

City of Mountlake Terrace

**CIVIL SITE CONSTRUCTION PERMIT
Submittal Checklist**

Civil site construction plan preparation shall utilize the following guidelines, as they apply to the particular project or site. A meeting with staff may be requested to identify the applicable requirements and general expectations for plan submittal.

1. The application forms, completed in full, signed and dated. Separate applications are required for temporary erosion control, grading, civil work and detention vault (building permit) and certain retaining walls or rockeries (building permit).
2. ITEMIZED cost estimate for each permit type, two (2) copies.
3. FEES and deposits:
 - a. Plan check fee – due at time of submittal of permit application(s). Contact the Permit Specialist at 425.744.6267 in advance to determine the amount due. See also No. 13.
 - b. Permit (inspection) fee –
 - c. Performance warranty(ies) – required for civil site improvements
 - d. Deposits – for temporary erosion control and right of way invasion .Items 3.b, c and d are payable prior to permit being issued to the applicant. Check with staff to identify what applies to your specific proposal.
4. All plan sheets shall be at drawn at the same scale (1"= 20' preferred).
5. Proof of current ownership or authorization from owner to apply for permits on their behalf (a current title report may be required).
6. A licensed and bonded contractor shall perform any work proposed in the public right of way.
7. Plans to be prepared in conformance with the “Civil Site Construction Permits Guidelines for Plan Preparation” information sheets and applicable Conditions of Approval.
8. Written response to applicable Conditions of Approval and Mitigation Measures related to the civil plan submittal (if applicable). Attach a copy of the response to each set of civil drawings submitted. To facilitate the review process, note that responses describing how a condition or mitigation was addressed, and where, is far more helpful than simply stating “done,” “acknowledged,” or “ok.”

9. The Temporary Erosion and Sediment Control Plan is to be included in the Civil Construction plan set.
10. Civil Site/Clearing and Grading Plans, may be submitted as one plan set with both permits attached. Plans are to be prepared to include the following:
 - a. In conformance with the “Civil Site Construction Permit, Guidelines for Plan Preparations.”
 - b. The complete text of the “General Notes” reproduced from the City of Mountlake Terrace’s “Engineering Standards Manual.” *Note that the “General Notes” should be used by the engineer preparing the drawings as a checklist for the proposal being submitted. For example, the General Notes state “...water main shall be set a minimum of 5 feet toward the roadway centerline from the curb.” Plan conformance to the General Notes will facilitate review and avoid redesign and resubmittal by the applicant.*
 - c. Include specific design information such as, but not limited to:
 - i. Location of private utility (i.e. PUD, GTE etc. vaults etc.)
 - ii. Photometric plan for parking lot, vehicular and pedestrian use areas. Unless otherwise required in conditions of approval, the minimum lighting level is
 - iii. Mailbox location (when mail delivery is to be on, or in proximity to, the site). Written approval from the Lynnwood Post Office is required.
 - iv. Location of irrigation meter.
 - d. Supporting documentation such as, but not limited to:
 - i. Storm Drainage Civil Plan (final)
 - ii. Storm Water Site Plan per Department of Ecology Stormwater Management Manual for Western Washington (see Stormwater Checklist for Commercial and Multi-Family Properties or for Single Family Residences)
 - iii. Geotechnical report and any supplemental investigations and recommendations
 - iv. Copies of any outside agency permits (as applicable).
 - v. Other special studies, worksheets, etc. necessary to review the plans
 - e. Four sets of all plan drawings and documents.
11. Landscape and Irrigation Plans
 - a. To be drawn at the same scale as the civil plans
 - b. Itemized cost estimate
 - c. Adhere to the Landscape Plan Checklist and Irrigation Plan Checklist submittal checklist requirements (see also MTMC 19.130).
 - d. Show location of and type of recreation investment items (when applicable). Include a separate itemized list of costs from other cost estimate information.

12. Complete final bound copy of traffic report (two copies), as applicable
13. Contact the Permit Specialist at 425.744.6267 to schedule an intake appointment to submit permits and pay permit review fees. Provide the Permit Specialist cost estimates for each separate permit (see item 2 above) and yardage calculations for grading work prior to such meeting to have the fees pre-calculated.
14. Submit Covenants Conditions and Restrictions (CC&Rs) for review and acceptance (when applicable).
15. Prior to final sign off of the civil construction permit, submit as needed:
 - a. Easements, in favor of the City (for public utilities and public access) as needed.
 - b. Easements for all water quality facilities and storm detention facilities. (Many of these facilities will be privately owned and maintained. However, the easements shall allow the City to perform maintenance, repair, and reconstruction in the event that the owner fails to properly maintain them. The easements shall also provide for reasonable ingress and egress to perform the activities allowed and reimbursement for City expenses.)
 - c. Statutory Warranty deeds
 - d. Bill of Sale for improvements to be owned and routinely maintained by the City.
 - e. As-built (record) drawings of the completed improvements, in hard copy and electronic form.