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## **CIVIL SITE CONSTRUCTION PERMIT CHECKLIST**

### **Guidelines for Plan Preparation**

1. Projects that 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 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. 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. Requirements not specifically conditioned through other approvals are vested to the earliest date of complete application related to the construction activity (typically land use). All design and construction occurring after permit approval may optionally follow the most current requirements when approved by the City Engineer, but may not revert to the earlier requirement following any such approval. The civil construction plans submittal shall include, but is not limited to, clearing and grading, pavement construction, retaining walls and wetland buffer work.
3. 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 NAVD 1988 for vertical control. Contact the City Civil Engineer at 425.744.6216 to confirm the benchmark used.
4. Mountlake Terrace Engineering Details and Specifications (D&S) may be shown on the detailed plan sets. The D&S shall only make reference to the appropriate standard plan, e.g. "inst. Curb & Gutter per MLT D&S #133." If a detail requires slight modification said modifier can be added beneath the call out or as a construction note. Regardless of being shown on a plan set, the published D&S are the requirement unless a modifier is documented and approved.
5. The City has adopted the 2012 (2014 Amended) 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. Stormwater requirements vest at the issuance of the civil construction permit(s).
6. The use of any stormwater 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 16.20.150 and accompanied by a processing fee, if applicable. Approval is at the discretion of the City Engineer.

7. 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.
8. Many construction sites will need to apply for coverage under [Ecology's Construction Stormwater General Permit](#). Construction site operators are required to be apply for and be covered by this permit if **both** of these apply:
  1. Your construction project disturbs land\* through clearing, grading, excavating, or stockpiling of fill material, and your site:
    - disturbs one acre or more, or
    - is smaller than one acre, but is part of a larger common plan of development that will ultimately disturb one acre or more and discharges stormwater to surface waters, or
    - could be determined by Ecology to be a significant contributor of pollutants, and discharges stormwater to state waters (Waters of the State) – any size site, or
    - can reasonably expected to cause a violation of any water quality standard – any size site.
  2. There is any possibility that during construction, stormwater could run off your site or enter a conveyance system that leads to surface waters. In almost every case it does. If the location of your site poses no possibility that rainfall or snowmelt could leave the site or enter a waterway, you do not need a permit.

*\*Count the cumulative acreage of the whole project, whether it's single or multiphase. Include off-site disturbance acreage from support activities related to the construction site. This applies if your project is a portion (less than one acre) of a larger project planned over time.*
9. Luminaries, their standards, foundations, pull boxes and conduit runs shall be specified and shown in the Civil Site plans.
10. All new utilities serving a site 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.
11. Any improvements that are to be maintained by the City are to be located and constructed entirely within City Right-of-Way. Locations with an easement may be separately approved. Easements, as needed in favor of the City, shall be submitted to allow City access for needed utility maintenance, repair and replacement of utilities. The City shall approve such easements.
12. 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.
13. A licensed, bonded, and insured contractor shall perform any work proposed in the public right-of-way.
14. Prior to the removal of any existing structures, demolition permits from the Building Division are required.
15. Obtain separate building permits for any detention vault, retaining walls or rockeries exceeding the height requirements of the applicable building code.
16. 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.

17. Waste Management Northwest (WMNW) shall provide approval on solid waste and recycling locations (note: requires City concurrence as well).
18. The US Postal Service shall approve of the location and design of the proposed mailboxes (note: requires City concurrence as well).
19. Performance warranties to cover certain work and civil permits such as for civil site improvements to be owned and maintained by the city, temporary erosion control and work performed in a right-of-way, must be submitted and accepted by the City prior to issuance of any civil permits. These warranties may be submittal of deposits (refundable), bonds, or other means approved by the city. These are accepted prior to issuance of any civil permits.
20. FEES and deposits:
  - a. Plan check fee is due at time of submittal of permit application(s). To determine the amount due, contact the Permit Specialist at 425-744-6267 in advance. See also No. 14 below.
  - b. Permit (inspection) fee.
  - c. Performance warranty(ies) are required for civil site improvements.
  - d. Deposits for temporary erosion control and right of way invasion.Items a-d above must be paid prior to permit being issued to the applicant. Check with staff to identify what applies to your specific proposal.

### Civil Site Submittal Checklist

**Civil site construction plan preparation shall utilize the following checklist, 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. See table for required number of copies to be submitted.**

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 construction cost estimates 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
3. A fire flow analysis as required and may require flow and/or pressure testing of water mains near a project site. Contact the City Civil Engineer at 425-744-6216 for water main information. Water mains shall be sized based on the analysis.
4. Proof of current ownership or authorization from owner to apply for permits on their behalf (a current title report may be required).
5. All plan sheets shall be drawn at the same engineering scale (1"= 20' preferred).
6. Plans to be prepared in conformance with applicable Conditions of Approval.
7. 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.”

8. The Temporary Erosion and Sediment Control (TESC) Plan is to be included in the Civil Construction plan set. Civil Site/Clearing plans and Grading plans may be submitted as a combined plan set with both permits attached but separate civil site, clearing & grading, and TESC permits are typically required. Plans are to be prepared to include the following:
  - a. The complete text of the “General Notes” reproduced from the City of Mountlake Terrace’s “Engineering Details & Specifications.” *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.*
  - b. Include specific design information such as, but not limited to:
    - i. Location of private utilities (i.e. PUD, Frontier etc. vaults etc.).
    - ii. Mailbox location (when mail delivery is to be on, or in proximity to, the site).  
Written approval from the Lynnwood Post Office is required.
    - iii. Location of irrigation meter.
  - c. Supporting documentation such as, but not limited to:
    - iv. Storm Drainage Report (final).
    - v. Stormwater 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).
    - vi. Geotechnical report and any supplemental investigations and recommendations.
    - vii. Copies of any outside agency permits (as applicable).
    - viii. Other special studies, worksheets, etc. necessary to review the plans.
9. 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.
10. Lighting Plans:
  - a. To be drawn at the same scale as the civil plans and be provided on a separate sheet, “LIGHTING PLAN” in the civil construction plan set.
  - b. Photometric plan for parking lot, vehicular and pedestrian use areas. Unless otherwise required in conditions of approval and pending national standards, all lighting designs shall be reviewed based on IES RP-8-00 standards. (see also MTMC 19.95.030(I)(3))
  - c. 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.
  - d. 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.
  - e. 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.

11. Complete final copy of traffic report as applicable.
12. Covenants Conditions and Restrictions (CC&Rs) for review and acceptance (when applicable)
13. Contact a 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. Prior to issuance of civil construction permit, submit as needed:
  - a. Certificate of Insurance (COI) for contractors performing work within the public Right-of-Way.
  - b. Performance Gurantee in accordance with MTMC 15.35.10.
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. Construction record drawings of the completed improvements, in electronic form. See Construction Record Drawing Requirements on Page 7.

### **Required Copies for Submittal/Resubmittal**

Civil Site/Clearing plans and Grading plans
Landscape and Irrigation Plans
Lighting Plans
Itemized construction cost estimates
Reports, Studies and outside agency permits
Easements and Statutory Warranty Deeds

## TIME LIMITS AND EXTENSIONS

### Applications for Construction Permits (MTMC 13.50.020.F)

1. Must conform with:
  - The City's Comprehensive Plan and/or Transportation Master Plan
  - Ordinances
  - Adopted standards
  - **Applicable** conditions of approval
  - Mitigation measures.
2. Expiration of plans in review:
  - **Permit applications and plans expire when the applicant has taken no meaningful action within 180 days of:**
    - a. The date of application, or
    - b. The date of the most recent written directive from the City's plan reviewer.
  - Plans may then either be returned to the applicant or destroyed by the City Engineer.
  - To renew action on any application after expiration, the applicant shall resubmit applications and plans and pay new filing and plan check fees.
3. Time extension:
  - The City Engineer may extend the time period a maximum of 180 days for plans in review (MTMC 13.50.020).
  - The applicant must make a formal request and show in writing that circumstance beyond the control of the application prevented the applicant from taking action.
  - The extension may be granted only once.
  - The applicant shall pay a time extension processing in accordance with the adopted [City fee schedule](#) (MTMC 13.50.030.D).
4. Approved plans:
  - Upon completion of review for conformance with item 1 above, the approved plans shall be signed and dated by the City Engineer or his/her designee.
  - Signed plans expire 180 days after date of signature if the permit is not issued (MTMC 13.50.020).
  - Time extension requests for approved plans are to follow the same guidelines as for plans in review described under item 3 above.
5. Issued Permits:
  - Such permit(s) become null and void (MTMC 13.50.020) when either:
    - a. Construction is not commenced within 180 days of date of permit
    - b. Construction is suspended for 180 days once begun.
  - Time extension on an unexpired permit - See guidelines under item 3 above.
6. Validity of Permit (MTMC 13.50.020.E):
  - Issuance of a permit based upon approved plans does not prevent the City Engineer from requiring correction of errors when in violation of City codes.

# Construction Record Drawing Requirements

The following Construction Record Drawing requirements are intended to provide a *minimum* guide to the surveyor, engineer of record, and construction supervisors and should be used along with good engineering practices as the type of project and situation warrants. These requirements should complement, but do not supersede any other City construction/ plan requirements.

The City of Mountlake Terrace requires construction record documentation before site or right-of-way civil construction-related permits are closed out and accepted. Developers, engineers and contractors need to be aware of the following requirements in order to satisfy this documentation requirement. Good on-site records must be maintained to ensure accuracy.

Upon completion of the project, the design plans, approved by the City of Mountlake Terrace, are to be corrected to accurately reflect all as-built conditions. These will be in the form of a 22 inch by 34 inch (22"x34") clean set of project plans, upon which the Contractor shall note additions and deletions of work. The Contractor shall use red colored pencil to mark on the plans for all work not shown on the plans including any revised and green colored pencil for deleting any work from original contract plans. The Contractor shall also indicate all deviations in location and elevation of improvements as shown on the Plans. The as-built plans will be reviewed for accuracy and completeness by the Construction Inspector. If the as-built information is found deficient, it shall be corrected by the Contractor and resubmitted to the City for review and approval.

## **Electronic File Submittal Requirements:**

Upon approval of Construction Record Drawings, the City requires a digital submittal of approved plans in both CAD and PDF formats to be submitted by the applicant.

### AutoCAD 2013 or newer format

- We recommend using the eTransmit tool within AutoCAD to purge, and bind all external reference files. Please only include the site/model information. Title blocks, notes and Engineer/Surveyor Stamps are not needed and should not be included.

### PDF

- Please combine all sheets into one PDF using the project name as the file name. The PDF should be an exact duplicate of the approved Construction Record Drawings, scanned in a minimum 300 DPI (dots-per-inch), and in PDF/A format.
  - These electronic scanning and file format requirements are consistent with Washington State Archives requirements that the city is obliged to satisfy.

### Files can be transmitted using the following methods:

Dropbox or another FTP site mailed to [permitapps@mltwa.gov](mailto:permitapps@mltwa.gov)

USB mail to: City of Mountlake Terrace

Attn: Paul Russell

23204 58<sup>th</sup> Avenue W

Mountlake Terrace, WA 98043

Please include contact information (project name, contact name, phone number) with submittal should we have any questions on the AutoCAD file(s).

<b><u>Drawing Requirements:</u></b>	Application	As-Built
<u>Coordinates and Datum:</u> <ul style="list-style-type: none"> <li>• HPGN (HARN) Washington State Plane, North Zone, US Foot for Horizontal Datum ..... — —</li> <li>• NAVD 88 for Vertical Datum ..... — —</li> </ul>		
<b>Features to Include:</b> The following features and information shall be shown where applicable (Construction Drawings, Site Plan, Utility Plan, Road Plan and Profiles, etc...).		
<ul style="list-style-type: none"> <li>• North Arrow on all plan sheets ..... — —</li> </ul>		
<u>Sanitary Sewer:</u>		
<ul style="list-style-type: none"> <li>• Manholes – Locations, types, sizes and rim/invert elevations ..... — —</li> <li>• Sewer Lines – Locations, lengths, slopes, sizes, material and class (abandoned lines should also be shown) ..... — —</li> <li>• Side Sewers – Locations, lengths, slopes, sizes, inverts, material and class (See Side Sewer Permit Application for additional requirements) ..... — —</li> <li>• Public &amp; Private Utility Easements – Locations and widths ..... — —</li> <li>• TV Report – Compare TV reports to side sewer locations (If done) ..... — —</li> <li>• Cleanouts – Locations and sizes ..... — —</li> <li>• Septic Systems – Both those in use or abandoned ..... — —</li> </ul>		
<u>Storm Drainage:</u>		
<ul style="list-style-type: none"> <li>• Manholes/Catch Basins – Locations, types, sizes and rim/invert elevations ..... — —</li> <li>• Storm Lines – Locations, lengths, slopes, sizes and materials (abandoned lines should also be shown) ..... — —</li> <li>• Public &amp; Private Utility Easements – Locations and widths ..... — —</li> <li>• Water Quality Facilities – (swale length/slope, infiltration galleries, etc.) ..... — —</li> <li>• L.I.D. Drainage Facilities (pervious pavement locations, rain garden details, etc.) ..... — —</li> <li>• Retention/Detention Systems:               <ul style="list-style-type: none"> <li>○ Volume of storage provided ..... — —</li> <li>○ Storage elevation ..... — —</li> <li>○ Overflow elevation and location ..... — —</li> <li>○ Discharge control orifice size ..... — —</li> <li>○ Roof drain connections ..... — —</li> <li>○ Bypass area (Emergency overflow) ..... — —</li> <li>○ Stabilization/erosion control ..... — —</li> </ul> </li> <li>• All storm drainage retention/detention systems shall include the following statement:                “The storm drainage <i>retention/detention</i> (*select one) system has been constructed in conformance with the approved plans and is functioning as designed.” ..... — —</li> </ul>		



<b><u>Drawing Requirements:</u></b>	Application	As-Built
<b><u>Water:</u></b>		
• Water Lines – Locations, lengths, sizes, material and class ..... (abandoned lines should also be shown) .....	_____	_____
• Water Valves – Locations, sizes and types .....	_____	_____
• Fire Hydrants – Locations and types .....	_____	_____
• Blow-Offs – Locations and sizes .....	_____	_____
• Air & Vacuum Relief Valve – Locations .....	_____	_____
• Pressure Reducing Valve – Locations .....	_____	_____
• Fittings – tees and crosses .....	_____	_____
• Water Main Blocking – Locations .....	_____	_____
• Water Meters – Locations and sizes .....	_____	_____
• Water Services – Locations, sizes and material .....	_____	_____
• Public & Private Utility Easements – Locations and widths .....	_____	_____
• Wells – Both those in use or abandoned .....	_____	_____
• Detailed Connections – As applicable .....	_____	_____
• Fire Sprinkler Connection:		
○ Location and size of line .....	_____	_____
○ Location of detector vault .....	_____	_____
○ Location of service vault .....	_____	_____
○ Location of service valve .....	_____	_____
<b><u>Public Streets:</u></b>		
• Center line elevations every 50 feet .....	_____	_____
• Center line slopes and vertical curve data .....	_____	_____
• Gutter line elevations every 50 feet, if not standard crown .....	_____	_____
• Gutter line slopes and curve data, if not standard crown .....	_____	_____
• Driveways – Locations, lengths, slopes and pavement type .....	_____	_____
• Channelization – Locations and type .....	_____	_____
• Signing – Locations, type, M.U.T.C.D. sign designation, size, install date and height to bottom of sign .....	_____	_____
• Illumination – Locations, type, height, arm length and foundation type/depth .....	_____	_____
• Service Cabinets – Locations and types .....	_____	_____
• Junction Boxes – Locations and types .....	_____	_____
• Conduits/Wire – Locations, types, sizes and depths .....	_____	_____
• Controller Cabinet – Location and type .....	_____	_____
• Signalization – Location, type, size, height and foundation depth .....	_____	_____
• Right-of-Way – Locations and widths .....	_____	_____
• Easements – Locations and widths .....	_____	_____
• Gas, Power, Phone and Cable Lines installed or encountered – Locations, sizes and depth .....	_____	_____

<b><u>Drawing Requirements:</u></b>	Application	As-Built
<ul style="list-style-type: none"> <li>• Right-of-Way Monuments – Locations (property monuments if a Plat) .....</li> </ul>	—	—
<ul style="list-style-type: none"> <li>• Vertical Datum benchmark with equation to Mountlake Terrace second order Vertical Datum .....</li> </ul>	—	—
<ul style="list-style-type: none"> <li>• Right-of-Way Centerline Intersections to two closest intersections .....</li> </ul>	—	—