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## SUBMITTAL REQUIREMENTS GRADE & FILL PERMIT

Planning Division  
1055 South Grady Way-Renton, WA 98057  
Phone: 425-430-7200 Fax: 425-430-7231

**PURPOSE:** To minimize the negative effects of indiscriminate mining, excavating, grading and filling practices. In addition, it is to ensure adequate consideration is given to the potential environmental effects of such actions.

**FREE CONSULTATION MEETING:** Prior to submitting an application, the applicant should informally discuss the proposed development with the Planning Division. The Planning Division will provide assistance and detailed information on the City's requirements and standards. Applicants may also take this opportunity to request the waiver of the City's typical application submittal requirements, which may not be applicable to the specific proposal. For further information on this meeting, see the instruction sheet entitled "Submittal Requirements: Pre-Application."

**COMPLETE APPLICATION REQUIRED:** In order to accept your application, each of the numbered items must be submitted at the **same time**. If you have received a prior written waiver of a submittal item(s) during a pre-application meeting, please provide the waiver form in lieu of any submittal item not provided. **All plans and attachments must be folded to a size not exceeding 8½ by 11 inches.**

**APPLICATION SCREENING:** *Applicants are encouraged to bring in one copy of the application package for informal review by staff, prior to making the requested number of copies, colored drawings, or photo reductions. Please allow approximately 45 minutes for application screening.*

**APPLICATION SUBMITTAL HOURS:** Applications should be submitted to Development Services staff at the 6th floor counter of Renton City Hall, 1055 South Grady Way, between 8:00 A.M. and 4:00 P.M. Monday through Friday. Please call your assigned project manager to schedule an appointment or call (425) 430-7200 extension 4 to reach the Planning Division. Due to the screening time required, applications delivered by messenger cannot be accepted.

**ADDITIONAL PERMITS:** Additional permits from other agencies may be required. It is the applicant's responsibility to obtain these other approvals. Information regarding these other requirements may be found at <http://apps.ecy.wa.gov/opas/>

**All Plans and Attachments must be folded 8 ½" by 11"**

## APPLICATION MATERIALS:

1.  **Pre-Application Meeting Summary:** If the application was reviewed at a “pre-application meeting”, please provide **5 copies** of the written summary provided to you.
2.  **Waiver Form:** If you received a waiver form during or after a “pre-application meeting”, please provide **5 copies** of this form.
3.  **Plat Certificate or Title Report:** Please provide **3 copies** of a current Plat Certificate or Title Report obtained from a title company documenting ownership and listing all encumbrances of the involved parcel(s). The Title Report should include all parcels being developed, but no parcels that are not part of the development. If the Plat Certificate or Title Report references any **recorded documents** (i.e. easements, dedications, covenants) **5 copies** of the referenced recorded document(s) must also be provided. All easements referenced in the Plat Certificate must be located, identified by type and recording number, and dimensioned on the Site Plan.
4.  **Land Use Permit Master Application Form:** Please provide the **original** plus **11 copies** of the **COMPLETED** City of Renton Planning Division’s Master Application form. Application must have notarized signatures of **ALL** current property owners listed on the Title Report. If the property owner is a corporation, the authorized representative must attach proof of signing authority on behalf of the corporation. The legal description of the property must be attached to the application form.
5.  **Environmental Checklist:** Please provide **12 copies** of the Environmental Checklist. Please ensure you have signed the checklist and that all questions on the checklist have been filled in before making copies. If a particular question on the checklist does not apply, fill in the space with "Not Applicable".
6.  **Project Narrative:** Please provide **12 copies** of a clear and concise description of the proposed project, including the following:
  - Project name, size and location of site
  - Land use permits required for proposed project
  - Zoning designation of the site and adjacent properties
  - Current use of the site and any existing improvements
  - Special site features (i.e. wetlands, water bodies, steep slopes)
  - Statement addressing soil type and drainage conditions
  - Proposed use of the property and scope of the proposed development
  - For plats indicate the proposed number, net density and range of sizes (net lot area) of the new lots
  - Access
  - Proposed off-site improvements (i.e. installation of sidewalks, fire hydrants, sewer main, etc.)
  - Total estimated construction cost and estimated fair market value of the proposed project
  - Estimated quantities and type of materials involved if any fill or excavation is proposed

- Number, type and size of any trees to be removed
- Explanation of any land to be dedicated to the City
- Any proposed job shacks, sales trailers, and/or model homes
- Any proposed modifications being requested (include written justification)

For projects located within 100 feet of a stream or wetland, please include:

- Distance in feet from the wetland or stream to the nearest area of work

For projects located within 200-feet of Black River, Cedar River, Springbrook Creek, May Creek and Lake Washington please include the following additional information:

- Distance from closest area of work to the ordinary high water mark.
- Description of the nature of the existing shoreline
- The approximate location of and number of residential units, existing and potential, that will have an obstructed view in the event the proposed project exceeds a height of 35-feet above the average grade level

7.  **Construction Mitigation Description:** Please provide **5 copies** of a written narrative addressing each of the following:

- Proposed construction dates (begin and end dates)
- Hours and days of operation
- Proposed hauling/transportation routes
- Measures to be implemented to minimize dust, traffic and transportation impacts, erosion, mud, noise, and other noxious characteristics
- Any special hours proposed for construction or hauling (i.e. weekends, late nights)
- Preliminary traffic control plan

If your project requires the use of cranes, please contact the City's Airport Manager at (425) 430-7471 to determine whether Federal Aviation Administration notification will be required.

8.  **Fees:** The application must be accompanied by the required application fee (see Fee Schedule). Please call (425) 430-7200 to verify the exact amount required. Checks should be made out to the *City of Renton* and cannot be accepted for over the total fee amount.

9.  **Neighborhood Detail Map:** Please provide **12 copies** of a map drawn at a scale of 1" = 100' or 1" = 200' (or other scale approved by the Planning Division) to be used to identify the site location on public notices and to review compatibility with surrounding land uses. The map shall identify the subject site with a much darker perimeter line than surrounding properties and include at least two cross streets in all directions showing the location of the subject site relative to property boundaries of surrounding parcels. The map shall also show: the property's lot lines, lot lines of surrounding properties, boundaries of the City of Renton (if applicable), north arrow (oriented to the top of the plan sheet), graphic scale used for the map, and City of Renton (not King County) street names for all streets shown. Please ensure all information fits on a single map sheet.

Kroll Map Company (206-448-6277) produces maps that may serve this purpose or you may use the King County Assessor's maps as a base for the Neighborhood Detail Map. Additional information (i.e. current city street names) will need to be added by the applicant.

10.  **Grading Plan:** This is required if the proposed grade differential on-site will exceed 24" from

the top of the curb or if the amount of earth to be disturbed exceeds 500 cubic yards. Please provide **12 copies** of a 22" x 34" plan drawn by a State of Washington licensed civil engineer or landscape architect at a scale of 1" to 40' (horizontal feet) and 1" to 10' (vertical feet) (or other size plan sheet or scale approved by the Planning Division Plan Review Supervisor) clearly indicating the following:

- Graphic scale and north arrow
- Dimensions of all property lines, easements, and abutting streets
- Location and dimension of all on-site structures and the location of any structures within 15-feet of the subject property or that may be affected by the proposed work
- Accurate existing and proposed contour lines drawn at two-foot, or less, intervals showing existing ground and details of terrain and area drainage to include surrounding off-site contours within 100-feet of the site
- Location of natural drainage systems, including perennial and intermittent streams and the presence of bordering vegetation
- Setback areas and any areas not to be disturbed
- Finished contours drawn at two foot intervals as a result of grading
- Proposed drainage channels and related construction with associated underground storm lines sized and connections shown
- Finished floor elevation(s) of all structures, existing and proposed

General notes addressing the following (may be listed on cover sheet):

- Area in square feet of the entire property
- Area of work in square feet
- Both the number of tons and cubic yards of soil to be added, removed, or relocated
- Type and location of fill origin, and destination of any soil to be removed from site

11.  **Rehabilitation plan:** Please provide **11 copies** of a plan showing the proposed rehabilitation of the subject property. The plan shall indicate the general grades and slopes to which excavated areas are to be graded, along with a description of the methods and materials proposed for restoration of top soils and a schedule detailing the restoration process prior to, during, and post excavation operations.
12.  **Topography Map:** Please provide **5 copies** of a plan showing the site's existing contour lines at five-foot vertical intervals.
13.  **Geotechnical Report:** Please provide **5 copies** of a study prepared and stamped by a State of Washington licensed professional engineer including soils and slope stability analysis, boring and test pit logs, and recommendations on slope setbacks, foundation design, retaining wall design, material selection, and all other pertinent elements.
14.  **Tree Cutting/Land Clearing (Tree Inventory) Plan:** Please provide **4 copies** of a plan, based on finished grade, drawn to scale with the northern property line at the top of the paper if **ANY** trees or vegetation are to be removed or altered (if no trees or vegetation will be altered, please state so in your project narrative). The plan shall clearly show the following:

- All property boundaries and adjacent streets
- Location of all areas proposed to be cleared
- Types and sizes of vegetation to be removed, altered or retained. This requirement applies only to trees 6" caliper "at chest level" and larger
- Future building sites and drip lines of any trees which will overhang/overlap a construction line
- Location and dimensions of rights-of-way, utility lines, and easements
- Any trees on neighboring properties which are within 25-feet of the subject property and which may be impacted by excavation, grading or other improvements

15.  **Tree Retention Worksheet:** Please provide **2 copies** of a completed City of Renton tree retention worksheet.
16.  **Wetland Assessment:** Please provide **12 copies** of the map and **5 copies** of the report if **ANY** wetlands are located on the subject property or within 100 feet of the subject property. The wetland report/delineation must include the information specified in RMC 4-8-120D. In addition, if any alteration to the wetland or buffer is proposed, **5 copies** of a **wetland mitigation plan** is also required. See RMC 4-8-120D for plan content requirements.
17.  **Standard Stream or Lake Study:** Please provide **12 copies** of a report containing the information specified in RMC Section 4-8-120D. In addition, if the project involves an unclassified stream, a **supplemental stream or lake study** is also required (**12 copies**). If any alteration to a water-body or buffer is proposed a **supplemental stream or lake study (12 copies)** and a **mitigation plan (12 copies)** are also required. See RMC 4-8-120D for plan content requirements.
18.  **Flood Hazard Data:** Please provide **12 copies** of a scaled plan showing the nature, location, dimensions, and elevations of the area in question; existing or proposed structures, fill, storage of materials, and drainage facilities. Also indicate the following:
- Elevation in relation to mean sea level of the lowest floor (including basement) of all structures
  - Elevation in relation to mean sea level to which any structure has been floodproofed
  - Certification by a registered professional engineer or architect the floodproofing methods criteria in RMC [4-3-050](#) have been met
  - Description of the extent to which a watercourse will be altered or relocated as a result of proposed development
19.  **Habitat Data Report:** If the project site contains or abuts a *critical habitat* per RMC 4-3-050B5b, please provide **12 copies** of a report containing the information specified in Section 4-8-120D of the Renton Municipal Code.
20.  **Utilities Plan, Generalized (sewer, water, stormwater, transportation improvements):** Please provide **5 copies** of a plan drawn on 22" x 34" plan sheets using a graphic scale of 1" = 40' (or other size or scale approved by the Planning Division) clearly showing all existing (to

remain) and proposed public or private improvements to be dedicated or sold to the public including, but not limited to, curbs, gutters, sidewalks, median islands, street trees, fire hydrants, utility poles, free-standing lighting fixtures, utility junction boxes, public utility transformers, etc., along the full property frontage. The finished floor elevations for each floor of proposed and existing (to remain) structures shall also be shown.

21.  **Drainage Control Plan:** Please provide **4 copies** of a plan drawn to scale and stamped by a Washington State licensed professional engineer and complying with the requirements of Renton Municipal Code, Section 4-6-030 and the King County Surface Water Management Design Manual, 2009 edition, as adopted and amended by the City of Renton.
22.  **Drainage Report:** Please provide **4 copies** of a report complying with the requirements of the City of Renton Drafting Standards, Section 4-6-030 of the City of Renton Municipal Code, the King County Surface Water Design Manual (KCSWDM), 2009 edition, and the City of Renton Amendments to the KCSWDM, Chapters 1 and 2 as adopted by the City of Renton. The report (TIR) must be stamped and dated by a **civil engineer** and shall contain the following:
- Table of Contents
  - Technical Information Report (TIR) Worksheet
  - Section 1: Project Overview
  - Section 2: Conditions and Requirements Summary
  - Section 3: Offsite Analysis
  - Section 4: Flow Control and Water Quality Facility Analysis and Design
  - Section 5: Conveyance System Analysis and Design
  - Section 6: Special Reports and Studies
  - Section 7: Other Permit
  - Section 8: CSWPPP Analysis and Design
  - Section 9: Bond Quantities, Facility Summaries, and Declaration of Covenant
  - Section 10: Operations and Maintenance Manual.
23.  **Fill Source Statement:** Please provide **5 copies** of a 'source statement' certified by a State of Washington licensed engineer if the project will involve stockpiling or grading of imported fill at the project site in excess of *50 cubic yards* in APA Zone 1 or *100 cubic yards* in APA Zone 2 and is not otherwise exempt by RMC 4-3-050C5.
24.  **Plan Reductions:** Please provide **one 8 ½" x 11" legible reduction** of each full size plan sheet (unless waived by your Project Planner). The sheets that are always needed in reduced form are: landscape plans, conceptual utility plans, site plan or plat plan, neighborhood detail map, topography map, tree cutting/land clearing plan, critical areas plans, grading plan, and building elevations. These reductions are used to prepare public notice posters and to provide the public with information about the project. The quality of these reductions must be good enough so that a photocopy of the reduced plan sheet is also legible. The reduced plans are typically sent in PDF format to the print shop and then are printed on opaque white mylar-type paper (aka rhino cover) to ensure legibility. If your reduced plans are not legible once photocopied, you will need to increase the font size or try a different paper type. Illegible reductions cannot be accepted. Please also be sure the reduced Neighborhood Detail

Map is legible and will display enough cross streets to easily identify the project location when cropped to fit in a 4" by 6" public notice space. Once the reductions have been made, please also make **one 8 ½" x 11" regular photocopy** of each photographic reduction sheet. Some of the local Renton print shops that should be able to provide you with reductions of your plans are Alliance Printing (425) 793-5474, Apperson Print Resources (425) 251-1850, and PIP Printing (425) 226-9656. Nearby print shops are Digital Reprographics (425) 882-2600 in Bellevue, Litho Design (206) 574-3000 and Reprographics NW/Ford Graphics (206) 624-2040.

25.  **Colored Maps for Display (DO NOT MOUNT ON FOAM-CORE OR OTHER BACKING):** Please color **1 copy** of each of the following full size plan sheets (24" x 36") or other size approved by the Planning Division) with a 1/4" or larger felt tip marker for use in presenting the project to the Environmental Review Committee and at any required public hearing:

- Neighborhood Detail Map
- Site Plan
- Landscaping Plan
- Elevations

The following colors are required:

**Red**-North Arrow, outer property boundary. Proposed new lot lines (dashed). Do not color existing lot lines which are to be eliminated or relocated.

**Blue**-Street names identified with lettering of at least 1" in height. Street names must be legible at a distance of 15-ft.

**Brown**-Existing buildings (Please do not color buildings which will be demolished or removed)

**Yellow**-Proposed buildings

**Light Green**-Landscaped areas

**Dark Green**-Areas of undisturbed vegetation

## All Plans and Attachments must be folded to 8½" by 11"

**REVIEW PROCESS:** Once a complete land use application package has been accepted for initial review, the Planning Division will post three notices of the pending application at or near the subject site and mail notices to property owners within 300 feet of the project site. The proposed plan will be routed to other City departments and other jurisdictions or agencies who may have an interest in the application. The reviewers have two weeks to return their comments to the Planning Division. Within approximately two weeks, the Planning Division will prepare a report regarding the project's compliance with applicable codes and the City's review criteria.

The application will then be presented to the City's *Environmental Review Committee*. The Environmental Review Committee is comprised of the Administrator of Public Works, the Administrator of Community and Economic Development, the Administrator of Community Services, and the Administrator of Fire and Emergency Services. The Committee is responsible for determining whether the proposal will result in significant adverse environmental impacts. To do this, the committee will consider such issues as environmental health hazards, wetlands, groundwater, energy and natural resources and will then issue its decision (Environmental Threshold Determination).

The Environmental Review Committee will either issue a:

- **Determination of Non-Significance (DNS)**-Make a determination the project will have no significant negative environmental impacts
- **Mitigated Determination of Non-Significance (DNS-M)**-Make a determination the project, if modified, would have no significant negative environmental impacts
- **Determination of Significance (DS)**-Make a determination the project will have significant adverse environmental impacts and require the applicant to submit an Environmental Impact Statement (EIS) prepared by a qualified consultant

Once the Environmental Review Committee has issued its Environmental Threshold Determination (provided an EIS is not required), a public notice of the Determination is printed in the *Renton Reporter* and three notices are posted at or near the site. A 14-day appeal period commences following the publication date. At the discretion of the City, a separate and additional 15-day comment period may be added prior to the 14-day appeal period.

**Hearing Examiner Special Grade and Fill Permit Review and Review of Environmental Determination Appeals:** A public hearing is required. Planning Division staff will forward a report and recommendation and the Environmental Review Committee's decision to the Hearing Examiner prior to the hearing. This report will be mailed to all persons listed on the Master Application and all parties of record. Notice of the public hearing will be published in the *Renton Reporter* at least 10 days prior to the hearing, the site will be posted again, and parties of record will receive notices of the hearing via mail. Applicants are strongly encouraged to attend the public hearing for their project. City staff will first make a presentation to the Hearing Examiner about the project. Then the applicant and any citizens in support of the project will give testimony. When giving testimony, names and addresses must be stated for the record. Following this, individuals of neutral or opposing comments will give their testimony to the Hearing Examiner. City staff or the applicant will address additional questions raised throughout the hearing. The Hearing Examiner will review the project application concurrently with any environmental appeals and issue a final decision(s) within 14 days of the hearing unless, at the time of the public hearing, the Hearing Examiner indicates additional time will be required for issuance of the decision. The decision to approve, conditionally approve, or deny the project will be mailed to all persons listed on the Master Application and all parties of record. The Examiner's decision on any environmental appeals will also be mailed.

**APPEAL AND RECONSIDERATION PROCESS FOR DECISIONS:** Any person, including the applicant, aggrieved by the granting or denial of an application, may make a written application for reconsideration to the Reviewing Official within 14 calendar days of the date of the decision. After review of the request, the Reviewing Official may take whatever action is deemed proper. The Reviewing Official's written decision on the reconsideration request will be mailed to all parties of record within 10 days from the date the request was filed. If any party is still not satisfied after a reconsideration decision has been issued, an appeal may be submitted within 14 days to the City Council. An appeal may be filed without requesting reconsideration by the Reviewing Official first; however, it must be filed within 14 days of the date when the original decision was issued. See Renton Municipal Code, Section 4-8-110 for further information on the appeal process and time frames.

**APPROVAL OF THE SPECIAL GRADE/FILL PERMIT DOES NOT  
CONSTITUTE SITE PLAN APPROVAL OR A LICENSE TO BEGIN WORK**

**BUILDING PERMIT ISSUANCE AND COMPLETION OF WORK:** Once the Grade/Fill Permit has been approved, a **Grading License** must be obtained to begin any work. Applicants may apply for a Grading License concurrently with their request for a land use application. However, the applicant should be aware any conditions of land use permit approval may create a need for revisions to other permit applications whereby additional fees may be charged. Refunds of Grading License charges are not available.

If no appeals or reconsideration requests are filed within 14 days of the effective date of the decision to approve the application, the applicant may obtain the Grading License. A Grading License will be issued upon the Building Section's approval of building plans and receipt of all applicable fees.

The Building Section is authorized to revoke any issued Grading License if it is determined the applicant has violated any of the provisions of the Grade/Fill Permit. The Hearing Examiner may revoke the Grade/Fill Permit if the Building Section's Grading License has been revoked, if the Grading License has not been issued for a three year period or if the applicant has not complied with the conditions of the Grade/Fill Permit.

**TRANSFERABILITY OF GRADE/FILL PERMIT:** The Special Grade/Fill Permit is transferable to other persons, firms and corporations prior to its expiration.

**EXPIRATION AND EXTENSIONS:** The Grade/Fill Permit shall be null and void if the applicant has not obtained a Grading License from the Building Section and begun activity within six months after the granting of the Grade/Fill Permit. A Grade/Fill Permit is valid until all work shown on the approved plans is completed.