
Clearing and Grading Permits

Brochure #10

When do I need a Clearing and Grading Permit?

Any change to the surface of land by grading (see definition below), excavating, or removal or disturbance of the natural topsoil, trees or other vegetative covering, except for the following:

- A. Agricultural crop management;
- B. Cemetery grave;
- C. Routine landscape maintenance;
- D. Landscape installation where fill is confined to less than one (1) foot of topsoil or landscape berms not exceeding four (4) feet in height and fifty (50) cubic yards in volume with side slopes flatter than three (3) feet horizontal to one (1) foot vertical (thirty-three percent (33%)) and not subject to the special condition of Subsection I of this section (see page 2 of this Brochure);
- E. Emergency situations involving immediate danger to life of property or substantial fire hazards;
- F. An excavation of less than fifty (50) cubic yards of material which:
 - 1. Is less than one (1) foot in depth, or
 - 2. Which does not create a cut slope greater than five (5) feet in height and steeper than two (2) feet horizontal to one (1) foot vertical (fifty percent (50%));

City of Mukilteo
Planning and Community Development Department
11930 Cyrus Way
Mukilteo, WA 98275
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- G. A fill less than one (1) foot in depth and placed on natural terrain with a slope flatter than five (5) horizontal to one (1) vertical (twenty percent (20%)) or a fill less than three (3) feet in depth and not intended to support structures, which does not exceed fifty (50) cubic yards on any one lot and does not obstruct a stream or surface water or impact a Native Growth Protection Area, wetland, or wetland buffer;
- H. A clearing less than one thousand (1,000) square feet where the existing zoning is single-family residential. Only one (1) exempted clearing or grading operation per site shall be permitted under this exception;
- I. Except for subsections A, C and E of this section, not more than one exemption set forth in this section shall apply on one designated site.

Definitions

Grading: any act which changes the elevation of the ground surface.

Clearing: the act of destroying vegetation by mechanical or chemical means.

What do I need to submit to apply for a Clearing and Grading Permit?

NOTE: Applications for clearing and/or grading that are part of another project (i.e. commercial or multifamily development, plats, building permits, etc.) shall be submitted as part of the entire project application. Please refer to the project permit submittal requirements for more information.

- ◆ A completed application and applicable fees.
- ◆ Two (2) completed and signed SEPA Checklists for projects that are subject to environmental review.
- ◆ Three sets of plans and specifications. Plans shall be drawn to a scale of not more than one inch equals fifty feet (1" = 50') upon reproducible media. The plans shall include the following information:
 1. The correct legal description of the property;
 2. The name(s), address(es) and phone number(s) of the owner(s) of the land and the person(s) ordering the work to be performed;
 3. The total acreage of clearing to be performed;
 4. The total impervious surface and the total hard surface area to be created in square feet;
 5. The estimated total amount of excavation to be performed in cubic yards;
 6. The estimated total amount of fill to be imported, moved or removed in cubic yards;

7. The name, address, phone number and seal, if registered, of professional preparing the plans;
8. The name, address and phone number of professional preparing the soils engineering, engineering geology, and/or hydrology reports, when such reports are requires;
9. An accurate plan of the entire site as it exists at the time of the application along with a site plan after the construction showing the following minimum information:
 - A. All permanent existing structures as well as all proposed structures.
 - B. Topography, taken not at more than a five-foot (5) contour interval over the entire site. Ninety percent (90%) of the contours shall be plotted within one half of a contour interval and the remainder within one (1) contour of the true location. Aerial compilation methods are acceptable; however, all areas obscured by vegetation shall be checked and verified by on-site measurements.
 - C. Five (5) contour intervals that extend a minimum of two hundred (200) feet off-site, when available.
 - D. All property or lot lines in true location with respect to the plan's topographic information.
 - E. A graphic representation of existing, as well as after construction, vegetation on the site delineating vegetation boundaries, predominate types (common names) and approximate density of cover according to the following categories:
 - 1) Bare ground: no existing vegetation
 - 2) Ground cover: up to one foot in height
 - 3) Brush: one foot to four feet in height
 - 4) Understory: four feet to ten feet in height
 - 5) Overstory: greater than ten feet in height
 - 6) Impervious: rock, artificial condition
 - F. A Tree Retention Plan showing any significant trees that shall be retained or removed. The applicant shall also identify limits of full tree dripline of the canopy and limits of critical root zones. The plan shall identify measures to be taken to protect trees during construction such as fencing of trees, and avoiding disturbance of critical root zones. Tree retention plans shall also identify how requirements set in MMC 15.16.050.C.1 are met, when applicable.
 - G. Description of the upper thirty-six (36) inches of soil mantle according to the procedure in the Development Standards.
 - H. Location and size of all existing drainage facilities which

transport surface water onto, across, or from the site including: streams and surface waters, artificial channels, drain pipe or culverts.

- I. Location and capacity of all natural or artificial basins which impound surface water. Location and capacity of all visible springs in excess of one (1) gallon per minute.
 - J. Locations and elevations of all buildings, structures, utilities or other appurtenances on the property where the work is to be performed and the location of any buildings or structures on land of adjacent owners which are within fifteen (15) feet of the property.
 - K. Boundaries of all areas to remain in the existing or natural condition.
 - L. Boundaries of all areas that will be paved or otherwise altered in a manner that will increase storm water runoff.
 - M. Method of discharging storm water off-site at the naturally occurring location together with the provisions needed to restrict the velocity and direction of the discharge in order to avoid damage to other properties.
 - N. Detailed plans of all surface and subsurface drainage devices to be constructed with or as a part of the proposed work.
 - O. Methods of preventing sediment or other pollution from leaving the site during and after construction; i.e. an erosion control plan and timing of installation.
10. An accurate plan of the entire site as it will appear after construction showing the following minimum information:
- A. Limiting dimensions, elevations or finished contours to be achieved by the grading;
 - B. Location and capacity of all drainage facilities and related construction
 - C. Boundaries of all areas to remain in the existing or natural condition;
 - D. Location of all vegetation shown on the plan which will remain after completion of the work and at the minimum distance to the nearest excavation and/or filling;
 - E. Boundaries of all areas that will be paved or otherwise altered in a manner that will increase stormwater runoff;
 - F. Boundaries of all areas in which the infiltration capacity of the soil will be retained and/or improved;
 - G. Method of discharging stormwater off-site at the naturally occurring location together with the provisions needed to restrict the velocity and direction of the discharge in order to avoid damage to other properties;
 - H. Detailed plans of all surface and subsurface drainage devices,

walls, cribbing, dams and other protective devices to be constructed with or as part of the proposed work.

Pictures of existing site conditions are optional but strongly encouraged.

Note: Additional information may be required if deemed necessary to allow for a determination that the proposed work conforms to the requirements of this section (Ordinance 655).

Criteria Required for Grading and Clearing Permit Applications

In considering whether to issue a permit, and in considering whether and what type of conditions should be imposed, the Public Works Department shall apply the following standards and criteria:

General. An Engineering permit shall be issued only in conjunction with one (1) or more of the following:

1. A valid building permit;
2. Utility extension;
3. A valid Engineering permit to build a property access road;
4. Approved permit for street, water, storm and sanitary sewer construction for a preliminary plat;
5. Approved short plat;
6. Special permission of the Public Works Department for site work under five hundred (500) cubic yards based on a demonstration that extenuating circumstances are present and that the project is consistent with the grading and drainage plan with landscaping, soil stabilization and surface groundcover elements including continuous maintenance;
7. For site work over five hundred (500) cubic yards, the purpose of which is not to achieve approval or development under subdivisions 1 through 7 of this subsection.

A. Decision Criteria. The Planning and Public Works Department may approve or approve with modifications an application submitted under this subsection only if:

- 1) The proposal is in accordance with the Comprehensive Plan, Comprehensive Stormwater Plan, Zoning Code, Stormwater Management Code and other City Codes and adopted standards.
- 2) The approval of the proposal will not impose a threat to or be detrimental to the public health, safety, and welfare.
- 3) The applicant has demonstrated that approval of the proposal is necessary for the reasonable development or maintenance of the property.

When will drainage improvements be required?

- A. When there are known drainage problems.
- B. When there is an increase in impervious surface.
- C. When modifying existing drainage systems.
- D. When the property is within existing a landslide hazard area or due to soil types or erosion problems.

For questions or additional information:

Call...

City of Mukilteo
Planning Department (425) 263-8050
City Hall (425) 263-8000
Fax (425) 212-2068

Location...

11930 Cyrus Way
Mukilteo, Washington 98275

Hours...

Monday - Thursday
7:30 a.m. to 5:00 p.m.
Friday
7:30 a.m. to 4:30 p.m.

IF YOU WISH TO APPLY BE SURE TO HAVE THE FOLLOWING FORMS

- ◆ Pre-application Packet
- ◆ Application Packet

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