



CLEAR AND GRADING SUBMITTAL CHECKLIST

This submittal identifies minimum application elements for the City to accept an application. If any of the required items are not provided, the application will not be accepted at the counter per (BDMC 15.28).

GENERAL SUBMITTAL REQUIREMENTS

Completed and signed Master Clearing & Grading Permit Application
Owner Certificate and Transfer of Applicant Status Form
Contractor's License number and expiration date - by issuance
Completed Sensitive Area Identification Form
Dept of Ecology-Construction Stormwater General Permit if proposed area of demolition is more than 1 acre
Four (4) Sets of Plans - minimum size 11" x 17"
Two (2) Sets of Temporary Erosion and Sedimentation Control Plans
Two (2) copies of Environmental Checklist (SEPA), if required

PLANS AND DOCUMENT REQUIREMENTS

- 1) All plan sheets should be the same size and use an acceptable scale. (See BDMC 15.28.070(B))
- 2) The first sheet of plans shall have a title block listing the location of the project, the owner, address of the owner, and the professional engineer who prepared the plans.
- 3) Include a vicinity map and legal description.
- 4) Show the property lines, adjacent right-of way lines, sensitive areas and setbacks.
- 5) Show accurate existing contours on lot and general topography on neighboring properties; at minimum two-foot contour intervals on slopes less than thirty percent and at minimum five-foot contour intervals on slopes greater than thirty percent, of the existing ground, extending fifty feet beyond the property lines.
- 6) Show details of the terrain, vegetation, easements of record and historical drainage patterns.
- 7) Show limiting dimensions, elevations or finished (final) contours, at minimum two-foot intervals, to be achieved by the proposed grading, and proposed drainage channels and related construction.
- 8) Show detailed plans of all surface and subsurface drainage devices, walls cribbing, dams, berms, settling pond, and other protective devices to be constructed with or as a part of the proposed project, together with a map showing the drainage area and the estimated runoff of the area served by any drains. Downstream analysis of an existing system may be required by the City.
- 9) Show the location of any buildings or structures in the site where the work is to be performed and the location of any buildings or structures, on adjacent property within fifty feet of the site or which may be otherwise affected by the proposed clearing and grading operations.

10) Provide a landscape and restoration plan as required by section (See BDMC 15.28.130.)

ADDITIONAL INFORMATION

Prior to issuance of a clearing and grading permit, the permittee shall post with the City a cash operating bond, and a cash or surety reclamation bond in the amounts approved by the City. This amount shall be a least 150% of the City Engineer's estimated cost of the project, but in any event, not less than two thousand dollars.

Permit shall be valid for no more that one year, unless otherwise approved by the City Council for up to three years; provided that the permit may be renewed for up to one additinoal year if approved by the City Administrator and subject to any conditions which they reasonably believe to be necessary.

No clearing or grading permit shall be issued until approved by federal, state, or local agency having concurrent jurisdiction over the proposed activity.

Before a permit is issued the applicant may be required to provide an insurance certificate naming the City of Black Diamond and its agents, employees, as additional insured. The certificate will include a provision prohibiting cancellation of said policy.



**Planning Division
Grading & Clearing
MASTER APPLICATION**

City of Black Diamond
24301 Roberts Drive / PO Box 599
Black Diamond, WA 98010

Parcel # (s)	Permit #
Legal Description:	
Address of proposed work:	Address not assigned yet <input type="checkbox"/>
Related permits or Pre-Ap #:	

Contractor's License #:	Expiration Date:
OR	
Owner Affidavit In lieu of Contractor Registration: <i>required for a property owner doing all the work under this permit themselves. This form is required by permit issuance.</i>	
AND	
City Business License #:	

Descriptive summary of proposed work

Area (SQ FT) of property under application: _____

Area (SQ FT) of property to be cleared and/or graded: _____

Total cubic yards or fill (27 cubic ft. = 1 cubic yard): _____

Identify any environmental sensitive area such as streams, surface water drainage course or wetlands on or within 200 feet of the property:

Owner: _____

Address: _____

Phone/Email: _____

Applicant: _____

Address: _____

Phone/Email: _____

Architech/Engineer: _____

Address: _____

Phone/Email: _____

I hereby certify under the penalty of perjury of the laws of the State of Washington, that I have read and examined this application and know that the information contained herein is true and correct and that the application requirements of the City of Black Diamond, RCW, DOW, and State Environmental Policy Act (SEPA) will be met.

Signature of Owner/Contractor/Agent Date

Printed Name of Owner/Contractor/Agent Date

Contact Person Phone