

Land Surface Modification Permit Checklist



Use this checklist to help gather all the required information and documents in order to submit a complete Land Surface Modification Permit Application.

SUBMITTAL DOCUMENTS

- ☐ **Drainage Technical Information Report (TIR).** See Storm Drainage Policies D-2 and D-3. Projects that trigger Simplified Drainage Review must submit a Simplified Drainage Plan Submittal Template to meet the TIR requirement. (For paper submittal, 2 copies shall be provided.)
- ☐ Public Works Improvement Evaluation Packet (Not required if there are no utilities or street improvements.)
- ☐ A completed Rodent Abatement Declaration and letter from the rodent abatement company must be provided prior to issuance of the Land Surface Modification permit, even if there is no demolition work.
- ☐ **Environmental Checklist** (Consult with the Planning Department at 425-587-3600 to learn if one is required. One is always required if the scope of project exceeds 500 cubic yards or if you are proposing to develop a commercial or multiple-family site.)
- ☐ **Soils Report** prepared by a professional engineer in any of the following cases:
 - Development is identified to be in a high or moderate landslide hazard, seismic hazard area or flood plain.
 - Grading is to be in excess of 500 cubic yards.
 - The Building Official determines that special conditions or unusual hazards exist.
- ☐ **Street Lighting Analysis** prepared by the INTO Light Division of Puget Sound Energy (When required as a condition of a related subdivision approval.)
- ☐ If located in an **RH zone within the Rose Hill Business District (RHBD)**, and exterior lighting is proposed on buildings, or in parking or storage areas, show compliance with the RHBD Exterior Lighting Requirements. An exterior light photometric site plan may be required.
- ☐ **Construction Plan Set** shall contain the following.
 - ☐ A copy of the **proposed plat**, if there is one, indicating lot numbers, dimensions and access easements. (Labeled as "For reference only".)
 - ☐ Tree retention plan (See KZC 95.30 or call the Planning Department at 425-587-3600 for details on which plan is required for your project.) The plan must include proposed locations of all roads, driveways and utilities, and must be consistent with civil plans.
 - ☐ **Drainage Plan** (if applicable). See Storm Drainage Policies D-2 and D-3.
 - ☐ **Boundary survey** of the subject property, as approved by the City, certified and signed by a registered land surveyor licensed in the State of Washington, showing the layout and dimensions of the lot(s), drawn to scale (indicate scale used), and provide a north arrow.
 - ☐ **Topographic survey** of the land showing existing and proposed contours at 2-foot intervals, certified and signed by a registered land surveyor licensed in the State of Washington. The survey must be related to a known elevation (King County NAVD 88) datum point in the public right-of-way (note datum point

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on plans).

- ☐ **Site Plan** (If the proposed project may impact significant trees or you propose to remove significant trees, an extra copy of the site plan must be provided for paper submittal.)
 - ☐ **Location of each significant tree.** Clearly mark on the site plan all the trees and their drip lines, whether they are to be retained or proposed to be removed, as identified in the Tree Retention Plan. Show tree fencing and protection notes for trees to be retained. (See KZC 95.34.)
 - ☐ Street names, locations and dimensions of **existing improvements and specific proposed improvements** in right-of-ways and easements serving the development.
 - ☐ All **access easements**, including their length, width, grade, pavement width, and any turnarounds that have been required.
 - ☐ **Landscape/utility strip** with street trees planted 30 feet on center
 - ☐ **Proposed limits of grading.** In the case of plats and planned unit developments, the scope of grading is limited to rights-of-way, utility easements or access easements. Erect a temporary 6-foot-high chain-link construction fence along the limit of grading line. In addition, erect a siltation fence to control erosion along required setbacks of streams, wetlands, and/or steep sloped areas. NOTE: NO GRADING BEYOND THIS LIMIT OF GRADING LINE IS ALLOWED UNLESS APPROVED BY PLANNING.
 - ☐ Existing **watercourses, streams, or wetland areas.**
 - ☐ Existing and proposed **fire hydrant assemblies**, with distance (by way of vehicular traffic) to subject parcel(s) of property.
- ☐ **Construction Stormwater Pollution Prevention (CSWPP) Plan** (Required for projects creating 500 square feet or more of new or replaced impervious surface.) Projects that trigger this requirement are required to submit a Construction Storm Water Pollution Prevention (CSWPP) Plan Template.

Additional Documents for Commercial or Multi-family Sites

In addition to the submittal documents required above, if you are proposing to develop a commercial or multi-family site, the following items are also required to be submitted with the Land Surface Modification Permit Application.

- ☐ **Road concurrency** (*if more than 9 dwelling units or 20 parking stalls are proposed*)
- ☐ **SEPA checklist** (*if more than 9 dwelling units or 20 parking stalls are proposed or if work is occurring on lands covered by water*)
- ☐ **Development layout** shown on the Site Plan (*Road network, building locations, etc.*)
- ☐ **Traffic report**
- ☐ **Wetland or stream report** (*if applicable*)

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- ☐ **Development plan**, drawn to scale, including:
 - ☐ Lot size and property dimensions
 - ☐ Proposed use/number of units
 - ☐ Density calculation
 - ☐ Required setbacks and existing easements
 - ☐ Dimensions of existing and proposed structures
 - ☐ Existing significant trees
 - ☐ Recreational open space location and dimensions (*required for 4 or more units only*)
 - ☐ Horizontal façade requirements
 - ☐ Pedestrian, bicycle, and transit facilities (*See KZC Chapter 105*)
 - ☐ Lot coverage calculations (*based on full development buildout*)
 - ☐ Sidewalks, drop-off areas, and accessible routes
- ☐ **Parking plan**, including:
 - ☐ Required parking, including multi-family guest parking and accessible stalls
 - ☐ Parking layout/plan drawn to scale (indicate scale)
- ☐ **Landscape plan**, including:
 - ☐ Significant trees to be retained per Tree Retention Plan
 - ☐ Identify required landscape buffers
 - ☐ Supplemental planting calculations (*See KZC 95.40*)
 - ☐ Show plant location, species and size

ACTIONS TO TAKE

The following actions shall be taken prior to issuance of the Land Surface Modification Permit.

- ☐ Verify the Land Surface Modification proposal complies with the conditions of any associated zoning or subdivision permit.
- ☐ Rodent abatement must be started at least 2 weeks prior to any clearing or land surface modification, and depending on bait acceptance, may need to continue through the project work. You must submit a letter from the Rodent Abatement Company stating when the abatement was started and what level of bait is being accepted.
- ☐ Notify the Planning Department to arrange for an inspection of wetland or stream buffer fencing and for tree fencing.
- ☐ A performance bond for on-site erosion control and right-of-way repair must be submitted to the Public Works Department.
- ☐ The developer or contractor must schedule a pre-construction meeting with the Public Works Department prior to any on-site work. Please call 425-587-3800 to schedule the meeting.