



**CITY OF PACIFIC**  
 COMMUNITY DEVELOPMENT  
 PUBLIC WORKS DEPARTMENT  
 100 3RD AVENUE SOUTHEAST  
 PACIFIC, WASHINGTON 98047  
 PHONE (253) 929-1110  
 FAX (253) 887-9910

**Grade/Fill and Site Development Permit Application and Checklist  
 Type I  
 (No SEPA Required)**

**Project Name:** \_\_\_\_\_

**Submittal Date:** \_\_\_\_\_ **Response Date:** \_\_\_\_\_

**Name of Proponent:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Cell Phone Number:** \_\_\_\_\_

**Address of Proponent:** \_\_\_\_\_

**Designated Contact:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_  
**Person**

**Email Address:** \_\_\_\_\_ **Cell Phone Number:** \_\_\_\_\_

**Address of Contact:** \_\_\_\_\_

**Relationship of Applicant to Property:**

**Owner**     **Contract Purchaser**     **Lessee**     **Other:** \_\_\_\_\_

*If signatory is not listed as the owner in the title report, or if the signatory is signing on behalf of an entity, documentation authorizing the signatory to sign on behalf of the individual or entity shall be provided.*

**Project Address:** \_\_\_\_\_

**or Project Location:** \_\_\_\_\_

**Parcel Numbers:** \_\_\_\_\_

**Size (Acreage):** \_\_\_\_\_

**Present Use:** \_\_\_\_\_

**Present Zoning:** \_\_\_\_\_

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

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Grading**    **Cut:** \_\_\_\_\_ **CY**    **Fill:** \_\_\_\_\_ **CY**    **Total:** \_\_\_\_\_ **CY**

**Site Development**    **New Impervious Surfacing:** \_\_\_\_\_ **SF**

**New Building Size:** \_\_\_\_\_ **SF**

**New Parking Stalls:** \_\_\_\_\_ **Total**

*I certify that the information contained in and with this application is true, correct and complete under the penalty of perjury by the laws of the state of Washington. All legal property owners who own land subject to this permit shall sign below.*

**Legal Property:** \_\_\_\_\_  
**Owner**  
**(Or Authorized Representative)**

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

**Legal Property:** \_\_\_\_\_  
**Owner**  
**(Or Authorized Representative)**

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

**Legal Property:** \_\_\_\_\_  
**Owner**  
**(Or Authorized Representative)**

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

## Project Fees

Quantity	Base Fee	Unit Fee	Comments
<b>Grade Fill</b>			
0 - 400 CY	\$100.00	N/A	Same fee for all permits in the range
401 – 1,000 CY	\$250.00	N/A	Same fee for all permits in the range <sup>(1)</sup>
1,001 – 2,500 CY	\$500.00	\$10.00/100 CY	<sup>(1)</sup>
2,501 – 10,000 CY	\$650.00	\$7.50/100 CY	<sup>(1)</sup>
10,000 +	\$1,212.50	\$5.00/100 CY	<sup>(1)</sup>

<sup>(1)</sup> Fill quantities greater than 400 cubic yards require a SEPA checklist.

Quantity	Base Fee	Unit Fee	Comments
<b>Stormwater General Facility Charges</b>			
0 - 2,500 SF	\$450.00	N/A	Same fee for all permits in the range
2,500 + SF	\$450.00	\$200/2,500 SF	Same fee for all permits in the range

**Site Plan Development Permit I Fee = \$500.00 (Not including above fees)**

**Deposit = \$2000.00**

**Tech Fee = \$5.00**

# GRADE & FILL AND SITE DEVELOPMENT PERMIT APPLICATION CHECKLIST

The following materials are the **minimum** materials that must be submitted to review your application to determine that it is complete or incomplete as provided under RCW 36.70B.070. Additional information may be required after review of your proposal. This checklist is provided for your benefit and to aid the City in its review of your application. Please do not turn in your application until all items which apply to your proposal have been checked off. **Incomplete submittals will not be accepted or acted upon. This checklist must be submitted for your application to be reviewed.** If you have any questions, contact the Department of Community Development.

## **Return this checklist with your application**

<i>For Office Use Only</i>			
Date Submitted: _____		Date of Pre-App. Meeting: _____	
PART I – SUBMITTAL		Applicant	Staff
1	All required fees, Cash or Check only		
2	Fee Obligation Form		
3	The application form is completed		
4	A legal description of the subject property is provided.		
5	Four (4) Full size sets of plans		
6	One paper reduction of each oversized plan to 8 1/2" x 11".		

<b>PART II - PLAN REQUIREMENTS</b>		<b>Applicant</b>	<b>Staff</b>
7	<p><i>A dimension site plan drawn to scale showing the following</i></p> <ul style="list-style-type: none"> <li>a) Dimension and shape of lot with adjacent street names</li> <li>b) Adjacent street improvements, ingress and egress, parking layout showing the number of stalls and stall sizes.</li> <li>c) Proposed landscaping (size, species, location, planting details, and distance apart)</li> <li>d) Existing water courses, wetlands, utility lines, structures, rockeries, or other relevant manmade or natural features</li> <li>e) All existing trees over 8" in diameter by species and an indication of which will be saved</li> <li>f) The gross floor area and parking calculations (cite applicable city code);</li> <li>g) Existing and finished grades at 5' contours (If Requested)</li> <li>h) Storm drainage, sidewalks, exterior lighting</li> <li>i) Location of all proposed structures (if applicable)</li> <li>j) Shall be engineering scale 1' = 10", 1' = 20", 1" = 30" or other scale approved by the City.</li> </ul>		
8	Electronic copies of all documents. All plans shall be scalable.		