



Planning Department
Sedro-Woolley Municipal Building
325 Metcalf Street
Sedro-Woolley, WA 98284
Phone (360) 855-0771
Fax (360) 855-0733

REMOTE SUBMITTAL INSTRUCTIONS – EXCAVATION & GRADING PERMIT

Excavation and Grading permit applications may be submitted while City Hall is closed to the public per the following instructions:

Prior to Submittal:

Contact the Planning Department to discuss your intent to submit and receive any guidance that may be specific to your proposal. Do not submit an application without consulting the Planning Department first.

Submittal:

Please email PDF versions of the following to Michelle Grace (mgrace@ci.sedro-woolley.wa.us):

- Completed Engineering Department Master Permit Application form.
- Completed Clearing and Grading Worksheet.
- Engineer's estimate of the costs of the construction.
- All reports, civil drawings and other materials necessary for the review of the project.
- Completed Critical Areas Checklist (if project triggers SEPA, then Critical Areas Checklist is not necessary).
- For projects that trigger the SEPA process, the completed SEPA checklist including a site exhibit showing the proposed site improvements, adjacent street(s) and a vicinity map.
- The list of all property owners and residents within 500' of the subject property, completed and notarized Affidavit of Correct Names and Addresses and 500' mailing area map.
- Any other previously requested materials.

Once the Planning Department has received a digital copy of the materials, you will be emailed an invoice and instructed to drop the required paper format materials into a drop box located outside of city hall.

Do not put money, checks or anything that is not listed below in the Planning Department drop box.

Materials that must be submitted via the drop box include:

- One copy of the Master Permit Application form.
- SEPA Checklists, for projects that trigger SEPA. 10 copies, printed double sided. Each Checklist shall include a site exhibit showing the basic site improvements, adjacent street(s) and a vicinity map.

- Pre-paid, addressed envelopes:
 - Two complete sets of envelopes if SEPA process is required.
 - Please leave the return address portion of the pre-paid envelopes blank, we will fill out that area. Also, the envelopes must not be the type with a peel-away adhesive strip.
- Two sets of paper copies of the civil plans.
- One copy of the stormwater report and soils report.
- One copy of a critical areas reconnaissance report. If wetlands or other critical areas are located on site, then a full critical areas report, prepared by a qualified professional, is required.

Payment of Invoice:

You will then receive an invoice via email. If the amount due is less than \$1,500, payment can be made by phone. If the amount due is over \$1,500, payment must be made by mail.

Payment by Phone:

Please call the Finance Department at (360)855-1661. You may need to leave a voicemail. Please reference the permit number on the invoice. Someone will call you back to accept your payment.

Payment by Mail:

Please mail a copy of the invoice and a check payable to the City of Sedro-Woolley to:
City of Sedro-Woolley ATTN: Finance Department
325 Metcalf Street
Sedro-Woolley, WA 98284

Payment in the Finance Department secure metal dropbox:

You may submit a copy of the invoice and a check payable to the City of Sedro-Woolley into the metal payment box at City Hall by the Metcalf Street entrance.

Include a copy of the invoice with the payment. **Do not put money or checks in the Planning Department drop box.**