



# THE TOWN OF WOODWAY

23920 113th Place W. • Woodway, WA 98020  
206.542.4443 • 206.546.9453 fax  
<http://www.townofwoodway.com/permits/development.htm>

Permit #:

Date Received:

## CLEARING AND GRADING PERMIT SUBMITTAL CHECKLIST

A clearing and grading permit may be issued as a stand-alone permit or can be reviewed in conjunction with a land use or building permit application. All clearing and grading permit reviews will include review for compliance with the Town's drainage code, Chapter 11.02 WMC. A clearing and grading permit is required when a project exceeds any of the following thresholds and is not specifically exempted in WMC 16.08.070:

- Any clearing, grading, or land disturbing activities located within Environmentally Critical Areas and/or their buffers
- Clearing ¼ acre or greater
- Grading over 50 cubic yards
- Land disturbing activities of 7,000 square feet or greater
- Installation of new, replaced, or total of new plus replaced hard surfaces of 2,000 square feet or greater (zero threshold in Woodway Highlands neighborhood)
- Converting ¾ acres, or more, of native vegetation to lawn or landscaped area
- Converting 2.5 acres or more of native vegetation to pasture
- Installing any drainage system that conveys water off-site or creates a new connection to the town's stormwater system
- Clearing and grading activities associated with the following:
  - Road and Street Improvements
  - Plats and Short Plats

Activities that require a State Environmental Policy Act (SEPA) checklist include but are not limited to:

- Any fill or excavation of 500 cubic yards or more
- Excavation for foundations is exempt, unless the project is within a critical area (wetlands; streams; riparian corridors; lakes, ponds, slopes 15% or greater, etc.)
- Installation or removal of underground storage tanks over 10,000 gallons
- Roadway installations
- Work within critical areas
- All projects with 1 acre or greater soil disturbance (includes all projects that require coverage under the Department of Ecology's Construction Stormwater General Permit)

**APPLICATION DOCUMENTS.** The following documentation must be submitted with your application as applicable:

- Master Permit Application
- Tree Permit Supplement and detailed Tree Plan

- Environmentally Critical Areas Checklist.
- Four copies of the site plans including grading, drainage, and erosion control plans, notes, and details (see Site Plan Requirement Handout for a detailed list of site plan requirements). Please note the following:
  - Non-engineered plans are acceptable for projects subject only to minimum requirements # 1-5 of the design manual as follows:
    - Less than 5,000 square feet of new impervious surface, and
    - Converts less than ¾ acre of native vegetation to lawn or landscaped area, and
    - Converts less than 2.5 acres of native vegetation to pasture.
  - If a project does not meet the thresholds listed above or is otherwise subject to all 10 minimum requirements of the design manual, the plans must be prepared by a professional engineer licensed in the state of Washington.
  - Site plans may be combined for simple projects, or provided on separate plan sheets for clarity.
- Two copies of the site Drainage Report prepared in accordance with the design manual and Chapter 11 WMC. Be sure to include the following:
  - Infiltration feasibility study if applicable
  - Estimate of probable construction costs associated with grading, drainage, and erosion control facilities. Note: A performance bond is required to be secured prior to issuance of permit.
- Four copies of final landscape plan if applicable. Generally this plan is required when listed as a condition of approval for a land use action such as short plat or for critical area reviews requiring habitat enhancements.
- Three copies of special reports and studies are required (Wetland, Stream, Geotechnical, etc.) if applicable to the site.
- Right-of-Way Use Permit Supplement including three copies of the associated Traffic Control Plan, if applicable.
- Payment of Permit & Review Fees as outlined in the Woodway Fee Schedule and a deposit for estimated consultant services.

**Please Note:**

The property owner bears the responsibility for the accuracy and completeness of all information provided with or affecting the application submittal.

If the property contains or is adjacent to Environmentally Critical Areas (bluff, wetlands, streams, riparian corridors, ponds, steep slopes, etc.), additional information may be required. If you have any questions concerning your application submittal, please stop by Town Hall or call 206.542.4443 between 9 a.m. and 4 p.m., Monday through Friday.

The property owner/contractor is required to have approved safety equipment available for all vault and/or tank confined space inspections. This equipment can be rented for approximately \$120 per day.

Development projects that require a clearing and grading permit are subject to an upfront estimated cash deposit to cover site-specific contracted services, such as municipal planning, certain types of landscaping review (buffers for critical areas) and engineering services. This estimate may be increased and more deposit money may be requested during the course of construction depending upon unpredictable events such as: the issuance of stop work orders, investigation of any complaints submitted by adjacent property owners, etc. Applicants need to be aware that initial estimates may not fully cover the fees for this permit.

To assist with financial planning, please note that review and inspection fees for clearing and grading permits issued by the Town of Woodway during the past 24 months for single family residential units ranged from \$900 to \$15,000 depending on size and complexity. Review and inspection fees for clearing and grading permits for short plats ranged from \$6,000 to approximately \$19,000.