter of authorization required if other than property owner**) Date

Civil Engineering Plan Submittal Application Instructions and Checklist

“Civil Engineering Plans” Defined:

Civil Engineering Plans are construction plans for street, water, sewer or storm sewer system improvements which are required for any development proposal within the City of Washougal. The construction plans shall be stamped by a registered engineer and must be submitted to the Community Development Department for review and approval in accordance with city standards and specifications.

Purpose:

The intent of civil engineering plan review is to determine compliance with the current Washougal Engineering Standards (WES), Washougal Municipal Code (WMC) and any conditions of approval identified in the preliminary project decision (staff report, final order, etc.).

Procedure:

Civil engineering plan review will be processed as a Type I administrative review. First review redline comments will be provided to the applicant within 28 days of submittal. Subsequent reviews will be evaluated within 14 days of submittal.

If insufficient information or documentation is submitted the applicant will be notified of the deficiencies as soon as possible. Incomplete applications may impact the review schedule of the plans.

Submittal Requirements:

A brief list of plans and documents has been provided below. However it is the applicant’s responsibility to ensure that the plans and documents submitted comply with all requirements of Section 1.04 “Submittal Requirements” of the Washougal Engineering Standards (WES). A PDF version of the standards and details can be found on the City’s website at www.cityofwashougal.us.

Unless otherwise specified, the applicant shall submit one (1) paper copy and one (1) electronic copy of all listed submittal documents.

Application Form

Construction Plans - 4 Full Size Sets (22" x 34" sheets, landscape format)

Plans shall include the following:

- Title Sheet
- Composite Utility Plan
- Sanitary Sewer and Water Plan
- Street and Storm Sewer Plan
- Grading and Erosion Control Plan
- Approved Preliminary Plat (if applicable)
- Landscape Plan
- Signing and Striping Plan
- Standard Details

Preliminary Development Plan (22" x 34" sheets, landscape format)

This may be included in the Construction Plans.

Preliminary Technical Information Report - 2 stamped copies

Construction Cost Estimate

A detailed construction cost estimate prepared by a registered engineer identifying the total cost of improvements dedicated to the city. The estimate should be itemized for water, sewer, street, storm drainage and parks improvements.

Securities (if applicable)

As required by WES 1.08 and WMC 12.30.

Other Requirements (as identified in the staff report, final order etc.)

Plan Review Fees

*At the time of engineering plan submittal the applicant shall pay the base and additional plan review fee identified in WMC 3.93. The base plan review fee shall be \$500.00. Subdivisions with five or more lots will have an additional fee of \$50.00 per lot. **In addition to the base plan review fee, the applicant will be charged cost recovery for the actual cost of consultant review.***

Construction Inspection Fees

*Prior to issuance of the approved engineering plans, the applicant shall pay the base and additional construction inspection fees identified in WMC 3.93. The base fee shall be \$1,000.00. Subdivisions with five or more lots will have an additional fee of \$100.00 per lot. **In addition to the base construction inspection fee, the applicant will be charged cost recovery for the actual cost of consultant review.***

Letter of Transmittal

Letters of transmittal referencing the project name shall accompany all submittals.

Note: Construction plans for a preliminarily approved site plan shall not be accepted without an application for final site plan.