



# City of Washougal Grading Permit Application

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

*For City Use Only:*

GRA: \_\_\_\_\_

Fee: \_\_\_\_\_

Paid: \_\_\_\_\_

## SUBMIT THIS APPLICATION TO THE PLANNING DEPARTMENT

### DESCRIPTION OF WORK/INTENDED USE:

#### APPLICANT:

Name \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

#### PROPERTY OWNER (list multiple owners separately)

Name \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

#### CONTRACTOR:

Name \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contractor's License No. and Expiration Date \_\_\_\_\_ Type of Work & Amount \_\_\_\_\_

**Excavation (cubic yards):** \_\_\_\_\_ **Fill (cubic yards):** \_\_\_\_\_  
**Depth of Excavation (feet):** \_\_\_\_\_ **Depth of Fill (feet):** \_\_\_\_\_  
**Area Covered (sq. ft.):** \_\_\_\_\_ **Area Covered (sq. ft.):** \_\_\_\_\_

**PW Approval:** \_\_\_\_\_ **Planning Approval:** \_\_\_\_\_ **Building Approval:** \_\_\_\_\_

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 grading is 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 plan are not complied with, any permits issued will be revoked and a stop work 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 or 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 Planning Department and Public Works Department has the responsibility to assure that grading and filling activities are safely conducted, and regulates such activities through grading permits. This handout describes the grading permit process. If you have additional questions that are not answered by this handout, please contact the Community Development Department at (360) 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, 1701 C Street, Washougal, Washington 98671 or can be downloaded via the city website [www.cityofwashougal.us](http://www.cityofwashougal.us). Grading permits must be submitted in person – **they cannot 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 and 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 in 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:
    - i. Location of existing and proposed buildings.
    - ii. Location of drainage channels or streams on or adjacent to site.
    - iii. Area of fill or excavation and final grades or direction of slopes.
    - iv. Erosion control measures to be taken.
8. An environmental checklist must be completed if the excavation or fill exceeds 500 cubic yards, or for any amount if located in an environmentally sensitive area.
9. Owner to sign application or provide letter of authorization.
10. An application fee is due at the time of submittal. Review fees are calculated according to the table outlined in WMC 3.95.020. If an environmental checklist is required for the grading, an additional fee to process the SEPA will be required. Current fees for SEPA review are found in WMC 3.90.

## **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 review and comment. (Public Works, Building and Planning)
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 Planning for final review. The Planning Department will:
  - a. Incorporate comments and conditions for permit issuance.
  - b. Approve or deny the permit
  - c. Notify the applicant of the City 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 require a wetland delineation and preparation of a mitigation plan.
5. A City Of Washougal Flood Plain 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.