



**GRADING PERMIT APPLICATION CHECKLIST**

The following information must be submitted at the time of application in order for it to be accepted at the counter. This includes items identified during the pre-application meeting. While a pre-application meeting is not required it can help identify required studies that if deferred will result in a longer processing time.

Applicant Verified	Required Items	Missing	Counter Complete	Deferred	N/A
	Pre-application meeting date and file no.				
	Completed master application (signed and all parcel #'s included)				
	SEPA checklist (signed)				
	Scaled site plan – 3 copies (at least one copy 11" x 17") of one or more maps with a scale of 100 or less feet to the inch depicting at least the following items: (a) the boundaries of the parcel(s) and(b) the names of all streets bounding the site				
	Grading/Clearing Plan - 2 copies to include engineering calculations, estimate of excavation and fill quantities, existing and finished grade contour intervals, and existing grade of adjoining properties				
	Retaining wall plans				
	Erosion control plan - 2 copies				
	Stormwater or SWPPP report – 2 copies				
	Project narrative including description and code consistency				
	Geotechnical, Flood Hazard, and/or Wildland-Urban Interface Analysis				
	Copy of all application materials in a digital PDF format				
	Driveway Profile				
	Soil Report				
	Contrator License				
	Business License				
	Utilities Request Form				
	Application Fees Paid				

Date Accepted:

Accepted By:

File No.