



City of Leavenworth

700 Highway 2 / Post Office Box 287
Leavenworth, Washington 98826
(509) 548-5275 / Fax: (509) 548-6429
Web: www.cityofleavenworth.com

Fill and Grade Application

Please print with blue or black ink or use auto-fill to complete.

Site Information

Project Address: _____ Parcel Number: _____
Subdivision Name: _____ Site Acreage: _____
Application Date: _____ Project Description: (for example: clearing, grading and fill proposed) _____

Applicant/Owner *(the owner or person authorized by the owner to make application and sign)*

Last Name: _____ First Name: _____
Business Name: *(if applicable)* _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

Contractor *(if not using a contractor, check box)*

Contact Name: _____ Business Name: _____
Contractor's License#: _____ UBI Business License#: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

Engineer

Contact Name: _____ Business Name: _____
Contractor's License#: _____ UBI Business License#: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

Property Owner *(if different from the applicant)*

Last Name: _____ First Name: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

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: _____

Potential Impacts:

- 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 and identify mitigation measures (attach additional sheets as necessary): _____

Required Submittals:

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: _____ Date: _____

Property Owner Signature: _____ Date: _____

(If more than one applicant, please provide signatures of additional applicants on an attached page)