



CONSTRUCTION / CIVIL PERMIT

COMMUNITY DEVELOPMENT
10220 270th Street NW Stanwood, WA 98292

INSTRUCTIONS

Please submit the following with your permit application:

- Construction Permit Application Form
- Permit Submittal Requirements
- Plan Sheet Requirements
- Sureties Bond Worksheet

CITY OF STANWOOD COMMUNITY DEVELOPMENT CONTACT INFORMATION

Address: 10220 270th Street NW
Stanwood, WA 98292
Phone Number: 360-629-2181
Office Hours: Monday – Friday 9:00 am to 5:00 pm
Online Applications: <http://www.ci.stanwood.wa.us/cd/page/construction-permit-applications>



CONSTRUCTION PERMIT APPLICATION

COMMUNITY DEVELOPMENT
10220 270th Street NW Stanwood, WA 98292

Date: _____

Permit Number(s):

Fee: _____

PERMIT TYPE	
<input type="checkbox"/> Construction / Civil	<input type="checkbox"/> Grading / Clearing / Paving
<input type="checkbox"/> Right-of-Way	
* All applications need to submit the checklists for the specific permit type *	
	OWNER
Business Name	
Name	
Full Address	
Phone Number	
E-mail	
	PROJECT ENGINEER
Business Name	
Name	
Full Address	
Phone Number	
E-mail	
	CONTACT
Business Name	
Name	
Full Address	
Phone Number	
E-mail	
SITE INFORMATION	
Project Address	Tax Parcel ID Numbers
Total Project Area (SQ. FT.)	
Grading Quantities (CY) - Cut	
Grading Quantities (CY)- Fill	
Existing Site Impervious Surface (SQ. FT.)	
Total New Plus Replaced Hard Surfaces (SQ. FT.)	
Total Proposed Lot Hard Surface Coverage (SQ. FT.)	

GRADING / CLEARING / PAVING			
Total Area of Land Surface Disturbance (SF):			
Provide Address for Materials Disposal Site:			
Maximum Height of Fill:		Maximum Depth of Cut:	
Identify any stream, surface water, drainage course, wetlands, or critical areas on or within 200 feet of property:			
RIGHT-OF-WAY			
Type of work being performed in City right-of-way			
<input type="checkbox"/> Stormwater	<input type="checkbox"/> Frontage Improvements	<input type="checkbox"/> Driveway	<input type="checkbox"/> Natural Gas
<input type="checkbox"/> Sewer	<input type="checkbox"/> Water	<input type="checkbox"/> Telephone	<input type="checkbox"/> Power <input type="checkbox"/> Cable
Is this project adjacent to a State Route?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/>	If Yes, WSDOT approval shall be required, and a copy provided with this application, including the WSDOT approved Traffic Control Plan.		
STORMWATER			
<input type="checkbox"/> New Development		<input type="checkbox"/> Redevelopment	
All storm drainage retention and detention, water quality and erosion control shall conform to the Washington State Department of Ecology's Stormwater Management Manual for Western Washington, 2005 Edition.			
All newly constructed and /or annexed stormwater facilities shall be owned and maintained by the City with the exception of commercial and multi-family developments which shall be located within easements that allow emergency maintenance by the City.			
Stormwater Systems shall be designed in accordance with SMC Chapter 17.140 Stormwater Management Performance Standards and SMC Chapter 14.14 Street and Utility Standards.			
A full drainage report signed by a Licensed Engineer shall be submitted with this application.			

APPLICANT CERTIFICATION

I certify that I am the Owner or Owner's authorized agent. If acting as an authorized agent, I further certify that I am authorized to act as the Owners agent regarding the property at the above referenced address for the purpose of filing applications for permits or review under the Stanwood Municipal Code and I have full power and authority to perform on behalf of the Owner all acts required to enable the City to process and review such applications.

I do hereby declare under penalty of perjury under the laws of the State of Washington that I have familiarized myself with the rules and regulations with respect to preparing and filing this application and that the statements and information submitted herewith are in all respects true and correct to the best of my knowledge and belief.

Applicant's Signature Date

Print Name



City of Stanwood

10220 270th Street NW
 Stanwood, Washington 98292
 (360) 629-2181

Engineering / Construction Permit – Submittal Requirements

- The number indicates the item is required for submittal and the number of copies required
- A “•” indicates the item shall, upon request, be required for submittal

General Information Meeting Date: _____
 Submittal Date: _____

Submittal Requirements	Complete Submittal Item?			Construction / Civil	Grading / Clearing / Paving	Right-of-Way
	Yes	No	N/A			
General Application:						
Construction Application Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1	1
Project Narrative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1	1
Review Fee ¹	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1	1
PDF's for Submitted Documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1	1
Civil / Engineering Site Plans:						
Site Plan ²	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	3	3
Landscape Plan ²	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	•	
Record of Survey ²	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	3	
Grading and Clearing Plan ²	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	3	•
Road and Drainage Plans ²	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	3	•
TESCP ² (Erosion Control Plan)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	3	•
Topography ² (Existing Conditions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	3	•
Water / Sewer / Utility Plans ²	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	•	3
Traffic Control Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	•	•	3
Civil / Engineering Reports:						
Drainage Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	2	•
Geotechnical Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	2	•
SEPA Checklist ³	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	•	•	•
Before Final Plat or Final Certificate of Occupancy:						
Deeds/Easements/ Conveyances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	•	•
As-Built Plans ⁴	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	•	•
Sureties / Bonds ⁵	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	•	•
Electronic CAD and PDF As-Built Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	•	•

NOTES:

1. See the City of Stanwood Adopted Fee Schedule
2. See Engineering Plan Requirement Handout for required specifications.
3. See the SEPA Checklist Handout for Categorical Exemption Thresholds.
4. See As-Built Plan Requirement Handout for required specifications.
5. See Sureties/Bond Requirement Handout for required specifications.



ENGINEERING / CONSTRUCTION PLAN REQUIREMENTS

COMMUNITY DEVELOPMENT
10220 270th Street NW Stanwood, WA 98292

INSTRUCTIONS

The table below outlines the minimum information that must be provided on your plan sheets. All plans must be prepared by—or under the supervision of—a Washington State registered engineer, architect, landscape architect, or land surveyor illustrating the proposed development of the property.

CONSTRUCTION PLAN SHEET REQUIREMENTS	
<input type="checkbox"/>	Standard Plan Size – All construction/civil plans shall be on 24' x 36'
<input type="checkbox"/>	Construction Plans shall comply with the Stanwood Street and Utility Standards and the 2005 Department of Ecology Stormwater Management Manual for Western Washington
<u>COVER SHEET</u>	
<input type="checkbox"/>	Title Block (centered at top of drawing) Project Name
<input type="checkbox"/>	Title Bar (locate along right edge of sheet) that includes the following: <ul style="list-style-type: none"> <input type="checkbox"/> Date Drawing was Prepared or Revised <input type="checkbox"/> Project Name & Location <input type="checkbox"/> Section, Township, & Range <input type="checkbox"/> Sheet Numbers
<input type="checkbox"/>	Sheet Index
<input type="checkbox"/>	Legend
<input type="checkbox"/>	Project Contacts – Name, Address, Phone Number, & Email Address of the Applicant, Owner, Civil Engineer, Surveyor, Landscape Architect, and/or Environmental Consultant
<input type="checkbox"/>	North Arrow – Draw the plan so that the north arrow points to the top of the sheet when possible.
<input type="checkbox"/>	Survey Datum
<input type="checkbox"/>	Record of Survey – The surveyor shall certify on the site plan that it is a true and correct representation of the lands actually surveyed and the survey was done in accordance with the city and state law.
<input type="checkbox"/>	Engineer's Seal – Place the Professional Engineer's Seal, original signature and date in the title block on each plan sheet.
<input type="checkbox"/>	Surveyor's Seal – Place the Professional Surveyor's Seal, original signature and date in the title block on the survey control plan.
<input type="checkbox"/>	City of Stanwood Approval Block - Place in lower right portion of each sheet
<u>CONSTRUCTION PLAN SHEETS</u>	
<input type="checkbox"/>	Title Bar (locate along right edge of sheet) that includes the following: <ul style="list-style-type: none"> <input type="checkbox"/> Date Drawing was Prepared or Revised <input type="checkbox"/> Project Name & Location <input type="checkbox"/> Name, Address, & Phone Number of Applicant, Owner, Engineer, & Surveyor
<input type="checkbox"/>	Topographical features showing present grades and any proposed grades if present grades are to be altered. Unless otherwise required by the community development director, contours at an interval not greater than five feet shall be shown.
<input type="checkbox"/>	Existing Conditions
<input type="checkbox"/>	Lot Layout and/or Phasing Plan

	TESC (Temporary Erosion Sediment Control) Plan and Details
<input type="checkbox"/>	Developed Conditions - Utilities
<input type="checkbox"/>	Sanitary Sewer Plans and Profiles
<input type="checkbox"/>	Water Plans and Profiles
<input type="checkbox"/>	Stormwater Plans and Profiles
<input type="checkbox"/>	Street Plans, Sections and Profiles
<input type="checkbox"/>	Grading
<input type="checkbox"/>	Striping and Signage Plan and Details
<input type="checkbox"/>	Illumination Plans
<input type="checkbox"/>	Transportation Standard Details
<input type="checkbox"/>	Storm System Standard Details
<input type="checkbox"/>	Water System Standard Details
<input type="checkbox"/>	Sanitary Sewer Standard Details
<input type="checkbox"/>	Specifications Construction Notes
<u>LANDSCAPE PLAN SHEET</u>	
<input type="checkbox"/>	Plant Schedule and Legend Showing Scientific and Common Names for Each Type of Tree, Shrub, and Ground Cover and their Quantity, Planting Size Mature Size, and Symbol.
<input type="checkbox"/>	Tree, Shrub, and Lawn Planting Details
<input type="checkbox"/>	Location and Spacing of All Trees, Shrubs, and Plants (including existing trees to be preserved)
<input type="checkbox"/>	Parking Area Planting Calculation (see SMC 17.145)
<input type="checkbox"/>	Tree Retention Calculations (see SMC 17.145)
<input type="checkbox"/>	Dimensions for Each Landscape Area, Including Frontage, Lot Boundary, and Vehicle Accommodation Area Landscaping
<input type="checkbox"/>	General Landscaping Notes
<input type="checkbox"/>	Native Growth Protection Area Locations and Sign Details
<input type="checkbox"/>	Fencing Details
<input type="checkbox"/>	Irrigation Details (if required)



ENGINEERING / AS-BUILT DRAWING REQUIREMENTS

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The table below outlines the minimum information that must be provided on your plan sheets. All plans must be prepared by—or under the supervision of—a Washington State registered engineer or land surveyor illustrating the proposed development of the property.

As-builts shall be provided to the City for approval by the City prior to final plat approval for plats or before building occupancy approval for other site development permits. The as-builts shall include the following information:	
<input type="checkbox"/>	Each sheet of the as-built drawing plans shall include the following statement along with the engineer's or surveyor's professional stamp (signed and dated): "These plans are as-built drawings and the information shown accurately reflects field conditions as of this date _____."
<input type="checkbox"/>	It shall be the contractor's responsibility to record the location, by centerline station, offset, and depth below pavement, of all existing utilities uncovered or crossed during his work as covered under this project.
<input type="checkbox"/>	It shall be the contractor's responsibility to have his surveyor locate by centerline station, offset and elevation, each major item of work done under this contract. Items of works shall be defined to include such items as: Fittings, Valves, Pipe, Hydrants, Services, Manholes, Catch Basins, Vaults, Structures, PRVs, Air/Vacs, Blowoffs
<input type="checkbox"/>	Sanitary Sewer: Plans and profiles including line size, slope and length. All manholes shall include location, type, rim/invert elevations, inside and outside drops. Side sewer shall be located and compared to the TV report.
<input type="checkbox"/>	Water: Size, length and type of material shall be shown.
<input type="checkbox"/>	Drainage: Survey and volume computations for the retention/detention pond shall be prepared and stamped by a professional engineer. Information for the system shall include plans and profiles including line size, slope, length and location. All manholes and catch basins shall include location, type, and rim/invert elevation.
<input type="checkbox"/>	Streets: Information shall include monument locations, slopes, roadway limits and profiles. Center line slopes, bearings and curve data (vertical and horizontal). Driveway locations and widths. Right-of-way location and widths. Locations of illumination, service cabinets, junction boxes, and signalization.
<input type="checkbox"/>	After the as-built drawings have been approved by the City Engineer, the following items must be provided for prior to final plat approval or issuance of the Certificate of Occupancy: <ul style="list-style-type: none"> <input type="checkbox"/> Three (3) full-size paper copies; <input type="checkbox"/> Electronic files of as-built drawings in AutoCAD format; <input type="checkbox"/> Electronic files of as-built drawings in PDF format.



SURETIES / BOND WORKSHEET

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<input type="checkbox"/> Bond	<input type="checkbox"/> Assignment of Funds	<input type="checkbox"/> Letter of Credit	<input type="checkbox"/> Surety
SITE INFORMATION			
Project Name			
Project Address			
Type of Bond	<input type="checkbox"/> Performance <input type="checkbox"/> Maintenance	<input type="checkbox"/> Public Improvements <input type="checkbox"/> Landscape	
CONTACT INFORMATION			
Owner/Applicant			
Address			
Phone Number			
Email			
PERFORMANCE BOND INFORMATION	MAINTENANCE BOND INFORMATION		
<ul style="list-style-type: none"> A Performance Bond or Assignment of Funds needs to be on file with the City of Stanwood prior to Construction Permit issuance. The Performance Bond shall be 150% of the Construction Costs (including materials, labor and tax) for the following public improvements: Roads and Alleys, Stormwater Drainage/Detention Ponds, Grading, Utilities, Landscaping, Temporary Erosion and Sediment Control. 	<ul style="list-style-type: none"> A Maintenance Bond or Assignment of Funds needs to be on file with the City of Stanwood prior to Final Plat Approval or Certificate of Occupancy being issued. The Maintenance Bond shall be 25% of the Construction Cost (including materials, labor and tax) for the following public improvements: Roads and Alleys, Stormwater Drainage/Detention Ponds, Grading, Utilities, Landscaping, Temporary Erosion and Sediment Control. 		
BOND CALCULATIONS			
Construction Cost (materials, labor and tax for public roads and alleys, public stormwater drainage and grading, public utilities, landscaping, public and private temporary erosion and sediment control)			
	\$		
Performance Bond Amount (150% of Construction Cost)	Construction Cost X 1.5 = \$		
Maintenance Bond Amount (25% of Construction Cost)	Construction Cost X 0.25 = \$		
* Provide Engineer's Estimated Cost of Construction and/or other documentation showing calculations			
CITY USE ONLY - ACCEPTED BY			
City Staff Signature: _____		Date: _____	