

# Fill and Grade Permit/ Erosion Control Permit Application



*"Building A Stronger Community  
TOGETHER"*



## Community & Economic Development

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



**CITY OF SHELTON**  
FILL AND GRADE PERMIT / EROSION CONTROL APPLICATION  
525 West Cota Street, Shelton, WA 98584  
(360) 426-9731 (360) 426-7746

**OWNER INFORMATION**

Owner \_\_\_\_\_ Phone # \_\_\_\_\_  
Owner Address \_\_\_\_\_ City \_\_\_\_\_ St. \_\_\_\_\_ Zip \_\_\_\_\_  
Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_

**CONTRACTOR INFORMATION**

Contractor Name \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ St. \_\_\_\_\_ Zip \_\_\_\_\_  
Contractor Reg# \_\_\_\_\_ Exp. Date \_\_\_\_\_  
City Business License \_\_\_\_\_  
Engineer's Name \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ St. \_\_\_\_\_ Zip \_\_\_\_\_

**PROJECT INFORMATION**

Site Address (if applicable) \_\_\_\_\_ City \_\_\_\_\_ St. \_\_\_\_\_ Zip \_\_\_\_\_  
Parcel No. \_\_\_\_\_  
Legal Description \_\_\_\_\_  
Describe work and total proposed project \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of cubic yards to be excavated: \_\_\_\_\_  
Number of cubic yards to be filled: \_\_\_\_\_  
Number of cubic yards to be graded: \_\_\_\_\_

Will this be a balanced cut and fill entirely within the site? Yes  No   
If no: Will fill be brought on site? Yes  No   
Where does imported fill come from? \_\_\_\_\_  
Does fill contain any potentially hazardous materials? Yes  No

Will excavated material be taken off site? Yes  No   
If yes: Where will excavated materials be taken? \_\_\_\_\_  
If yes to either import or export, identify haul route, methods proposed to keep public roads free of debris, and submit traffic control plan if necessary. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has a soil report been completed on the subject site? Yes  No   
If yes, include a copy with application.

Does the subject site contain any of the following features?  
River \_\_\_\_\_ Lake \_\_\_\_\_ Wetland \_\_\_\_\_ Saltwater \_\_\_\_\_ Slope greater than 15% \_\_\_\_\_  
Soft compressible soils \_\_\_\_\_ Seasonal Runoff \_\_\_\_\_ None \_\_\_\_\_

Is site designated critical area per City of Shelton? Yes  No

Is site within a designated floodplain? Yes  No

Will the proposed land surface modification change the points where storm water or ground water enters or exits the site? Yes  No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Will the proposed land surface modification change the quality, quantity, or velocity of storm water/ground water? Yes  No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Is the subject site within 200 feet of a designated shoreline? Yes  No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

What methods, will be utilized to minimize erosion and possible sedimentation into nearby waters? \_\_\_\_\_

Will this land modification result in the redirection of any surface water runoff onto adjacent properties?

Yes  No  If yes, please explain: \_\_\_\_\_

Will surface or subsurface runoff be collected or controlled by interceptors, curtain drains, or other water collection devices once this land modification has been completed? Yes  No

If yes, please explain: \_\_\_\_\_

Will the land be replanted upon completion? Yes  No

If yes, with what type of plants? \_\_\_\_\_

What are the lengths and heights of slopes currently existing on the site? \_\_\_\_\_

Will this modification result in slope steeper than those currently on the site? Yes  No

If so, how steep? \_\_\_\_\_

This permit becomes null and void if work authorized is not commenced within 180 days, or if work is suspended or abandoned for a period of 180 days at any time after work is commenced. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating excavation/grading or the performance of excavation/grading.

\_\_\_\_\_  
Owner/Applicant Signature

\_\_\_\_\_  
Date

OFFICE USE ONLY

Plan Checked By _____	Permit Fee _____
Permit Issued By _____	Plan Check Fee _____
	Date _____ Total Fees _____

**GRADING  
MINIMUM SUBMITTAL REQUIREMENTS  
CHECKLIST**

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Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

For all applications:

- Five (5) sets of plans (drawings)
- All plans drawn to a generally accepted engineering scale, with titles for each drawing. Which must be legible and drawn to scale, and that the site plan must consist of a single sheet (NTS is not acceptable).

For any project, which requires construction of new public roads or existing roadway improvements, construction plans for these civil improvements are required which conform to the most current edition of the City of Shelton Engineering Design & Development Standards. Most specifically, the roadway plans shall follow the requirements of SMC Title 13, and shall stand independent of the onsite project plans.

**PLAN CHECKLIST**

- North Arrow
- Property tax account number(s) - Parcel Number
- Site Address
- Applicant's Name, Address, and Phone Number
- Contact person's Name, Address, and Phone Number
- Vicinity Map, including directions for difficult to find sites
- Grading quantities indicating amount of excavation and amount of fill
- All property lines and dimensions
- Property line bearings
- Existing contours\* shown as dashed lines
- Proposed contours\* shown as solid lines
- Minimum of 2 cross sections perpendicular to each other for each area proposed for grading with existing grades shown as dashed lines and proposed grades shown as solid lines.
- Existing and proposed drainage systems (i.e. ditch lines, culverts, catch basins, French drains, surface drainage flow direction)
- Location of any existing and proposed structures on site with distance to property lines
- Location of any structures on adjacent land which are within 15 feet of the property line or which may be affected by grading operations
- Location of existing and proposed drain fields, drain field reserve areas, septic tanks and wells
- Temporary erosion and sedimentation controls
- Easements locations and dimensions, including on site utilities
- Wetland area, seasonal and year round creeks or streams
- Slope areas over 33%
- Floodplain Zone (\_\_\_\_\_)

**Additional Requirements**

- All other applicable City of Shelton permits, applications and approvals, including but not limited to Public Works traffic review, building permit, Shoreline Management Master Development permit, Flood Hazard permit, ROW permit, retaining wall permit, etc.
- Grading submittal fee
- Detailed drainage plan prepared and stamped by a licensed Civil Engineer, if over 5,000 sq. ft. of impervious surface on site (including gravel parking areas), and submittal fee (note: after plan review it may be determined that a detailed drainage plan is needed for projects that do not meet this threshold).
- A note on the plans indicating, "All site work must comply with the International Building Code, Appendix J and Shelton Municipal Code, Title 13 and the City of Shelton Design and Construction and Development Standards.

\*This information may be available from the City of Shelton Engineering Department

# Filling and Grading, Sediment and Erosion Control Permit Application

International Building Code (IBC) Appendix J and Shelton Municipal Code (SMC) Title 13 have been adopted by the City of Shelton to establish:

- Regulations to control clearing, excavation, grading, and earthwork construction, including fills and embankments;
- The administrative procedures for issuing permits and fees;
- Provisions for approval of plans and inspection of this work.

Permits for grading are required if soil is moved within the City of Shelton, except as specified in Appendix J of the IBC. Additional requirements may apply within those environmentally sensitive or critical areas as identified in SMC Title 21. Erosion control plans are also required for all vegetation clearing and all grading regardless of the quantity of soil being moved.

Prior to a grading permit being issued, the applicant may be required to complete and file an environmental checklist, receive a determination of non significance (DNS) and complete the appeal period for grading, filling or excavation in critical areas as required by WAC 197-11-800. A checklist must be filed, a SEPA process completed, and the appeal period completed whenever 100 cubic yards or more of soil is moved at any location.

When a grading permit or erosion control plan is required, plans and specifications must be submitted for review which show the proposed work, state how the work is to be accomplished, and the standards of acceptance and testing. Each review of grading and/or erosion control plans may take two to six weeks.

The information listed in the checklist provided with the application for grading, excavation and the erosion control permit must be provided in order for the submitted plans to be reviewed. Only those items applicable to the particular project need to be provided in the plans and specifications submitted for a grading, excavation and erosion control permit.

## **DEFINITIONS:**

“Clearing”	Means removing and disposing all unwanted materials from the surface, such as trees, brush, down timber or other natural materials.
“Grubbing”	Means removing and disposing of all unwanted vegetative mater from underground, such as sod, stumps, roots, buried logs or other debris.
“Excavation”	Means area or material removed to provide a suitable base for improvement.
“Cut,”	Means original ground removal to reach prescribed earth slopes or sub-grade.
“Fill”	Means the material placed above the original or in place of the natural ground line.
“Grading,”	Means any excavating or filling or combination thereof.
“Erosion”	Means the wearing away of the ground surface as a result of the movement of wind, water, or ice.

## **Public Works Utilities and Storm water Requirements**

A Utility Application is required in order for the resident to receive City water and sewer service. These are available when building/plumbing permits are completed and submitted, please ask staff.

The applicant will completed and sign the Utility Application form and submit it along with the application fees. Incomplete applications will not be accepted and will be returned to the applicant.

### **Water Service**

City utility staff will complete an estimate for connection. The usual water meter connection size for each single-family dwelling unit is  $\frac{3}{4}$  inch. If you have questions regarding size or number of meters required, please consult with staff, Shelton Municipal Code, and the Public Works Design and Constructions Standards.

Typically the estimate is returned to the permit technician and returned for payment with the building/plumbing permits. Once the estimate is paid, City staff will tap the main and install a water meter at the property line. After all work has been completed, the actual costs will be calculated and you will be billed for any additional costs. The applicant installs the water line from the meter to the structure.

### **Sewer Service**

Unless the City indicates otherwise in the estimate, the property owner is responsible to hire a **licensed and bonded** contractor to make the tap under the City's inspection. Please check with L&I as to the current license status of your contractor.

The usual sewer connection size for each single-family dwelling unit is 4 inches. If you have questions regarding construction requirements, type of pipe, size of pipe, or number of connections required, please consult with staff, Shelton Municipal Code, and the Public Works Design and Constructions Standards. Also note that this work will require a **Right of Way permit**.

### **Construction and Inspection**

For construction requirements, please consult with City staff, Shelton Municipal Code, and the currently adopted Public Works Design and Constructions Standards.

CALL TWO WORKING DAYS BEFORE YOU DIG

1-800-424-5555

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

Utilities Underground Location Center

Once the construction is completed, the developer or contractor must contact the City of Shelton at (360) 426-9731 for final inspections (**48 hour notice is required**). Please note that due to staff availability days of inspection may be limited, your understanding appreciated.

### **Storm water Management**

All construction will be required to submit an abbreviated drainage plan, which includes a Small Parcel Erosion & Sediment Control Plan. This information should be included on the site plan drawing submitted. Please consult with staff, Shelton Municipal Code, the Public Works Design and Constructions Standards (TESC).