



City of Leavenworth
DEPARTMENT OF DEVELOPMENT SERVICES

SITE DEVELOPMENT PERMIT
APPLICATION / SUPPLEMENTAL¹

This application must be filled out legibly, in blue or black ink, either hand printed or typewritten

APPLICANT:

This party shall receive determinations and notices associated with this application, and shall be the City's point of contact for processing this application. If additional parties, please provide additional names and information as an attachment.

Last Name: _____ First Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Property Owner (If Different than Applicant):

Last Name: _____ First Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Property/Project Information:

Physical Address or General Location of Property: _____

Legal Description of Property: _____

Subdivision Name(s): _____ Block: _____ Lot: _____

Assessor's Tax Parcel ID Number: _____

Zoning Designation: _____ Site Acreage: _____

Existing Land Use: _____

Contractor:

Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Contractor License#: _____ UBI Business #: _____

¹ This application shall be subject to all additions to and changes in the laws, regulations and ordinances applicable to the proposed development until a determination of completeness has been made pursuant to LMC Chapter 21.07.

REQUIREMENTS

All required information and fees must be submitted at time of application. Applications which do not include all of the required information and fees may be returned to the applicant.²

FEES³:

- Permit Fee (due at application submittal).....\$300.00⁴
- Staff Time.....\$50.00/hr⁵

GENERAL INFORMATION:

- No site development activities shall be performed, except as exempt per International Building Code, Appendix J, without first having obtained a permit. A Site Development Permit does not include construction of structures, including but not limited to, retaining walls. Please contact Development Services Department Staff at 509-548-5275 to discuss requirements.
- Site Development Permits are subject to the requirements of Leavenworth Municipal Code (LMC). The Municipal Code can be viewed online at www.cityofleavenworth.com. All drawing(s) must be on paper capable of being folded for storage in an 8 1/2" x 14" file, and become the property of the City of Leavenworth.
- Site Development Permits are processed as either Limited or Full Administrative Review, pursuant to LMC 21.09.030.L.
- **Include all of the following information and applicable drawings with your application.** Attach additional pages to provide complete information if needed. Electronic submittal of materials may be available at the discretion of the City. Please contact Development Services Department Staff for information:

1. Describe the proposed work - for example: clearing, grading, landscaping, drainage, private streets and groundwork related to site preparation in association with an approved binding site plan, major subdivision or short plat (attach additional sheets as necessary):

2. Project Details:

Total Property Area Involved: _____ SF

Information for cuts

Number of yards: _____

Number of yards exported: _____

Slope prior to cutting: _____

Finished slope of cut: _____

Destination of exported material: _____

Information for fills

Number of yards: _____

Slope prior to filling: _____

Maximum depth of fill: _____

Finished slope of fill: _____

Source of fill: _____

Material(s) Involved

Amount (cubic yards)

Percentage of Total Amount

Dirt/soil _____

Large rock 12"+ _____

² Receipt of an application does not constitute a complete application and shall not preclude the City from requesting additional information if new information is required or a change in the proposal occurs, regardless if a decision of completeness has been made.

³ Please note that fees are subject to change without notice. Check with the City of Leavenworth for current fees prior to submittal of your application.

⁴ Permit types not listed in the fee schedule shall be determined by the Development Services Director.

⁵ In addition to the base fee, a charge of \$50 per hour will be assessed for each hour of staff time for reviewing the project, however, 50% of the base fee will be credited toward the total dollar amount of the staff hours billed to the applicant. Additional "out-sourcing" fees will be billed separately, per the fee schedule.

- Concrete _____
- Other (State type) _____

3. Will the proposed activity create one of the following? (Check all that apply)

- Runoff which will impact neighboring property, lead to erosion or impact water quality
- Tracking of material onto adjacent properties or roads
- Impacts to wetlands, riparian areas, and/or hydric soils present on the site or adjacent properties
- Removal of trees, number _____
- Other (for example fugitive dust) _____

If you have answered “yes” to any of the above impacts, please explain (attach additional sheets as necessary):____

What measures will be implemented to mitigate these impacts? (attach additional sheets as necessary):

4. Site Plans. Provide two (2) sets of each of the following plans:

General Site Plan, showing:

- The boundaries of the subject property. Lot dimensions and parcel size shall be provided in feet;
- Location of **all** structures to be retained on the site and their setbacks from all property lines, access easements, and/or public right-of-way. This includes accessory structures like sheds and carports, regardless of size, the locations of garbage and recycle receptacle, mailboxes, flagpoles, fences and any other pertinent features;
- The location and width of all roads, right-of-ways, driveways, access, and parking areas, including existing to remain, and the edge of existing roads and/or sidewalks adjacent to the property (please note that in many cases property lines are NOT at the edge of pavement on City streets).
- The location of all existing and proposed utility infrastructure and easements (water, sewer, storm water, drain fields, power, fire hydrants, catch basins, detention ponds, ditches, pipes, culverts, underground storage tanks etc);
- Topographic features (existing and finished grades, steep slopes, etc.) of the subject property and neighboring properties in sufficient detail to identify grade changes;
- Location and dimensions of any excavation, grading, and/or fill;
- The location of cross section(s) as required to show detail (see next section);
- The location of retaining walls;
- The location of the one hundred year flood-plain and floodway, and the location of all water courses and the ordinary high water mark and approximate boundaries of all areas subject to inundation (including wetland areas, seasonal water bodies, irrigation canals etc), if applicable;
- Address of project site, property owner’s name, complete legal description and tax parcel number, and adjacent property addresses and uses; and
- Directional arrow indicating north.

Cross Section Plan, showing:

- Maximum depth of fill and maximum height of cut,
- Buildings and their setbacks to ascending and descending slopes,
- Existing grade (before any work is done) to extend a minimum 20' beyond scope of work,

- Finished grade of cuts and fills to extend a minimum of 20-feet beyond scope of work,
- Retaining walls, and
- Grade of all existing cut and fill areas (ex. 2 units horizontal to 1 unit vertical).

All of the above must be shown with contour intervals of sufficient detail to indicate the nature and extent of work and to show compliance with Code requirements. The plan shall show the existing grade on adjoining properties in sufficient detail to identify how grade changes will conform to Code requirements.

Additional information or studies may be required at the discretion of the City of Leavenworth, including but not limited to:

Soils Report

A soils report (geotechnical report), prepared by a registered design professional in conformance with Appendix J of the International Building Codes, may be required. A determination shall be made based on review of information provided in this form.

SEPA Checklist

If activities are more than 1,000 cubic yards, the project is subject to State Environmental Policy Act provisions. If more than 1,000 cubic yards of materials are to be moved, submit a SEPA Checklist (available at City Hall). Additional fees may be applicable.

Stormwater Construction General Permit

Construction site operators should review the requirements for obtaining a permit from the Department of Ecology, <https://ecology.wa.gov/Regulations-Permits/Permits-certifications/Stormwater-general-permits/Construction-stormwater-permit>.

Call before you dig! 1-800-424-5555

I acknowledge that upon issuance of any permit by the City of Leavenworth that it is my obligation (including myself, my agents, contractors, or representatives) to comply with any and all laws, ordinances and regulations governing the type of project permitted whether or not specified in the permit. I acknowledge that the granting of a permit or an approval by the City of Leavenworth does not give any authority to violate or modify the provisions of any other federal, State or local law, ordinance or regulation with respect to regulation of construction, performance of construction and/or operation of the project. I have read and understand the application and have provided information truthfully to the best of my knowledge.

I acknowledge that the only accurate way to locate property lines is by a land survey conducted by a licensed professional. The City of Leavenworth makes no representation as to the accuracy or location of any boundaries related to the project and I, by virtue of issuance of a permit by the City of Leavenworth, agree to hold harmless, defend and indemnify the City in any legal action related to property lines or boundaries.

I acknowledge that I, my agents, contractors, and/or representatives are subject to the rules of the State of Washington as delineated within RCW 19.122 regulating excavation activities. Such rules include, but are not limited to, requirements to use the one-number locator service (800-424-5555) at least 48 hours in advance of excavation, marking of excavation limits, maintaining utility locate and limit markings, providing notification to appropriate agencies or utility operators regarding damages, and penalties for non-compliance. I acknowledge that any person performing excavation has familiarized themselves with, and are compliant with, the Revised Code of Washington, Chapter 19.122.

I hereby certify that I have read and examined this application and know the same to be true and correct, and if any of the information provided is incorrect, the permit or approval may be revoked.

Applicant Signature(s) _____ Date: _____
 (If more than one applicant, please provide signatures of additional applicants on an attached page)

Property Owner/Authorized Agent Signature: _____ Date: _____