

City of Mountlake Terrace

**CIVIL SITE CONSTRUCTION PERMIT
Guidelines for Plan Preparation**

1. Projects, which have a land use approval associated with them, have been reviewed for the purpose of conceptual civil engineering only. All plans are subject to modifications for conformance with City standards during construction permit review. Plans must be substantially consistent with the approved plans (usually per referenced sheets) and Conditions of Approval. All other civil plans will be reviewed for consistency with City engineering standards and typical industry standards.
2. Submit detailed, itemized construction cost estimate for all items of work proposed on any permit application made. Include quantities, unit prices and total costs only for items covered by the subject permit. Permit submittals without attached cost estimates will be rejected as incomplete.
3. Civil construction plan approval shall be conditioned upon the submittal of detailed civil construction plans, and calculations, judged to be sufficient by City Staff and approved by the Engineering Department, as meeting all codes, ordinances, regulations, standards, geotechnical engineering studies, Conditions of Approval, and mitigation measures. The civil construction plans submittal shall include, but not limited to clearing and grading, pavement construction, retaining walls and wetland buffer work.
4. The Temporary Erosion and Sediment Control (TESC) plan is to be included in the Civil Construction plan set.
5. The civil construction plans shall provide a note sighting a benchmark and its elevation per the City's 2004 Vertical Control Benchmark List, Datum: NGVD 1929 and NAVD 1988. Use NGVD 1929 for vertical control. Contact the city civil engineer to confirm the benchmark used.
6. Mountlake Terrace Engineering Standard Plans shall not be on the detailed plan sets. The plans shall only make reference to the appropriate standard plan, e.g. "inst. Curb & Gutter per MLT Std. Plan # 101." If a detail requires slight modification, said modifier can be added beneath the call out or as a construction note.
7. Submit a Stormwater Site Plan consistent with Volume 1, Chapter 3 of the February 2005 Department of Ecology Stormwater Management Manual for Western Washington. All elements or sub-elements of steps 1 through 8 of said

- Chapter 3 need to be incorporated into the Stormwater Site Plan or justified why they do not apply. The City has adopted the optional guidance recommendation listed in the manual regarding off site analysis. Applicants are to submit a qualitative analysis extending ¼ mile downstream where, upon review by the City, a quantitative analysis may be requested.
8. The use of any storm water quality or quantity regulating facility, setbacks, easement width, etc., other than what is prescribed by Chapter 16.20 MTMC for storm drainage requirements or as substituted by Department of Ecology requirements, shall be by administrative variance. Any request for variance from the requirements of the code must be submitted to the City Engineer in writing addressing the criteria per MTMC 16.20.210 and accompanied by a processing fee, if applicable. Approval is at the discretion of the City Engineer.
 9. Individual lot infiltration systems are the preferred method of treating downspout runoff. In the event a geotechnical report indicates that soils are not suitable for infiltration, downspout dispersion is required. This shall be demonstrated prior to civil permit issuance.
 10. A national stormwater discharge permit (National Pollutant Discharge Elimination System (NPDES) Construction Stormwater General Permit) is required on any site where one acre or more of land area is disturbed. The stormwater discharge permit is issued by the Department of Ecology (DOE). The “operator of the construction site” is responsible for having a valid NPDES permit in possession on site. As a courtesy, an information handout on this is available from the City.
 11. Submit a fire flow analysis, as required. Contact the City Civil Engineer, (425)744-6272 for water main information. Water mains shall be sized based on the analysis.
 12. Submit applicable lighting plans. Provide a table on the point-by-point lighting level plan that, at a minimum, identifies the average lighting level and uniformity ratio, specifies luminaire types with their mounting height and their plan view locations.
 - a. For the public street and sidewalk, provide an average lighting level of no less than 0.7- foot candle with a uniformity ratio not exceeding 7:1, average to minimum.
 - b. For the on site parking, vehicular use and sidewalk areas, provide an average lighting level of no less than one (1)-foot candle with a uniformity ratio not exceeding 10:1, average to minimum.
 13. Luminaries, their standards, foundations, pull boxes and conduit runs shall be specified and shown in the Civil Site plans.

14. All new utilities shall be installed underground. The applicant must provide the City with design plans showing the proposed locations of all private utilities that will serve the project.
15. The following design standard shall be implemented and reflected on construction plans: any improvements that are to be maintained by the City are to be located and constructed entirely within City right-of-way or City easement.
16. Easements, as needed, in favor of the City shall be submitted which allow City access for needed utility maintenance, repair and replacement of utilities. The City shall approve such easements and two (2) copies of each recorded easement submitted.
17. Easements for utilities shall not straddle property lines along their longitudinal axis. The full width of the easement must lie on one side of any property line.
18. Obtain demolition permits from the Building Division prior to the removal of any existing structures.
19. Obtain separate building permits for any detention vault, and retaining walls or rockeries exceeding the height requirements of the applicable building code.
20. Provide a note on the Civil Site plans stating that the applicant shall be responsible for providing a special inspector to perform compactions test and providing certifications for, but not necessarily limited to, utility trench backfill, building pads and retaining wall backfill.
21. Submit written authorization from Waste Management Northwest (WMNW) on solid waste and recycling locations. Contact Ben Corning at (206) 423-0835.
22. The US Postal Service shall approve of the location and design of the proposed mailboxes. Submit written concurrence by the Lynnwood Post Office for mailbox type and location (note – requires City concurrence as well). Contact Darin Wise at (425) 744-8492.
23. Performance warranties to cover civil site improvements need to be submitted and accepted by the City prior to release of any civil permits.
24. Certain work and civil permits, such as temporary erosion control and work performed in a right of way, requires submittal of deposits (refundable). These are paid prior to release of any civil permits.