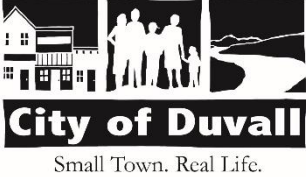


<b>Received Stamp</b>		<b>Planning Department</b> 15535 Main St. NE PO Box 1300 Duvall, WA 98019 (425) 788-2779 www.duvallwa.gov
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## Master Permit Application Checklist

### FOR STAFF USE ONLY

<b>File No.:</b>	<b>Received By:</b>	<b>Date Received:</b>
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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	City	NA	<b>The Development Review Committee (DRC) will determine which items are Not Applicable (NA).</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Application Deposit (obtain Fee Memo from Planning Department)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Two (2) Hard Copies and One (1) PDF Copy of all Application Submittal Items
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Completed and Notarized Master Permit Application
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Project Narrative (include discussion on land use departure requests or engineering variances if any)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Vicinity Map (on 8½"x11" sheet)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Photographs of Existing Site Conditions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Certificate of Title (dated within last 90 days—and inclusive of legal description of subject property and existing tracts, parcels and easements therein)
<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. Completed & Signed SEPA Checklist
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Traffic Impact Analysis (TIA)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Technical Information Report (TIR)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Water & Sewer Availability Letter (obtained from the Public Works Department)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Geotechnical Study (identifying the characteristics of site soils and landform features)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Impact Fee Calculations (study required proposing an independent fee calculation)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. As-built Drawings (in accordance with Public Works Development Design Standards)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. Flood Proofing Certification (see DMC Chapter 14.84, Floodplain Regulations)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. Final Plat and Certification (in accordance with Public Works Development Design Standards)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18. Sensitive Area Study and Mitigation Plan or Reconnaissance Letter
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19. Waste Management Letter (approving refuse bin location and access)

<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	20. Plan Set (minimum scale: 1-inch equals 40 feet) Full Size (24"x36") & Half Size (11"x17")
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	a. Site Survey - showing all existing site conditions: property lines, existing structures, easements, topography, utility improvements, sensitive areas, existing trees, and monument placement in accordance with Public Works Development Design Standards.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	b. Grading Plan - identifying roads/streets, building pads, drainage, retaining walls (provide retaining wall detail including top of wall and bottom of wall elevations in a minimum of three locations), and other major changes in the topographic grade.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	c. Utility Plan - identifying the right-of-way, easement, and tracts. 1. size or capacity of all existing and proposed sewer, water, stormwater, power, telecommunications, and other public or private system. 2. Show horizontal and vertical alignment of existing City owned utilities.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	d. Tree Retention Plan (identifying the location of all Significant and Exceptional Trees outside of sensitive areas, their condition, retention, and replacement – see DMC Chapter 14.40 Tree Protection for details)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	e. Site Plan - identify the location of property/lot lines, proposed buildings, pedestrian pathways, sidewalks, streets, parking, other impervious surfaces, sensitive areas (and their buffers), retained exceptional and significant trees. Project information: proposed land uses; zoning and adjacent zoning; applicable zoning development standards such as setbacks, lot coverage/impervious surface area, density, lot size and dimensions, building coverage, floor area ratio, common open space, private open space, pedestrian oriented space, etc. – see DMC Chapters 14.12-14.44, 14.62, 14.64, and 14.66.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	f. Landscaping & Irrigation Plan - identify 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 Chapter 14.38 Landscaping Standards.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	g. Lighting Plan – PSE IntoLight Plan, and required pedestrian lighting – see DMC Chapter 14.46 Exterior Lighting Standards.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	h. Channelization Plan - identifying the right-of-way, 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"/>	i. Engineering or Construction Drawings in accordance with the Public Works Development Design Standards that detail: 1. Street, curb and gutter, parking, bike lane, sidewalk, trail, and other transportation system improvements (road cross-sections, details, etc.). 2. Sewer, water, and stormwater improvement standard details, locations, size, material type, slopes, manholes, valves, bends, individual service lines, hydrants, stormwater facilities (type, etc.), and other dry utilities. 3. Building footprint, floor plans, sections, elevations defining grading, foundation, structural, electrical, mechanical, landscape, materials, finish, and other features as required by DMC Chapter 14.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	j. Design Review Set (see DMC Chapter 14.34 Design Guidelines)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1. Site/Plot Plan (1 copy) with the following features:

<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	a) Size: Full Size and 11"X17" (with white background)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	b) Provide in Standard Engineering Scale (Full Size: 1" = 40' Reduced Size: 1" = 20') & Scale Bar
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	c) North Arrow
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	d) Title Block (Sheet Title, Subdivision Name, Lot Number, Parcel Number, Model/Elevation, Zoning Classification, Company Name and Information, Site Plan Author and Contact Information, Drawing Date, Revision Number, Property Owner and Contact Information)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	e) Legend (unless features are directly labeled—all features must be identified)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	f) Lot Size (in square feet)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	g) Residential - Floor Area Ratio Calculation (if applicable to zone)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	h) Impervious Surface Calculation (square footage and expressed as a percent). Impervious surfaces include area under roof eaves, all hard surfaces, uncovered decks and patios, gravel, etc.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	i) Building Height Calculation (see DMC 14.64.130.A)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	j) Building Coverage (if applicable to zone) square footage expressed as a percent
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	k) Lot Lines (including dimensions in feet)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	l) Lot Corners and their Final Elevation
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	m) Building Envelope (identify distance from property lines)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	n) All required Setbacks (building, sensitive area, street, tract, alley, garage, rear yard, side yard, etc.)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	o) Any Projections into Setbacks
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	p) Sight Distance Triangles
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	q) Significant Trees (including Critical Root Zone from significant trees that extend onto lot)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	r) Street Trees (adjacent and proposed)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	s) Private Open Space--Residential (Including dimensions, square footage, slope)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	t) Pedestrian Oriented Space—Non-Residential (Including dimensions and square footage and design details)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	u) Residential – Show Porches/Stoops (Including dimensions and square footage)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	v) Residential – Pedestrian pathway connecting front entry with sidewalk
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	w) Residential – Garage setback from front façade.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	x) All Existing Site Features
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	y) Building Footprint & Eave Outline
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	z) Foundation Corner Elevations and Corresponding Eave Height Elevation

<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	aa) Finished Ground Floor Elevations (garage, main floor, upper/lower if stepped foundation)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	bb) Building Appendages (uncovered decks, patios, walkways, driveways, window wells)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	cc) All Existing and Proposed Walls (landscape and retaining – include top and bottom elevation, height, type and material)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	dd) For retaining walls >3-feet show top and bottom elevation in minimum three locations and wall drain tie-in
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	ee) Contour Lines at 2-foot intervals (existing in light grey, final in black bold)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	ff) Label fencing height and type (include fall protection)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	gg) Easements, inclusive of Reciprocal Use Easements (must demonstrate compliance with requirements of DMC 14.34.051.E.3).
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	hh) Sewer and Storm Connection Locations and IEs (bolded). Note on plans if sewer check valve will be required or not (required when elevation of lowest fixture is above elevation of upstream manhole rim elevation)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	ii) Residential -- Driveway Detail (elevations, width, length, slope. Note: Max slope is 12%)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	jj) Strip Drain required for reversed slope driveway (show tie-in)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	kk) Residential Multi-Family – Label Guest Parking
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	ll) Sensitive Area Buffers
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	mm) Adjacent Street, Curb, Gutter, Planter Strip, and Sidewalk Improvements
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	nn) Storm Drainage (both natural and constructed drainage ways)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	oo) Residential -- Location of Required Yard Trees (DMC 14.40.075)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	2. Black and White and Color Elevations (all buildings and all sides)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3. Minimum of three (3) three-dimensional cross sections (The City and applicant will work together to determine where the cross sections will be located)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	4. Building Architectural Details (such as siding materials, light fixtures, floor plan, door style, garage door style, window style, color pallets etc.)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	5. Non-Residential -- Refuse Container Screening Details
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	6. Residential -- Mailbox Shelter Details
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	7. Landscaping Plan
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	8. Fencing Details & Location
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	9. Departure Requests—if any from DMC 14.34 or 14.64