



23204 58<sup>th</sup> Ave W  
 Mountlake Terrace, WA 98043  
 Phone 425.744.6267  
[PermitSpecialist@mltwa.gov](mailto:PermitSpecialist@mltwa.gov)  
[www.cityofmlt.com](http://www.cityofmlt.com)

# TEMPORARY EROSION & SEDIMENTATION CONTROL (TESC) PERMIT

**FOR STAFF USE ONLY**

Permit # \_\_\_\_\_ Receipt # \_\_\_\_\_

Fee \$ \_\_\_\_\_ Plan Check Fee \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_ (Initials) DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Check One:**    **Single-Family Residential**    **Multi-Family**    **Commercial**    **Other**

Job Site Address: \_\_\_\_\_

Description of Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Project Value: \$ \_\_\_\_\_

Development Area (disturbed area in acres): \_\_\_\_\_

**Submittal Requirements:**

1. The [Permit Contact Information Form](#) (page 2) is required to accompany this application
2. Temporary Erosion & Sedimentation Control Plan Sheet\*
3. Stormwater Pollution Prevention Plan (SWPPP)
4. Please refer to the TESC Checklist (Pages 3 & 4)

I certify the information provided on this permit application is true and correct.

Owner / Agent \_\_\_\_\_ Date \_\_\_\_\_

Print

Owner / Agent \_\_\_\_\_

Signature

\*If required as part of civil plan submittal



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# PERMIT CONTACT INFORMATION

<b>FOR STAFF USE ONLY</b>
<b>Permit(s) Number(s):</b> _____
<b>PROCESSED BY:</b> _____ (Initials) <b>DATE:</b> ____/____/____

**Project Name/Name of Business (If Applicable)** \_\_\_\_\_

**Subject Property Address** \_\_\_\_\_ **Suite No.** \_\_\_\_\_

**Parcel Number(s)** \_\_\_\_\_

<b>Applicant</b> _____				
Mailing Address _____				
Street Address	City	State	Zip	
Phone	E-Mail	_____		

<b>Property Owner</b> _____				
Mailing Address _____				
Street Address	City	State	Zip	
Phone	E-Mail	_____		

<b>Contractor</b> _____				
<i>If Applicable</i>				
Mailing Address _____				
Street Address	City	State	Zip	
Phone	E-Mail:	_____		
State License #	Expires	City Business License #	Expires	_____

<b>Contact Person:</b> _____				
<i>This person is designated by the applicant to receive all communications, correspondence, determinations and notices as required by development regulations.</i>				
Mailing Address: _____				
Street Address	City	State	Zip	
Phone	E-Mail:	_____		

<b>Design Professional:</b> _____				
Mailing Address: _____				
Street Address	City	State	Zip	
Phone	E-Mail:	_____		

**Signed:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# TEMPORARY EROSION & SEDIMENTATION CONTROL CHECKLIST

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Permit # \_\_\_\_\_

## TESC 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.

**Two (2) complete plan sets** (all drawn to scale at a minimum of 20' equals 1") are required. The application 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 complete & signed Permit Contact Information form
<input type="checkbox"/>	<input type="checkbox"/>	Address and Assessor's Parcel Number
<input type="checkbox"/>	<input type="checkbox"/>	The applicable fee
<input type="checkbox"/>	<input type="checkbox"/>	Copy of Preapplication Letter or Checklist, if you attended at Preapplication Conference

## Additional Submittal Requirements:

Staff	Applicant	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Title sheet</b> 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 <b>prior</b> to intake appointment)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Vicinity/Area map</b> locating project area within a one-mile radius and including collector arterials
<input type="checkbox"/>	<input type="checkbox"/>	<b>EROSION AND SEDIMENTATION CONTROL PLAN</b> (minimum scale of 20' equals 1") showing any proposed excavation and/or fill areas and including: <ul style="list-style-type: none"> <li>• North arrow</li> <li>• Bar scale</li> <li>• Property lines</li> <li>• Site acreage</li> <li>• Grading Quantities: total volume of cut; total volume of fill</li> </ul>

Staff    Applicant

- Existing and proposed contours (2' maximum increments, in a light-toned or background shade)
- Existing and proposed public and private streets surrounding and within the property
- 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.)
- When present, any surface waters (e.g. streams, ponds, ditches, etc.) within 200 feet of property
- All present and proposed structures on site or within 15 feet of the site
- All present and proposed drainage facilities
- Location of existing and/or proposed easements, including native growth protection easements



**TEMPORARY EROSION AND SEDIMENTATION CONTROL DETAILS**

- Sediment control including filter fences, storm drain inserts, use of straw bales, etc.
- Buffer zones, vegetation preservation, seeding, mulching, covering, etc.
- Construction access, check dams, location of stockpiles, etc.
- Description of BMPs and general site practices such as regular maintenance of erosion control measures, street sweeping, truck tire cleaning, etc.