



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

Grade/Fill and Site Development Application and Checklist

Type II Permit (SEPA Required)

Project Name: _____ File No. _____

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
Grade Fill			
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 ⁽¹⁾
1,001 – 2,500 CY	\$500.00	\$10.00/100 CY	⁽¹⁾
2,501 – 10,000 CY	\$650.00	\$7.50/100 CY	⁽¹⁾
10,000 +	\$1,212.50	\$5.00/100 CY	⁽¹⁾

⁽¹⁾ Fill quantities greater than 400 cubic yards require a SEPA checklist.

Quantity	Base Fee	Unit Fee	Comments
Stormwater General Facility Charges			
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 Development Permit Type II = \$1,000

SEPA Fee = \$750.00

Tech. Fee = \$5.00

GRADE & FILL AND SITE DEVELOPMENT APPLICATION CHECKLIST SEPA REQUIRED

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 (If Required): _____

PART I – SUBMITTAL		Applicant	Staff
1	The application form is completed and the original along with five (5) copies submitted.		
2	A legal description of the subject property is provided.		
3	All oversized plans folded to 8 1/2" x 14".		
4	One paper reduction of each oversized plan to 8 1/2" x 11".		
5	Title Report completed within the last nine (9) months		
6	Five (5) copies of the SEPA Checklist (with information required by the SEPA Checklist)		
7	Electronic copies of all documents and plans. All site plans, construction plans, and building plans shall be a scalable electronic format. These files shall be provided on disk.		

PART II - PLAN REQUIREMENTS		Applicant	Staff
8	<p>A dimension site plan drawn to scale showing the following</p> <ol style="list-style-type: none"> Dimension and shape of lot with adjacent street names Adjacent street improvements, ingress and egress, parking layout showing the number of stalls and stall sizes. Existing water courses, wetlands, utility lines, structures, rockeries, or other relevant manmade or natural features All existing trees over 8" in diameter by species and an indication of which will be saved The gross floor area and parking calculations (cite applicable city code); Existing and finished grades at 5' contours (If Requested) Storm drainage, sidewalks, exterior lighting 		
9	<p>A Conceptual Landscape Plan meeting the following requirements.</p> <p>Plans shall be prepared by a Landscape Architect or Certified Nurseryman</p> <ul style="list-style-type: none"> Plans shall be to scale 1"=20', 1"=30', or 1"=40' The Plan shall list the type, size, and number of trees, shrubs, and plants by common and scientific name All trees, shrubs and plants shall be clearly shown in their conceptual layout on the Landscape Plan Planting details shall be provided for all plant materials. If such detail cannot be shown on the plan, they shall be provided as separate cut sheet details Landscape Plans shall show the location of property and right-of-way lines All public easements shall be noted on the Landscape Plan (No required plant material shall be located in a public or private easement). The Type of Landscaping required under this Section shall be shown on the Landscape Plan 		
10	<p>An Irrigation Plan with the following information:</p> <ul style="list-style-type: none"> Plans shall be to scale 1"=20', 1"=30', or 1"=40' The location and type of all proposed irrigation showing the location of lines and sprinkler heads Cut-sheets and specifications of all proposed irrigation 		

Failure to submit all requested items (in a legible form) will delay processing of your application pursuant to RCW 36.70B.070.