



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

# LANDSCAPE & IRRIGATION PERMIT APPLICATION

FOR STAFF USE ONLY	
Permit # _____	Receipt # _____
Fee \$ _____	Plan Check Fee \$ _____
Total \$ _____	
RECEIVED BY: _____ (Initials) DATE: ____/____/____	

Single-Family Residential

Multi-Family

Commercial

Site Address \_\_\_\_\_

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

Estimated value of construction for work done under this application: \$\_\_\_\_\_

**Include with this application:**

1. Two (2) copies of a breakdown by quantity, unit price, type and total for each item.
2. Two (2) plan sets, including cost estimate (see attached sample document).
3. Electronic copy of the application packet.
4. A Permit Contact Information Form, (page 2) and Affidavit of Application (page 3 & 4), completed and signed, is required to accompany this application.
5. Further requirements are listed on the Submittal Checklist beginning on page 3 of this document.

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

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

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



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

# 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:** \_\_\_\_\_



23204 58th Avenue W  
Mountlake Terrace, WA 98043  
Phone 425.744.6267

[PermitSpecialist@mltwa.gov](mailto:PermitSpecialist@mltwa.gov)

[www.cityofmlt.com](http://www.cityofmlt.com)

# AFFIDAVIT of APPLICANT STATUS and Acceptance of Financial Responsibility for Project Fees

Please indicate which of the following options describes your project:

- Property Owner is Responsible for Fees and Application Materials
- Property Owner is Responsible for Fees and Someone Other than Property Owner (“Applicant”) is Responsible for Application Materials
- Someone Other than Property Owner (“Applicant”) is Responsible for Fees and Application Materials

Please fill out the Project Property Information, Property Owner Information, and Applicant Information (if applicable) sections below, check the appropriate boxes on next page, and sign.

## Project Property Information

Property Address: \_\_\_\_\_

Snohomish County Tax Parcel Number(s): \_\_\_\_\_

Development Name (if applicable): \_\_\_\_\_

Project Description: \_\_\_\_\_

## Property Owner Information

Owner Name: \_\_\_\_\_ Company (if applicable): \_\_\_\_\_

Owner E-mail: \_\_\_\_\_ Title: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner Phone: \_\_\_\_\_

## Applicant Information (If Applicable)

Applicant Name: \_\_\_\_\_ Company (if applicable): \_\_\_\_\_

Applicant E-mail: \_\_\_\_\_ Contractor L7I No.: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_

**Affidavit of Applicant Status**

Select one of the following:

- Owner hereby certifies that Owner is the legal owner(s) of the Project Property described above, and is legally entitled to acquire permits and approvals for the Project.
- Owner hereby certifies that Owner is the legal owner(s) of the Project Property described above. Owner further certifies that \_\_\_\_\_ (“Applicant”) is authorized to act on Owner’s behalf to acquire permits and approvals for the Project, and designates Applicant as the primary contact to work with City staff for such purposes.

**Acceptance of Financial Responsibility**

Select one of the following:

- As Owner(s), I/we accept financial responsibility for all fees associated with this permit for reviews and approvals performed by the City or contracted agencies. I/we agree to pay all permit fees, costs of review, and other associated fees, regardless whether the permit is issued or whether the application is canceled before permit issuance. Refunds will be mailed to Owner unless the City has received written authorization from Owner stipulating payment to a third party. If my/our address changes at any time before the City has received full payment for all fees billed or owing, I/we will immediately notify the City of the new address.
- As Applicant(s), I/we accept financial responsibility for all fees associated with this permit for reviews and approvals performed by the City or contracted agencies. I/we agree to pay all permit fees, costs of review, and other associated fees, regardless whether the permit is issued or whether the application is canceled before permit issuance. Refunds will be mailed to Applicant unless the City has received written authorization from Applicant stipulating payment to a third party. If my/our address changes at any time before the City has received full payment for all fees billed or owing, I/we will immediately notify the City of the new address. (Applicant(s) must sign below.)

**Signatures**

Property Owner’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant’s Signature (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Applicant’s Signature (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

**Affidavit of Applicant Status**

Select one of the following:

- Owner hereby certifies that Owner is the legal owner(s) of the Project Property described above, and is legally entitled to acquire permits and approvals for the Project.
- Owner hereby certifies that Owner is the legal owner(s) of the Project Property described above. Owner further certifies that \_\_\_\_\_ (“Applicant”) is authorized to act on Owner’s behalf to acquire permits and approvals for the Project, and designates Applicant as the primary contact to work with City staff for such purposes.

**Acceptance of Financial Responsibility**

Select one of the following:

- As Owner(s), I/we accept financial responsibility for all fees associated with this permit for reviews and approvals performed by the City or contracted agencies. I/we agree to pay all permit fees, costs of review, and other associated fees, regardless whether the permit is issued or whether the application is canceled before permit issuance. Refunds will be mailed to Owner unless the City has received written authorization from Owner stipulating payment to a third party. If my/our address changes at any time before the City has received full payment for all fees billed or owing, I/we will immediately notify the City of the new address.
- As Applicant(s), I/we accept financial responsibility for all fees associated with this permit for reviews and approvals performed by the City or contracted agencies. I/we agree to pay all permit fees, costs of review, and other associated fees, regardless whether the permit is issued or whether the application is canceled before permit issuance. Refunds will be mailed to Applicant unless the City has received written authorization from Applicant stipulating payment to a third party. If my/our address changes at any time before the City has received full payment for all fees billed or owing, I/we will immediately notify the City of the new address. (Applicant(s) must sign below.)

**Signatures**

Property Owner’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant’s Signature (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Applicant’s Signature (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

# Submittal Checklist

## LANDSCAPE AND IRRIGATION

This submittal checklist identifies minimum application elements necessary for the City to accept an application for review.. When ALL of the required items are provided, the application will be accepted.

**Two (2) complete landscape and irrigation plan sets** (all drawn to scale at a minimum of 20 feet = one inch) are required. The application fee (plan check fee) and any additional fees are due at intake.

Insert the Plan Sheet Number where applicable and check each box under the Applicant heading on this checklist to confirm that all necessary 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 pre-application conference if you believe items on this checklist should be waived.

### General Submittal Requirements

Staff	Applicant	
<input type="checkbox"/>	<input type="checkbox"/>	A Completed and Signed <a href="#">Permit Contact Information</a> 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"/>	Itemized Cost Estimate
<input type="checkbox"/>	<input type="checkbox"/>	Copy of Pre-Application Letter or Checklist (if you attended a Pre-Application 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 & Economic 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>Inventory of Significant Trees and Vegetation</b> if any significant tree or vegetation exist on site
<input type="checkbox"/>	<input type="checkbox"/>	<b><u>LANDSCAPE AND IRRIGATION PLAN</u></b> (Minimum scale of 20' equals 1" and/or to match project site plan 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. <b>A separate Grading Permit is required if total volume exceeds 50 cubic yards</b></li><li>• Existing and proposed contours (2' maximum increments, in a light-toned or background shade)</li><li>• Existing and proposed public and private streets surrounding and within the property</li><li>• 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.)</li><li>• When present, any surface waters (e.g. streams, ponds, ditches, etc.) within 200 feet of property</li></ul>

- LANDSCAPE AND IRRIGATION PLAN (Continued)**
  - All present and proposed structures on site or within 15 feet of the site
  - All present and proposed drainage facilities
  - All present and proposed parking, driveways, sport courts, or similar large impervious areas
  - Location of existing easements, including native growth protection easements
- LANDSCAPING AND VEGETATION DETAILS (See MTMC Chapter 19.130)**
  - 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.
  - Include a plant legend using graphic symbols
  - Provide installation details, including method and materials
  - Show and identify hard surface, gravel, chip, or other areas with nonliving landscape materials
  - Identify all existing significant trees and vegetation (See MTMC 19.30.140)
  - Identify significant trees and vegetation proposed for removal
  - Identify or describe best management practices to be used during site construction and installation of landscaping to protect existing and new plants and materials
- 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 hydro zone coverage areas
  - Describe water conservation measures

### **Other Information**

- A separate electrical permit is required for irrigation system wiring.
- Upon installation, backflow devices and check valve assemblies must be inspected by the City. Further testing at least once per year by a certified backflow device tester or cross-connection control specialist is required. 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.