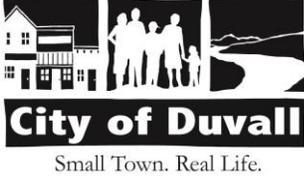


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Master Permit Application Checklist

FOR STAFF USE ONLY

File No.:

Received By:

Date Received:

The following is a list of materials which are required for a complete application. For some permits, it will not be necessary to submit all the listed materials. Consult with the Planning Department if you have any questions.

Applicant			The Director will determine which items are not applicable (NA) at or prior to the pre-application meeting.
City	NA	NA	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Application fee / deposit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Master Permit Application completed and notarized (including applicant/owner address/phone and fax/signatures)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Tree Retention Plan (See DMC 14.40.040 for detailed requirements)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Combined city / SEPA checklist
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Certificate of title (dated within last 3 months)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Seven full size copies of plans and one reduced set of plans (11" x 17") (Minimum scale of site plans one inch equals forty feet 1"=40')
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Electronic copy of site plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Draft covenants, restrictions, and easements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Written description of the proposed project or action, including any development regulation modification requests and justification.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Vicinity map identifying the project site, adjacent streets, and property lines of adjacent properties. Include an 8 ½ X 11 vicinity map showing the project area in relation to the greater Duvall area. The vicinity map should be a minimum scale of three inches equals one mile.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Legal description of subject property and existing lots, tracts, or parcels and easements therein.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Existing site conditions identifying the location, topography, character (lots, tracts, or parcels and easements), improvements, sensitive areas, and existing vegetation (survey).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Photographs of existing conditions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Soil and geotechnical studies identifying the characteristics and capabilities of site soils and landform features.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Proposed grading plan identifying roads, streets, building pads, drainage, retaining walls, and other major changes in the topographic grade.

<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	16. Site plan indicating the location of any existing and proposed buildings, streets, parking areas, or other impervious surfaces, section lines, power lines, culverts, utilities, water courses, setbacks, coverage and other dimensional requirements of Title 14 for the proposed project and within a distance of one hundred feet from its boundaries.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	17. Proposed building plans illustrating the size, placement, elevation, architectural detail and character of any existing proposed structure improvements. Refer to DMC 14.34 Design Standards - General and DMC 14.36 Design Standards – Residential, for specific standards and requirements.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	18. Landscaping plan identifying the species, size, placement, irrigation, and other characteristics of all existing and proposed trees, plantings, fences, rockeries, and other site improvements. Show existing and proposed utilities on landscape plan. See DMC 14.38, Landscaping standards, for specific requirements.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	19. Access plan identifying the right-of-way, pavement, construction material, traffic channelization, and other characteristic of all existing and proposed public and private streets, alleys, parking areas, trails, sidewalks, and other circulation systems (vehicular and pedestrian) with streets and trails
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	20. Utilities plan identifying the right-of-way or easement, size or capacity of all existing and proposed sewer, water, stormwater, power, telecommunications, and other public or private system. Show horizontal and vertical alignment of major city owned utilities.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	21. Flood proofing certification. See DMC 14.84, Floodplain Regulations.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	22. Engineering or working drawings in accordance with the Public Works Development Design Standards that detail: <ul style="list-style-type: none"> a. Street, curb, and gutter, parking area, sidewalk, trail, and other transportation system improvements. b. Sewer, water, and stormwater improvement locations, size, material type, grades, manholes, valves, individual stub lines, hydrants, retention/detention ponds/vaults, and other public and private utilities. c. Building floor plans, sections ,and elevations defining grading, foundation, structural, electrical, mechanical, landscape, materials, finish, and other features as required by Title 14.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	23. As-built drawings in accordance with Public Works Development Design Standards.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	24. Survey and monument placement in accordance with Public Works Development Design Standards
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	25. Final plat and certification in accordance with Public Works Development Design Standards.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	26. Impact fee calculation with studies if applicant is proposing and independent fee calculation.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	27. Zoning of subject and contiguous parcels
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	28. Denomination of divisions or phases
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	29. Detailed plat and certification by registered land surveyor
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	30. Traffic Impact Analysis (TIA) (Contact Engineering Dept. for details).