



SUBMITTAL CHECKLIST

LANDSCAPE AND IRRIGATION

www.cityofmlt.com
permitspecialist@ci.mlt.wa.us

Application No. _____

Landscape and Irrigation Submittal Checklist

This submittal checklist identifies minimum application elements necessary 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. Addresses **MUST** be assigned before intake. If your site does not have an address, contact the Permit Specialist (425-744-6267) at least ten days before your permit application appointment and have an address assigned.

Three (3) complete Landscape and Irrigation plan sets (all drawn to scale at a minimum of 20 feet equals one inch) are required. The application fee (plan check fee) is due at intake. Any additional fees are due at issuance of permit.

Insert the Plan Sheet Number where applicable and check each box under the Applicant heading on this checklist to confirm that items are included in your submittal. A staff person will check off each box under Staff when the item is confirmed as included in the submittal package. *If you think an item is not applicable to your project, you must contact the Department prior to your intake appointment to have the items initialed as not required.* We strongly recommend a preapplication conference if you believe items on this checklist should be waived.

Application submittals are accepted Monday through Friday from 8:00 a.m. to 4:30 p.m.

General Submittal Requirements:

Staff	Applicant
<input type="checkbox"/>	<input type="checkbox"/> A completed & signed Permit Application form
<input type="checkbox"/>	<input type="checkbox"/> Address and Assessor's Parcel No.
<input type="checkbox"/>	<input type="checkbox"/> The applicable fee
<input type="checkbox"/>	<input type="checkbox"/> Itemized Cost Estimate
<input type="checkbox"/>	<input type="checkbox"/> Copy of Preapplication Letter or Checklist, if you attended at Preapp Conference

Additional Submittal Requirements:

Staff	Plan Sheet #	Applicant
<input type="checkbox"/>	_____	<input type="checkbox"/> Title sheet with a title block indicating name, address, phone number of applicant and owner, and property address (contact the Community Development Department for address verification or to apply for new addresses prior to intake appointment)
<input type="checkbox"/>	_____	<input type="checkbox"/> Vicinity/Area map locating project area within a one-mile radius and including collector arterials
<input type="checkbox"/>		<input type="checkbox"/> Inventory of Significant Trees and Vegetation IF any significant tree or vegetation exists on site



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Staff	Plan Sheet #	Appli-cant	
<input type="checkbox"/>	_____	<input type="checkbox"/>	LANDSCAPE AND IRRIGATION PLAN (minimum scale of 20' equals 1" and/or to match project site plan) including: <ul style="list-style-type: none"> <input type="checkbox"/> North arrow <input type="checkbox"/> Bar scale <input type="checkbox"/> Property lines <input type="checkbox"/> Site acreage <input type="checkbox"/> Grading Quantities: total volume of cut; total volume of fill. <i>A separate Grading Permit is required if total volume exceeds 500 cubic yards.</i> <input type="checkbox"/> Existing and proposed contours (2' maximum increments, in a light-toned or background shade) <input type="checkbox"/> Existing and proposed public and private streets surrounding and within the property..... <input type="checkbox"/> When present, critical areas on site, adjacent to, or within 200 feet of property (such as wetlands, steep slopes, top and toe of slope, rivers, streams, etc.)..... <input type="checkbox"/> When present, any surface waters (e.g. streams, ponds, ditches, etc.) within 200 feet of property <input type="checkbox"/> All present and proposed structures on site or within 15 feet of the site..... <input type="checkbox"/> All present and proposed drainage facilities <input type="checkbox"/> All present and proposed parking, driveways, sport courts, or similar large impervious areas <input type="checkbox"/> Location of existing easements, including native growth protection easements.....
<input type="checkbox"/>	_____	<input type="checkbox"/>	LANDSCAPING AND VEGETATION DETAILS See MTMC chapter 19.130. <ul style="list-style-type: none"> <input type="checkbox"/> ▪ Graphically portray and identify by the botanical and common name all proposed trees, shrubs, and groundcover; distinguish between species; indicate spacing and proposed caliper, height or container size of plants. <input type="checkbox"/> ▪ Include a plant legend using graphic symbols <input type="checkbox"/> ▪ Provide installation details, including method and materials <input type="checkbox"/> ▪ Show and identify hard surface, gravel, chip, or other areas with nonliving landscape materials <input type="checkbox"/> ▪ Identify all existing significant trees and vegetation (See MTMC 19.30.140) <input type="checkbox"/> ▪ Identify significant trees and vegetation proposed for removal <input type="checkbox"/> ▪ Identify or describe best management practices to be used during site construction and installation of landscaping to protect existing and new plants and materials <input type="checkbox"/> ▪ Provide total landscape construction and installation cost



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- IRRIGATION SYSTEM DETAILS**
 - An approved irrigation system with an automatic time clock activating mechanism for all landscaped and turf areas in any multi-household project containing five or more units, any planned unit development (PUD), and developments that require more than 10 parking stalls; OR
- _____ All projects not included above shall provide hose bibs or quick couplers on site and within 75 feet of the edge of any landscaped area.
- _____ Backflow prevention device
- _____ Size and location of water meters
- _____ Static water pressure from City's water main
- _____ Service line type, size, and length
- _____ Type and location of irrigation heads, drains, couplers, shut-off and control valves, controllers, and backflow prevention device
- _____ Spatial layout and depth of piping
- _____ Main and lateral pipe sizes and types
- _____ Performance chart showing type, series, and hydraulic characteristics of sprinkler heads
- _____ Hydraulic circuit analysis chart showing volume flow per valve
- _____ Indicate irrigation system zones and hydrozone coverage areas
- _____ Describe water conservation measures
- _____ **Provide total irrigation system construction and installation cost**

Other Information

A separate electrical permit is required for irrigation system wiring.

Backflow devices and check valve assemblies shall be inspected by the City at installation and tested at least once per year by a certified backflow device tester or cross-connection control specialist. The inspection reports must be submitted annually to the City. See MTMC 19.130.120.C(5).

Maximum slope of mounds and berms is 3:1 (H:V); preferred slope is 4:1.