

# APPENDICES

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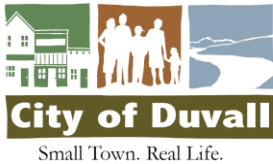
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# APPENDIX A

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## EASEMENT PREPARATION STANDARDS

- I. **SUMMARY:** This procedure summarizes City easement preparation requirements.
- II. **SCOPE:** This procedure applies to all easements henceforth prepared.
- III. **GENERAL:** Where public utilities are constructed on private property, an easement must be granted to the City. The Public Works Department will review and approve all easements. The Applicant or Consultant preparing the easement is responsible for recording with King County and providing a copy to the Public Works Department for filing.

- A. **EASEMENT PREPARATION.** All easements not shown on a Plat must be prepared by a licensed land surveyor or engineering firm capable of performing such work. The descriptions contained in the easement document shall be prepared by a Washington State Licensed Land Surveyor who shall seal or affix their name to the description. Descriptions will contain the parcel's full legal description and parcel number as recorded in the King County Recorder's records. Easement widths shall be a minimum of 15-feet for single utility and 20-feet for dual utility, unless directed otherwise by the City Engineer.

All easements will be prepared on standard letter paper (8 ½-inch by 11-inch) and shall include an easement number in the lower right corner of each page. This number will be derived from the parcel number as assigned by the City.

A site plan will be attached to each easement and include:

1. A title block giving the principle name of the grantor(s); and
  2. Easement number (as provided by the City); and
  3. General purpose of the easement (e.g., water, sewer, drainage, well protection, access, etc.); and
  4. Shall be to a suitable scale; and
  5. Shall show the entire parcel; and
  6. Shall have enough information to depict both the parcel and the easement; and
  7. Shall be tied to a platted corner or a section corner; and
  8. Temporary easements shall be delineated by cross-hatching; and
  9. Each drawing will be sealed and signed by the submitting Engineer or Professional Land surveyor.
- B. **RETRIEVAL.** Recorded easements will be on file with the City Clerk and the Public Works Department. To obtain easements from Public Works, you must have legal description information as easements are filed numerically by section, township, and range.

**RETURN ADDRESS:**  
City of Duvall  
Attn: Public Works Department  
14525 Main Street NE  
P.O. BOX 1300  
Duvall, WA 98019



## UTILITY EASEMENT (INDIVIDUAL FORM):

Grantors:	
Grantee:	City of Duvall, a municipal corporation of the State of Washington
Abbreviated Legal Description:	
Additional Legal(s)	
Assessor's Tax Parcel ID#:	

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between \_\_\_\_\_ hereinafter called the GRANTOR(S), and the City of Duvall, a Municipal Corporation, hereinafter called the GRANTEE.

WHEREAS, the GRANTOR(S) is the owner of: **(INSERT PARCEL LEGAL DESCRIPTION)**, and

WHEREAS, the GRANTEE desires a permanent non-exclusive easement over, under, upon, and through a portion of that certain real property situate and being in the County of King, State of Washington, as legally described in the attached Exhibit "A" and as graphically depicted on the attached Exhibit "B".

NOW THEREFORE, for valuable consideration, receipt of which is hereby acknowledged, and in consideration of the performance by GRANTEE of the covenants, terms and conditions hereinafter set forth, the GRANTOR(S) hereby conveys and quitclaims to the GRANTEE the following easement:

- A. A PERPETUAL EASEMENT FOR UTILITIES over, across, along, in, upon and under that portion of the GRANTOR(S) Property described in Exhibit "A" on said portion of the GRANTOR(S) Property for the foregoing purposes.
- B. TOGETHER WITH the right to enter upon, over and along said real property herein before described, from time to time, to construct, inspect, repair, alter, modify, replace, remove, and update to present and future technological standards, said utilities. The GRANTOR shall not place or construct a building or other structure on the easement.
- C. The permanent rights herein granted to the GRANTEE shall continue in force until such time as the GRANTEE, its successors or assigns, shall permanently abandon the same and upon such removal or abandonment, all rights hereby granted shall terminate.

(SIGNATURES ON FOLLOWING PAGE)

IN WITNESS WHEREOF, this instrument has been executed the day and year first above written.

GRANTOR(S)

\_\_\_\_\_  
Grantor

\_\_\_\_\_  
Grantor

State of Washington

County of King

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I certify that I know of or have satisfactory evidence that \_\_\_\_\_ is/are the person(s) who appeared before me, and said person(s) acknowledged that they signed this instrument, and acknowledged it to be their free and voluntary act for the uses and purposes mentioned in the instrument.

WITNESS my hand and official seal the day and year first above-written.

(Seal or Stamp)

\_\_\_\_\_  
Print Name \_\_\_\_\_  
Notary Public in and for the State of  
Washington, residing at \_\_\_\_\_  
My commission expires \_\_\_\_\_

Accepted by the City of Duvall, Washington, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

BY: \_\_\_\_\_  
City Engineer

STATE OF WASHINGTON            }  
  }  SS.  
COUNTY OF KING                }

On this day and year above, \_\_\_\_\_ personally appeared before me and is known by me to be the City Engineer of the City of Duvall, a Municipal Corporation, who executed the foregoing instrument and acknowledged the said instrument to be the free and voluntary act and deed of said Municipal Corporation for the uses and purposes therein mentioned and on oath states he is authorized to execute the said instrument.

Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Seal or Stamp)

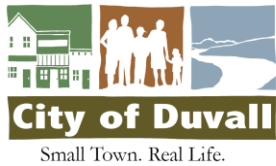
Print Name \_\_\_\_\_

Notary Public in and for the State of  
Washington, residing at \_\_\_\_\_

My commission expires \_\_\_\_\_

**RETURN ADDRESS:**

City of Duvall  
Attn: Public Works Department  
14525 Main Street NE  
P.O. BOX 1300  
Duvall, WA 98019



## UTILITY EASEMENT (CORPORATE FORM):

Grantors:

Grantee: City of Duvall, a municipal corporation of the State of Washington

Abbreviated Legal Description:

Additional Legal(s)

Assessor's Tax Parcel ID#:

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between \_\_\_\_\_ hereinafter called the GRANTOR(S), and the CITY OF DUVALL, a Municipal Corporation, hereinafter called the GRANTEE.

WHEREAS, the GRANTOR(S) is the owner of: **(INSERT PARCEL LEGAL DESCRIPTION)**, and

WHEREAS, the GRANTEE desires a permanent non-exclusive easement over, under, upon, and through a portion of that certain real property situate and being in the County of King, State of Washington, as legally described in the attached Exhibit "A" and as graphically depicted on the attached Exhibit "B".

NOW THEREFORE, for valuable consideration, receipt of which is hereby acknowledged, and in consideration of the performance by GRANTEE of the covenants, terms and conditions hereinafter set forth, the GRANTOR(S) hereby conveys and quitclaims to the GRANTEE the following easement:

- A. A PERPETUAL EASEMENT FOR UTILITIES over, across, along, in, upon and under that portion of the GRANTOR(S) Property described in Exhibit "A" on said portion of the GRANTOR(S) Property for the foregoing purposes.
- B. TOGETHER WITH the right to enter upon, over and along said real property herein before described, from time to time, to construct, inspect, repair, alter, modify, replace, remove, and update to present and future technological standards, said utilities. The GRANTOR shall not place or construct a building or other structure on the easement.
- C. The permanent rights herein granted to the GRANTEE shall continue in force until such time as the GRANTEE, its successors or assigns, shall permanently abandon the same and upon such removal or abandonment, all rights hereby granted shall terminate.

IN WITNESS WHEREOF, said Corporation has caused this instrument to be executed by its proper offices and its corporate seal (if any) to be hereunto affixed this \_\_\_ day of \_\_\_, 20\_\_.

GRANTOR(S)

\_\_\_\_\_  
(Corporate Name)

BY: \_\_\_\_\_  
(Signature)

BY: \_\_\_\_\_  
(Signature)

ITS \_\_\_\_\_  
(Title)

ITS \_\_\_\_\_  
(Title)

Accepted by the City of Duvall, Washington, this \_\_\_\_\_ day of \_\_\_, 20\_\_.

BY: \_\_\_\_\_  
City Engineer

STATE OF WASHINGTON            }  
  }  SS.  
COUNTY OF KING                }

On the day of \_\_\_, 20\_\_, before me, a Notary Public in and for the State of Washington, duly commissioned and sworn, \_\_\_\_\_ personally appeared to me and known to be the \_\_\_\_\_ of \_\_\_\_\_ and acknowledged the said instrument to be the free and voluntary act and deed of said corporation, for the uses and purposes therein mentioned, and on oath stated that he is authorized to execute the said instrument and that the seal affixed (if any) is the corporate seal of said corporation.

WITNESS my hand and official seal the day and year first above-written.

(Seal or Stamp)

Print Name \_\_\_\_\_

Notary Public in and for the State of  
Washington, residing at \_\_\_\_\_

\_\_\_\_\_

My commission expires \_\_\_\_\_

Accepted by the City of Duvall, Washington, this \_\_\_\_\_ day of \_\_\_, 20\_\_.

BY: \_\_\_\_\_

City Engineer

On this day and year above, \_\_\_\_\_ personally appeared before me and is known by me to be the City Engineer of the City of Duvall, a Municipal Corporation, who executed the foregoing instrument and acknowledged the said instrument to be the free and voluntary act and deed of said Municipal Corporation for the uses and purposes therein mentioned and on oath states he is authorized to execute the said instrument.

Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Seal or Stamp)

Print Name \_\_\_\_\_

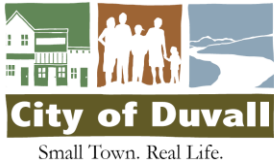
Notary Public in and for the State of

Washington, residing at \_\_\_\_\_

\_\_\_\_\_

My commission expires \_\_\_\_\_

**RETURN ADDRESS:**  
 City of Duvall  
 Attn: Public Works Department  
 14525 Main Street NE  
 P.O. BOX 1300  
 Duvall, WA 98019



## RIGHT-OF-WAY DEDICATION DEED (INDIVIDUAL FORM):

Grantors:

Grantee: City of Duvall, a municipal corporation of the State of Washington

Abbreviated Legal Description:

Additional Legal(s)

Assessor's Tax Parcel ID#:

FOR VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, the undersigned GRANTOR(S), \_\_\_\_\_ does hereby dedicate, convey, and warrant to the CITY OF DUVALL, a Municipal Corporation, hereinafter called the GRANTEE, for any and all municipal purposes, the property situated in the City of Duvall, County of King, State of Washington, described as follows:

**(INSERT LEGAL DESCRIPTION)**

ALSO, in addition thereto the right to make slopes for cuts or fills upon the property adjacent to that specifically described, in order that the street or streets may be graded to the proposed grade level in a reasonable and proper manner.

IN WITNESS WHEREOF, this instrument has been executed the day and year first above written.

GRANTOR(S)

\_\_\_\_\_  
 Grantor

\_\_\_\_\_  
 Grantor

STATE OF WASHINGTON        }  
   }    SS.  
 COUNTY OF KING            }

On this day of \_\_\_\_\_, 20\_\_\_\_, I certify that I know of or have satisfactory evidence that \_\_\_\_\_ is/are the person(s) who appeared before me, and said person(s) acknowledged that they signed this instrument, and acknowledged it to be their free and voluntary act for the uses and purposes mentioned in the instrument.

WITNESS my hand and official seal the day and year first above-written.

(Seal or Stamp)

\_\_\_\_\_  
Print Name \_\_\_\_\_  
Notary Public in and for the State of  
Washington, residing at \_\_\_\_\_  
My commission expires \_\_\_\_\_

Accepted by the City of Duvall, Washington, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

BY: \_\_\_\_\_  
City Engineer

State of Washington  
County of King

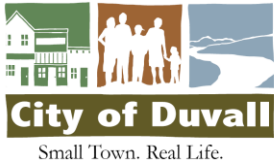
On this day and year above, \_\_\_\_\_ personally appeared before me and is known by me to be the City Engineer of the City of Duvall, a Municipal Corporation, who executed the foregoing instrument and acknowledged the said instrument to be the free and voluntary act and deed of said Municipal Corporation for the uses and purposes therein mentioned and on oath states he is authorized to execute the said instrument.

Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Seal or Stamp)

\_\_\_\_\_  
Print Name \_\_\_\_\_  
Notary Public in and for the State of  
Washington, residing at \_\_\_\_\_  
My commission expires \_\_\_\_\_

**RETURN ADDRESS:**  
City of Duvall  
Attn: Public Works Department  
14525 Main Street NE  
P.O. BOX 1300  
Duvall, WA 98019



## **RIGHT-OF-WAY DEDICATION DEED (CORPORATE FORM):**

FOR VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, the undersigned GRANTOR, \_\_\_\_\_ (CORPORATE NAME), does hereby dedicate, convey, and warrant to the City of Duvall, a Municipal Corporation, hereinafter called the GRANTEE, for any and all municipal purposes, the property situated in the City of Duvall, County of King, State of Washington, described as follows:

**(INSERT LEGAL DESCRIPTION)**

ALSO, in addition thereto the right to make slopes for cuts or fills upon the property adjacent to that specifically described, in order that the street or streets may be graded to the proposed grade level in a reasonable and proper manner.

IN WITNESS WHEREOF, said Corporation has caused this instrument to be executed by its proper offices and its corporate seal (if any) to be hereunto affixed this \_\_\_ day of \_\_\_, 20\_\_.

GRANTOR(S)

\_\_\_\_\_  
(Corporate Name)

BY: \_\_\_\_\_  
(Signature)

BY: \_\_\_\_\_  
(Signature)

ITS \_\_\_\_\_  
(Title)

ITS \_\_\_\_\_  
(Title)

STATE OF WASHINGTON }  
 } SS.  
COUNTY OF KING }

On the day of \_\_\_\_\_, 20\_\_\_\_, before me, a Notary Public in and for the State of Washington, duly commissioned and sworn, \_\_\_\_\_ personally appeared to me and known to be the \_\_\_\_\_ of \_\_\_\_\_ and acknowledged the said instrument to be the free and voluntary act and deed of said corporation, for the uses and purposes therein mentioned, and on oath stated that he is authorized to execute the said instrument and that the seal affixed (if any) is the corporate seal of said corporation.

WITNESS my hand and official seal the day and year first above-written.

(Seal or Stamp)

Print Name \_\_\_\_\_

Notary Public in and for the State of  
Washington, residing at \_\_\_\_\_

My commission expires \_\_\_\_\_

Accepted by the City of Duvall, Washington, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

BY: \_\_\_\_\_

City Engineer

On this day and year above, \_\_\_\_\_ personally appeared before me and is known by me to be the City Engineer of the City of Duvall, a Municipal Corporation, who executed the foregoing instrument and acknowledged the said instrument to be the free and voluntary act and deed of said Municipal Corporation for the uses and purposes therein mentioned and on oath states he is authorized to execute the said instrument.

Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Seal or Stamp)

Print Name \_\_\_\_\_

Notary Public in and for the State of  
Washington, residing at \_\_\_\_\_

My commission expires \_\_\_\_\_

**RETURN ADDRESS:**

City of Duvall  
Attn: Public Works Department  
14525 Main Street NE  
P.O. BOX 1300  
Duvall, WA 98019



## EASEMENT FOR SLOPES

Grantors:	
Grantee:	City of Duvall, a municipal corporation of the State of Washington
Abbreviated Legal Description:	
Additional Legal(s)	
Assessor's Tax Parcel ID#:	

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between \_\_\_\_\_ hereinafter called the GRANTOR(S), and the City of Duvall, a Municipal Corporation, hereinafter called the GRANTEE.

WHEREAS the GRANTOR herein is the owner of that certain parcel of land situated in the City of Duvall, County of King, State of Washington, described as follows:

**(INSERT LEGAL DESCRIPTION)**

WHEREAS, it has been found necessary in the construction and improvement of \_\_\_\_\_ to make slopes on said property of the GRANTOR for cuts and fills, as follows:

**(INSERT DESCRIPTION)**

NOW, THEREFORE, in consideration of the premises, the said GRANTOR(S) hereby agrees that the said slopes may be made on their property as hereinbefore set forth, in conformity with standard plans and specifications for roadway purposes and to the same extent and purposes as if the rights herein granted had been acquired by condemnation proceedings under Eminent Domain statutes of the State of Washington.

IT IS MUTUALLY AGREED AND UNDERSTOOD by the parties hereto that this Easement has been given to and accepted by the GRANTEE subject to and upon the following conditions:

If any part of said right-of-way shall be abandoned or shall cease to be used or maintained as a public roadway by the GRANTEE, or the route thereof changed, then as to such part all rights under this easement shall thereafter be null and void, and such portions of such right-of-way shall automatically revert to the GRANTOR(S), successors, or assigns, without any notice being required.



(Seal or Stamp)

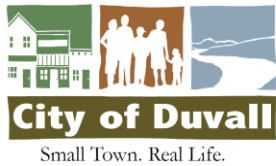
Print Name \_\_\_\_\_

Notary Public in and for the State of

Washington, residing at \_\_\_\_\_

My commission expires \_\_\_\_\_

**RETURN ADDRESS:**  
City of Duvall  
Attn: Public Works Department  
14525 Main Street NE  
P.O. BOX 1300  
Duvall, WA 98019



## TEMPORARY CONSTRUCTION EASEMENT

Grantors:

Grantee: City of Duvall, a municipal corporation of the State of Washington

Abbreviated Legal Description:

Additional Legal(s)

Assessor's Tax Parcel ID#:

The Grantor(s), \_\_\_\_\_ ("GRANTOR" herein) for and in consideration of TEN DOLLARS (\$10.00), and other good and valuable consideration, receipt of which is hereby acknowledged, hereby convey(s) and grant(s) unto the CITY OF DUVALL, a municipal corporation of the State of Washington, ("GRANTEE" herein), its contractors, employees, agents, successors and assigns, GRANTEE, the right to enter upon that portion of land the right, privilege and temporary easement over, upon, and across the hereinafter described lands for the purpose(s) of providing a work area for adjacent roadway and utility construction related activities and for re-constructing portions of the property to match the planned improvements.

Said lands being situated in King County, State of Washington, and described as follows:

### (INSERT LEGAL DESCRIPTION)

The GRANTOR and the GRANTEE, by accepting and signing this document, mutually covenant and agree as follows:

1. The GRANTEE shall, on completion of the work, remove all debris and restore the surface of the above described property to a condition equal to or better than that which existed on the date of this agreement.
2. Access to GRANTOR'S property shall be maintained at all times during the GRANTEE'S Project.
3. The temporary rights granted herein shall commence upon GRANTEE'S authorization to its construction contractor to proceed with construction ("construction start date") and shall continue until the completion of the project improvements or on \_\_\_\_\_, whichever occurs first.

IN WITNESS WHEREOF, this instrument has been executed the day and year first above written.

GRANTOR(S)

\_\_\_\_\_  
Grantor

\_\_\_\_\_  
Grantor

STATE OF WASHINGTON        }  
  }  SS.  
COUNTY OF KING            }

I certify that I know or have satisfactory evidence that \_\_\_\_\_ is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he is authorized to execute the instrument and acknowledged it as the \_\_\_\_\_ of \_\_\_\_\_, to be the free and voluntary act of such party for the uses and purposes mentioned in this instrument.

Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Seal or Stamp)

Print Name \_\_\_\_\_

Notary Public in and for the State of  
Washington, residing at \_\_\_\_\_

My commission expires \_\_\_\_\_

(Individual)

STATE OF WASHINGTON                    }  
  }  SS.  
COUNTY OF KING                       }

I hereby certify that I know or have satisfactory evidence that \_\_\_\_\_, is the person who appeared before me, and said person acknowledged that he/she signed this instrument, on oath stated that he/she was authorized to execute the instrument and acknowledged it to be his/her free and voluntary, act for the uses and purposes mentioned in this instrument.

Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Seal or Stamp)

Print Name \_\_\_\_\_

Notary Public in and for the State of

Washington, residing at \_\_\_\_\_

My commission expires \_\_\_\_\_

# APPENDIX B

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<a href="#">CITY OF DUVALL WATER SERVICE APPLICATION</a> .....	ERROR! BOOKMARK NOT DEFINED.
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<a href="#">FINAL PLAT APPLICATION</a> .....	ERROR! BOOKMARK NOT DEFINED.
<a href="#">COVENANT OF FUTURE SEWER CONNECTION</a> .....	ERROR! BOOKMARK NOT DEFINED.
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<a href="#">ANNEXATION COVENANT</a> .....	ERROR! BOOKMARK NOT DEFINED.
<a href="#">DECLARATION OF COVENANT</a> .....	ERROR! BOOKMARK NOT DEFINED.



**Public Works Department**  
14525 Main Street NE  
P.O. BOX 1300  
Duvall, WA 98019  
(425) 788.3434

**OFFICIAL USE ONLY**  
Permit Number: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Received By: \_\_\_\_\_  
Related Permit Number: \_\_\_\_\_

## CITY OF DUVALL WATER SERVICE APPLICATION

Residential Service       Multi/Res. Service       Business/Commercial Service

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Legal Description and Address Where Service is Requested:

\_\_\_\_\_  
\_\_\_\_\_

Please provide copy of Assessor's Map showing location of property to be served:

Date services are required: \_\_\_\_\_ Application Date: \_\_\_\_\_

SIGNED BY: \_\_\_\_\_

\*\*\*\*\*

Size of Meter Requested:

5/8"       1"       1-1/2"       2"       3" or larger \_\_\_\_\_

Permission is hereby granted to allow a connection onto the city water system subject to compliance with City of Duvall standards:

Permit Issued Date: \_\_\_\_\_ By: \_\_\_\_\_

**\*\*SUBMIT AS-BUILT WHEN WORK COMPLETED AND APPROVED\*\***

# WATER EXTENSION/CONNECTION FEE ESTIMATE

## OFFICIAL USE ONLY

Completed By: \_\_\_\_\_  
Checked By: \_\_\_\_\_  
Applicant Name: \_\_\_\_\_  
Service Address: \_\_\_\_\_

Permit Number: \_\_\_\_\_  
Date: \_\_\_\_\_  
Phone: \_\_\_\_\_

### Property Description

Unplatted: Assessor's Parcel # \_\_\_\_\_ Sec. \_\_\_\_\_ T. \_\_\_\_\_ R. \_\_\_\_\_

Platted: Lot \_\_\_\_\_ Block \_\_\_\_\_ Plat No./Name \_\_\_\_\_

General Location \_\_\_\_\_ Water System Pressure Zone No. \_\_\_\_\_

Type of Use: \_\_\_\_\_

Existing well on property?  No  Yes, Explain \_\_\_\_\_

Outside City:  No  Yes, Power of Attorney for Annexation Required

**Equivalent Residential Units (ERU):** \_\_\_\_\_

### Flow Required

Fire \_\_\_\_\_ gallons per minute (gpm)  
Available:  Yes  No, Explain: \_\_\_\_\_

Domestic \_\_\_\_\_ gpm  
Available:  Yes  No, Explain: \_\_\_\_\_

**Water Extension:** Description \_\_\_\_\_

**On Site System:** Description \_\_\_\_\_

**Connection:** Description \_\_\_\_\_

**Hydrant Required**  No  Yes, Number \_\_\_\_\_

**Cross-Connection Control Required**  No  Yes, Type \_\_\_\_\_

**Meter Size** \_\_\_\_\_

**Number of Units** \_\_\_\_\_

**Meter Drop** (existing meter setter) \* \$ \_\_\_\_\_/unit

**Tap** (includes meter drop) \* \$ \_\_\_\_\_/unit

**General Facilities Charge\*** \$ \_\_\_\_\_/unit

**SPU Connection Charge\*** \$ \_\_\_\_\_/unit

**Comp Water Plan or DPW Line**  No  Yes, Explain \_\_\_\_\_

**Future Latecomers Possible**  No  Yes, Explain \_\_\_\_\_

**Special Connection:** Footage Change  No  Yes \$ \_\_\_\_\_/LF

**Latecomer Agreement\*\***  No  Yes

LCA # \_\_\_\_\_ Explain \_\_\_\_\_

LCA # \_\_\_\_\_ Explain \_\_\_\_\_

**Design and Construction - Private Consultant and Contractor by Owner/Applicant\*\***

Plan Check Fee \$ \_\_\_\_\_ + \_\_\_\_\_ LF @ \$0. \_\_\_\_\_/LF \$ \_\_\_\_\_/unit

**Inspection - City of Duvall\*\***

Inspection Fee \$ \_\_\_\_\_ + \_\_\_\_\_ LF @ \$0. \_\_\_\_\_/LF \$ \_\_\_\_\_/unit

**Street Use Permit**

No  Yes

\$ \_\_\_\_\_/unit

Restoration of New Street  No  Yes, Explain \_\_\_\_\_

**Stormwater Facility Charge\*\***

No  Yes

\$ \_\_\_\_\_/unit

**Right-of-Way or Easements**

No  Yes, Explain \_\_\_\_\_

**TOTAL \$ \_\_\_\_\_/unit**

Comments: \_\_\_\_\_

\_\_\_\_\_

\*Due and payable at the time of building connection to the system.

\*\*Due and payable prior to construction or final plat approval.

Fees calculated for the month of \_\_\_\_\_, 20\_\_\_\_.

NOTE: This estimate is prepared with the best available information. The City reserves the right to update this estimate at any time as required.



**Public Works Department**  
**14525 Main Street NE**  
**P.O. BOX 1300**  
**Duvall, WA 98019**  
**(425) 788.3434**

OFFICIAL USE ONLY	
Permit Number:	_____
Date Received:	_____
Received By:	_____
Related Permit Number:	_____
Connection Charge:	_____
Permit Fee:	_____
Total:	_____

## CITY OF DUVALL SIDE SEWER PERMIT APPLICATION

Residential Service     
  Multi/Res. Service     
  Business/Commercial Service

Application is hereby made for permit to do the following work at:

Address \_\_\_\_\_

Plat Name \_\_\_\_\_ Lot \_\_\_\_\_ Blk \_\_\_\_\_ Div. \_\_\_\_\_

Outside Dimensions of Building to be Served: \_\_\_\_\_

Description for Location of Buildings on Property: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Owner \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Contractor \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Contractor's License No. \_\_\_\_\_

Application Date: \_\_\_\_\_ Signed \_\_\_\_\_

\*\*\*\*\*

Permission is hereby given to do the above-described work, according to the approved plans and specifications thereto, subject to compliance with Ordinance No. 209 of the City of Duvall.

Permit Issued Date \_\_\_\_\_ By \_\_\_\_\_

**\*\*SUBMIT AS-BUILT WHEN WORK COMPLETED AND APPROVED\*\***

## SEWER EXTENSION/CONNECTION FEE ESTIMATE

### OFFICIAL USE ONLY

Completed By: \_\_\_\_\_  
Checked By: \_\_\_\_\_  
Applicant Name: \_\_\_\_\_  
Service Address: \_\_\_\_\_

Permit Number: \_\_\_\_\_  
Date: \_\_\_\_\_  
Phone: \_\_\_\_\_

### Property Description

Unplatted: Assessor's Parcel # \_\_\_\_\_ Sec. \_\_\_\_\_ T. \_\_\_\_\_ R. \_\_\_\_\_

Platted: Lot \_\_\_\_\_ Block \_\_\_\_\_ Plat No./Name \_\_\_\_\_

General Location \_\_\_\_\_ Sewer System Basin \_\_\_\_\_

Type of Use: \_\_\_\_\_

Existing well on property?  No  Yes, Explain \_\_\_\_\_

Outside City:  No  Yes, Power of Attorney for Annexation Required

**Equivalent Residential Units (ERU):** \_\_\_\_\_

**Sewer Extension:** Description \_\_\_\_\_

**Connection:** Description \_\_\_\_\_

**ULID**  No  Yes

**Backflow Valve Required**  No  Yes

**Side Sewer Permit\*** \$ \_\_\_\_\_/unit

**Comp Sewer Plan or DPW Line**  No  Yes, Explain \_\_\_\_\_

**Future Latecomers Possible**  No  Yes, Explain \_\_\_\_\_

**Latecomer Agreement\*\*:**  No  Yes

LCA # \_\_\_\_\_ Explain \_\_\_\_\_ \$ \_\_\_\_\_/unit

LCA # \_\_\_\_\_ Explain \_\_\_\_\_ \$ \_\_\_\_\_/unit

**General Facility Charge\*\***  No  Yes \$ \_\_\_\_\_/ERU

**Special Connection:** Footage Change  No  Yes \$ \_\_\_\_\_/LF

**Latecomer Agreement\*\***  No  Yes

LCA # \_\_\_\_\_ Explain \_\_\_\_\_

LCA # \_\_\_\_\_ Explain \_\_\_\_\_

**Design and Construction** - Private Consultant and Contractor by Owner/Applicant\*\*

Plan Check Fee \$ \_\_\_\_\_ + \_\_\_\_\_ LF @ \$0. \_\_\_\_\_/LF \$ \_\_\_\_\_/unit

**Inspection** - City of Duvall\*\*

Inspection Fee	\$_____ + _____ LF @ \$0._____/LF	\$_____/unit
<input type="checkbox"/> <b>Street Use Permit</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes	\$_____/unit
Restoration of New Street	<input type="checkbox"/> No <input type="checkbox"/> Yes, Explain_____	
<input type="checkbox"/> <b>Stormwater Facility Charge**</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes	\$_____/unit
<input type="checkbox"/> <b>Right-of-Way or Easements</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes, Explain_____	
		<b>TOTAL \$_____/unit</b>

Comments: \_\_\_\_\_

---

\*Due and payable at the time of building connection to the system.

\*\*Due and payable prior to construction or final plat approval

Fees calculated for the month of \_\_\_\_\_, 20\_\_.

NOTE: This estimate is prepared with the best available information. The City reserves the right to update this estimate at any time as required.



**Public Works Department**  
**14525 Main Street NE**  
**P.O. BOX 1300**  
**Duvall, WA 98019**  
**(425) 788.3434**

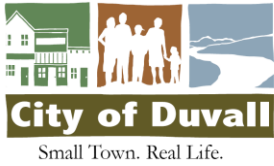
## FINAL PLAT APPLICATION

This form must be completed (clearly printed or typed) and submitted to the City to file an application. In addition, the applicant shall provide all information as required by the attached checklist and all fees as determined by the Public Works Director (see attached Fee Schedule). For questions, please contact the Public Works Department at 425.788.3434.

Applicant Name:		
Applicant Address:		
Applicant Phone Number:		
Signature:	Date:	
Project / Development Name:		
Project Address (including nearest intersections):		
Description of Proposal:		
Assessor / Tax Parcel Number(s):		
<b>FOR STAFF USE ONLY</b>		
File No.:	Received By:	Date Received:

**In addition to the listed criteria above, all preliminary long subdivisions shall conform to DMC 14.66.080; City Engineer review/approval of Final Plat.**

**RETURN ADDRESS:**  
City of Duvall  
Attn: Public Works Department  
14525 Main Street NE  
P.O. BOX 1300  
Duvall, WA 98019



## COVENANT OF FUTURE SEWER CONNECTION

REFERENCE NUMBER: \_\_\_\_\_  
GRANTOR: \_\_\_\_\_  
GRANTEE: \_\_\_\_\_  
LEGAL DESCRIPTION: \_\_\_\_\_

1. \_\_\_\_\_, hereinafter "Owner" is/are the owner(s) of the property described as:

**SEE THE ATTACHED EXHIBIT MARKED LEGAL DESCRIPTION**

2. Said property is in the Urban Growth Reserve area of the City of Duvall, Washington, but is currently outside the Duvall city limits.
3. In the event the property is annexed in the future to the City of Duvall, it would be within the Duvall service area for sanitary sewers.
4. The property owner is currently applying for a building permit for the property from King County.
5. As a condition of granting a building permit in the Urban Growth Reserve Area, King County requires a covenant of sewer availability from the potential sanitary sewer purveyor and the property owner.
6. Owner hereby covenants that at such time as the property is annexed into the City, and the City determines, under applicable ordinances, plans, and regulations that the property is required to connect to the Duvall sanitary sewer system, owner agrees to hook up to the sanitary sewer system of the City of Duvall, and to pay all required costs of sewer connection charges, acreage charges, and any other applicable fees or charges. Owner agrees to participate in and not protest the formation of a Utility Local Improvement District (ULID) or a Local Improvement District (LID) or a City of Duvall project designed to provide sewer services to the property.
7. The City of Duvall, in the event the City, in its sole discretion, elects to annex the property to the City of Duvall, and determines, under applicable ordinances, plans, and regulations that the property is required to connect to the sanitary sewer system, will provide the property with sanitary sewer service.
8. Once this certificate is recorded, it shall remain in effect as a permanent covenant on the property running with the land until such time as the cost of sewer connection are fully paid to



Municipal Corporation for the uses and purposes therein mentioned and on oath states he is authorized to execute the said instrument.

Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

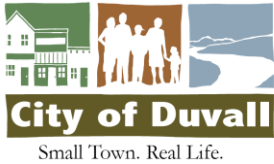
(Seal or Stamp)

\_\_\_\_\_

Print Name \_\_\_\_\_

Notary Public in and for the State of  
Washington, residing at \_\_\_\_\_

My commission expires \_\_\_\_\_



## CITY OF DUVALL DRAINAGE INVESTIGATION REPORT

Investigation Request Type \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ File No. \_\_\_\_\_

Reporting person(s)

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

Plat/Neighborhood Name: \_\_\_\_\_ Lot No. \_\_\_\_\_ Block No. \_\_\_\_\_

**Reported Problem Description:** \_\_\_\_\_

Other agencies involved: \_\_\_\_\_ Field Investigation Needed:  Yes  No

### TO BE COMPLETED BY DUVALL PUBLIC WORKS

INVESTIGATED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

RESPONSE/ACTION: \_\_\_\_\_

DISPOSITION: Turned over to \_\_\_\_\_ on \_\_\_\_\_ by \_\_\_\_\_

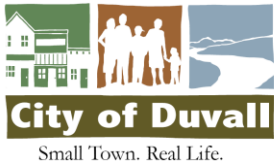
No further action recommended because:

- Lead agency has been notified
- Problem has been corrected:
  - No problem has been identified
  - Prior investigation addresses problem
  - Private problem, because water originates onsite and/or on neighboring parcel
  - Location is outside Duvall Service Area
  - Other (specify): \_\_\_\_\_

Reporting person(s) notified on \_\_\_\_\_ by:  phone  letter/email  in person

DATE CLOSED: \_\_\_\_\_ by: \_\_\_\_\_





**Public Works Department**  
**14525 Main Street NE**  
**P.O. BOX 1300**  
**Duvall, WA 98019**  
**(425) 788.3434**

## **ANNEXATION COVENANT**

The UNDERSIGNED, being the owner(s) of the property or parcel situated in the City of Duvall, County of King, State of Washington, described as follows:

### **(INSERT LEGAL DESCRIPTION)**

Have applied for City of Duvall domestic water service for said property, and in consideration of the furnishing of such service, the undersigned does hereby promise and agree as follows:

1. The UNDERSIGNED will pay when due to the City of Duvall, all connection charges and fees required by law to be paid for the service hereby applied for.
2. The UNDERSIGNED further agrees that they will sign any and all notices, petitions, and any other documents requested at any time by the City of Duvall leading to the annexation of the above-described property or any portion thereof by the City of Duvall, and will actively promote and participate in any such annexation proceedings, paying all costs associated with such process as if they were directly petitioning the City of Duvall for Annexation. If the Annexation is by other than petition, the UNDERSIGNED waive any protest of such Annexation.
3. The UNDERSIGNED, for themselves and their heirs, successors, and assigns, understand that their signature on this document may be used in lieu of their signatures on any future Annexation documents in the event the UNDERSIGNED, or their heirs, successors, and assigns, cannot or will not sign such documents.
4. The promises made herein shall be binding on the heirs, successors, and assigns of the UNDERSIGNED, and shall constitute covenants running with the land until such time as all the above-described property is annexed to the City of Duvall.
5. This agreement shall be filed for record with the King County Auditor by, and at the expense of the UNDERSIGNED. All costs associated with preparation of this agreement shall be paid by the UNDERSIGNED prior to the connection of water service.

IN WITNESS WHEREOF, this instrument has been executed the day and year first above written.

UNDERSIGNED:

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
OWNER

STATE OF WASHINGTON                    }  
  }  SS.  
COUNTY OF KING                       }

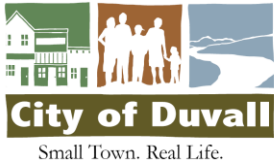
On this \_day of \_\_\_\_\_, 20\_\_\_, I certify that I know of or have satisfactory evidence that \_\_\_\_\_  
\_\_\_\_\_ is/are the person(s) who appeared before me, and said person(s) acknowledged  
that they signed this instrument, and acknowledged it to be their free and voluntary act for the uses and purposes  
mentioned in the instrument.

WITNESS my hand and official seal the day and year first above-written.

(Seal or Stamp)

\_\_\_\_\_  
Print Name \_\_\_\_\_  
Notary Public in and for the State of  
Washington, residing at \_\_\_\_\_  
My commission expires \_\_\_\_\_

**RETURN ADDRESS:**  
City of Duvall  
Attn: Public Works Department  
14525 Main Street NE  
P.O. BOX 1300  
Duvall, WA 98019



## DECLARATION OF COVENANT

FOR INSPECTION AND MAINTENANCE OF STORMWATER FACILITIES AND BMPs

REFERENCE NUMBER: \_\_\_\_\_

GRANTOR: \_\_\_\_\_

GRANTEE: \_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_

IN CONSIDERATION of the approved plans and specifications submitted for review and approval of the \_\_\_\_\_ Project No. \_\_\_\_\_ ("Plans"), relating to the real property ("Property") described above, the GRANTOR(s), owner(s) in fee of that Property, and their successors and established Homeowners Association ("Owner") hereby covenants with the City of Duvall, Washington, a municipal corporation within the state of Washington ("GRANTEE"), that they will observe, consent to, and abide by the conditions and obligations set forth herein with regard to the Property, and hereby grants an easement, described as follows:

**(INSERT DESCRIPTION)**

The GRANTOR(s) hereby grants, covenants, and agrees as follows:

1. The GRANTOR(s), owner(s) in fee of that Property, and their successors and established Owner shall at their own cost, operate, maintain, and keep in good repair, the Property's stormwater facilities and best management practices ("BMPs") identified in the Plans. Stormwater facilities include pipes, swales, tanks, vaults, ponds, and other engineered structures designed to manage stormwater on the Property. Stormwater BMPs include bioretention facilities, dispersion and infiltration devices, native vegetated areas, vegetated depressions, and other private storm drainage measures designed to reduce the amount of stormwater runoff on the Property.
2. The GRANTEE shall have the right to ingress and egress over those portions of the Property necessary to perform inspections of the stormwater facilities and BMPs and conduct other activities specified in this Declaration of Covenant and in accordance with the provisions of Duvall Municipal Code (DMC) 9.06 as applicable. This right of ingress and egress, right to inspect, and right to perform required maintenance or repair as provided herein, shall not extend over those portions of the Property shown in \_\_\_\_\_.
3. If the GRANTEE determines that maintenance or repair work is required for the stormwater facilities or BMPs, the Public Works Director or designee ("Administrator") shall give notice of the

specific maintenance and/or repair work required pursuant to DMC 9.06 or relevant DMC as applicable. The GRANTEE shall also set a reasonable time in which such work is to be completed by the Owners. If the above required maintenance or repair is not completed within the time set by the GRANTEE, the Administrator may perform the required maintenance or repair, and hereby is given access to the Property, subject to the exclusion in Paragraph 2, for such purposes. Written notice will be sent to the Owners stating the City's intention to perform such work. This work will not commence until at least seven (7) days after such notice is mailed. If, within the sole discretion of the Administrator, there exists an imminent or present danger, the seven (7) day notice period will be waived and maintenance and/or repair work will begin immediately.

4. If at any time the Administrator reasonably determines that a stormwater facility or BMP on the Property creates any of the hazardous conditions listed in DMC 9.06, the GRANTEE may take measures specified therein.
5. The Owners shall assume all responsibility for the cost of any maintenance or repair work completed by the GRANTEE as described in Paragraph 3 or any measures taken by the GRANTEE to address hazardous conditions as described in Paragraph 4. Such responsibility shall include reimbursement to the GRANTEE within thirty (30) days of the receipt of the invoice for any such work performed. Overdue payments will require payment of interest at the current legal rate as liquidated damages. If legal action ensues, the prevailing party is entitled to costs or fees.
6. The Owners are hereby required to obtain written approval from the Administrator prior to filling, piping, cutting, or removing vegetation within the storm drainage easement area that is the subject of this Declaration of Covenant that is not otherwise directly related to the regular and required landscape maintenance for the BMPs or their outfall dispersion systems.
7. Any notice or consent required to be given or otherwise provided for by the provisions of this Declaration of Covenant, shall be effective upon personal delivery, or three (3) days after mailing by Certified Mail, return receipt requested.
8. This Declaration of Covenant is intended to protect the value and desirability of the Property and shall inure to the benefit of all the citizens of the City of Duvall. This Declaration of Covenant shall run with the land and be binding upon GRANTOR(s), and their successors in interest, and assigns.
9. This Declaration of Covenant may be terminated by execution of a written agreement by the GRANTOR and GRANTEE that is recorded by King County in its real property records.
10. The GRANTOR and Owner agrees to perform annual maintenance of the privately owned and maintained stormwater facilities that are the subject of this Declaration of Covenant and provide written documentation of such maintenance to the City on or before September 1<sup>st</sup> of each year.

IN WITNESS WHEREOF, this instrument has been executed on this \_\_\_ day of \_\_\_\_\_, 20\_\_\_.

\_\_\_\_\_  
GRANTOR

STATE OF WASHINGTON }  
 } SS.  
COUNTY OF KING }

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I certify that I know of or have satisfactory evidence that \_\_\_\_\_ is/are the person(s) who appeared before me, and said person(s) acknowledged that they signed this instrument, and acknowledged it to be their free and voluntary act for the uses and purposes mentioned in the instrument.

WITNESS my hand and official seal the day and year first above-written.

(Seal or Stamp)

Print Name \_\_\_\_\_

Notary Public in and for the State of  
Washington, residing at \_\_\_\_\_

My commission expires \_\_\_\_\_

Accepted by the City of Duvall, Washington, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

BY: \_\_\_\_\_

City Engineer

State of Washington

County of King

On this day and year above, \_\_\_\_\_ personally appeared before me and is known by me to be the City Engineer of the City of Duvall, a Municipal Corporation, who executed the foregoing instrument and acknowledged the said instrument to be the free and voluntary act and deed of said Municipal Corporation for the uses and purposes therein mentioned and on oath states he is authorized to execute the said instrument.

Given under my hand and seal this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Seal or Stamp)

Print Name \_\_\_\_\_

Notary Public in and for the State of  
Washington, residing at \_\_\_\_\_

My commission expires \_\_\_\_\_

# APPENDIX C

# TABLE OF CONTENTS

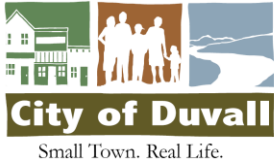
[PRELIMINARY PLAT SUBMITTAL FOR SUBDIVISION APPLICATIONS](#).....**ERROR! BOOKMARK NOT DEFINED.**

[CONSTRUCTION DRAWINGS SUBMITTAL CHECKLIST FOR SITE PLAN APPLICATIONS](#)**ERROR! BOOKMARK NOT DEFINED.**

[CONSTRUCTION DRAWINGS SUBMITTAL CHECKLIST FOR SUBDIVISION APPLICATIONS](#)**ERROR! BOOKMARK NOT DEFINED.**

[FINAL PLAT SUBMITTAL CHECKLIST FOR SUBDIVISION APPLICATIONS](#).....**ERROR! BOOKMARK NOT DEFINED.**

[PRECONSTRUCTION CONFERENCE FORM](#) .....**ERROR! BOOKMARK NOT DEFINED.**



**Public Works Department**  
**14525 Main Street NE**  
**P.O. BOX 1300**  
**Duvall, WA 98019**

## PRELIMINARY PLAT SUBMITTAL FOR SUBDIVISION APPLICATIONS

**Development:** \_\_\_\_\_ **Permit Number:** \_\_\_\_\_

**Developer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

When completing the checklist, please check the appropriate box: N/A – Not Applicable; App – Included in the Application; Staff – staff to provide. Please note that all items are required unless they are not applicable.

### A. Subdivision Plat Requirements

- | NA                       | App                      | Staff                    |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Title block which shall include the plat type, project name, and property locations  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Plat preparation date (mm/dd/yyyy with each revision date(s) noted)  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Project information:<br>a. Subdivision<br>b. Mortgage holder, if applicable, name, address, and phone number as well as contact person   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Contact Information:<br>a. Property owner(s) of record: name, address, and phone number (if a corporation, identify contact person and their title)<br>b. Applicant(s): Name, company name, title, address, phone number, fax number, and email<br>c. Professional Design Consultant(s), Engineer, Surveyor, etc.: Name, company name, title, address, phone number, fax number, email, seal, signed, and dated on each corresponding plan sheet |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Map: Property map showing general configuration proposed subdivision on the Title Sheet of plat  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Map: Vicinity map showing relation of property to other subdivision phases, other developments, and surrounding area for a ½ mile radius   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Tax ID or Parcel number(s), legal description; giving acreage and existing bloc, and lot numbers of project property.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. References to previously recorded plats. Note, book, page, and recording date. Names of adjacent recorded subdivisions / developments with plat or deed reference.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. Note identifying if and how water and sewer are currently provided to the property (e.g. public, utility provider, private well, private septic, etc.). Note identifying how utilities will be provided to new lots.   |

## A. Subdivision Plat Requirements

NA	App	Staff	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Legend of symbols
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. North arrow with reference
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Numeric and graphic scale (preferred 1" = 50')
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Sheet index or property map sheet match lines delineated and identified if plat is multiple sheets
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Sheet number and total sheet count (e.g. 1 of 2 sheets) if plat is multiple sheets
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Curve / line data tables
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. Land Use / Site Data Table: provide the following information for the entire subdivision and for each individual phase, if phasing: <ul style="list-style-type: none"> <li>a. Zone and proposed use</li> <li>b. Gross Acreage within subdivision (total acreage of project area including open space, R.O.W.)</li> <li>c. Net density = total number of residential lots and / or units divided by net acreage</li> <li>d. Open space acreage information</li> <li>e. Land use area acreage (e.g. commercial = # of acres, mixed use, residential, etc.)</li> <li>f. Total maximum number of lots based on zoning type</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. Boundary of the existing tract to be subdivided (bearings and distances) or of the subdivision phase
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18. Phase lines, if applicable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19. Locations and names of natural drainage conveyances or existing drainage structures within or adjoining the tract
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20. City limit line, if applicable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21. Distance to nearest street intersection.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22. Property markers: indicate all found markers and site markers including size and material
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23. Tax ID or Parcel numbers and the names of owners abutting properties.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24. Label/show existing features, structures, and improvements: buildings, fences, wall, water bodies, ditches, streets (name, maintenance, and width), curbing, sidewalks, drives and aprons, paved / gravel surfaces, parking, utility connections (size and type), lighting and power poles, manholes, inlets, valve and meter boxes, easements (type, width, ownership), known cultural or historic resources and / archeological sites and cemeteries (acreage, name, dimensions, wooded areas, significant features)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25. Encroachments: Identify all existing encroachments.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26. Landscape buffers.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27. Tree save areas.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	28. New Lots: location of existing and proposed lot lines with courses / distances noted and lots to be reserved or deeded for public or community use identified with the ownership and maintenance responsibilities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	29. Relationship of lot configuration and required setbacks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30. All existing / proposed easements: description, width and if applicable, centerline data.

**A. Subdivision Plat Requirements**

NA	App	Staff	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31. Right of Way (ROW): show proposed street layout within the development. Show proposed connections to existing streets and adjacent properties. Proposed streets should be identified as public or private. Show all proposed improvements to existing public roadways (i.e. widening, extending) on the plat.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	32. Street design including: ROW width, cul-de-sac length / diameter, tangent between curves, street jogs, curve radius, ROW entrance width, property line radii at street intersections, centerline, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	33. Label all HOA common areas, sidewalks and other paths
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	34. Public facilities: proposed location of lands to be dedicated for public facilities. Note who will own and maintain these areas.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	35. Open space: identify location, proposed use, proposed ownership and maintenance. Note who will own and maintain these areas
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	36. Parking areas, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	37. Existing floodplain and elevations.

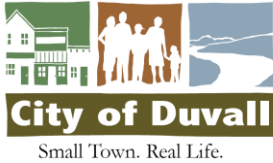
**B. Supporting Documents**

NA	App	Staff	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Application: submit application, checklist, and 2 paper copies of the preliminary plat to the Planning Department.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Digital copy: one copy of the plat in a Portable Document Format (PDF) on CD or flash drive. Application will not be accepted for review without electronic submittal.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Existing and proposed covenants and restrictions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Transportation Impact Analysis (TIA)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Technical Information Report (TIR) describing drainage information as requested by the City Engineer.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Sensitive Area report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Tree Replacement Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Typical roadway cross-sections

**PRELIMINARY PLAT SUBMITTAL CHECKLIST FOR SUBDIVISION APPLICATIONS**

I acknowledge that plans or documents missing any of the required information will be deemed incomplete and not accepted for project review. Further, I understand that additional information or clarification may be requested during the review process or prior to plat recordation.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_



Public Works Department  
 14525 Main Street NE  
 P.O. BOX 1300  
 Duvall, WA 98019

## CONSTRUCTION DRAWINGS SUBMITTAL CHECKLIST FOR SITE PLAN APPLICATIONS

**Development:** \_\_\_\_\_ **Permit Number:** \_\_\_\_\_  
**Developer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

When completing the checklist, please check the appropriate box, N/A – Not Applicable; App – Included in the Application; Staff – staff to provide. Please note that all items are required unless they are not applicable.

**A. Construction Drawings should be assembled in an orderly package, explain the proposed development, and contain the following information:**

NA	App	
<input type="checkbox"/>	<input type="checkbox"/>	1. Cover Sheet
<input type="checkbox"/>	<input type="checkbox"/>	2. Survey of Existing Conditions
<input type="checkbox"/>	<input type="checkbox"/>	3. Layout Plan
<input type="checkbox"/>	<input type="checkbox"/>	4. Grading and Drainage Plan
<input type="checkbox"/>	<input type="checkbox"/>	5. Utilities Plan / Profile
<input type="checkbox"/>	<input type="checkbox"/>	6. Erosion Prevention and Sediment Control Plan
<input type="checkbox"/>	<input type="checkbox"/>	7. Roadway Plan / Profile
<input type="checkbox"/>	<input type="checkbox"/>	8. Construction Details
<input type="checkbox"/>	<input type="checkbox"/>	9. Landscape Plan

**B. General Requirements:**

NA	App	
<input type="checkbox"/>	<input type="checkbox"/>	1. Sheet size 24" x 36"
<input type="checkbox"/>	<input type="checkbox"/>	2. Mylar reproducible plans (for Right-of-Way Improvements)
<input type="checkbox"/>	<input type="checkbox"/>	3. Site plans match preliminary approved application, conditions of approval letter, and special requirements.
<input type="checkbox"/>	<input type="checkbox"/>	4. Table of Contents on Cover Sheet if more than three (3) plan sheets.
<input type="checkbox"/>	<input type="checkbox"/>	5. Written and graphic scale (all sheets) <ul style="list-style-type: none"> <li>a. Scale not more than 1" = 20' nor less than 1" = 50' for plan views. Scale not more than 1" = 10' vertical and 1" = 50' horizontal for profiles and/or cross sections.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	6. Topographic Contours at 2' intervals
<input type="checkbox"/>	<input type="checkbox"/>	7. All affected utilities are shown; utility poles and fire hydrants marked.
<input type="checkbox"/>	<input type="checkbox"/>	8. All road adjoining and within the subdivision are labeled.
<input type="checkbox"/>	<input type="checkbox"/>	9. Existing and proposed utilities have been checked for conflicts.

**B. General Requirements:**

---

- | NA                       | App                      |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Vicinity Map  |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Legend (APWA Standard Symbols, all sheets)  |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. North arrow with reference (magnetic, state plane, etc., all sheets)                  |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Scale   |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Datum – NAVD 1988, NAD 83, Benchmark Elevation and Location (cover sheet)             |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Title Block (all Sheets)<br>Title:<br>Design by:<br>Drawn by:<br>Date:<br>Checked by: |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. Revision number and date (if applicable, all sheets)                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. Construction Drawing Signature Approval Block (all sheets)                            |
- APPROVED FOR CONSTRUCTION**

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
City Engineer

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Utilities Superintendent

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Community Development

APPROVAL EXPIRES: \_\_\_\_\_

***Errors or Omissions are the sole responsibility of the Owner, Architect, Engineer and/or Contractor***
- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 18. Sheet number of total sheets.                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | 19. Section, Township, and Range (cover sheet)                          |
| <input type="checkbox"/> | <input type="checkbox"/> | 20. Engineers Stamp (signed and dated, all sheets)                      |
| <input type="checkbox"/> | <input type="checkbox"/> | 21. Owner name and contact information                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | 22. Design Professional(s) name and contact information                 |
| <input type="checkbox"/> | <input type="checkbox"/> | 23. Municipality and Utility contacts                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | 24. 811 Call Before You Dig notification                                |
| <input type="checkbox"/> | <input type="checkbox"/> | 25. Utility Systems Map (showing all proposed utilities on one drawing) |
| <input type="checkbox"/> | <input type="checkbox"/> | 26. Revision Block (all sheets)   |
| <input type="checkbox"/> | <input type="checkbox"/> | 27. Mailbox location approval by Postmaster & Public Works Department   |

**A. Utilities:**

---

**PLAN:**

- | NA                       | App                      |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Existing Utilities Lines: Sanitary, Water, Gas, Telephone, Electric, Cable   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Existing Power Poles   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Sanitary Sewer:<br>a. Pipes: size, type, length, slope, stationing at 50' intervals<br>b. Manholes: type, rim, inverts in and out, station<br>c. Service laterals: size, type<br>d. Pump station: easement |

**A. Utilities:**

---

**PLAN:**

- | <b>NA</b>                | <b>App</b>               |  |
|--------------------------|--------------------------|--|
|                          |                          | e. Force main: size, type, length, stationing at 50' intervals       |
|                          |                          | f. Force main air release and cleanout manholes, station, elevations |
|                          |                          | g. Identification number and stationing (ex. Line 13, MH-101)        |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Easements: Label and dimension                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Water Mains: size, material type and zone                         |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Fire Hydrants: existing and proposed                              |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Water valves  |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Water service connections   |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Grease interceptor, if applicable                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Backflow prevention  |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Legend: symbols, abbreviations                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. General Notes  |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Dumpster pad drains, if applicable (restaurant and food service) |

**PROFILE:**

- | <b>NA</b>                | <b>App</b>               |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Manholes:<br>a. Station of structure (left or right)<br>b. Rim elevation<br>c. Inverts: in, out, each pipe<br>d. Pipe: check clearance with casting<br>e. Identification Number (Section B, No. 3, Item g.)<br>f. Show piping conflicts and clearance          |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Sewer Gravity Main<br>a. Size<br>b. Material, type<br>c. Length in feet<br>d. Slope in percent (%)<br>e. Check cover and clearance with water and storm pipes<br>f. Concrete encasements at crossings<br>g. Show existing pipe / manholes in different symbols |

**B. Temporary, Erosion, Prevention, and Sediment Control (TESC) Plan:**

---

- | <b>NA</b>                | <b>App</b>               |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Existing Topographic Contours  |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Existing drainage structures or conduits and flow direction  |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Existing natural drainage conveyances: creeks, ditches, etc., and flow directions                            |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Existing trees to remain and tree protection   |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Floodplain and floodway, if applicable   |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Grading limits and proposed contours   |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Total area to be cleared, graded, excavated, or filled   |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Proposed construction entrance(s)  |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. All proposed structural Best Management Practices (BMPs): silt fence, inlet protection, sediment basin, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Details of all proposed BMPs, if applicable   |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. TESC Notes  |

**B. Temporary, Erosion, Prevention, and Sediment Control (TESC) Plan:**

---

- | NA                       | App                      |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Proposed phasing of BMPs, if applicable              |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Construction sequence                                |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Seeding specifications and seedbed preparation notes |

**C. Roadway:**

---

**PLAN:**

- | NA                       | App                      |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Stationing at 50' intervals                                |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Existing and proposed utilities                            |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Centerline curve and line labels. May be in tabular format |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Horizontal curve labels and station (PC, PT)               |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Roadway elements: ROW, curb, sidewalk, E.O.P.              |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Street names   |

**PROFILE:**

- | NA                       | App                      |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Stationing and elevations at 50'   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Existing and proposed centerline profile and elevations                                |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Proposed centerline grades and slope percent   |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Vertical curve labels and station (PVC, PVI, PVT, high and low point, K-value, length) |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Intersections: station at roadway centerline and name                                  |

**D. Construction Details**

---

- | NA                       | App                      |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Pavement cross section(s)   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Curb details  |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Sidewalk details  |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Pipe bedding: for paved and unpaved areas, and specific to each pipe material |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Drainage structures: inlets, manholes, castings                               |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Endwalls and flared end sections  |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Sanitary structures: manholes, cleanouts, castings                            |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Manhole drop connections  |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Service laterals and cleanouts  |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Water service  |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Fire hydrants: valves, tees thrust blocks                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Wet tap, blow-off, valves  |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Tree planting: tree protection details                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Retaining wall details   |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Landscaping: planting details, soil amendment                                |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. Lighting: fixtures, poles, limit of illumination                             |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. Detention basin outlet structure   |
| <input type="checkbox"/> | <input type="checkbox"/> | 18. Traffic signage: pavement markings (striping, arrows, etc.)                  |
| <input type="checkbox"/> | <input type="checkbox"/> | 19. Special site-specific details  |
| <input type="checkbox"/> | <input type="checkbox"/> | 20. Ditches and swales   |
| <input type="checkbox"/> | <input type="checkbox"/> | 21. Grease interceptor   |

#### D. Construction Details

---

- | NA                       | App                      |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 22. Backflow prevention                |
| <input type="checkbox"/> | <input type="checkbox"/> | 23. Signage details                    |
| <input type="checkbox"/> | <input type="checkbox"/> | 24. Dumpster pad drains, if applicable |

#### E. Landscape Plans

---

- | NA                       | App                      |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Name, address, and phone number of the owner and designer   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Property lines, easements and right-of way with internal and property line dimensions   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Location of existing or proposed utilities and services   |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Location and size of any existing or proposed structures  |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Location and size of any existing or proposed site features, such as earthen mounds, swales, walls, and water areas   |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Location and size of any existing or proposed vehicular use areas   |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Location and size of any existing or proposed sidewalks, curbs, and wheel stops   |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Calculations of required type, dimensions, and square footage of landscape material and of required landscape areas, including: total site area, parking areas, other vehicular use area, percentage of non-vehicular open space, perimeter landscape strips, interior landscape strips, and the required number of trees |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Location of required landscape areas and dimensions   |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Location, name, height, and size of all existing plant material to be retained and preserved   |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Location, size, height, and description of all landscape material, including name, quantity, quality, spacing, and specified size and specification of all plant material  |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Height, width, type, material, and location of all barriers of non-living material   |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Indicate location, dimensions, and area of landscaping for existing or proposed signs  |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Show all landscaping, buildings, or other improvements on adjacent property within five feet of the common property lines  |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. The landscaping plan shall be drawn by a landscape architect, engineer, architect, or other person with comparable experience in the field of landscaping design   |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. Submit for review and approval a completed Landscape Bond Quantity Worksheet.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. Submit for review and approval a completed Mitigation Bond Quantity Worksheet.   |

#### F. Submittals

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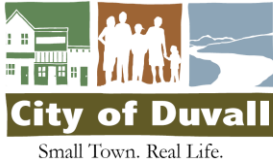
- | NA                       | App                      |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Application: submit application, checklist and <span style="background-color: yellow;">    </span> copies of the Site Plan Construction documents to the Engineering Department.<br><i>Digital copy: Digital files of the Site Plan Construction documents and supporting documents in Adobe Portable Document Format (PDF) on CD or flash drive. Application will not be accepted for review without electronic submittal.</i> |

**CONSTRUCTION DRAWINGS SUBMITTAL CHECKLIST FOR SITE PLAN APPLICATION**

I acknowledge that plans or documents missing any of the required information will be deemed incomplete and not accepted for project review. Further, I understand that additional information or clarification may be requested during the review process.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



Public Works Department  
 14525 Main Street NE  
 P.O. BOX 1300  
 Duvall, WA 98019

## CONSTRUCTION DRAWINGS SUBMITTAL CHECKLIST FOR SUBDIVISION APPLICATIONS

Development: \_\_\_\_\_ Permit Number: \_\_\_\_\_  
 Developer: \_\_\_\_\_ Date: \_\_\_\_\_

When completing the checklist, please check the appropriate box, N/A – Not Applicable; App – Included in the Application; Staff. Please note that all items are required unless they are not applicable.

**A. Construction Drawings should be assembled in an orderly package, explain the proposed development, and contain the following information:**

NA	App	
<input type="checkbox"/>	<input type="checkbox"/>	A. Cover sheet
<input type="checkbox"/>	<input type="checkbox"/>	B. Survey of Existing Conditions
<input type="checkbox"/>	<input type="checkbox"/>	C. Temporary Erosion and Sediment Control Plan
<input type="checkbox"/>	<input type="checkbox"/>	D. Layout Plan
<input type="checkbox"/>	<input type="checkbox"/>	E. Grading and Drainage Plan
<input type="checkbox"/>	<input type="checkbox"/>	F. Utilities
<input type="checkbox"/>	<input type="checkbox"/>	G. Roadway
<input type="checkbox"/>	<input type="checkbox"/>	H. Construction Details
<input type="checkbox"/>	<input type="checkbox"/>	I. Landscape Plan (please contact the City’s Planning Department for details)

**B. General Requirements:**

NA	App	
<input type="checkbox"/>	<input type="checkbox"/>	1. Sheet size 24” x 36”
<input type="checkbox"/>	<input type="checkbox"/>	2. Mylar reproducible plans
<input type="checkbox"/>	<input type="checkbox"/>	3. Site plans match preliminary approved application, conditions of approval letter, and special requirements.
<input type="checkbox"/>	<input type="checkbox"/>	4. Table of Contents on Cover Sheet if more than three (3) plan sheets.
<input type="checkbox"/>	<input type="checkbox"/>	5. Written and graphic scale (all sheets) b. Scale not more than 1” = 20’ nor less than 1” = 50’ for plan views. Scale not more than 1” = 10’ vertical and 1” = 50’ horizontal for profiles and/or cross sections.
<input type="checkbox"/>	<input type="checkbox"/>	6. Topographic Contours at 2’ intervals
<input type="checkbox"/>	<input type="checkbox"/>	7. All affected utilities are shown; utility poles and fire hydrants marked.
<input type="checkbox"/>	<input type="checkbox"/>	8. All road adjoining and within the subdivision are labeled.
<input type="checkbox"/>	<input type="checkbox"/>	9. Existing and proposed utilities have been checked for conflicts.

**B. General Requirements:**

---

- | NA                       | App                      |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Vicinity Map  |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Legend (APWA Standard Symbols, all sheets)  |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. North arrow with reference (magnetic, state plane, etc., all sheets)                  |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Scale   |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Datum – NAVD 1988, NAD 83, Benchmark Elevation and Location (cover sheet)             |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Title Block (all Sheets)<br>Title:<br>Design by:<br>Drawn by:<br>Date:<br>Checked by: |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. Revision number and date (if applicable, all sheets)                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. Construction Drawing Signature Approval Block (all sheets)                            |

**APPROVED FOR CONSTRUCTION**

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
 City Engineer

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
 Utilities Superintendent

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
 Community Development

APPROVAL EXPIRES: \_\_\_\_\_

***Errors or Omissions are the sole responsibility of the  
 Owner, Architect, Engineer and/or Contractor***

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 18. Sheet number of total sheets.                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | 19. Section, Township, and Range (cover sheet)                          |
| <input type="checkbox"/> | <input type="checkbox"/> | 20. Engineers Stamp (signed and dated, all sheets)                      |
| <input type="checkbox"/> | <input type="checkbox"/> | 21. Project Title (all sheets)  |
| <input type="checkbox"/> | <input type="checkbox"/> | 22. Utility Systems Map (showing all proposed utilities on one drawing) |
| <input type="checkbox"/> | <input type="checkbox"/> | 23. Revision Block (all sheets)   |
| <input type="checkbox"/> | <input type="checkbox"/> | 24. Mailbox location approval by Postmaster & Public Works Department   |

**C. Cover Sheet**

---

- | NA                       | App                      |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Project Name (all sheets)  |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Vicinity Maps  |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Sheet Index and Number (all sheets)  |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Permanent benchmark location, information, and elevation   |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Owner name and contact information   |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Design Professional(s) name and contact information  |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Municipality and Utility contacts  |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. 811 Call Before You Dig notification   |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Development data including: Project area (in acres), phasing plan if applicable, number of lots proposed, disturbed area (in acres), property zoning |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Revision Block (all sheets)   |

**D. Survey of Existing Conditions:**

---

- | <b>NA</b>                | <b>App</b>               |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Name and license number of Engineer and Surveyor with Seal & Signature   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Date of survey and references  |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Tax map sheet, lot and block numbers   |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Adjacent lot numbers and owner's names   |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Bearings and distance of boundary lines  |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Existing property markers (monuments, iron pins, etc.)   |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Existing features, structures, and improvements: <ul style="list-style-type: none"><li>a. Buildings, type, Finished Floor elevations</li><li>b. Fences, walls</li><li>c. Trees, wooded areas, lakes, ditches</li></ul> |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Encroachments, with dimensions   |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Easements or tracts (type, size, ownership)  |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Flood hazard zone, base flood elevation & reference FEMA map no.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Existing contours   |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Existing gross lot area in square feet and acres  |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Existing streets (names, right of way, paved width)   |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Existing curbing, sidewalks, drives, aprons   |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Existing paved and gravel surfaces  |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Existing parking stalls and loading areas, as applicable (dimension stalls and aisles)  |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. Existing utilities and connections (size, type)   |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. Existing lighting and power poles   |
| <input type="checkbox"/> | <input type="checkbox"/> | 18. Existing manholes, inlets, valve and meter boxes  |
| <input type="checkbox"/> | <input type="checkbox"/> | 19. City limits (if applicable)   |

**E. Temporary Erosion and Sediment Control (TESC) Plan:**

---

- | <b>NA</b>                | <b>App</b>               |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Soil Types  |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Locations of Soil Pits and Infiltration Tests   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Existing topographic contours   |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Existing drainage structures or conduits and flow direction   |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Existing natural drainage conveyances (creeks, ditches, etc.) and flow direction                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Existing trees to remain and tree protection  |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Floodplain and floodway, if applicable  |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Proposed lots and ROW   |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Grading limits and proposed contours <ul style="list-style-type: none"><li>a. Existing and finished grade</li></ul> |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Clearing and grubbing limits   |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Total area to be cleared, graded, excavated, or filled   |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Proposed construction entrance(s)  |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. All proposed structural BMPs (silt fence, inlet protection, sediment basin, etc.)                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Details and locations of all proposed BMPs, if applicable  |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. TESC Notes   |

### E. Temporary Erosion and Sediment Control (TESC) Plan:

---

- | NA                       | App                      |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 16. Proposed phasing of BMPs, if applicable              |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. Construction sequence                                |
| <input type="checkbox"/> | <input type="checkbox"/> | 18. Seeding specifications and seedbed preparation notes |

### F. Layout Plan:

---

- | NA                       | App                      |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Lot lines  |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Setback lines  |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Lot numbers  |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Phase lines (if applicable)  |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Easements or tracts (existing and proposed), type and size   |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Street centerline  |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Centerline station labels  |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Sidewalk   |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Right-of-Way (ROW) lines   |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Street Names (existing and proposed). Proposed Street names must be approved by USPS and E-911. City to coordinate. |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Lot area in square foot and acres (may be included in tabular format)   |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Signage (existing and proposed)   |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Pavement markings (existing and proposed)   |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. All existing natural drainage conveyances and water features (creeks, ditches, ponds, lakes)                        |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Match lines, if applicable  |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. Location of handicap ramps for sidewalks  |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. Existing floodplain, if applicable  |
| <input type="checkbox"/> | <input type="checkbox"/> | 18. Curve radii of edge of pavement at all intersections  |
| <input type="checkbox"/> | <input type="checkbox"/> | 19. Angle of intersection street centerlines  |
| <input type="checkbox"/> | <input type="checkbox"/> | 20. Property boundary (all sheets)  |
| <input type="checkbox"/> | <input type="checkbox"/> | 21. Widths of streets, ROW, curbs, sidewalks  |
| <input type="checkbox"/> | <input type="checkbox"/> | 22. Adjacent lot owners   |
| <input type="checkbox"/> | <input type="checkbox"/> | 23. Sight distance triangles at intersections   |
| <input type="checkbox"/> | <input type="checkbox"/> | 24. Temporary cul-de-sacs (if applicable)   |
| <input type="checkbox"/> | <input type="checkbox"/> | 25. Proposed lighting   |

### G. Grading and Drainage Plan:

---

- Provide complete drainage calculations, specifications, plans and construction details for all proposed storm drainage and detention / retention facilities.
- No additional post-construction runoff permitted for all residential and non-residential developments.
- Design for a 25-year storm.

- | NA                       | App                      |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Existing and proposed contours and spot elevations (existing – dashed, proposed – solid) <ul style="list-style-type: none"><li>a. Existing Topography at least 50 feet beyond Site Boundaries</li><li>b. Proposed Finished Grades</li></ul> |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Existing structures within 100 feet of project boundary.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Permanent benchmark.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Limits of clearing and grading, paving.   |

## G. Grading and Drainage Plan:

---

- Provide complete drainage calculations, specifications, plans and construction details for all proposed storm drainage and detention / retention facilities.
- No additional post-construction runoff permitted for all residential and non-residential developments.
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NA	App	
<input type="checkbox"/>	<input type="checkbox"/>	5. First floor elevations of buildings.
<input type="checkbox"/>	<input type="checkbox"/>	6. Existing utilities (sanitary, water, gas, electric).
<input type="checkbox"/>	<input type="checkbox"/>	7. Existing and Proposed Storm Sewer: <ul style="list-style-type: none"><li>a. Pipes (size, type, length, slope)</li><li>b. Structures (inlets, manholes, junctions, outlets). Specify type, inverts in and out, rim grate; insure adequate cover</li><li>c. Identification number (ex. MH-101, CB-41)</li></ul>
<input type="checkbox"/>	<input type="checkbox"/>	8. Easements (label and dimension); provide sufficient easements for practical maintenance.
<input type="checkbox"/>	<input type="checkbox"/>	9. Existing and proposed streams and ditches, size and dimensions.
<input type="checkbox"/>	<input type="checkbox"/>	10. Proposed swales (show flow arrows, high point).
<input type="checkbox"/>	<input type="checkbox"/>	11. Environmentally Sensitive Areas on-site and within 300 feet (delineated boundaries and 40% slope top/toe).
<input type="checkbox"/>	<input type="checkbox"/>	12. Existing and Proposed Wells and drain fields on-site and within 300 feet of Proposed Retention/Detention
<input type="checkbox"/>	<input type="checkbox"/>	13. Existing 100-year floodplain line and elevations.
<input type="checkbox"/>	<input type="checkbox"/>	14. Proposed building footprints
<input type="checkbox"/>	<input type="checkbox"/>	15. Street names and address numbers of lots
<input type="checkbox"/>	<input type="checkbox"/>	16. Lot numbers
<input type="checkbox"/>	<input type="checkbox"/>	17. Sidewalks, aprons, handicap ramps
<input type="checkbox"/>	<input type="checkbox"/>	18. Proposed curb
<input type="checkbox"/>	<input type="checkbox"/>	19. Trees to remain and tree protection
<input type="checkbox"/>	<input type="checkbox"/>	20. Make sure all roadway low points have drainage inlets.
<input type="checkbox"/>	<input type="checkbox"/>	21. Each phase of construction must stand alone; i.e. each phase must be independent of all other phases unless specific sequence of construction is provided for review
<input type="checkbox"/>	<input type="checkbox"/>	22. Placement of inlets shall not conflict with driveway or ADA ramp locations.
<input type="checkbox"/>	<input type="checkbox"/>	23. Retaining walls location and elevations
<input type="checkbox"/>	<input type="checkbox"/>	24. Flow control structure with orifice size, elevations, water surface, and dead storage shown.
<input type="checkbox"/>	<input type="checkbox"/>	25. Detail Sheet
<input type="checkbox"/>	<input type="checkbox"/>	26. Storm Drainage General Notes

### **STORMWATER FACILITY:**

NA	App	
<input type="checkbox"/>	<input type="checkbox"/>	27. Storm Detention / Retention Basin: <ul style="list-style-type: none"><li>a. Inlet and outlet structures</li><li>b. Proposed grading plan and spot elevations</li><li>c. Emergency outfall spillway (design for 100-year storm)</li><li>d. Heavy duty GeoGrid at outlets</li></ul>
<input type="checkbox"/>	<input type="checkbox"/>	28. Facilities designed in accordance with KCSWDM.
<input type="checkbox"/>	<input type="checkbox"/>	29. Plan to include facility design volumes.
<input type="checkbox"/>	<input type="checkbox"/>	30. Vaults must be designed in accordance with KCSWDM and the following provisions

## G. Grading and Drainage Plan:

---

- Provide complete drainage calculations, specifications, plans and construction details for all proposed storm drainage and detention / retention facilities.
- No additional post-construction runoff permitted for all residential and non-residential developments.
- Design for a 25-year storm.

**NA**

**App**

- |                          |                          |  |  |
|--------------------------|--------------------------|--|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 31. Location   |  |
|                          |                          | a. Located in individual tract, not be located within existing or future roadway.  |  |
|                          |                          | b. Vault to tract/easement line = 5 feet.  |  |
|                          |                          | c. Vault to adjacent buildings = 10 feet.  |  |
| <input type="checkbox"/> | <input type="checkbox"/> | 32. Vault Structure  |  |
|                          |                          | a. Clearly marked entrances as confined space.   |  |
|                          |                          | b. Provisions made for the passage of water when there is a plugged outlet.  |  |
|                          |                          | c. Pipes sealed with non-shrink grout.   |  |
| <input type="checkbox"/> | <input type="checkbox"/> | 33. Wetpool (Pond, etc.)   |  |
|                          |                          | a. Inlet and outlet at opposing corners of the facility.   |  |
|                          |                          | b. Lockable grates/lids.   |  |
|                          |                          | c. Flow path from inlet to outlet maximized.   |  |
| <input type="checkbox"/> | <input type="checkbox"/> | 34. Inlet and Outlet   |  |
|                          |                          | a. Distance between inlet and outlet maximized.  |  |
|                          |                          | b. Ratio of flow path length to width from inlet to outlet is at least 3:1.  |  |
|                          |                          | c. All inlets enter first cell.  |  |
|                          |                          | d. Top of inlet submerged at least one foot.   |  |
|                          |                          | e. Inlet pipe invert a minimum of 3 feet from the vault bottom, submerged below wetpool surface.   |  |
|                          |                          | f. Outlet invert elevation – Elevated above the bottom to provide at least 6" of sediment storage and elevated above bottom orifice a minimum of 2 feet.   |  |
|                          |                          | g. Outlet pipe conveys the 100-year design flow for developed site conditions.   |  |
|                          |                          | h. Available head above the outlet pipe at least 6 inches.   |  |
|                          |                          | i. Outlet pipe backsloped or tee section with lower arm 1 ft below the WQ design water surface.  |  |
|                          |                          | j. Gravity drain for maintenance is required.  |  |
|                          |                          | i. Invert 6 inches above the base elevation of the vault side walls.   |  |
|                          |                          | ii. 8" minimum diameter.   |  |
|                          |                          | iii. Valve with operational access to valve (one foot of paving around valve box, maximum depth of valve box = 5 feet, manhole required if depth over 5 feet).   |  |
| <input type="checkbox"/> | <input type="checkbox"/> | 35. Control Structure  |  |
|                          |                          | a. Located in separate catch basin outside of vault with in Minimum 52" diameter catch basin with locking manhole and catch basin lids. Lids to provide unimpeded access to ladder and control structure inspection. |  |
|                          |                          | b. Clearly marked entrance as confined space.  |  |
|                          |                          | c. Outlet capacity = 100 year developed peak flow.   |  |
|                          |                          | d. Metal Parts – corrosion resistant, no galvanized materials.   |  |

## G. Grading and Drainage Plan:

---

- Provide complete drainage calculations, specifications, plans and construction details for all proposed storm drainage and detention / retention facilities.
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**NA**      **App**

- e. Frame and ladder located such that cleanout gate is visible from top, climb down space is clear of riser and frame is clear of curb.
- f. Clearly marked entrance to confined space.
- g. At least one orifice at bottom of control structure and one near the top of the riser except for split flow/multiple control structures.
- h. Minimum orifice diameter = 0.5 inches.
- i. Orifices constructed on a tee section or baffle.
- j. Downstream tailwater considered.
- k. Design provides for overflow of the developed 100-year peak flow with all orifices plugged.

           36. Materials

- a. Material – minimum 3,000 psi structurally reinforced concrete.
- b. Plan to note that “Concrete finish to be smooth with no fins, voids, rock pockets, or other irregularities.”
- c. Walls shall be designed as retaining walls.
- d. Wall drains to be constructed of a minimum 6-inch PVC pipe, shall be located at the wall base, shall include cleanout all corners, and shall gravity flow to discharge point. No one-way valves allowed as part of drainage system.
- e. All construction joints shall be provided with waterstops.
- f. Plan to note that “Cone snap (or approved equivalent break-beak) ties are required for formwork and are to be removed and epoxy grout sealed at all interior and exterior wall surfaces. No flat ties allowed”.
- g. Plan to note that “All waterstops to be installed per plan and specification and to be inspected by the City”. Waterstop specification and detail to be included on plan.

           37. Structural Stability

- a. H-20 traffic loading minimum.
- b. Stamped by a licensed structural engineer.
- c. Located on firm and unyielding native soil. Vaults not allowed on fill unless analyzed in a geotechnical report for stability and constructability.

           38. Vault Access

- a. Plan to note that “Vault excavation to be fenced and secured by contractor. Safety fencing, shoring, excavation safety, and other safety items are the responsibility of the contractor. All access to have secure covering during construction”.
- b. Access opening and ladder over inlet pipe.
- c. Access opening and ladder over outlet pipe.
- d. Access opening located within 50 ft of any location within the vault.
- e. Access opening for each “v” provided in the vault floor.
- f. Access opening is solid, round, locking cover or 3-ft square locking diamond plate covers. Cover type, specification, and model to be stated on plans and to be approved by the City.

**G. Grading and Drainage Plan:**

- Provide complete drainage calculations, specifications, plans and construction details for all proposed storm drainage and detention / retention facilities.
- No additional post-construction runoff permitted for all residential and non-residential developments.
- Design for a 25-year storm.

**NA      App**

- g. Type 2 catch basin or Type 1 manhole structure provided at openings where the depth from the cover to the top of vault exceeds 24 inches.
- h. 5' x 10' removable, locking panel provided for vaults with floor area greater than 1,250 SF.
- i. Removable panel located outside of travel lanes OR multiple standard locking manholes provided at 12 feet on center. Ladders and handholds provided at outlet and inlet pipes.
- j. Removable lids provided for vaults with widths of 10 feet or less.
- k. Maximum depth from finished grade to vault invert = 20 feet.
- l. Internal structural walls of larger vaults have opening for maintenance between cells.
- m. Minimum internal height from highest point on vault floor (not sump) = 7 feet (exceptions for tanks and areas covered with removable panels).
- n. Minimum width = 4 feet.
- o. Clearly marked entrances to confined spaces.
- p. Ventilation pipes (min. 12-inch diameter) provided at all corners. Vent pipe shall be Schedule 40 PVC or better and shall have locking ductile iron rings and lids. Vent specifications shall be stated on the plans and to be approved by the City.
- q. Minimum 50 square feet of grate provided over the second cell. If the surface area of the second cell is greater than 1,250 SF, 4% of the total surface area shall be grated.

- |                          |                          |  |  |
|--------------------------|--------------------------|--|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 39. Access Road  | <ul style="list-style-type: none"> <li>a. Access to panel, control structure and at least one point per cell.</li> <li>b. Maximum grade = 12% for paved access roads, gravel or modular grid paving, width on straight sections = 12 feet.</li> <li>c. Minimum outside turning radius = 40 feet, width on curves = 15 feet.</li> <li>d. Fence gates on straight portion of road.</li> <li>e. Paved apron provided where access connects with paved public road.</li> </ul> |
| <input type="checkbox"/> | <input type="checkbox"/> | 40. Existing and Proposed Fuel Tanks   |  |
| <input type="checkbox"/> | <input type="checkbox"/> | 41. Existing On-Site Sanitary Systems within 100 feet of Detention / Retention Facilities. |  |
| <input type="checkbox"/> | <input type="checkbox"/> | 42. Proposed Structures Including Roads and Parking Surfaces.                              |  |
| <input type="checkbox"/> | <input type="checkbox"/> | 43. Lot Dimensions and Areas, Dedicated ROW and Easements.                                 |  |
| <input type="checkbox"/> | <input type="checkbox"/> | 44. Proposed Drainage Facilities and Sufficient Cross-Sections and Details to Build.       |  |
| <input type="checkbox"/> | <input type="checkbox"/> | 45. Cross Sections for Ditches and Swales  |  |
| <input type="checkbox"/> | <input type="checkbox"/> | 46. Construction Sequence and Procedures   |  |
| <input type="checkbox"/> | <input type="checkbox"/> | 47. NGPE Delineation and major drainage features delineation                               |  |
| <input type="checkbox"/> | <input type="checkbox"/> | 48. Compaction Requirements  |  |

**PLAN:**

**NA      App**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 49. Station and Offset at each Manhole/Catch Basin |
| <input type="checkbox"/> | <input type="checkbox"/> | 50. Manhole/Catch Basin Type and Size              |
| <input type="checkbox"/> | <input type="checkbox"/> | 51. Manhole/Catch Basin Number                     |

### G. Grading and Drainage Plan:

---

- Provide complete drainage calculations, specifications, plans and construction details for all proposed storm drainage and detention / retention facilities.
- No additional post-construction runoff permitted for all residential and non-residential developments.
- Design for a 25-year storm.

NA	App	
<input type="checkbox"/>	<input type="checkbox"/>	52. Type and Size of Pipe
<input type="checkbox"/>	<input type="checkbox"/>	53. Length of Pipe in Linear Feet
<input type="checkbox"/>	<input type="checkbox"/>	54. Minimum Pipe Cover Specified
<input type="checkbox"/>	<input type="checkbox"/>	55. Lot Drain Stubouts with Invert Elevations

#### **PROFILE:**

NA	App	
<input type="checkbox"/>	<input type="checkbox"/>	56. Station and Number at each Manhole/Catch Basin
<input type="checkbox"/>	<input type="checkbox"/>	57. Rim Elevation
<input type="checkbox"/>	<input type="checkbox"/>	58. Invert In and Out
<input type="checkbox"/>	<input type="checkbox"/>	59. Length of Pipe in Linear Feet
<input type="checkbox"/>	<input type="checkbox"/>	60. Grades (decimal percent)

#### **OTHER:**

NA	App	
<input type="checkbox"/>	<input type="checkbox"/>	61. Technical Information Report outlined and numbered per tasks in the King County Surface Water Design Manual (KCSWD), <i>current edition</i> . <ul style="list-style-type: none"><li>a. Cover sheet</li><li>b. Project Overview</li><li>c. Existing Conditions Summary</li><li>d. Vicinity Map</li><li>e. Basin/Sub-basin Boundaries Map</li><li>f. Project Boundaries Delineated</li><li>g. Off-Site Area Tributary to Project Delineated</li><li>h. Contours</li><li>i. Off-Site Analysis</li><li>j. Retention/Detention Analysis and Design using approved modeling software</li><li>k. Low Impact Design (LID) Feasibility Evaluation in accordance with NPDES Phase II Permit and City requirements.</li><li>l. Conveyance System Analysis and Design with Design Velocities</li><li>m. Special Reports and Studies (i.e., soils/geotechnical analysis and report)</li><li>n. Comprehensive/Basin Plan Areas</li><li>o. Other Applicable Permits (i.e., HPA, etc.)</li><li>p. Erosion/Sedimentation Control Design</li><li>q. Public Works Bond Quantities Worksheet</li><li>r. Retention/Detention Facilities Summary</li><li>s. Maintenance and Operations Manual (as applicable)</li></ul>
<input type="checkbox"/>	<input type="checkbox"/>	62. Identification of Responsible Maintenance Organization
<input type="checkbox"/>	<input type="checkbox"/>	63. Plan to note that "All Stormwater facilities, catch basins, and conveyance shall be cleaned for City inspection prior to Final Plat and also for City inspection prior to Performance and Maintenance Bond release".

### H. Utilities:

---

NA	App	
<input type="checkbox"/>	<input type="checkbox"/>	1. Existing utilities lines (sanitary, water, gas, telephone, electric, cable)

## H. Utilities:

---

- | NA                       | App                      |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Existing power poles                     |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Easements (label and dimension)          |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Street names and address numbers of lots |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Lot numbers                              |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Detail Sheet                             |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. General Water and Sanitary Sewer notes   |

### **PLAN:**

- | NA                       | App                      | Sanitary Sewer  |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Distance from Water (minimum 10-foot horizontal separation)  |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Service to lot   |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Structure/Manholes: <ul style="list-style-type: none"><li>a. Station and offsets shown at each manhole</li><li>b. Pipes (size, type, length, slope) stationing at 50' intervals</li><li>c. Manholes (type, rim) inverts in and out</li><li>d. House laterals (size, type, depth)</li><li>e. Pump Station (easement)</li><li>f. Force Main (size, type, length) stationing at 50' intervals</li><li>g. Force Main air release and cleanout manholes, station, elevations</li><li>h. Identification number and stationing (ex. Line 13, MH-101)</li></ul> |

### Water

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Distance from Sewer (minimum 10-foot horizontal separation)  |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. System Map showing existing and proposed with line size, valves, hydrants, services, and other appurtenances and components.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Fixtures (need horizontal and vertical control) <ul style="list-style-type: none"><li>a. Fire Hydrants (3 each tee, 4 each cross)</li><li>b. Valves, crosses, elbows, adapters, tees, meter locations, coupling type, etc.</li><li>c. Blow-Off (at end of line)</li><li>d. Vacuum and Air Release Valves, where required</li></ul> |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Thrust Blocking and/or Restrained joints (field-lock gaskets) within 50 feet are required for change main direction, bend, cross, or tee unless otherwise approved by the Public Works Superintendent or City Engineer.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Distance from Sewer  |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. Service to each lot  |

### **PROFILE:**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 17. Show existing pipe / manholes in different symbols     |
| <input type="checkbox"/> | <input type="checkbox"/> | 18. Size, material, length, pipe slope (sewer)             |
| <input type="checkbox"/> | <input type="checkbox"/> | 19. Check cover and clearance between water, sewer, storm. |
| <input type="checkbox"/> | <input type="checkbox"/> | 20. Seepage barrier if greater than 7 percent slope        |

### Sanitary Sewer

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 21. Structure/Manholes: <ul style="list-style-type: none"><li>a. Station of structure (left or right)</li><li>b. Rim elevation</li><li>c. Inverts (in, out, each pipe)</li><li>d. Pipe (check clearance with casting)</li><li>e. Identification number (see plan)</li></ul> |
|--------------------------|--------------------------|---|

### Water

**H. Utilities:**

---

<b>NA</b>	<b>App</b>	
<input type="checkbox"/>	<input type="checkbox"/>	22. Existing Utility Crossings (if available)
<input type="checkbox"/>	<input type="checkbox"/>	23. Size, material, length
<input type="checkbox"/>	<input type="checkbox"/>	24. Cover Over Pipe if less than 42 inches

**I. Roadway:**

---

<b>NA</b>	<b>App</b>	
<input type="checkbox"/>	<input type="checkbox"/>	1. Lighting Plan (approve PSE IntoLight Plan) a. Station and offset to fixtures b. Pole type, Mounting Height, Arm Length, Anchor Bolt Size and Pattern
<input type="checkbox"/>	<input type="checkbox"/>	2. Signals (Follow WSDOT Specs unless otherwise required by the City).
<input type="checkbox"/>	<input type="checkbox"/>	3. AASHTO Pavement Design with Soils Report, if Applicable
<input type="checkbox"/>	<input type="checkbox"/>	4. Detail Sheet
<input type="checkbox"/>	<input type="checkbox"/>	5. Street General Notes

**PLAN:**

<input type="checkbox"/>	<input type="checkbox"/>	6. Stationing at 50' intervals
<input type="checkbox"/>	<input type="checkbox"/>	7. Centerline Elevations shown at every 1+00 (whole) station
<input type="checkbox"/>	<input type="checkbox"/>	8. Spot Elevations on Curb Returns
<input type="checkbox"/>	<input type="checkbox"/>	9. Horizontal Curve labels (PC, PT, PI and Intersections)
<input type="checkbox"/>	<input type="checkbox"/>	10. Curve Information Delta, Radius, Length and Tangent
<input type="checkbox"/>	<input type="checkbox"/>	11. BCR and ECR (Begin Curb Radius, End Curb Radius)
<input type="checkbox"/>	<input type="checkbox"/>	12. Identify All Field Design Situations
<input type="checkbox"/>	<input type="checkbox"/>	13. Plan to note that "Full Width 1.5-inch minimum thickness overlay for road widening and/or utility patches parallel to roadway".
<input type="checkbox"/>	<input type="checkbox"/>	14. No transverse utility cuts unless approved by City Engineer. Plan to note that "Transverse utility trenches to be restored with full road width T-Cut patch extending a 3-foot minimum beyond trench edge".
<input type="checkbox"/>	<input type="checkbox"/>	15. Plan to note that "Any and all damaged or replaced curb and sidewalk shall be replaced joint-to-joint".
<input type="checkbox"/>	<input type="checkbox"/>	16. Typical Sections with ROW and Pavement Width Shown Along With Pavement Thickness
<input type="checkbox"/>	<input type="checkbox"/>	17. Pavement Marking Details with Station and Offset
<input type="checkbox"/>	<input type="checkbox"/>	18. Driveway Entrances & surfacing type a. Driveway openings to be clustered to maximize available on-street parking and minimize access conflict with adjacent/opposing driveway openings. b. Stationing c. Width d. ADA Ramps - Detail and Type. Uni-directional (one each direction of travel) ramps shall be provided for each direction of crossing and shall include receiving ramps. Any on-site ramps or off-site receiving ramps shall be improved to current standards as part of the project.
<input type="checkbox"/>	<input type="checkbox"/>	19. Survey Monuments Existing and Proposed
<input type="checkbox"/>	<input type="checkbox"/>	20. Signage, striping, and channelization
<input type="checkbox"/>	<input type="checkbox"/>	21. Existing and proposed utilities
<input type="checkbox"/>	<input type="checkbox"/>	22. Roadway elements (ROW, curb, sidewalk, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	23. Street names

**PROFILE:**

**I. Roadway:**

- | NA                       | App                      |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 24. Super Elevated Roadways<br>a. Detail - Show Transitions<br>b. Special Detail Showing Gutter Flowing Adequately |
| <input type="checkbox"/> | <input type="checkbox"/> | 25. Existing and proposed centerline profile and elevations  |
| <input type="checkbox"/> | <input type="checkbox"/> | 26. Proposed centerline grades and slope in percent (%)  |
| <input type="checkbox"/> | <input type="checkbox"/> | 27. Vertical curve labels and station (PVC, PVI, PVT, high and low point, k-value, length)                         |
| <input type="checkbox"/> | <input type="checkbox"/> | 28. Intersections (station at roadway centerline and name)   |

**J. Construction Details:**

- | NA                       | App                      |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Typical street cross section with utility locations                 |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Curb details  |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Sidewalk details  |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Driveway aprons   |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. General Construction Notes  |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Drainage structures (inlets, manholes, castings)                    |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Endwalls and flared end sections                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Tree planting and tree protection                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Retaining wall details  |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Signage  |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Lighting (fixtures, poles, limit of illumination)                  |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Temporary cul-de-sac   |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Detention basin outlet structure                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Traffic signage, pavement markings (striping, arrows, etc.)        |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Special site-specific details                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. Ditches, swales or other low impact design water quality features. |

**K. Supporting Documents:**

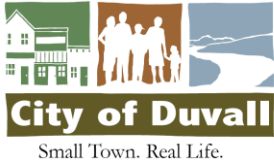
- | NA                       | App                      |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Application: submit application, checklist and ___ copies of the Subdivision Construction plans and documents to the Engineering Department.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Digital copy: Digital files of the Subdivision Construction plans and supporting documents in Adobe Portable Document Format (PDF) on CD or flash drive. Application will not be accepted for review without electronic submittal. |

**CONSTRUCTION DRAWINGS SUBMITTAL CHECKLIST FOR SUBDIVISION APPLICATION**

I acknowledge that plans or documents missing any of the required information will be deemed incomplete and not accepted for project review. Further, I understand that additional information or clarification may be requested during the review process or prior to plat recordation.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



**Public Works Department**  
**14525 Main Street NE**  
**P.O. BOX 1300**  
**Duvall, WA 98019**

## FINAL PLAT SUBMITTAL CHECKLIST FOR SUBDIVISION APPLICATIONS

Development: \_\_\_\_\_ Permit Number: \_\_\_\_\_  
 Developer: \_\_\_\_\_ Date: \_\_\_\_\_

When completing the checklist, please check the appropriate box, N/A – Not Applicable; App – Included in the Application; Staff. Please note that all items are required unless they are not applicable. The following items must all be received by the City prior to routing for review and approval of Final Plat.

### 1<sup>st</sup> Submittal

*(City to Route to Consultants and Departments)*

Due	N/A		Date Received
<input type="checkbox"/>	<input type="checkbox"/>	Final Plat Application and Fee (Type V Permit)	_____
<input type="checkbox"/>	<input type="checkbox"/>	Planning Department Requirements Checklist (contact Planning for details)	_____
<input type="checkbox"/>	<input type="checkbox"/>	Final Plat (3 paper copies, PDF, all tracts to be “Granted and Conveyed”) <i>City recommends that the surveyor send advance .pdf copies to King County Recorder’s Office prior to signature and recording for review.</i>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Title Report (3 paper copies, PDF - less than 90 days old)	_____
<input type="checkbox"/>	<input type="checkbox"/>	Computer Generated Lot Closures (3 paper copies, PDF)	_____
<input type="checkbox"/>	<input type="checkbox"/>	As-Builts (2 paper copies). Strikethrough & replace all storm, sewer, road, water, landscape, and irrigation elevations, locations, and dimensions. Include storm drainage facility volume and function verification/certification. <i>Provide mylar &amp; electronic drawings and data tables following City approval.</i>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Bond Quantity Worksheet, current, updated, & signed (1 copy)	_____
<input type="checkbox"/>	<input type="checkbox"/>	Bill of Sale – Water (1 copy)	_____
<input type="checkbox"/>	<input type="checkbox"/>	Bill of Sale – Sewer (1 copy)	_____
<input type="checkbox"/>	<input type="checkbox"/>	Bill of Sale – Storm (1 copy)	_____
<input type="checkbox"/>	<input type="checkbox"/>	Bill of Sale – ROW (1 copy)	_____
<input type="checkbox"/>	<input type="checkbox"/>	Copy of Conditions of Plat Approval with each item addressed (1 copy)	_____
<input type="checkbox"/>	<input type="checkbox"/>	Copy of CC&Rs and HOA Articles of Incorporation (1 copy)	_____

### Other Requirements prior to scheduling City Council

Due	NA		Date Received
<input type="checkbox"/>	<input type="checkbox"/>	Performance Bond /assign. of savings for remaining work (PW/Planning)	_____
<input type="checkbox"/>	<input type="checkbox"/>	Maintenance Bond/assign. of savings for completed work (PW/Planning)	_____
<input type="checkbox"/>	<input type="checkbox"/>	Duvall Recovery Contract, if required	_____
<input type="checkbox"/>	<input type="checkbox"/>	Verify all Fees Paid	_____
<input type="checkbox"/>	<input type="checkbox"/>	Final Plat Inspection Punchlist Completed	_____
<input type="checkbox"/>	<input type="checkbox"/>	For Tracts conveyed to the HOA include the following language: TRACT XXX IS GRANTED AND CONVEYED TO THE XXXXXX HOA	
		For Tracts conveyed to multiple lots include the following language: AN EQUAL AND UNDIVIDED INTEREST IN TRACT XXX IS GRANTED AND CONVEYED TO LOTS YYY – ZZZ.	
		<i>City recommends that the surveyor send advance copies (PDF's) to King County Recorder's Office prior to signature and recording for review.</i>	
<input type="checkbox"/>	<input type="checkbox"/>	Other Required Items: Electronic as-built files associated with development (CAD, GIS, etc.)	_____

**Items to appear on Plat (per RCW 58.17):**

NA	App	Staff	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Name of Subdivision
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. The name and registration of the Surveyor preparing the Plat
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Source of title, giving deed record book and page number
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Date of drawing, north arrow, and graphic scale
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Location of tract by legal description, giving total acreage
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Key map when more than one sheet is required to present the plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. True courses and distances to the two (2) nearest established section corners, benchmarks, or other recognized permanent monuments which shall accurately describe the locations of the plat
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Accurate location and description of all monuments plus size and material of which the monuments are constructed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Exact boundary lines of the tract indicated by a heavy line or other acceptable control traverse, giving dimensions to the nearest one-tenth (1/10) foot, and angles to the nearest minute, which shall be balanced and closed with an error of closure not to exceed one (1) to five thousand (5,000)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Municipal, county, and section line locations accurately tied to the lines of the subdivision by distances and angles
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Street, alley, and other right-of-way lines, including location, width, and names of streets
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. The location or designation of all streets, alleys, parks, and other areas intended to be dedicated or deeded to the public use, with proper dimensions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Street center lines showing angles of deflection, angles of intersection, radii, length of tangents and arcs, degree of curvature, and all required curve data
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Lot lines with dimensions to the nearest one-tenth (1/10) foot, necessary internal angles, arcs and chords, and radii of rounded corners
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Dimension and location of all setback lines and lot and block numbers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. Easements and public service or utility right-of-way lines, giving dimensions, locations, and purpose
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. Accurate outlines and descriptions of any areas to be dedicated or reserved for public use or acquisition, with the purposes indicated thereon; and of any areas to be reserved by deed covenant for common use by all property owners
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24. Four (4) elements of all circular curves shall be shown (radius, arc length, chord bearing and cord length)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25. All public and private rights-of-way or easements which are known or observed adjoining or crossing the land surveyed.

**Items to appear on Plat (per RCW 58.17):**

NA	App	Staff	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18. Certificate of Surveying
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19. Certificate of Engineering Accuracy
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20. Certificate of Ownership
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21. Certificate of Final Plat Approval
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22. Certificate of Recording
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23. Space for the approval of the City Engineer, City Council, City Community Development Director, City Finance Director, King County Assessor, King County Treasury Manager

**FINAL PLAT SUBMITTAL CHECKLIST FOR SUBDIVISION APPLICATION**

I acknowledge that plans or documents missing any of the required information will be deemed incomplete and not accepted for project review. Further, I understand that additional information or clarification may be requested during the review process or prior to plat recordation.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



**Public Works Department**  
**14525 Main Street NE**  
**P.O. BOX 1300**  
**Duvall, WA 98019**  
**(425) 788.3434**

OFFICIAL USE ONLY	
Permit Number:	_____
Date Received:	_____
Received By:	_____
Related Permit Number:	_____

## PRECONSTRUCTION CONFERENCE FORM

Project No.: \_\_\_\_\_ Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Developer: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_

*Emergency Contact Name:* \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Subcontractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Project Engineer Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Project CESCL Name: \_\_\_\_\_ Phone: \_\_\_\_\_

City Inspector Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Other: \_\_\_\_\_ Phone: \_\_\_\_\_

Other: \_\_\_\_\_ Phone: \_\_\_\_\_

### AGENDA FOR MEETING

(Check as Discussed or Marked N/A)

#### 1. Items Required at Preconstruction Conference

- |   |  |                          |
|---|--|--------------------------|
| <input type="checkbox"/> Issued C&G permit and approved (signed) Construction Plans   | <input type="checkbox"/> Yes <input type="checkbox"/> No | Developer Initials _____ |
| <input type="checkbox"/> HPA or Fisheries contact required  | <input type="checkbox"/> Yes <input type="checkbox"/> No | Developer Initials _____ |
| <input type="checkbox"/> Department of Natural Resources Forest Practices Permit required   | <input type="checkbox"/> Yes <input type="checkbox"/> No | Developer Initials _____ |
| <input type="checkbox"/> Copy of approved Construction Plans provided to Inspector  | <input type="checkbox"/> Yes <input type="checkbox"/> No | Developer Initials _____ |
| <input type="checkbox"/> Copy of signed Utility Development Agreement to Public Works   | <input type="checkbox"/> Yes <input type="checkbox"/> No | Developer Initials _____ |
| <input type="checkbox"/> Copy of Certificate of Liability Insurance naming the City of Duvall as additional insured.  |  | Developer Initials _____ |
| <input type="checkbox"/> Copy of Easement(s) for off-site work provided to inspector  |  | Developer Initials _____ |
| <input type="checkbox"/> CSWP obtained from Department of Ecology   | <input type="checkbox"/> Yes <input type="checkbox"/> No | Developer Initials _____ |
| <ul style="list-style-type: none"> <li>• Monthly or weekly TESC reports due to the City (frequency dependent on Wet Weather window)</li> <li>• City of Duvall Wet Weather Work Permit required for construction activities between October 1 and April 30.</li> </ul> |  |                          |

# AGENDA FOR MEETING

(Check as Items are Discussed or Marked N/A)

## 2. Items Required at the Job Site While Under Construction

- |  |                          |
|--|--------------------------|
| <input type="checkbox"/> Contractor’s Safety Data Sheets (SDS) per WAC 296-901-14014.  | Developer Initials _____ |
| <input type="checkbox"/> Approved Construction Plans <ul style="list-style-type: none"><li>• Public Works approved revised sheets</li></ul>                                  | Developer Initials _____ |
| <input type="checkbox"/> Issued Permits (City, State or Federal)   | Developer Initials _____ |
| <input type="checkbox"/> <i>Off-site soil or water disposal may only be completed at a permitted site and proof of an approved, permitted disposal site will be required</i> | Developer Initials _____ |

## 3. Other Requirements

All construction details/procedures not shown on the approved Plans, can be found in the following standards:

- |   |                          |
|---|--------------------------|
| <input type="checkbox"/> Public Works Development Design Standards (PWDDS)  | Developer Initials _____ |
| <input type="checkbox"/> WSDOT/APWA Standard Specifications and Plans; Manual on Uniform Traffic Control Devices (MUTCD), Construction Traffic Control. | Developer Initials _____ |
| <input type="checkbox"/> King County Surface Water Design Manual, current version.  | Developer Initials _____ |

## 4. You are Required to Notify the Inspector at the Following Stages of Construction

- |  |                          |
|--|--------------------------|
| <input type="checkbox"/> Two (2) working days prior to site work start-up.   | Developer Initials _____ |
| <input type="checkbox"/> One (1) working day prior to starting any underground utility work. Density test reports shall be required (see item 8).  | Developer Initials _____ |
| <input type="checkbox"/> One (1) working day prior to placing crushed rock on subgrade. <ul style="list-style-type: none"><li>• “Proof rolling” of the subgrade to verify the subgrade is visibly firm, compact, and suitable for surfacing shall be required and provided by the Developer/Contractor.</li></ul>  | Developer Initials _____ |
| <input type="checkbox"/> Two (2) working days prior to placing curbs, gutters, and sidewalks. <ul style="list-style-type: none"><li>• Density and “proof rolling” tests required.</li></ul> <i>Take special care to make sure concrete curb &amp; gutter stay true, with no chips. Concrete patching is not allowed. Sawcut and removal of chipped sections is required prior to final approval.</i> | Developer Initials _____ |
| <input type="checkbox"/> Three (3) working days prior to roadway paving.   | Developer Initials _____ |
| <input type="checkbox"/> Two (2) working days prior to start of work on cast-in-place concrete structures.   | Developer Initials _____ |

## 5. Temporary Erosion and Sedimentation Controls (TESC)

- |  |                          |
|--|--------------------------|
| <input type="checkbox"/> Clearing limits shall be accurately flagged in the field as shown on the approved Plans, prior to clearing. <ul style="list-style-type: none"><li>• Planning inspection required.</li><li>• Developers survey verification form.</li></ul>  | Developer Initials _____ |
| <input type="checkbox"/> Native Growth protection easements shall be flagged or fenced as shown on the approved Plans. <ul style="list-style-type: none"><li>• Planning Department inspection required.</li></ul>  | Developer Initials _____ |
| <input type="checkbox"/> Erosion and sediment controls shall be installed as the first step of construction. <ul style="list-style-type: none"><li>• Public Works inspection required.</li></ul>   | Developer Initials _____ |
| <input type="checkbox"/> Field conditions may require that erosion and sedimentation measures indicated on the plans be modified or supplemented.  | Developer Initials _____ |
| <input type="checkbox"/> The Developer is responsible for the adequacy of all erosion and sediment controls throughout the life of the project.  | Developer Initials _____ |
| <input type="checkbox"/> Control soil/mud track-off onto existing streets. If contamination occurs on adjacent streets, vacuum street sweeper must clean roadway. To ensure streets stay clean the Developer/Applicant shall provide the following: <ul style="list-style-type: none"><li>• Install rock pad or truck wash at construction entrances; and</li><li>• Wash truck tires (on-site) if necessary; and</li><li>• Keep adjoining roads clean; and</li><li>• Do not wash mud, silt, paint, concrete slurry, chemicals, etc. into drainage systems.</li></ul> | Developer Initials _____ |

# AGENDA FOR MEETING

(Check as Items are Discussed or Marked N/A)

- Provide an area on-site for clearing concrete trucks. Effluent from concrete operations shall not be allowed to enter the storm drainage systems. Developer Initials \_\_\_\_\_

## 6. Utilities and Storm Drainage

- Trench Compaction Method - Mechanical** Developer Initials \_\_\_\_\_
- All utility construction in City right-of-way requires a Street Use Permit. Developer Initials \_\_\_\_\_
- Copies of approved Plans and utility certificate must be provided before utility construction begins. Developer Initials \_\_\_\_\_
- Are there any underground crossings on existing County or City road? (See open cut policy and Duvall Road Standards section 3-8.03). Open cuts are not generally authorized. Parallel cuts in roadway require full width overlay. Developer Initials \_\_\_\_\_
- Location conflicts. Notify inspector prior to any relocation. Developer Initials \_\_\_\_\_
- Pipe specifications, bands, gaskets, bedding (WSDOT/APWA Standard Specifications). Developer Initials \_\_\_\_\_
- CPEP (N-12, Hi-Q) pipe not allowed. All pipe shall be profile wall PVC only (green).** Developer Initials \_\_\_\_\_
- Storm system shall be cleaned prior to final city approval. Developer Initials \_\_\_\_\_
- Finish work on all drainage structures: Developer Initials \_\_\_\_\_
  - Adjustment sections (minimum of one rise).
  - Grout all pipes/seams.
  - Ladders - extend to within 16 inches from bottom of each catch basin and securely fastened to CB frames, cover, and grates
    - Open grates: OUTFALL TO STREAM - DUMP NO POLLUTANTS.
    - Solid, Round, Locking lids: STORM or DRAIN
- Locking covers and grates required outside of traveled roadway.
- Lot stub-outs installed and staked prior to final approval: Developer Initials \_\_\_\_\_
  - Stake: 2x4 painted white and stenciled "Storm" or "Drain".
- All dry utilities including vaults, transformers, distribution lines, and gas main located within road section must be installed prior to final approval. Developer Initials \_\_\_\_\_
- Light poles and other obstacles must be located per City Engineer (generally no closer than 10 feet from traveled way). Developer Initials \_\_\_\_\_
- Call ONE-CALL (1-800-424-5555 or 811) and locate all existing utilities prior to starting any work. Developer Initials \_\_\_\_\_
- All road closures must be approved by Public Works, in advance. Developer Initials \_\_\_\_\_

## 7. Stormwater Retention/Detention (R/D) Facilities

- Property corners on easements and tracts must be permanently staked, and facilities must be built within the easement/tract as shown on the Plans. Developer Initials \_\_\_\_\_
- Pond slopes shall be 3:1 or flatter, unless otherwise approved. Pond bottoms must have positive drainage to prevent ponding unless otherwise approved. Developer Initials \_\_\_\_\_
- R/D facilities will be constructed and operational prior to any building construction; curbing, paving, final approval or recording of subdivision. Developer Initials \_\_\_\_\_
- Vaults: Cone snap ties are required for formwork and are to be removed and epoxy sealed at all interior and exterior wall surfaces. No flat ties are allowed. Developer Initials \_\_\_\_\_
- R/D facilities shall be cleaned and inspected prior to final approval. Developer Initials \_\_\_\_\_
- Control Structures:**
- Access road to control structure, pond bottom, vaults, or tanks: Developer Initials \_\_\_\_\_
  - Width: 12 feet (15 feet on curves)
  - Surfacing: per approved Plans
  - Slope: maximum 12%
  - Access: Bollards or fence w/gate
- Restrictor "T" section riser and gate control assembly: Developer Initials \_\_\_\_\_
  - Required inspection prior to "T" section installation.
  - Gate and outlet pipe must be watertight.

# AGENDA FOR MEETING

(Check as Items are Discussed or Marked N/A)

- Materials must be similar.
- Riser straps and gate chain/rod required.
- Must be able to open gate from the riser.

Locking covers shall be required on all facilities located outside the curb, ditch line, or normal driving surface. Developer Initials \_\_\_\_\_

## 8. City Roadway Certification Requirements

The following guidelines will be used by Public Works for minimum test and sample frequency. Additional tests may be required as the Inspector deems necessary.

Compaction control tests – current WSDOT Standards Developer Initials \_\_\_\_\_

Trenches: See PWDDS Chapter 2, Section 1.22, 1.23, 1.24, 1.25, 1.26 for trenching, bedding, CDF, compaction, and restoration details. Developer Initials \_\_\_\_\_

Minimum Compaction Testing Requirements:

- Minimum one test every trench, and one test every 100 feet of trench length.
- Test up to 50% trench depth (top 4 feet - 95%; below 4 feet - 90%).
- In-place densities and moisture contents shall be determined by using a nuclear density gauge.
- Test as trench is backfilled.

Controlled density fill (CDF) may be used above bedding.

Subgrade for pavement: WSDOT Sec. 2-06.3(2) Developer Initials \_\_\_\_\_

- Minimum one test every 100 feet (Duvall Road Stds) on roadway subgrade, under curb gutter, and sidewalk. Cut section: top 6 inches minimum density 95%. Curb gutter and sidewalk 95%.
- Firm and compacted under sidewalks (WSDOT Sec. 8-14).
- Proof roll with loaded dump truck required for roadway area, curb & gutter and sidewalks.

Compacting Earth Embankments: WSDOT Sec. 2-03.3(14)C Developer Initials \_\_\_\_\_

- Minimum one test every 100 lineal feet on each foot of fill
- A minimum of one test per lift.
- 95% top 2 feet; 90% below 2 feet.

Curbs, Gutters, and Sidewalks prepared and proof-rolled with a subgrade minimum density of 95%. Developer Initials \_\_\_\_\_

### Concrete Structures (WSDOT Standard Specifications Sec. 6-02)

Developer/contractor must notify inspector prior to beginning work (see Section 4 above). Developer Initials \_\_\_\_\_

Mix design for 3000 psi mix minimum must be used unless otherwise approved by Public Works. Developer Initials \_\_\_\_\_

- Mix shall be verified on delivery tickets provided to inspector.

Curbs must conform to PWDDS. Developer Initials \_\_\_\_\_

- Back must be 10" high and 6" in front.
- Sidewalks are 5" thick behind curb.

Joints in curb and gutter shall conform to PWDDS. Developer Initials \_\_\_\_\_

ADA ramps shall conform to nationally recognized Standards. Developer Initials \_\_\_\_\_

Slump tests: Max. 3" vibrated concrete, 7" non-vibrated concrete. Developer Initials \_\_\_\_\_

Cylinder tests, 7 days, 28-day strength, normally 3,000 psi. Developer Initials \_\_\_\_\_

### Concrete Structures Certification:

Bridges, retaining walls, and retention vaults must be designed by a structural engineer and may require special inspections per the Uniform Building Code.

- Special inspections required on this job?  Yes  No Developer Initials \_\_\_\_\_

# AGENDA FOR MEETING

(Check as Discussed or Marked N/A)

## 9. Roadway Surfacing & General Requirements: Review Standards not shown on Plans

- Asphalt paving-laydown methods/equipment: WSDOT Section 5-04 Developer Initials \_\_\_\_\_
  - Pavers self-contained, power-propelled units. Truck-mounted pavers shall only be used for paving of irregularly shaped or minor areas.
  - ½" HMA shall be placed.
  - Street and gutter shall be cleaned and all surfaced tacked.
- Full-width 1.5-inch thick grind and overlay required at road patches unless otherwise approved
- Mailbox stands, NDCBUs installed before Final Approval. Developer Initials \_\_\_\_\_
- Finish work on cut-and-fill slopes: PWDDS Chapter 3, Section 8.05. Developer Initials \_\_\_\_\_
- Safety and Traffic hazard: Developer Initials \_\_\_\_\_
  - Traffic control: required for all work in the right-of-way of the traveling public & must comply with the MUTCD.
  - Utility poles or other natural or manmade obstacles higher than 6".
  - Walls require end design protection.
- Roadside culverts, beveled ends. Developer Initials \_\_\_\_\_
- Quarry spalls: 6 inches minus WSDOT Sec. 9-13.6. Developer Initials \_\_\_\_\_
- Barricades - construction: orange and white, stripes sloped downward 45 degrees in the direction traffic is to pass: Developer Initials \_\_\_\_\_
  - Temporary closures: Type III.
  - Street termination permanent: red and white stripes and end of road marker.

### Plan Change or Revision Procedure

- Any changes to the originally approved Plans will require a Plan Change/Revision and must be reviewed and approved by Public Works prior to construction and approval. Developer Initials \_\_\_\_\_
- Approved Revision sheets must be kept on site with original approved Plans. Developer Initials \_\_\_\_\_
- Review fees based on hourly rate of reviewer. Fees change annually. Developer Initials \_\_\_\_\_

### Inspection Fees/Additional Financial Guarantees

- Projects not receiving final construction approval within the first 12 months will be subject to additional hourly inspection fees, which change annually. Developer Initials \_\_\_\_\_
- Additional fees apply to Bond (financial guarantee) reduction or release inspections. Developer Initials \_\_\_\_\_
- Third re-inspect shall be subject to additional fees and charges. Please refer to the Building Department policy. Developer Initials \_\_\_\_\_

### Financial Guarantees

- Public improvements shall require a Maintenance and Defect Bond (financial guarantee) that will guarantee improvements for one or two years. If applicable, these financial guarantees will be required before Final Approval. Developer Initials \_\_\_\_\_
- Commercial permits require a Performance Final Guarantee for site work if temporary occupancy is requested before Final Approval. Developer Initials \_\_\_\_\_
- New projects require a two-year Maintenance and Defect Bond (financial guarantee) for all roadway and utilities that are to be turned over the City upon Final Plat, that also includes ditch work. Developer Initials \_\_\_\_\_

## 10. Code Enforcement (fines may include hourly rate for inspector)

<input type="checkbox"/> Construction Deficiency	Offense	Violation Fine	SAO Violation Fine	Developer Initials _____
Notice of Violation	1	Warning	Warning	
2 <sup>nd</sup> Violation	2	\$500	\$2,000	
3 <sup>rd</sup> Violation	3	\$1,000	\$4,000	
Stop Work Order	4	\$1,500	\$6,000	
Violation w/Order	5	\$3,000	\$8,000	

# AGENDA FOR MEETING

(Check as Discussed or Marked N/A)

## 11. Bond (Financial Guarantee) Forfeiture

- Restoration Bond (financial guarantee): Developer Initials \_\_\_\_\_
  - Can be used at any time after noticed by the City.
- Performance Bond (financial guarantee): Developer Initials \_\_\_\_\_
  - All improvements must be approved within one year from recording.
- Maintenance & Defect Bond (financial guarantee): Developer Initials \_\_\_\_\_
  - One to 2-year warranty period.
  - Repairs must be completed within 30 days.

## 12. Expiration of Approval

- All projects have an expiration date after which the Plan approval is null and void. The expiration date for this project is \_\_\_\_\_. Plats and Short Plats that are recorded (Final Approval) do not expire. Developer Initials \_\_\_\_\_
- If the project cannot be completed before the expiration date, you must apply for an extension. Developer Initials \_\_\_\_\_
  - For Plats/Planned Unit Developments (PUD):
    - Preliminary Plat/PUD extensions are approved by Ordinance; contact the Planning Department.
  - For Short Plats and Street Use Permits:
    - Preliminary Short Plat and Street Use Permit extensions are approved by Engineering; contact the Engineering Review Section.
  - For Design Review Approval:
    - Contact the Planning Department.
  - For Commercial Permits:
    - Commercial Permits can be extended in writing by the Building Official; contact the Building Department.

## 13. Expiration of Approval

- Initiated at the time project is completed or request for Certificate of Occupancy. Developer Initials \_\_\_\_\_
- Allow 15 days to schedule inspection; 5 days to prepare punch list. Developer Initials \_\_\_\_\_
- Punch lists are good for 30 days and shall be subject to revision upon reinspection after 30 days. Otherwise, no changes shall be made to the punch list unless directed by the Inspector. Developer Initials \_\_\_\_\_
- Inspection and punch list timelines are subject to staffing level limitations. Developer Initials \_\_\_\_\_

## 14. Specific Notes:

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## 15. Specific Notes:

As Developer or his/her Designated Representative, I understand the requirements of the City of Duvall inspection and construction procedures and agree to abide by the conditions of the permit and engineering plans and the procedures discussed.

\_\_\_\_\_  
Signature Title Date

# APPENDIX D

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<a href="#">APPLICATION FOR CLEAR &amp; GRADE PERMIT</a> .....	ERROR! BOOKMARK NOT DEFINED.
<a href="#">APPLICATION FOR UTILITY DEVELOPER EXTENSION AGREEMENT</a> .....	ERROR! BOOKMARK NOT DEFINED.



**Public Works Department**  
**14525 Main Street NE**  
**P.O. BOX 1300**  
**Duvall, WA 98019**  
**(425) 788.3434**

<b>OFFICIAL USE ONLY</b>
Permit Number: _____
Date Received: _____
Received By: _____
Related Permit Number: _____

## APPLICATION FOR STREET USE PERMIT

### *PRIVATE CONSTRUCTION IN PUBLIC RIGHT-OF-WAY*

**A fee of \$\_\_\_\_\_ is required at time of application.**

Location of Project: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

- Type of Construction:
- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Sanitary Sewer   | <input type="checkbox"/> Storm Drain       | <input type="checkbox"/> Watermain     |
| <input type="checkbox"/> Detention System | <input type="checkbox"/> Concrete Sidewalk | <input type="checkbox"/> Concrete Curb |
| <input type="checkbox"/> Street Paving    | <input type="checkbox"/> Alley Paving      | <input type="checkbox"/> Other         |

If Other, please explain \_\_\_\_\_

Has a Concept Plan been submitted?  Yes  No

If Yes, has plan been approved?  Yes  No

\*\*\*\*\*

I have read and understand "Street Use Permit Procedures for Private Contract Construction in Public Right-of-Way" and Ordinance No. 524. I also understand the following:

- The surety bond must remain in force for a minimum of one year after acceptance of the project work by the City Engineer and Public Works Superintendent. The amount of the surety bond is the amount of the Construction Cost estimate of the project plus fifty percent (50%).
- The Engineering Cost Estimate is an estimate only, and any balance remaining after the charges have been made against the deposit will be remitted to the depositor. Should charges exceed the amount of the deposit, the permittee will be responsible for payment to the City.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_



**Public Works Department**  
**14525 Main Street NE**  
**P.O. BOX 1300**  
**Duvall, WA 98019**  
**(425) 788.3434**

<b>OFFICIAL USE ONLY</b>
Permit Number: _____
Date Received: _____
Received By: _____
Related Permit Number: _____

## APPLICATION FOR CLEAR & GRADE PERMIT

**ALL APPLICATIONS MUST INCLUDE THE FOLLOWING:**

1. Five copies of the site plan and application shall be submitted and must include:
  - a. The boundaries of the property for topsoil removal.
  - b. Means of vehicular ingress and egress to and from the site and the size and location of access points.
  - c. An illustration of the areas of said property where soil is proposed to be removed and also showing the soil berm, fence, or landscape type to be used to screen the grading operation from adjoining properties or public facilities.
  - d. The location of all existing and proposed structures, including, but not limited to, buildings, fences, culverts, bridges, roads, and streets. Include setbacks from property lines.
2. A grading plan showing the grade of soil both prior to and after the proposed removal, and engineering documentation and explanation of the effect of said soil removal upon the future installation of sewerage facilities, the effect upon future drainage, and the effect upon the water table located under said property.
3. Illustrated and descriptive narrative showing the removal sequence and the means proposed to be taken to ensure the continuity or natural site drainage flow without undue or uncontrolled ponding in retention areas.
4. Proposed actions to control dust and noise during the removal operation.
5. A proposed plan, including time sequence, for restoration of the land area after the removal of soil.
6. A listing of the names and addresses of all adjoining landowners.

***NOTE: The site plan must be at a scale of not more than an inch to 20 feet and not less than an inch of 50 feet.***

<b>NAME OF PROJECT</b>	_____
------------------------	-------

<b>OWNER NAME</b>	_____
Mailing Address	_____
City, State, and Zip	_____
Telephone	_____
Signature(s)	_____
Date	_____
Signature(s)	_____
Date	_____

I (we), the above-signed, do hereby affirm and certify, under penalty of perjury, that I am one (or more) of the owners or owner under contract of the below described property and that the foregoing statements and answers are true and correct on my information and belief as to those matters.

**CONTRACTOR NAME** \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City, State, and Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**ENGINEER / ARCHITECT NAME** \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City, State, and Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE NAME** \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City, State, and Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**PROPERTY LOCATION**

North  South  East  West Side of \_\_\_\_\_

between \_\_\_\_\_ and \_\_\_\_\_  
 (Road Name) (Road Name)

Property Address \_\_\_\_\_

Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Assessor's Parcel Number \_\_\_\_\_

Full description of subject property \_\_\_\_\_  
 separate sheet attached

**UTILITIES**

Water Supply or Utility Name  
 Existing \_\_\_\_\_ Proposed \_\_\_\_\_

Sewage Disposal Type or Utility Name  
 Existing \_\_\_\_\_ Proposed \_\_\_\_\_

Access (NAME OF ROAD OR STREET FROM WHICH ACCESS IS OR WILL BE GAINED)  
 Existing \_\_\_\_\_ Proposed \_\_\_\_\_

**CUT AND FILL**

Total Site Acreage \_\_\_\_\_ Total Impervious Coverage (sq. ft.) \_\_\_\_\_

Estimated amount of soil to be removed and/or filled each year for the next five years: \_\_\_\_\_

Year 1 20 Amount (cubic yards) \_\_\_\_\_

Year 2 20 Amount (cubic yards) \_\_\_\_\_

Year 3 20 Amount (cubic yards) \_\_\_\_\_

Year 4 20 Amount (cubic yards) \_\_\_\_\_

Year 5 20 Amount (cubic yards) \_\_\_\_\_

Is this a balanced cut and fill from within site?  Yes  No

If No, will the excavated material be taken off site?  Yes  No

If Yes, where will materials be deposited? Location: \_\_\_\_\_

What is the depth of the proposed fill or excavation at its highest point? \_\_\_\_\_

What is the purpose of the fill? \_\_\_\_\_ cubic yards

Is it in conjunction with a Building Permit?  Yes  No

Or is it in conjunction with any other Permits (City or County)?  Yes  No

If yes, what: \_\_\_\_\_

For grading within proposed rights-of-way? Plat Name: \_\_\_\_\_

Does the project site involve a landform or biological area such as beaches, marches, bogs, wetlands or steep slopes?  Yes  No

Are there any severe soils limitations or geologic hazards evident (e.g., slopes in excess of 15%, ravine or depression)?  Yes  No

Is the Project located within a potential or identified differential settlement area?  Yes  No

Is there any drainage going through the area to be filled or excavated, either all year or during rainy periods?  Yes  No

Does the proposed project involve a natural drainage channel or streambed?  Yes  No

Will construction occur within 50 feet of a water course (stream)?  Yes  No

Is the project within an identified 100-year flood plain (Federal Flood Insurance)?  Yes  No

Will the proposed project result in the removal of a natural resource for commercial purposes (including rock, sand, gravel, oil, trees, or minerals)?  Yes  No

Will the project alter the existing quantity, quality, or velocity of runoff (during construction, phases and/or after completion of the project)?  Yes  No

Can this fill or excavation cause damage in any way to downhill properties?  Yes  No

Has a soils report been completed on the subject property?  Yes  No

How has this subject been investigated? \_\_\_\_\_

What is the existing condition of the proposed fill or excavation site? \_\_\_\_\_

# CLEAR AND GRADE REQUIREMENTS

## OFFICIAL USE ONLY TO BE COMPLETED BY DUVALL PUBLIC WORKS

Where indicated by an "x", the following requirements shall be conditions for approval and shall be stated clearly on the grading plan.

- All disturbed areas, if left for a period of more than 30 days (i.e., if development of property or buildings is not initiated within 30 days following completion of the grading work) shall be grass seeded with a standard hydroseed or other City approved vegetation.
- No grading of any kind shall be undertaken on the City rights-of-way or alleys.
- The maximum slope of all cuts shall be 2 horizontal to 1 vertical (2:1). Steeper cuts may be allowed when approved building permits for retaining wall structures and rockeries have been issued.
- It shall be the permittee's responsibility to keep clean adjacent City streets, which have become soiled through the permittee's operation. All materials spilled, dropped, washed, or trucked from vehicle onto roadways or into storm drains must be removed immediately. At the City's request, the permittee shall promptly wash adjacent streets.
- The erosion sedimentation control systems depicted on the plat drawing are intended to be minimum requirements to meet anticipated site conditions. As construction progresses and unexpected or seasonal conditions dictate, the permittee should anticipate that more erosion and sedimentation control facilities will be necessary to ensure complete siltation control on the proposed site. During the course of construction, it shall be the obligation and responsibility of the permittee to address any new conditions that may be created by his activities and provide additional facilities, over and above minimum requirements, as required by the City and as may be needed to protect adjacent properties and water quality of the receiving drainage system.
- It shall be the permittee's responsibility to control drainage, as required by the City Inspector. Upon completion of grading covered by this permit, adjacent properties shall be protected from any and all surface drainage generated by the subject property.
- All adjacent properties shall be left undisturbed.
- Provide a filter fabric fence along all downhill side property lines and streets, prior to lot activities.
- Provide a construction, rock, and entrance to help control any foreign materials from leaving the project site.

<b>Special Requirements</b>	<b>OFFICIAL USE ONLY</b>
Drainage Report _____	By: _____
Soil Test _____	By: _____
Compaction Test _____	By: _____
<b>DEVELOPMENT REVIEW COMMITTEE:</b>	
Conditions: _____	
_____	
Bond Secured: <input type="checkbox"/> Yes <input type="checkbox"/> No    Amount:    \$ _____	No. _____
Approved By: _____	Plan Review Fee: _____
Date: _____	Permit Fee: _____
Date Expires: _____	Total Fee: _____



Small Town. Real Life.

**Public Works Department**  
**14525 Main Street NE**  
**P.O. BOX 1300**  
**Duvall, WA 98019**  
**(425) 788.3434**

## APPLICATION FOR UTILITY DEVELOPER EXTENSION AGREEMENT

This form must be completed (clearly printed or typed) and submitted to the City to file an application. In addition, the applicant shall provide all information as required by the attached checklist and all fees as determined by the Public Works Director (see attached Fee Schedule). For questions, please contact the Public Works Department at 425.788.3434.

Applicant Name:		
Applicant Address:		
Applicant Phone Number:		
Signature:		Date:
Project / Development Name:		
Project Address (including nearest intersections):		
Description of Proposal:		
Assessor / Tax Parcel Number(s):		
<b>FOR STAFF USE ONLY</b>		
File No.:	Received By:	Date Received:

# APPENDIX E

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# FINAL PLAT SUBMITTAL

The applicant will file a final plat application (Type V Permit) that will include the information listed in the applications requirements table and three paper copies and one electronic copy of the following additional items:

- A. **TITLE:** A certificate of title from a title company (less than 30 days old) containing a legal description of the property to be subdivided and confirmation that the title of such property belongs to the stated owners. Said certificate shall identify all encumbrances against the property to be subdivided. The certificate shall further demonstrate that any dedications or deeds to the city associated with the subdivision, including easements, will be free and clear of all encumbrances. Date must be within 60 days of date scheduled for planning commission.
- B. **BILLS OF SALE:** If the plat is subject to a dedication, a certificate, or a separate written instrument containing the dedication of all streets, utilities, and other areas to the public, and individual or individuals, religious society or societies, or to any corporation, public or private, as shown on the plat, and a waiver of all claims for damage against any government authority which may be occasioned to the adjacent land by the established construction, drainage, and maintenance of such road. The certificate or instrument of dedication shall be signed and acknowledged before a notary public by all parties having any ownership interest in the lands subdivided including a statement that a subdivision has been made with the free consent and in accordance with the desire of the owner or owners and recorded as a part of the final plat.
- C. Site must be signed off by Inspector or City Engineer including completion of all utilities (sewer, water, and storm) and each lot's services marked and installed. All lots must be surveyed, and lot corners set with tack and washer in concrete curb or rebar and yellow cap clearly visible outside concrete areas. Punch list items from inspector must be completed. All roads, curb and gutter, streetlights, and mailbox clusters must be installed and approved.
- D. Submit as-built drawings along with bond quantity worksheet in both paper and electronic formats.
- E. Computer generated closures for the plat boundary, rights-of-way, centerlines, lots, and tracts.

## Review and Approval of Final Plat

The City Engineer or its Surveyor shall check the plat for accuracy and conformance with the approved preliminary plat and the requirement of city ordinances and state law.

- A. The "final plat" shall consist of a plat map and survey information attachments. The approved preliminary plat may be used as the final plat provided all specification requirements of this section are included. The final plat map shall be prepared by or under the supervision of a licensed land surveyor registered in the State of Washington and prepared in black ink on mylar at a scale to make the overall dimensions of the map eighteen (18) inches wide and twenty-two (22) inches long. The plat shall include the following information:
  - 1. Information included on the approved preliminary plat in accordance with Duvall Municipal Code (DMC) 14.66; and

2. The name of adjacent plats and unplatted property shall be identified using dotted lines; and
3. The name of the subdivision (limited to 33 spaces per King County Auditor's requirement), name(s) of the subdivider(s) and the name of the registered surveyor that prepared the plat shall be on all maps and surveyor notes; and
4. All lots shall be dimensioned and numbered consecutively starting with number one (1) and show the lot area and the building setback lines in accordance with the zoning codes; and
5. Show the length and bearing of all straight lines, central angles, radii, and curve lengths of all curves; and
6. Include all dimensions along lot lines with accurate dimensions in feet and hundredths of feet with true bearings an angle to streets and alley lines; and
7. Include basis of bearings utilizing suitable primary control points, approved by the City Engineer, or descriptions and ties to such control points, to which all dimensions, angles, bearings and similar data given on the plat shall be referred; and
8. Include accurate distances, bearings, locations, and dimensions of the plat boundary lines, street lines, monuments and corporate limit, township or section lines which are referenced to a survey datum as prescribed by the City Engineer; and
9. Show on the face of the plat map, all land which is offered for dedication to the City related to streets, alley ways, easements, parks, open space, and other public use and/or dedication to other person and persons or entities for other purposes as shown on the approved preliminary plat. Any dedication, donation, or grant shown on the face of the plat shall be considered for all intent and purposes as a quit claim deed; and
10. The final plat shall contain a legal description of the subdivision property; and
11. The final plat shall show the easement provisions, restrictions section, dedication, and certification statements with appropriate signatures and seals, as set forth in greater detail in the appendix to title 14, before the subdivision is approved and recorded; and
12. Dedicated Road Note: "This portion is dedicated to the public use for road purposes upon the recording of this plat" (if applicable); and
13. Public drainage tracts: Tract\_is conveyed to the City of Duvall or its successor agency for drainage purposes upon the recording of this plat; and
14. Private Drainage Easement Covenant (if applicable):  

Structures, fill, or obstructions (including but not limited to decks, patios, outbuildings, or overhangs) shall not be permitted beyond the building setback line of the public drainage easements. Additionally, grading and construction of fencing shall not be allowed within the public drainage easements shown on this plat map unless otherwise approved by The City of Duvall or its successors agency.
15. Tracts:  

For Private Tracts:

Tract\_\_is for (drainage, open space, SAT, recreation, etc.) and is conveyed to the\_\_\_\_\_ Homeowners Association upon the recording of this plat.

The\_\_\_\_\_Homeowners Association shall be responsible for the maintenance of said Tract.

- B. If the City Engineer finds that the plat is not in accordance with the preliminary plat, the approved construction drawings, and/or development requirements and standards of this code, the City Engineer shall return the plat application to the applicant along with a notice of the issues or decisions that were not complied with.
- C. If the City Engineer finds that the plat meets city requirements, the City Engineer shall sign the plat drawing and transmit it to the City Council for review.

**Table 1. Final Subdivision Procedure – Short and Long Plats**

<b>DMC 14.66.080</b>	<b>Property Owner / Developer / Applicant</b>	<b>Engineering Department</b>	<b>Development Review Committee (DRC)</b>	<b>Planning Commission</b>	<b>City Council</b>	<b>Public &amp; Parties of Record</b>
<b>A. Submit method of installing improvements</b>	<b>X</b>	<b>X</b>			<b>O</b>	
<b>B. City Council selection of method of improvements, if not all improvements completed by final plat.</b>					<b>X</b>	<b>O</b>
<b>C. Review Construction Compliance</b>		<b>X</b>				
<b>D. Submit As-Built Drawings</b>	<b>X</b>					
<b>E. Review/Approval of As-Built Drawings</b>		<b>X</b>				
<b>F. Submit required bonding</b>	<b>X</b>	<b>O</b>				
<b>G. Submit Final Subdivision Application</b>	<b>X</b>					
<b>H. Notice of Complete Application OR Notice of Incomplete Application</b>		<b>X</b>				
<b>I. Submit Final Subdivision Application Submission</b>	<b>X</b>					
<b>J. Review/Approval of Final Subdivision Application</b>	<b>O</b>	<b>X</b>	<b>X</b>	<b>O</b>		
<b>K. City Council Review/Approval of Final Subdivision</b>	<b>O</b>	<b>X</b>	<b>O</b>	<b>O</b>	<b>X</b>	
<b>L. Record Final Subdivision</b>	<b>X</b>	<b>X</b>				
X = major role/responsibility O = minor role/responsibility						

- D. A performance bond, maintenance bond, or other acceptable surety in the forms previously approved by City Council. Public Works, Landscape, and other Performance Bonds shall be 150% of calculated construction cost including contingency based on the approved Bond Quantity Worksheet.
- E. A fee deposit to cover all costs of processing the final plat application.

## **Face of Plat Requirements**

Proper identification of all setbacks, environmentally sensitive areas and setbacks from environmentally sensitive areas as well as items in accordance with RCW 58.17:

1. Name of Subdivision
2. The name and registration of the Surveyor preparing the Plat
3. Source of title, giving deed record book and page number
4. Date of drawing, north arrow, and graphic scale
5. Location of tract by legal description, giving total acreage
6. Key map when more than one sheet is required to present the plan
7. True courses and distances to the two (2) nearest established section corners, benchmarks, or other recognized permanent monuments which shall accurately describe the locations of the plat
8. Accurate location and description of all monuments plus size and material of which the monuments are constructed
9. Exact boundary lines of the tract indicated by a heavy line or other acceptable control traverse, giving dimensions to the nearest one-tenth (1/10) foot, and angles to the nearest minute, which shall be balanced and closed with an error of closure not to exceed one (1) to five thousand (5,000)
10. Municipal, county, and section line locations accurately tied to the lines of the subdivision by distances and angles
11. Street, alley, and other right-of-way lines, including location, width, and names of streets
12. The location or designation of all streets, alleys, parks, and other areas intended to be dedicated or deeded to the public use, with proper dimensions
13. Street center lines showing angles of deflection, angles of intersection, radii, length of tangents and arcs, degree of curvature, and all required curve data
14. Lot lines with dimensions to the nearest one-tenth (1/10) foot, necessary internal angles, arcs and chords, and radii of rounded corners
15. Dimension and location of all setback lines and lot and block numbers
16. Easements and public service or utility right-of-way lines, giving dimensions, locations, and purpose
17. Accurate outlines and descriptions of any areas to be dedicated or reserved for public use or acquisition, with the purposes indicated thereon; and of any areas to be reserved by deed covenant for common use by all property owners
24. Four (4) elements of all circular curves shall be shown (radius, arc length, chord bearing and cord length)
25. All public and private rights-of-way or easements which are known or observed adjoining or crossing the land surveyed.
18. Certificate of Surveying
19. Certificate of Engineering Accuracy

20. Certificate of Ownership
21. Certificate of Final Plat Approval
22. Certificate of Recording
23. Space for the approval of the City Engineer, City Council, City Community Development Director, City Finance Director, King County Assessor, King County Treasury Manager

Other requirements and language:

- The City Engineer may also require the inclusion of other municipal restrictions pertaining to the plat to be placed on the plat.
- Landslide hazard areas/Steep slopes: 50' buffer unless otherwise approved following an engineering evaluation, 15' setback from buffer.
- Sensitive Area Setback: 15'.
- Wetlands: TBD based on Critical Area Study – 25' buffer or more if at toe of slope, and 15' setback.
- Streams: TBD based on Critical Area Study – 25' buffer or more if at toe of slope, and 15' setback.
- Notice on title of sensitive area or buffer shown on plat.
- Tract for all sensitive areas and buffers if applicable.
- Name of adjacent plats and unplatted property identified with dotted lines.
- Maintenance by homeowners.
- Any additional information required by the City Engineer.

*Please note that specific preliminary plat and SEPA conditions may impose requirements different from those detailed above.*

## Final Plat Certification Requirements

The final plat shall show certification statements in accordance with Chapter RCW 58.17, Chapter 64.90 RCW, and Chapter 332-130 WAC and appropriate signatures and seals before the subdivision is approved and recorded.

### Legal Description and Owners Statement

**Owner:** The certificates shall be signed and acknowledged before a notary public by all parties having any ownership interest in the lands subdivided.

- Legal Description.
- Dedication.

Know all people by these presents that I, or we the undersigned, owner(s) in fee simple and encumbrances of the land hereby platted, declare that the subdivision as described by the following legal description has been made with the free consent and in accordance with the desires of the owner, or owners, and hereby declare this plat and dedicate upon recording of this plat, to the public forever all roads, easements and rights-of-way shown hereon, except those designated as private; with the right to make all necessary slopes for cuts and fills, and the right to continue to drain said road and right-of-way over and across any lots or lots where water might take a natural course, and the original reasonable grading of the roads and rights-of-way shown hereon.

Following the original reasonable grading of the roads and rights-of-way shown hereon, no drainage waters on any lot or lots shall be diverted or blocked from their natural course

so as to discharge upon any public rights-of-way or to hamper proper drainage. Any enclosing of drainage waters in culverts or drains or rerouting thereon across any lots, as maybe undertaken by or for the owner of any lot, shall be done by and at the expense of such owner.

- Declaration as required by code and statute.

## Approvals

### **City Engineer.**

I, the City Engineer for the City of Duvall, Washington, have reviewed the plat and have found it to comply with the provisions of the approved preliminary plat and the requirements and standards of the City's subdivision code, and therefore recommend approval on this (day and date).

- City Engineer signature line.

### **Community Development Director.**

I, the Community Development Director for the City of Duvall, Washington, have reviewed the plat and have found it to comply with the provisions of the approved preliminary plat and the requirements and standards of the City's subdivision code, and therefore recommend approval on this (day and date).

- Community Development Director signature line.

### **Finance Director.**

I hereby certify that there are no delinquent special assessments, and that all special assessments on any of the property herein contained dedicated as streets, alleys, or for other public use and paid in full this (day and date).

- Finance Director signature line.

### **City Council.**

The City Council has reviewed the final plat for compliance with the approved preliminary plat requirements and standards of the City's subdivision ordinance and required letters of recommendations and approves the subdivision on this (day and date).

- Mayor signature line, City Clerk to Attest.

## Registered Land Surveyor's Certification

**Surveyor:** The certificates shall be signed and acknowledged before a notary and the surveyor shall place their seal and signature on the plat, along with:

- A statement certifying that the plat was prepared by them, or under their supervision;
- A statement certifying that the plat is a true and correct representation of the land surveyed;
- A full and correct description of the land to be divided.

## King County Approvals

### King County Treasury Division.

I certify that all property taxes are paid, that there are no delinquent special assessments certified to this office for collection. All special assessments certified to this office for collection on any of the property herein contained dedicated as streets or alleys or for other public uses are paid in full (day and date).

- King County Treasury Manager and Deputy King County Treasury Manager signature line, Tax Account No. line.

### King County Department of Assessments.

Examined and approved this (day and date).

- Assessor and Deputy Assessor signature lines.

### Recording Certificate.

Recording No. \_\_\_\_\_

Filed for record at the request of the Duvall City Council this (day and date) at \_\_\_ minutes past \_\_\_ o'clock \_\_\_ m., and recorded in Volume \_\_\_ of Surveys at page \_\_\_\_\_, Records of King County, Washington.

### DIVISION OF RECORDS AND ELECTIONS

- Manager and Superintendent of Records signature line.

## Basis of Bearing, Survey Notes, and References

*(INSERT BASIS OF BEARING, SURVEY NOTES, AND REFERENCES)*

## Restrictions

1. No lot or portion of a lot in this plat shall be divided and sold or resold or ownership changed or transferred whereby the ownership of any portion of this plat shall be less than the area required for the use district in which located.
2. Structures contained within this subdivision shall comply with applicable Building Codes as adopted by the State of Washington and/or the City of Duvall.
3. (UPDATE AS REQUIRED BY NOTICE OF DECISION AND PLANNING DEPARTMENT) Every lot shall have a front yard Building Setback Limit of not less than ten (10) feet. In the case of corner lots the front yard depth requirements shall apply to BOTH front yards.
4. (UPDATE AS REQUIRED BY NOTICE OF DECISION AND PLANNING DEPARTMENT) Every lot shall have a side and back yard Building Setback Limit of not less than five (5) feet. On lots where the rear yard abuts a public right-of-way greater than sixteen (16) feet in width the rear yard shall have a minimum depth of ten (10) feet.
5. Additional Building Setback Limits from easements have been designated (as shown on the face of the plat) as required by the City of Duvall Public Works Department.

6. Structures or obstruction (including, but not limited to, decks, patios, outbuildings or overhangs) shall not be permitted beyond the building setback line or within public utility easements.
7. All building downspouts, footing drains, and drains from all impervious surfaces such as patios and driveways shall be connected to the permanent storm drain outlet as shown on the approved construction drawings No. \_\_\_\_\_ on file with the City of Duvall. This plan shall be submitted with the application for any building permit. All connections of the drains must be constructed and approved prior to the final building inspection approval. For those lots that are designated for individual lot infiltration systems, the systems shall be constructed at the time of the building permit and shall comply with said plans. All individual stub-outs and infiltration systems shall be privately owned and maintained by the lot owner.
8. This plat and lots herein shall be subject to Traffic Impact Fees, Park Impact Fees, Sewer General Facilities Charges, Water Capital Improvement Charges and Stormwater General Facilities Charges in accordance with Duvall Municipal Code 14.58.050 and shall be collected at issuance of building permits, using the fee schedule then in effect.
9. This plat and lots herein shall be subject to School Impact and Administration Fees in accordance with Duvall Municipal Code 14.58.050. Impact fees shall be collected at issuance of Building Permit using the fee schedule then in effect at time of building permit application.
10. Maintenance of sidewalk, landscape, and clear passage is the duty of the adjacent homeowner unless otherwise maintained by the (INSERT NAME) Homeowners Association. No yard waste or other debris shall be deposited within sensitive areas, easements, or tracts. Yard waste or other debris shall be removed by the adjacent homeowner unless otherwise maintained by the (INSERT NAME) Homeowners Association.

*[The exact wording of the restrictions section of the final plat may be modified by the City Engineer to reflect amendments, deletions, or additions to municipal regulations or state law. The City Engineer may also require the inclusion of other municipal restrictions pertaining to the plat.]*

## **Easement Provisions**

1. In addition to any other easements shown on the face of the plat, an easement is hereby granted and reserved for the City of Duvall, any power company, natural gas company, telephone company, or cable television company and their respective successors and assigns, under and upon the exterior ten (10) feet parallel with and adjacent to the road frontage and 2.5 feet of side lot lines of all lots. The purpose of the easement is to install, lay, construct, renew, operate and maintain underground conduits, cable and wire with necessary facilities and other equipment for the purpose of serving this subdivision and other property with electricity, natural gas, telephone, sewer and water service, drainage, and cable television. The easement shall include the right to enter upon the lots at all times for the purposes herein stated. After entry pursuant to these easements, the property shall be restored as near as possible to its original condition. No lines or wires for the transmission of electric current or for telephone use or cable television shall be placed or permitted to be placed upon any lot unless the same shall be underground or in conduit attached to a building.
2. All drainage easements within this plat, not shown as "Private", are hereby granted and conveyed to the City of Duvall for the purpose of conveying, storing, managing and facilitating storm and

surface water per the engineering plans approved for this Plat by The City of Duvall, together with the right of reasonable access (ingress and egress), to enter said drainage easement for the purpose of inspecting, operating, maintaining, repairing, and improving the drainage facilities contained therein. Note that except for the facilities which have been formally accepted for maintenance by the City of Duvall, maintenance of drainage facilities on private property is the responsibility of the property owner. The owners of said private property are required to obtain prior written approval from the City of Duvall, and any required permits from the City of Duvall Public Works Department for activities such as clearing and grading, prior filling, piping, cutting or removing vegetation (except for routine landscape maintenance such as lawn mowing) in open vegetated drainage facilities (such as swales, channels, ditches, ponds, etc.) or performing any alterations or modifications to the drainage facilities, contained within said drainage easement. This easement is intended to facilitate reasonable access to the drainage facilities. This easement and covenant shall run with the land and is binding upon the owners of said private property, their heirs, successors and assigns.

3. (IF APPLICABLE) Drainage Easement Restrictions: Structures, fill, or obstructions (including but not limited to decks, patios, outbuildings, or overhangs) shall not be permitted beyond the building setback line of the public drainage easements. Additionally, grading and construction of fencing shall not be allowed within the public drainage easements shown on this plat map unless otherwise approved by The City of Duvall or its successor agency.

### **Wording for Easements and Tracts (as applicable)**

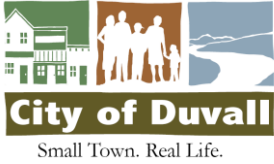
1. Dedication of Native Growth Protection Areas (NGPA) and Native Growth Protection Area Easements (NGPA/E) establishes on all present and future owners and users of the land, an obligation to leave undisturbed all trees and other vegetation within the area, for the purpose of preventing harm to property and the environment, including but not limited to controlling surface water runoff and erosion, maintaining slope stability, buffering and protecting plants and animal habitat, except for the removal of diseased or dying vegetation which presents a hazard or implementation of an enhancement plan required or approved by the City. Any work, including removal of dead, diseased, or dying vegetation, is subject to permit requirements of City of Duvall codes. The City of Duvall shall have the right, but not the obligation, to enforce the requirements, terms, and conditions of this restriction by any method available under law. The obligation to ensure that all terms of the NGPA or NGPA/E are met is the responsibility of the underlying owner.
2. Dedication of Retained Vegetation Areas (RVA) establishes, on all present and future owners and users of the land, an obligation to leave existing health trees and understory undisturbed and limits landscaping or other alteration to removal of nuisance understory (such as blackberries) and replacement with native or compatible species with a growth habit at maturity comparable to native vegetation for the purpose of preventing harm to property and the environment, including but not limited to controlling surface water runoff and erosion, maintaining slope stability, buffering and protecting plants and animal habitat and for aesthetic and other purposes. Any work, including landscaping or removal of dead, diseased, or dying vegetation, is subject to permit requirements of City of Duvall codes. The City of Duvall shall have the right, but not the obligation, to enforce the requirements, terms, and conditions of this restriction by any method available under law. The obligation to ensure that all terms of the RVA are met is the responsibility

of the underlying owner.

3. Easements dedicated as trails are for non-motorized public use and convey to the public a beneficial interest within the easement. Trails within the easement shall be maintained by *(INSERT HOMEOWNERS ASSOCIATION NAME)*. The City of Duvall shall have the right, but not the obligation, to maintain public trails and to enforce the requirements, terms, and conditions of the easement.

**RETURN ADDRESS:**

City of Duvall  
Attn: Public Works Department  
14525 Main Street NE  
P.O. BOX 1300  
Duvall, WA 98019



## PERFORMANCE BOND

STATE OF WASHINGTON

COUNTY OF KING

CITY OF DUVALL

Storm Drainage  Sanitary Sewer  Water  Streets

KNOW ALL PEOPLE BY THESE PRESENTS: That \_\_\_\_\_, as Principal, and \_\_\_\_\_, a Corporation organized and existing under and by virtue of the laws of \_\_\_\_\_, as surety, are held firmly bound unto the City of Duvall in the County of King, State of Washington, in the amount of \$ \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) for the payment of which, well and truly to be made, we firmly bind ourselves, and each of our heirs, executors, administrators, and assigns, jointly and severally be these presents.

The condition of the foregoing obligation is such that the above-named Principal has filed a plat of a subdivision named \_\_\_\_\_, in Section \_\_\_\_\_, Township \_\_\_\_\_ North, Range \_\_\_\_\_ East, W.M., in King County, State of Washington, and agreed to construct streets, drainage facilities, a water system, sanitary sewer facilities, and other appurtenant devices for said subdivision in accordance with plans and specifications approved by the City Engineer.

The Principal and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors and assigns to the City of Duvall, King County, Washington, for the performance of the construction of the subdivision improvements and appurtenant devices described in the attached Exhibit "A" in accordance with the above-referenced plans and specifications on or before the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Principal and Surety agree that in the event the improvements are not completed and approved by the City on or before the above-referenced date, and 5 days after mailing of notice of failure to complete the improvements from the City to the Principal and Surety at the addresses specified below, the Surety agrees to:

- a. arrange with reasonable promptness for the Principal, with the agreement of the City, to complete the construction improvements; or

- b. undertakes to perform and complete the construction improvements itself, with reasonable promptness, through its qualified agents or qualified independent contractors; or
- c. waives its right to perform and complete construction of the required improvements with reasonable promptness and tenders payment to the City of Duvall the amount necessary for the City to complete the required construction, said amount not to exceed the limits of the bond.

If the Surety does not proceed as provided in Paragraph 4 with reasonable promptness, the Surety shall be deemed to be in default on this bond fifteen days after receipt of an additional written notice from the City to the Surety demanding that the Surety perform its obligations under this Bond, and the City shall be entitled to enforce any remedy available to the City. Any proceedings, legal or equitable, under this Bond shall be instituted in the King County Superior Court of the State of Washington. In the event suit is filed with regard to the parties rights and duties under this bond, the prevailing party in such legal action shall be entitled to recover court costs and reasonable attorney's fees.

Upon acceptance of all constructed improvements by the City of Duvall this obligation shall be void, otherwise to remain in full force and effect.

Should the costs of construction exceed the amount of this bond, the Principal shall remain liable for such additional costs. Nothing herein shall be construed to make the Surety liable to the City of Duvall for any amounts in excess of the face amount of this bond.

Signed, sealed, and delivered this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_  
Principal

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Title: \_\_\_\_\_

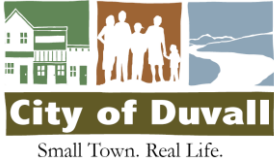
By: \_\_\_\_\_  
Surety

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_  
Attorney-in-Fact

**RETURN ADDRESS:**

City of Duvall  
Attn: Public Works Department  
14525 Main Street NE  
P.O. BOX 1300  
Duvall, WA 98019



## MAINTENANCE BOND

STATE OF WASHINGTON

COUNTY OF KING

CITY OF DUVALL

Storm Drainage  Sanitary Sewer  Water  Streets

KNOW ALL PEOPLE BY THESE PRESENTS: That we \_\_\_\_\_  
\_\_\_\_\_, a Washington Corporation, as Principal, and \_\_\_\_\_  
\_\_\_\_\_, a Corporation organized and existing  
under and by virtue of the laws of \_\_\_\_\_, as surety, are held firmly bound unto the  
City of Duvall in the County of King, State of Washington, in the penal sum of \$ \_\_\_\_\_  
\_\_\_\_\_ Dollars (\$ \_\_\_\_\_) for the payment of which, well and truly to be made, we firmly  
bind ourselves, our and each of our heirs, executors, administrators, and assigns, jointly and severally  
by these presents.

The condition of the foregoing obligation is such that the above-named Principal has filed a plat of a  
subdivision named \_\_\_\_\_ in Section \_\_\_\_\_, Township \_\_\_\_  
\_\_\_\_\_ North, Range \_\_\_\_\_ East, W.M., King County, State of Washington and constructed streets,  
drainage facilities, water systems, sanitary sewer facilities, and other appurtenant devices for said  
subdivision.

And the further condition that the principal will warrant the performance and guarantee workmanship  
and materials used in said construction by making repairs, correcting deficiencies and performing  
emergency maintenance on subject streets, drainage facilities, water system, sanitary sewer facilities,  
and other appurtenant devices for a period of not less than two year from the date of the final  
acceptance of said subdivision. Principal and Surety further agree to promptly reimburse the City of  
Duvall for emergency repairs and/or maintenance necessary to preserve and maintain public safety  
and welfare. Payment for all such emergency repairs and/or maintenance performed by the City shall  
be made within 10 days of the billing therefore by the Principal or the Surety. Non-emergency  
necessary repairs and maintenance shall be performed by the Principal within seven (7) days of receipt  
of a written notice from the City directing performance of such work. If the Principal shall fail to make  
such repair or maintenance, the City may perform the work or have the work performed and the cost  
of the work shall be paid to the City by the Principal or Surety within 10 days of billing. At the end of

the two-year period of maintenance by the Principal, the City will inspect at the Principal's request subject streets, drainage, water system, sanitary sewer facilities, and other appurtenant devices and, if in a condition satisfactory to the City Engineer, then this obligation shall be void, otherwise to remain in full force and effect.

Should the costs of maintenance and repair during the two-year period exceed the amount of this bond, the Principal shall remain liable for such additional costs. Nothing herein shall be construed to make the Surety liable to the City of Duvall for any amounts in excess of the face amount of this bond.

Signed, sealed, and delivered this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_

Principal

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Title: \_\_\_\_\_

By: \_\_\_\_\_

Surety

Mailing Address: \_\_\_\_\_

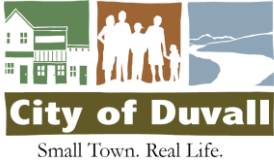
\_\_\_\_\_

By: \_\_\_\_\_

Attorney-in-Fact

**RETURN ADDRESS:**

City of Duvall  
Attn: Public Works Department  
14525 Main Street NE  
P.O. BOX 1300  
Duvall, WA 98019



## CONSTRUCTION/RESTORATION BOND

STATE OF WASHINGTON

COUNTY OF KING

CITY OF DUVAL

Storm Drainage  Sanitary Sewer  Water  Streets  TESC

KNOW ALL PEOPLE BY THESE PRESENTS: That we \_\_\_\_\_, a Washington Corporation, as Principal, and \_\_\_\_\_, a Corporation organized and existing under and by virtue of the laws of \_\_\_\_\_, as surety, are held firmly bound unto the City of Duvall in the County of King, State of Washington, in the penal sum of \$\_\_\_\_\_ Dollars (\$\_\_\_\_\_) for the payment of which, well and truly to be made, we firmly bind ourselves, our and each of our heirs, executors, administrators, and assigns, jointly and severally by these presents.

The condition of the foregoing obligation is such that the above-named Principal has filed a construction permit application with the City of Duvall and pursuant to said permit has been required to post a bond guaranteeing the construction of the following improvements:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

And the further condition that the Principal will warrant the construction of the above-referenced improvements to the standards of the City of Duvall said improvements to be completed and approved by the City on or before the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_. Principal and Surety agree that in the event the improvements are not completed and approved by the City on or before the above-referenced date, and 5 days after mailing of notice of failure to complete the improvements from the City to the Principal and Surety at the addresses specified below, the Surety agrees to:

- a. arrange with reasonable promptness for the Principal, with the agreement of the City, to complete the construction improvements; or
- b. undertakes to perform and complete the construction improvements itself, with reasonable promptness, through its qualified agents or qualified independent contractors; or

- c. waives its right to perform and complete construction of the required improvements with reasonable promptness and tenders payment to the City of Duvall the amount necessary for the City to complete the required construction, said amount not to exceed the limits of the bond.

If the Surety does not proceed as provided in the options listed with reasonable promptness, the Surety shall be deemed to be in default on this bond fifteen days after receipt of an additional written notice from the City to the Surety demanding that the Surety perform its obligations under this Bond, and the City shall be entitled to enforce any remedy available to the City. Any proceedings, legal or equitable, under this Bond shall be instituted in the King County Superior Court of the State of Washington. In the event suit is filed with regard to the parties rights and duties under this bond, the prevailing party in such legal action shall be entitled to recover court costs and reasonable attorney's fees.

Upon acceptance of the constructed improvements by the City of Duvall then this obligation shall be void, otherwise to remain in full force and effect.

Should the costs of construction exceed the amount of this bond, the Principal shall remain liable for such additional costs. Nothing herein shall be construed to make the Surety liable to the City of Duvall for any amounts in excess of the face amount of this bond.

Signed, sealed, and delivered this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_  
Principal

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Title: \_\_\_\_\_

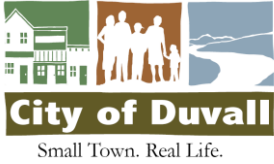
By: \_\_\_\_\_  
Surety

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_  
Attorney-in-Fact

**RETURN ADDRESS:**

City of Duvall  
Attn: Public Works Department  
14525 Main Street NE  
P.O. BOX 1300  
Duvall, WA 98019



## STREET USE MAINTENANCE BOND

STATE OF WASHINGTON

COUNTY OF KING

CITY OF DUVALL

Storm Drainage  Sanitary Sewer  Water  Streets

KNOW ALL PEOPLE BY THESE PRESENTS: That we \_\_\_\_\_, a Washington Corporation, as Principal, and \_\_\_\_\_, a Corporation organized and existing under and by virtue of the laws of \_\_\_\_\_, as surety, are held firmly bound unto the City of Duvall in the County of King, State of Washington, in the penal sum of \$\_\_\_\_\_Dollars (\$\_\_\_\_\_) for the payment of which, well and truly to be made, we firmly bind ourselves, our and each of our heirs, executors, administrators, and assigns, jointly and severally by these presents.

The condition of the foregoing obligation is such that the above-named Principal has filed a street use permit application and building permit application with the City of Duvall, and constructed streets, drainage facilities, water system, sanitary sewer facilities, and other appurtenant devices pursuant to said permits in and adjacent to the public right-of-way.

And the further condition that the Principal will warrant the performance and guarantee workmanship and materials used in said construction by making repairs, correcting deficiencies and performing emergency maintenance on subject streets, drainage facilities, water system, sanitary sewer facilities, and other appurtenant devices for a period of not less than two years from the date of the final acceptance of said improvements. Principal and Surety further agree to promptly reimburse the City of Duvall for emergency repairs and/or maintenance necessary to preserve and maintain public safety and welfare. Payment for all such emergency repairs and/or maintenance performed by the City shall be made within 10 days of the billing therefore by the Principal or the Surety. Non-emergency necessary repairs and maintenance shall be performed by the Principal within seven (7) days of receipt of a written notice from the City directing performance of such work. If the Principal shall fail to make such repair or maintenance, the City may perform the work or have it performed and the cost of the work shall be paid to the City by the Principal or Surety within 10 days of billing. At the end of the two-year period of maintenance by the Principal, the City will inspect at the Principal's request subject streets, drainage, water system, sanitary sewer facilities, and other appurtenant devices and, if in a

condition satisfactory to the City Engineer, then this obligation shall be void, otherwise to remain in full force and effect.

Should the costs of maintenance and repair during the one-year period exceed the amount of this bond, the Principal shall remain liable for such additional costs. Nothing herein shall be construed to make the Surety liable to the City of Duvall for any amounts in excess of the face amount of this bond.

Signed, sealed, and delivered this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_  
Principal

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Title: \_\_\_\_\_

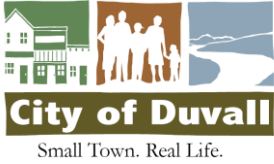
By: \_\_\_\_\_  
Surety

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_  
Attorney-in-Fact

**RETURN ADDRESS:**

City of Duvall  
Attn: Public Works Department  
14525 Main Street NE  
P.O. BOX 1300  
Duvall, WA 98019



## LANDSCAPE PERFORMANCE BOND

STATE OF WASHINGTON

COUNTY OF KING

CITY OF DUVALL

Street Trees  General Landscape  Mitigation  Supplemental Trees

KNOW ALL PEOPLE BY THESE PRESENTS: That we \_\_\_\_\_, a Washington Corporation, as Principal, and \_\_\_\_\_, a Corporation organized and existing under and by virtue of the laws of \_\_\_\_\_, as surety, are held firmly bound unto the City of Duvall in the County of King, State of Washington, in the penal sum of \$\_\_\_\_\_ Dollars (\$\_\_\_\_\_) for securing the installation of and ensuring the proper growth of required landscaping, as herein set forth, for the payment of which, well and truly to be made, we firmly bind ourselves, our and each of our heirs, executors, administrators, and assigns, jointly and severally by these presents, acknowledge and agrees as follows:

The Principle has submitted construction drawings for the project known as \_\_\_\_\_ and located at \_\_\_\_\_ in the City of Duvall in the County of King, State of Washington and the Principal now desires a Final Project Approval.

The City of Duvall Municipal Code requires a Performance Bond to ensure completion of and proper installation and growth of landscape plant material, mulch, irrigation systems, fertilizer and watering said plants as required by the Community Development Director or their designee, as shown on the approved permits/plans or as required by other City code for a period of \_\_\_\_\_ months from \_\_\_\_\_, through and including \_\_\_\_\_.

The condition of the foregoing obligation are as follows, that whenever the Principal is declared in default by the City of Duvall Community Development Director or their designee, the Surety shall promptly remedy the default as follows:

1. Complete the proper soil preparation, planting, mulching and watering required under the direction and approval of the City of Duvall; or

2. Replace any dead and/or diseased or missing plants and complete the proper soil preparation, planting, mulching, and watering required under the direction and approval of the City of Duvall; or, at the option of the City,
3. Pay the City of Duvall for all costs of preparation, planting, mulching, and water of said facilities in accordance with the approved plans and other aforementioned items in the following manner: (a) make an initial payment to the City within 5 business days of receipt of a cost estimate; and (b) make additional payments to the City within 5 days of receipt of supplemental cost estimates and/or receipts for work performed.

The Surety shall commence performance of its obligations and undertakings under this Bond promptly and without delay, after 15 days after written notice from the City of Duvall Community Development Director to the Surety.

If the Surety does not proceed as provided in the options listed with reasonable promptness, the Surety shall be deemed to be in default on this bond 15 days after receipt of an additional written notice from the City to the Surety demanding that the Surety perform its obligations under this Bond, and the City shall be entitled to enforce any remedy available to the City. Any proceedings, legal or equitable, under this Bond shall be instituted in the King County Superior Court of the State of Washington. In the event suit is filed with regard to the parties rights and duties under this bond, the prevailing party in such legal action shall be entitled to recover court costs and reasonable attorney’s fees.

Should the costs of construction exceed the amount of this bond, the Principal shall remain liable for such additional costs. Nothing herein shall be construed to make the Surety liable to the City of Duvall for any amounts in excess of the face amount of this bond.

Signed, sealed and delivered this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
Principal

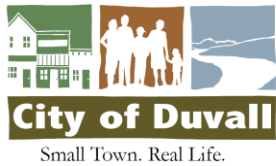
Title: \_\_\_\_\_

By: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
Surety

By: \_\_\_\_\_  
Attorney-in-Fact

**RETURN ADDRESS:**

City of Duvall  
Attn: Public Works Department  
14525 Main Street NE  
P.O. BOX 1300  
Duvall, WA 98019



## LANDSCAPE MAINTENANCE BOND

STATE OF WASHINGTON

COUNTY OF KING

CITY OF DUVALL

Street Trees  General Landscape  Mitigation  Supplemental Trees

KNOW ALL PEOPLE BY THESE PRESENTS: That we \_\_\_\_\_, a Washington Corporation, as Principal, and \_\_\_\_\_, a Corporation organized and existing under and by virtue of the laws of \_\_\_\_\_, as surety, are held firmly bound unto the City of Duvall in the County of King, State of Washington, in the penal sum of \$\_\_\_\_\_ Dollars (\$\_\_\_\_\_) for the payment of which, well and truly be made, we firmly bind ourselves, our and each of our heirs, executors, administrators, and assigns, jointly and severally by these presents.

The condition of the foregoing obligation is such that the Principal has filed a Permit \_\_\_\_\_ located at \_\_\_\_\_ City of Duvall, County of King, State of Washington and installed landscape facilities in accordance with Approved Plans. The Principal will guarantee that all landscape materials be permanently maintained in a growing and healthy condition, and any dead or diseased specimens replaced in a reasonable period of time. The City of Duvall Municipal Code requires a Maintenance surety to ensure completion of and proper installation and growth of landscape plant material, mulch, irrigation systems, fertilizer and watering said plants as required by the Community Development Director or their designee, as shown on the approved permits/plans or as required by other City code in the form of a  Bond,  cash deposit, or  other security in a form accepted by the City Attorney covering ten percent (10%) of the cost of the approved performance bond amount, to be payable to the City of Duvall upon failure of the Principal to perform to the terms and provisions of City code.

And further condition the Principal agrees to provide, protect, and maintain all the landscape materials specified in the Approved Plan in a growing and healthy condition for a period of \_\_\_\_\_ years from the date of Final Approval and acceptance by the City.

The Surety shall commence performance of its obligations and undertakings under this Bond promptly and without delay, after 5 days after written notice from the City of Duvall Community Development Director to the Surety.

If the Surety does not proceed as provided in the options listed with reasonable promptness, the Surety shall be deemed to be in default on this bond 15 days after receipt of an additional written notice from

the City to the Surety demanding that the Surety perform its obligations under this Bond, and the City shall be entitled to enforce any remedy available to the City. Any proceedings, legal or equitable, under this Bond shall be instituted in the King County Superior Court of the State of Washington. In the event suit is filed with regard to the parties rights and duties under this bond, the prevailing party in such legal action shall be entitled to recover court costs and reasonable attorney's fees.

Should the costs of construction exceed the amount of this bond, the Principal shall remain liable for such additional costs. Nothing herein shall be construed to make the Surety liable to the City of Duvall for any amounts in excess of the face amount of this bond.

Signed, sealed, and delivered this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

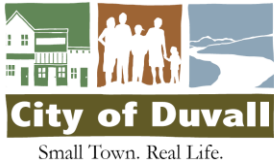
By: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
Principal

Title: \_\_\_\_\_

By: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
Surety

By: \_\_\_\_\_  
Attorney-in-Fact

**RETURN ADDRESS:**  
City of Duvall  
Attn: Public Works Department  
14525 Main Street NE  
P.O. BOX 1300  
Duvall, WA 98019



## UTILITY RECOVERY CONTRACT

No. \_\_\_\_\_

THIS AGREEMENT, entered into by and between the City of Duvall, Washington, a municipal corporation, hereinafter referred to as the "City", and \_\_\_\_\_, hereinafter referred to as "Developer",

WHEREAS, the Developer has constructed and installed:

**(ENTER DESCRIPTION OF IMPROVEMENTS)**

situated as follows:

**(ENTER DESCRIPTION OF LOCATION)**

WHEREAS, the Developer has conveyed such system by bill of sale to the City, and the City has accepted ownership and maintenance of the same under its sole jurisdiction; and

WHEREAS, the parties desire to enter into a contract pursuant to RCW 35.91, providing for reimbursement to the Developer for construction and installation costs by subsequent users of the system:

NOW, THEREFORE, in consideration of the covenants bargained for and given in exchange, the parties mutually agree as follows:

1. The Developer has furnished or shall furnish the City with an as-built drawing of the installation of the above-referenced system on mylar, 24 inches by 36 inches in size, together with receipted bills showing that all charges and expenses incurred in connection with the installation have been paid.
2. The original costs due to the Developer of that portion of the system covered by this Recovery Contract was \_\_\_\_\_, and such costs were borne solely by the Developer.
3. The property subject to this Recovery Contract is described as follows:
4. The maximum amount recoverable under this contract is \$\_\_\_\_\_. The maximum amount recoverable represents the total net costs of the system (\$\_\_\_\_\_) less the portion of the cost allocated to the Developer (\$\_\_\_\_\_).

5. For a period not to exceed fifteen (20) years, the City agrees to require the owners of the above-described real estate, who hereafter connect to the above-described system, to pay a fair pro rata share of the cost of the original construction. This fair pro rata share shall be determined from the length of the street frontage of the property to be served, which is known as the "Front Footage Charge". Where the lot shape is irregular, the fair pro rata share shall be determined by an "EQUIVALENT FRONT FOOTAGE" as determined by the City. This, however, does not include any other capital improvement charges levied by the City, whether it be by square footage off the area served and/or a flat fee. No property extending beyond the terminus of the above-described system as of the date said system has been accepted by the City shall be served by said system unless there is an extension from said terminus which is constructed and financed in accordance with state and local laws and ordinances. The City reserves the right, without affecting the validity or terms of this Agreement, to make or cause to be made extensions to or additions of the above said water mains and to allow service connections to be made to said extensions or additions, without liability on the part of the City and without any recovery under this Agreement.
6. The fair pro rata share is hereby established to be \_\_\_\_\_.
7. No person, firm, or corporation shall be granted a permit or be authorized by the City to connect to our use the above-described system during the said fifteen (20) year period without first paying the City, in addition to any and all of their costs and charges made or assessed for such connection or use, the amount as hereinabove required.
8. All amounts so received by the City under the terms of this Contract, less collection costs and connection charges incurred by the City but not reimbursed by the user pursuant to the City's standard billing procedure, shall be paid to Developer within sixty (60) days after receipt thereof.
9. If the Developer shall hereafter assigns its rights herein, the City shall not recognize such assignment until a written notice of assignment is received from the Developer and executed by the Developer or its authorized representative. The assignment document shall contain the name, address, and phone number of the new assignee. Until such notice of assignment is received in the proper form, the City will pay any funds due under this agreement to the developer executing this document at the following address: \_\_\_\_\_.
10. The fifteen (20) year period provided for herein shall commence on the date of the recording of this Agreement by the City with the King County Auditor's office. The Developer agrees to reimburse the City for the recording fee and for all legal fees and other costs associated with the execution and recordation of the agreement.
11. At the end of the fifteen (20) year period, this Agreement shall terminate in and of itself, notwithstanding that the full amount provided for herein may not have been recovered. Any front footage charges received after the fifteen (20) year period will belong to the City.
12. The Developer further covenants and warrants that all expenses and claims in connection with the construction and installation of the above-described system have been paid in full, and the Developer covenants and agrees to hold the City harmless from any and all liability in connection therewith including court costs and reasonable attorney's fees in the defense thereof.
13. It shall be the responsibility of the Developer to adequately describe the real property subject to this agreement as set forth in Section 3. The Developer agrees to hold the City harmless from any and all liability resulting from mistakes in the legal description and the City is relieved of all

responsibility under this agreement for collecting on parcels not properly included in the legal description in Section 3.

- 14. No person, firm, or corporation shall be granted a permit to be authorized to tap into, hookup, or use the above-described system during the period of 20 years from the date of the recording of this agreement without first paying to the City, in addition to any and all other costs, fees, and charges made or assessed for each tap, hookup, or use, or for the water main facilities constructed in connection therewith, the amount required by the provisions of this contract. Furthermore, in case any tap, hookup, or connection is made in the above-described system without the recovery payment having been first made to the City, the City Council may cause to have removed from such unauthorized tap, hookup, or connection, and all connecting pipe or related accessories located in the system right-of-way, and dispose of such unauthorized material so removed, without any liability on the part of the City.
- 15. The decision of the City Engineer or his authorized representative in determining or computing the amount due from any benefited owner who wishes to hook up to such system shall be final and conclusive in all respects.

DEVELOPER:

By: \_\_\_\_\_

Its: \_\_\_\_\_

State of Washington

County of King

On this \_day of \_\_\_\_\_, 20\_\_\_\_, I certify that I know of or have satisfactory evidence that \_\_\_\_\_ is/are the person(s) who appeared before me, and said person(s) acknowledged that they signed this instrument, and acknowledged it to be their free and voluntary act for the uses and purposes mentioned in the instrument.

WITNESS my hand and official seal the day and year first above-written.

(Seal or Stamp)

\_\_\_\_\_

Print Name \_\_\_\_\_

Notary Public in and for the State of

Washington, residing at \_\_\_\_\_

My commission expires \_\_\_\_\_

Accepted by the CITY OF DUVALL, Washington, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

BY: \_\_\_\_\_

Mayor

State of Washington

County of King

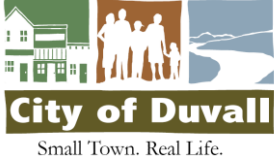
On this day and year above, \_\_\_\_\_ personally appeared before me and is known by me to be the Mayor of the City of Duvall, a Municipal Corporation, who executed the foregoing instrument and acknowledged the said instrument to be the free and voluntary act and deed of said Municipal Corporation for the uses and purposes therein mentioned and on oath states he is authorized to execute the said instrument.

Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Seal or Stamp)

\_\_\_\_\_  
Print Name \_\_\_\_\_  
Notary Public in and for the State of  
Washington, residing at \_\_\_\_\_  
My commission expires \_\_\_\_\_

**RETURN ADDRESS:**  
City of Duvall  
Attn: Public Works Department  
14525 Main Street NE  
P.O. BOX 1300  
Duvall, WA 98019



## ASSIGNMENT OF SAVINGS ACCOUNT

STATE OF WASHINGTON  
COUNTY OF KING  
CITY OF DUVALL

**ITEMS:**  Storm Drainage  Sanitary Sewer  Water  Streets  Landscape

FOR VALUE RECEIVED, the undersigned assigns, transfers, and sets over to the City of Duvall, State of Washington, Public Works Dept., all right, title and interest in and to \_\_\_\_\_ (\$ \_\_\_\_\_) Dollars in Savings Account No. \_\_\_\_\_, in the \_\_\_\_\_ Bank, \_\_\_\_\_ Branch. The City of Duvall, Public Works Dept., shall have sole power and authority to demand, call and receive said deposit and to give receipt and acquittance therefore upon presentation of a signed statement that \_\_\_\_\_ has failed to perform in accordance with the provisions of the approved construction plans including erosion control.

This assignment is limited to the principal sum of \$ \_\_\_\_\_ only. This assignment is for the purpose of providing a deposit with the City of Duvall for Construction in Duvall, King County, Washington.

It is understood and agreed that \_\_\_\_\_ Bank holds the passbook covering said account in its possession and agrees to hold \$ \_\_\_\_\_ until a release of this assignment from the City of Duvall is received or until the City of Duvall, Public Works Department exercises its sole power and authority to demand or call the deposit. Release of this deposit will be in accordance with the rules and regulations adopted by the \_\_\_\_\_ Bank.

Signed and dated at \_\_\_\_\_, Washington, this \_\_\_ day of \_\_\_\_\_, 20\_\_.

\*\*\*\*\*

APPROVED AND ACCEPTED:

The undersigned accepts the foregoing assignment and to host said account pursuant to the terms thereof.

DEVELOPER:

BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

Bank: \_\_\_\_\_ Branch: \_\_\_\_\_

Address: \_\_\_\_\_

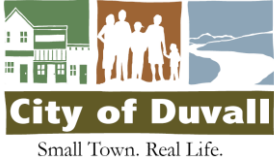
By: \_\_\_\_\_ Title: \_\_\_\_\_

APPROVED AND ACCEPTED:

The undersigned hereby accepts the foregoing assignment of Savings Account No. \_\_\_\_\_ In the amount of \$ \_\_\_\_\_ in satisfaction of the approved construction including erosion control plans.

CITY OF DUVALL, PUBLIC WORKS DEPARTMENT

BY: \_\_\_\_\_ TITLE: \_\_\_\_\_



**Public Works Department**  
**14525 Main Street NE**  
**P.O. BOX 1300**  
**Duvall, WA 98019**  
**(425) 788.3434**

## **BILL OF SALE – WATER**

THE UNDERSIGNED hereby conveys and transfers to the City of Duvall (“City”), the property described on Attachment A:

### **(SEE ATTACHMENT A)**

This conveyance is made in consideration of the City’s agreement to provide routine maintenance of said property and to provide water services pursuant to the City’s regulations, which may be amended from time to time.

The undersigned and its successors and assigns covenants and agrees to and with the City, its successors and assigns, that the undersigned is the owner of said property and has good right and authority to sell the same and that it will, and does, hereby warrant and agree to defend the sale of said property to the City, its successors and assigns, against all and every person or persons whomsoever lawfully claiming or to claim the same.

The undersigned further guarantees that the property is fit for purposes intended, i.e., as for use as a water distribution system including distribution and supply lines adequate for the service intended and has been constructed in accordance with the conditions and standards of the City.

The undersigned covenants and agrees with the City to maintain, replace, repair and correct any defect in work or materials in respect to the personal property subject to this Bill of Sale arising during a period of two (2) years from date hereof, without cost to the City. At the end of the two-year period of obligation by the undersigned, the City will inspect said property at the Developer’s request and, if in a condition satisfactory to the City Engineer, then the obligation shall be void, otherwise to remain in full force and effect.

DEVELOPER:

By: \_\_\_\_\_

Its: \_\_\_\_\_

State of Washington

County of King

On this day of \_\_\_\_\_, 20\_\_\_\_, I certify that I know of or have satisfactory evidence that \_\_\_\_\_ is/are the person(s) who appeared before me, and said person(s) acknowledged that they signed this instrument, and acknowledged it to be their free and voluntary act for the uses and purposes mentioned in the instrument.

WITNESS my hand and official seal the day and year first above-written.

(Seal or Stamp)

\_\_\_\_\_  
Print Name \_\_\_\_\_  
Notary Public in and for the State of  
Washington, residing at \_\_\_\_\_  
My commission expires \_\_\_\_\_

# BILL OF SALE – WATER

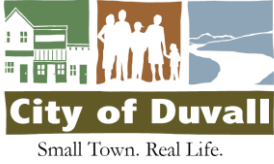
## ATTACHMENT A

Description of System for: \_\_\_\_\_

Developer Extension Agreement Project: \_\_\_\_\_

DESCRIPTION	FROM (STA)	TO (STA)	SIZE (INCHES)	LENGTH (FEET)

APPURTENANCE TYPE	SIZE (INCHES)	NUMBER



**Public Works Department**  
**14525 Main Street NE**  
**P.O. BOX 1300**  
**Duvall, WA 98019**  
**(425) 788.3434**

## **BILL OF SALE – SEWER**

THE UNDERSIGNED hereby conveys and transfers to the City of Duvall (“City”), the property described on Attachment A:

**(SEE ATTACHMENT A)**

This conveyance is made in consideration of the City’s agreement to provide routine maintenance of said property and to provide sewer services pursuant to the City’s regulations, which may be amended from time to time.

The undersigned and its successors and assigns covenants and agrees to and with the City, its successors and assigns, that the undersigned is the owner of said property and has good right and authority to sell the same and that it will, and does, hereby warrant and agree to defend the sale of said property to the City, its successors and assigns, against all and every person or persons whomsoever lawfully claiming or to claim the same.

The undersigned further guarantees that the property is fit for purposes intended, i.e., as for use as a sewer collection system including collection and transmission lines adequate for the service intended and has been constructed in accordance with the conditions and standards of the City.

The undersigned covenants and agrees with the City to maintain, replace, repair and correct any defect in work or materials in respect to the personal property subject to this Bill of Sale arising during a period of two (2) years from date hereof, without cost to the City. At the end of the two-year period of obligation by the undersigned, the City will inspect said property at the Developer’s request and, if in a condition satisfactory to the City Engineer, then the obligation shall be void, otherwise to remain in full force and effect.

DEVELOPER:

By: \_\_\_\_\_

Its: \_\_\_\_\_

State of Washington

County of King

On this day of \_\_\_\_\_, 20\_\_\_\_, I certify that I know of or have satisfactory evidence that \_\_\_\_\_ is/are the person(s) who appeared before me, and said person(s) acknowledged that they signed this instrument, and acknowledged it to be their free and voluntary act for the uses and purposes mentioned in the instrument.

WITNESS my hand and official seal the day and year first above-written.

(Seal or Stamp)

\_\_\_\_\_  
Print Name \_\_\_\_\_  
Notary Public in and for the State of  
Washington, residing at \_\_\_\_\_  
My commission expires \_\_\_\_\_

# BILL OF SALE – SEWER

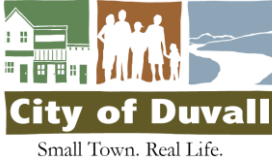
## ATTACHMENT A

Description of System for: \_\_\_\_\_

Developer Extension Agreement Project: \_\_\_\_\_

DESCRIPTION	FROM (STA)	TO (STA)	SIZE (INCHES)	LENGTH (FEET)

DESCRIPTION	TYPE	SIZE (INCHES)	NUMBER



**Public Works Department**  
**14525 Main Street NE**  
**P.O. BOX 1300**  
**Duvall, WA 98019**  
**(425) 788.3434**

## **BILL OF SALE – STORM**

THE UNDERSIGNED hereby conveys and transfers to the City of Duvall (“City”), the property described on Attachment A:

**(SEE ATTACHMENT A)**

This conveyance is made in consideration of the City’s agreement to provide routine maintenance of said property and to provide storm drain services pursuant to the City’s regulations, which may be amended from time to time.

The undersigned and its successors and assigns covenants and agrees to and with the City, its successors and assigns, that the undersigned is the owner of said property and has good right and authority to sell the same and that it will, and does, hereby warrant and agree to defend the sale of said property to the City, its successors and assigns, against all and every person or persons whomsoever lawfully claiming or to claim the same.

The undersigned further guarantees that the property is fit for purposes intended, i.e., as for use as a storm drainage collection system including collection and transmission lines adequate for the service intended and has been constructed in accordance with the conditions and standards of the City.

The undersigned covenants and agrees with the City to maintain, replace, repair and correct any defect in work or materials in respect to the personal property subject to this Bill of Sale arising during a period of two (2) years from date hereof, without cost to the City. At the end of the two-year period of obligation by the undersigned, the City will inspect said property at the Developer’s request and, if in a condition satisfactory to the City Engineer, then the obligation shall be void, otherwise to remain in full force and effect.

DEVELOPER:

By: \_\_\_\_\_

Its: \_\_\_\_\_

State of Washington

County of King

On this day of \_\_\_\_\_, 20\_\_\_\_, I certify that I know of or have satisfactory evidence that \_\_\_\_\_ is/are the person(s) who appeared before me, and said person(s) acknowledged that they signed this instrument, and acknowledged it to be their free and voluntary act for the uses and purposes mentioned in the instrument.

WITNESS my hand and official seal the day and year first above-written.

(Seal or Stamp)

\_\_\_\_\_  
Print Name \_\_\_\_\_  
Notary Public in and for the State of  
Washington, residing at \_\_\_\_\_  
My commission expires \_\_\_\_\_

# BILL OF SALE – STORM

## ATTACHMENT A

Description of System for: \_\_\_\_\_

Developer Extension Agreement Project: \_\_\_\_\_

DESCRIPTION	FROM (STA)	TO (STA)	SIZE (INCHES)	LENGTH (FEET)

DESCRIPTION	TYPE	SIZE (INCHES)	NUMBER



**Public Works Department**  
**14525 Main Street NE**  
**P.O. BOX 1300**  
**Duvall, WA 98019**  
**(425) 788.3434**

## **BILL OF SALE – RIGHT-OF-WAY**

THE UNDERSIGNED hereby conveys and transfers to the City of Duvall (“City”), the property described on Attachment A:

### **(SEE ATTACHMENT A)**

This conveyance is made in consideration of the City’s agreement to provide routine maintenance of said property and to provide Right-of-Way Improvement services pursuant to the City’s regulations, which may be amended from time to time.

The undersigned and its successors and assigns covenants and agrees to and with the City, its successors and assigns, that the undersigned is the owner of said property and has good right and authority to sell the same and that it will, and does, hereby warrant and agree to defend the sale of said property to the City, its successors and assigns, against all and every person or persons whomsoever lawfully claiming or to claim the same.

The undersigned further guarantees that the property is fit for purposes intended, i.e., as for use as roadway and pedestrian access for the service intended and has been constructed in accordance with the conditions and standards of the City.

The undersigned covenants and agrees with the City to maintain, replace, repair and correct any defect in work or materials in respect to the personal property subject to this Bill of Sale arising during a period of two (2) years from date hereof, without cost to the City. At the end of the two-year period of obligation by the undersigned, the City will inspect said property at the Developer’s request and, if in a condition satisfactory to the City Engineer, then the obligation shall be void, otherwise to remain in full force and effect.

DEVELOPER:

By: \_\_\_\_\_

Its: \_\_\_\_\_

State of Washington

County of King

On this day of \_\_\_\_\_, 20\_\_\_\_, I certify that I know of or have satisfactory evidence that \_\_\_\_\_ is/are the person(s) who appeared before me, and said person(s) acknowledged that they signed this instrument, and acknowledged it to be their free and voluntary act for the uses and purposes mentioned in the instrument.

WITNESS my hand and official seal the day and year first above-written.

(Seal or Stamp)

\_\_\_\_\_  
Print Name \_\_\_\_\_  
Notary Public in and for the State of  
Washington, residing at \_\_\_\_\_  
My commission expires \_\_\_\_\_

# BILL OF SALE – STORM

## ATTACHMENT A

Description of System for: \_\_\_\_\_

Developer Extension Agreement Project: \_\_\_\_\_

DESCRIPTION	FROM (STA)	TO (STA)	WIDTH (FEET)	LENGTH (FEET)
Road Name: ROW (from/to, width, length) Pavement (width and length) Sidewalk (width and length) Planter Strip (width and length) Curb (length)			ROW = PAVEMENT= SIDEWALK= PLANTER=	ROW= PAVEMENT= SIDEWALK= PLANTER= CURB=
Road Name: ROW (from/to, width, length) Pavement (width and length) Sidewalk (width and length) Planter Strip (width and length) Curb (length)			ROW = PAVEMENT= SIDEWALK= PLANTER=	ROW= PAVEMENT= SIDEWALK= PLANTER= CURB=
Road Name: ROW (from/to, width, length) Pavement (width and length) Sidewalk (width and length) Planter Strip (width and length) Curb (length)			ROW = PAVEMENT= SIDEWALK= PLANTER=	ROW= PAVEMENT= SIDEWALK= PLANTER= CURB=

# APPENDIX F (NOT USED AT THIS TIME)

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# APPENDIX G

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<a href="#">GENERAL NOTES</a> .....	ERROR! BOOKMARK NOT DEFINED.
<a href="#">CONSTRUCTION SEQUENCE</a> .....	ERROR! BOOKMARK NOT DEFINED.
<a href="#">GENERAL NOTES FOR ROAD CONSTRUCTION</a> .....	ERROR! BOOKMARK NOT DEFINED.
<a href="#">GENERAL NOTES FOR WATER MAIN INSTALLATION</a> .....	ERROR! BOOKMARK NOT DEFINED.
<a href="#">GENERAL NOTES FOR SANITARY SEWER MAIN INSTALLATION</a> .....	ERROR! BOOKMARK NOT DEFINED.
<a href="#">GENERAL NOTES FOR STORM DRAINAGE</a> .....	ERROR! BOOKMARK NOT DEFINED.
<a href="#">GENERAL NOTES FOR TEMPORARY EROSION AND SEDIMENT CONTROL (TESC)</a>	ERROR! BOOKMARK NOT DEFINED.
<a href="#">GENERAL NOTES FOR HYDROSEEDING</a> .....	ERROR! BOOKMARK NOT DEFINED.

## GENERAL NOTES

1. All construction shall be in accordance with the City of Duvall Public Works Development Design Standards (PWDDS) and subdivision construction ordinances, the current WSDOT Standard specifications for Road, Bridge, and Municipal Construction (M41-10), and the current edition of the American Public Works Association (APWA) Standard Specifications for Road, Bridge and Municipal Construction. In the event of conflicts within these Standards precedence shall be given in the order listed above.
2. Survey datum NAVD 1988, NAD 83 shall be used for all control. A list of benchmarks is available at the Public Works Department.
3. All approvals and permits required by the City shall be obtained by the Developer or Applicant (or their designee) prior to the start of construction.
4. The Developer or Applicant shall schedule a preconstruction meeting with the City Engineer and Public Works Inspector prior to any construction at the site.
5. Clearing and grading for roads and infrastructure construction is allowed only from April 1 to September 30. Clearing and grading from October 1 to March 31 shall only be allowed at the City Engineer's express approval in conjunction with an approved Wet Weather Work Permit.
6. Only that clearing necessary to install Temporary Erosion and Sedimentation Control measures (TESC) shall occur prior to a TESC inspection by the City Inspector. Site construction shall not commence until the TESC measures have been approved by the inspector.
7. The contractor shall install and maintain whatever erosion & sedimentation control measures are necessary to ensure silt-laden water does not leave the construction area. Any such facilities installed shall be maintained in proper operating condition until all disturbed areas have been revegetated or otherwise developed and the potential for erosion eliminated.
8. Damage to vegetation retained during clearing activities shall be minimized by directional falling of trees to avoid sensitive areas and retained vegetation to minimize damage to soil and understory vegetation.
9. Existing significant trees (greater than 16 inches in diameter) and other trees to be retained outside of the proposed R-O-W shall be saved and protected to the greatest extent possible in accordance with DMC14.40 without creating a hazard to life or property unless otherwise approved.
10. Construction activities shall be limited to 7:00 AM to 6:00 PM, Monday through Saturday. There shall be no construction activities on Sundays and City observed Holidays. Construction activities as used herein shall apply to all development and building construction. Additionally, at such times when the weather conditions adversely impact the erosion control plan, the City Engineer shall have the authority to close construction activities on the site and/or require mitigation activities to eliminate erosion impact.

11. Construction truck traffic shall be routed as per the City Public Works Department. Dust generated during construction activities shall be controlled by wetting dust sources such as areas of exposed soils, washing truck wheels before they leave the site, and installing and maintaining rock construction entrances. Contractor shall mechanically sweep streets daily with vacuum sweeper unless otherwise approved. Flushing of streets and sidewalks shall not be permitted. Construction vehicle track-out will trigger violations of the City of Duvall Municipal code, additional street sweeping at the Contractor's expense, and/or other applicable regulations requiring fee penalty.
12. Locations of existing buried utilities are shown for design purposes and may not be accurate or complete. It shall be the responsibility of the contractor to locate, have located by the appropriate companies, and/or pothole, all utilities prior to beginning construction. Call Underground Locate at 1-800-424-5555 or 811 a minimum of 48 hours prior to any excavations.
13. In areas of multiple utility tie-ins the contractor shall make connections and repair any pavement/concrete surface per the City Engineer. Utilities to be tied in may include but are not limited too; sewer, water, storm, power, gas, electric, cable & phone. The land developer or contractor repair shall include a ½" HMA patch (existing thickness plus 1" or 3", whichever is greater) and a minimum of 1½ inch full width grind and 1½ inch thick ½" HMA overlay unless otherwise approved by the City Engineer.
14. Temporary street patching shall be allowed as approved by the City Engineer. Temporary street patching shall be provided by placement and compaction of 1-inch minimum asphalt concrete cold mix or as otherwise approved by the City Engineer. Contractor shall be responsible for maintenance as required.
15. All pervious areas (landscaping, other) and all disturbed soil (graded or cleared of vegetation) shall be improved as follows to enhance hydrologic benefits:
  - a. A minimum organic content of 10 percent by dry weight for all planting beds and other landscaped areas;
  - b. Organic matter content in turf areas that requires maintenance or supports foot traffic shall be 5 percent;
  - c. Organic matter content pH shall be between 5.5 and 7.0;
  - d. Planting bed shall be mulched with two to three inches of organic material;
  - e. The soil shall be scarified or tilled soil to an 8-inch depth (or to a depth needed to achieve a total depth of 12 inches of un-compacted soil after the amendment is added). Soil within the dripline of existing trees to be retained shall not be tilled or scarified within three feet of the dripline. The soil amendment shall be incorporated no deeper than three to four inches to reduce damage to roots.
16. Puget Sound Energy, its subsidiary (IntoLight) or its contractors shall install street lighting if not already stated in the development permit conditions.

17. If construction is to take place in King County right-of-way, the contractor shall notify King County and obtain all the required approvals and permits and abide by any additional standards they may set.
18. An approved traffic control plan in accordance with the MUTCD is required for all work in the right-of-way of the traveling public.
19. A copy of the approved plans must be on-site whenever construction is in progress. Any changes to the design shall first be reviewed and approved by the project engineer and the City Engineer.
20. Submittal to Public Works of reproducible as-built plans is required prior to approval of any certificate of occupancy, acceptance of plat improvements, or other permit finalization.

## **CONSTRUCTION SEQUENCE**

1. Schedule a pre-construction meeting with the City Inspector prior to starting work.
2. Provide Material Submittal package for review and approval.
3. Flag clearing limits and designated 'Save Trees' as shown on approved plans. Whenever possible, save all evergreen trees and select maple trees not located within a roadway corridor or proposed building pad area.
4. SCHEDULE CLEARING LIMIT INSPECTION (MUST BE SATISFACTORY BEFORE INSTALLING TEMPORARY EROSION AND SEDIMENT CONTROL MEASURES).
5. Install Temporary Erosion and Sediment Control (TESC) Measures in accordance with the approved plan including catch basin protection for site and surrounding properties. Install filter fence and temporary storm drainage systems if applicable. Additional BMP's may be required during construction to prevent silt-laden water from leaving the site. A phased approach to clearing and TESC measures may be proposed based on-site conditions and the City's discretionary approval.
6. SCHEDULE TESC INSPECTION (MUST BE SATISFACTORY BEFORE STARTING SITE CONSTRUCTION).
7. Clear and grub site. (Selective clearing is encouraged to minimize effort spent on TESC activities)
8. Any area stripped of vegetation, including roadway embankments, where no further work is anticipated for a period of 15 days (April 1 to September 30) or 12 hours (October 1 to May 31), shall be immediately stabilized with the approved erosion & sediment control methods, (e.g., seeding, mulching, netting, erosion & sediment control methods.)
9. Grade site and rough grade roadways per plans. Grade site within one foot (1') of finish road elevation except where topography requires conforming to a specific grading plan. The site shall be prepared for home construction and shall be within +/- one foot of finish grade (preferably one foot low since foundation spoils will likely be left onsite and spread over entire lot). Any walls required for home construction shall be built with plat construction and

shall include drainage if wall height exceeds 30-inches. Lot construction shall not change the overall grade of the lot more than one foot. Spoils from foundation excavation shall be used only to cover or backfill around the foundation and shall not be placed over the lot; all excavated spoils shall be hauled off.

10. Install utilities and permanent storm drainage system as soon as possible.
11. Geotechnical testing, performance proof roll, and City approval is required prior to paving. The contractor shall provide a paving equipment list, pavement mix design, pavement tester and testing data, and attend a paving pre-construction meeting at least 48 hours prior to paving.
12. Hydroseed and mulch all exposed areas that have not been previously stabilized. Slopes steeper than 15% shall be stabilized with jute matting or other City-approved erosion control product.
13. After entire site is stabilized and the potential for erosion has passed TESC facilities can be removed upon City approval.
14. Clean any silt that has accumulated in the permanent storm drainage system and video-inspect sewer system, if required by City.
15. Request a punchlist inspection and complete all corrections prior to final City approval.

## **GENERAL NOTES FOR ROAD CONSTRUCTION**

1. Improvements shall be constructed as noted on road cross sections and in conformance with the current editions of the City of Duvall Development Design Standards and the WSDOT Standard Specifications for Road, Bridge and Municipal construction.
2. The plat roadway subgrade shall be prepared as required to conform to the City of Duvall Development Design Standards for roadway traffic loading. The extent of such subgrade preparation will be dependent on existing soil conditions encountered.
3. Prior to placing pavement on the roadway, the road subgrade shall be verified at 95% of maximum density per ASTM D1557 to provide a stable, unyielding base. Removal of unsuitable material and replacement with select material may be required. Density testing shall be done by a licensed geotechnical engineer. Submit one copy of approved density tests to City Engineer prior to paving. Performance testing, including a proof roll with a fully-loaded 10 cubic-yard dump truck, shall be witnessed and approved by the Public Works Superintendent prior to placing pavement.
4. All utility rings/grates and monuments shall be raised to the surface prior to placement of final pavement lift unless otherwise approved by the City Engineer. Any utility rings/grates or monuments raised after final lift shall be raised with a maximum 1-foot wide closure patch consisting of a minimum 5-inch thickness of concrete overlain by design pavement thickness.
5. Contractor shall maintain dust control and existing street cleanup measures during construction.

6. All underground utilities are to be inspected and approved by the City prior to placing pavement. Pavement shall consist of ½-inch HMA unless otherwise approved by the City Engineer. 48-hour minimum notice is required before placement of pavement.
7. An approved traffic control plan in accordance with the MUTCD is required for all work in the right-of-way of the traveling public.
8. If open cut road crossing for utility trenches on existing traveled roadway is approved, trenches parallel to the roadway that are greater than 50 feet in length shall be backfilled with only with 5/8-inch minus crushed rock and mechanically compacted or controlled density fill (CDF). Trenches parallel to the roadway that are less than 50 feet in length or perpendicular to the roadway, shall be backfilled with CDF. Fill material shall be placed on a firm and unyielding subgrade. The subgrade must be inspected by the contractors Geotechnical Engineer and the City Inspector.
9. Allowable materials in utility trenches shall meet the following criteria: Bedding material shall be 5/8-inch minus crushed rock and shall be placed under the pipe to a depth of 6-inches and over the top of the pipe to a depth of at least 8-inches. The bedding materials shall be rammed and tamped around the pipe by the use of approved hand-held tools so as to provide firm and uniform support over the full length of all pipe, valves, fittings and/or structures. Care shall be taken to prevent any damage to the pipe or its protective coating and structures. Backfill material shall be able to achieve compaction to 90% MDD from trench bottom to within 4-feet of finish grade elevation. Thereafter 95% MDD is required in top 4 feet of the trench or fill area.
10. Seepage Collars/Check Dams - See detail 3-01-012 for construction specifications. Seepage barriers (trench dams) shall be installed as follow: Between 0-7% no seepage barrier is needed; between 7-10% install every 200'; between 10-15% install every 150'; between 15-20% install every 100'; anything over 20% slope shall be determined by the engineer.
11. Seepage barriers shall consist of controlled density fill. Each seepage barrier shall be notched at least 12 inches into the base and sides of the trench to key the barrier into the native soils. Care must be taken during barrier construction to avoid pipe damage.
12. The barriers shall extend from the base of the key trench, surround each pipe, and extend a distance of at least 6-inches above the perforated drainpipe. Barriers shall be at least 2-feet wide measured parallel to the pipes. The barriers may be constructed to incorporate catch basin provided adequate drainpipe slope is provided.

## **GENERAL NOTES FOR WATER MAIN INSTALLATION**

1. The City will be given 72 hours' notice prior to scheduling a shutdown. In addition, all affected homes and businesses shall be delivered a shut off notice a minimum of 72 hours prior to the event. Where connections require "field verification", connection points will be exposed by Contractor and fittings verified 48 hours prior to distributing shut-down notices.

2. Water pipe shall be ductile iron pipe standard thickness Class 52 cement-lined. Alternative materials, if required for specific instances shall be approved by the City Engineer and shall conform to ANSI/AWWA C151/A21.51.
3. Gate valves shall be Mueller resilient wedge, NRS (Non-Rising Stem) with O-rings seals. Valve ends shall be mechanical joint or ANSI flanges. Valves shall conform to AWWA 509-80.
4. Fittings shall be ductile iron short body compact conforming to AWWA C110, C111, and C153 and shall be cement-mortar lined conforming to AWWA C104.
5. Fire hydrants make and model shall be Mueller Super Centurion. All Fire hydrants shall conform to AWWA C501 and be approved by the City. Hydrants shall be furnished with Stortz 4-inch quarter turn fittings on the main connection port. The hydrant shall be painted with two coats of quick-set enamel paint #403472 from Far West Paint Co. All Hydrants shall be bagged until system is approved.
6. All lines shall be disinfected, flushed, and pressure tested in conformance with COD/WSDOT/APWA standards and specifications in that order of precedence. All pipe shall be tested at 240 psi for a period of no less than 20 minutes with no pressure loss per Duvall Design Standards. The Contractor shall furnish all temporary plugs, testing devices, etc. The City Inspector shall be present for all testing. After pressure testing is complete and flushing is finished, the City will collect samples for bacteriological testing. Final connection to the existing system will only be authorized once the bacteriological tests are satisfactory.
7. The Contractor shall not operate any valve or part of the City water system without notification and specific supervision of the City Public Works Superintendent or authorized representative. The Contractor shall make all connections to the system required after making arrangements with the City 72 hours in advance. General work and procedures shall conform to APWA Sec. 7-11.3(9).
8. Installation of pipe, fittings, valves, hydrants, and other appurtenances shall conform to COD/WSDOT/APWA standard specifications. Top of pipe shall be from a minimum of 42 inches to a maximum of 60 inches below ground surface unless otherwise noted on plans and approved by the City Engineer. In the event grade revision following water main construction results in cover over the water main of less than 3 feet or in excess of 5 feet, the water main shall be reconstructed by the Owner to conform to the current specifications of the City of Duvall. All added costs of inspecting such water main reconstruction shall be charged to the developer.
9. Prior to construction of any water mains, the lot corners shall be staked and water main locations established by survey, cost of which is to be borne by the developer.
10. To maintain the required alignment, use short lengths and deflect the joints no greater than recommended by the manufacturer or use necessary bends with blocking and/or restrained joint systems. Restrained joints (field-lock gaskets) shall be installed within 40 feet of bends unless otherwise approved by the Public Works Superintendent.
11. Approved Bedding material shall be 5/8-inch minus crushed rock. It shall be placed a minimum of 6-inch under the pipe and to a depth of at least 8-inches over the top of the pipe.

The bedding materials shall be rammed and tamped around the pipe by the use of approved hand-held tools so as to provide firm and uniform support over the full length of all pipe, valves, and fittings. Care shall be taken to prevent any damage to the pipe or its protective coating. Backfill material shall achieve compaction to 90% MDD from trench bottom to within 4 feet of finish grade elevation. Thereafter 95% MDD is required in top 4 feet of the trench or fill area.

12. Separation of water and sewer mains shall be a minimum of 10-feet horizontally with the sewer main a minimum of 1.5 feet below the water main measured at the two closest edges of the pipes. Deviation from the above shall only be permitted with an approved design in accordance with WDOE Criteria for Sewage Works Design (Orange Book).
13. Services, blow-offs, and miscellaneous details shall be shown on the drawings or standard plans.
14. A 2-foot square by 4-inch thick concrete pad with a minimum of 6-inch of 5/8-inch minus crushed rock base shall be installed around all single valve cans that are not in a pavement area. See City of Duvall Standard Plan 2-07-002 for information on forming multiple valve can clusters.

## **GENERAL NOTES FOR SANITARY SEWER MAIN INSTALLATION**

1. City of Duvall Datum (NAVD 1988; NGVD, 1983 supplemental adjustment) shall be used for all vertical control. A list of benchmarks is available at the Public Works Department.
2. The City of Duvall Department of Public Works shall be notified a minimum of 48 hours in advance of a tap or connection to an existing sanitary sewer main. The inspector shall be present at the time of the tap or connection.
3. Gravity sewer main shall be PVC, ASTM D 3034, SDR 35 or ASTM F 789 with joints and rubber gaskets conforming to ASTM D 3212 and ASTM F 477.
4. Precast manholes shall meet the requirements of ASTM C 478. Manholes shall be Type 1-48" manhole unless otherwise specified on the plans. Joints shall be rubber gasketed conforming to ASTM C 443 and shall be grouted from the outside and the inside. 'Through style' pick holes shall be grouted from the outside and inside of the manhole. 'Blind style' pick holes do not need grouting. Manhole lids shall have blind lift handles and gaskets, no pick-holes. A minimum of two, 4-inch by 24 inch diameter, adjustment rings shall be used up to a maximum of four adjustment rings.
5. Service laterals shall be PVC, ASTM D 3034 SDR 35 with flexible gasketed joints. Service lateral connections shall be made by a tap to the existing main or a 'wye' branch from a new main connected above the springline of the pipe.
6. All sewer mains shall be field staked for grades and alignment prior to construction by a licensed engineer or surveying firm qualified to perform such work. Prior to constructing any sewer, the lot corners shall be staked, and sewer line location established by survey, cost of which shall be borne by the Developer.

7. All mainline sewer pipe and service laterals shall be installed with a continuous length of metal-based tracer tape that has a 3" min width. This tape shall be placed above the 8-inch thick cover layer over the pipe.
8. Each service lateral shall have a twelve (12) foot long 2" x 4" wood "marker" at the termination of the stub. The "marker" shall extend from the bottom of the pipe to above finished grade. Above the ground surface, it shall be painted "white" with "S/S" and the depth, in feet and inches, stenciled in black letters 2-inch high.
9. Service laterals shall be installed by the Developer and coordinated for clearance with power, telephone, and other utilities. All service laterals are to be installed 5 feet into lot served and staked and marked as shown on these plans.
10. Approved Bedding material shall be 5/8"- crushed rock. It shall be placed a minimum of 6-inches under the pipe and to a depth of at least 8-inches over the top of the pipe. The bedding materials shall be rammed and tamped around the pipe using approved hand-held tools so as to provide firm and uniform support over the full length of all pipe and joints. Extra care shall be given to ensure a smooth and even trench bottom, so the pipe is uniformly supported throughout its length. Backfill material shall achieve compaction to 90% MDD from trench bottom to within 4 feet of finish grade elevation. Thereafter 95% MDD is required in top 4 feet of the trench or fill area.
11. A 2-foot square x 4-inch thick concrete pad with a minimum of 6-inches of 5/8" crushed rock base shall be installed around all cleanouts that are not in a pavement area. A 3-foot square concrete pad shall be installed around all manholes that are located out of the pavement. Thickness of concrete and rock base shall be as stated above.
12. Erosion control measure shall be taken by the Contractor during construction to prevent infiltration and inflow into existing and proposed sanitary sewer facilities.
13. All lines shall be high velocity cleaned and pressure tested prior to paving in conformance with the above referenced specifications. (See note 1.) Hydrant flushing of lines is not an acceptable cleaning method. Testing of the sanitary sewer main shall include video-inspection of the main by the Contractor. Immediately prior to video-inspection, water with green or yellow dye shall be run down the line so it comes out the lower manhole. A copy of the video shall be submitted to the City of Duvall. Acceptance of the line will be made after the tape has been reviewed and approved by the Public Works Department. Manhole water tests and main air-pressure tests shall be completed in accordance with Duvall standards. Testing shall take place after all underground utilities are installed and compaction of the roadway subgrade is completed.
14. Prior to backfill all mains and appurtenances shall be inspected and approved by the Public Works Department. Approval shall not relieve the Contractor from correction of any deficiencies and/or failures as determined by subsequent testing and inspections. It shall be the Contractor's responsibility to notify the City of Duvall for the required inspections.

## GENERAL NOTES FOR STORM DRAINAGE

1. All conveyance pipe greater than 6-inches in diameter shall be "Profile Wall PVC". In addition, the pipe shall comply with all material and stiffness requirements of AASHTO M249.
2. In special situations with City Engineer approval, corrugated metal pipe (CMP) may be used. It shall be furnished with neoprene gaskets, and lap type couplings. All metal pipe, except for aluminum, shall be asphalt coated. All galvanized CMP shall be min. 16 gage.
3. Approved Bedding material shall be 5/8"- crushed rock. It shall be placed a minimum of 6" inches under the pipe and to a depth of at least 8 inches over the top of the pipe. The bedding materials shall be rammed and tamped around the pipe by the use of approved hand-held tools so as to provide firm and uniform support over the full length of all pipe and joints. Extra care shall be given to ensure a smooth and even trench bottom so the pipe is uniformly supported throughout its length. Backfill material shall achieve compaction to 90% MDD from trench bottom to within 4 feet of finish grade elevation. Thereafter 95% MDD is required in top 4 feet of the trench or fill area.
4. Default to vertical curb and gutter unless specified otherwise on approved plans. Solid locking lids shall be used for all CB's not located within a gutter flowline. For roads with slopes greater than 7%, vaned grate style covers shall be used and for slopes less than 7% wishbone style covers shall be used.
5. Catch basin Type 1 shall be per standard detail 3-02-003, maximum depth 5 feet to invert unless otherwise noted on plans, catch basin type 2 per standard detail 3-02-005.
6. All covers or grates on structures in the detention system and landscape areas shall be bolt locked.
7. All structure ladders shall be firmly attached and extend to the bottom of the structure.
8. All frames and grates shall not be adjusted to final grade until immediately prior to placing cement concrete for curb and gutter.
9. All grates in the right-of-way shall be ductile iron. And marked "outfall to stream-DUMP NO POLLUTANTS".
10. All solid covers in traveled roadways shall be ductile iron or better AND MARKED "STORM" OR "DRAIN".
11. Rock for erosion protection of roadway ditches, where required, must be of sound quarry rock, placed to a depth of 1 foot and must meet the following specifications: 4" - 8"/40% - 70% passing; 2" - 4" rock/30% -40% passing; and -2" rock/10 - 20% passing. Installation shall be in accordance with City of Duvall Standard Plan 3-2-024.
12. Footing drains shall be placed around all perimeter footings. The footing drainage system shall be tied into the roof drainage system at least five feet from, and below the bottom of the building foundation. All perforated drainage pipe shall be rigid PVC.

13. All single service building roof drain downspouts and footing drains shall be directly connected to the main storm drainage connection via a minimum 6-inch diameter PVC pipe installed at a minimum slope of 2%.
14. Multiple service roof and footing drains shall be min. 8-inch diameter ASTM D3034 SDR 35, installed at 2% min. slope and shall include cleanouts where individual services connect. No fitting shall be greater than 45° (i.e., use 2 - 45° for 90°).
15. All individual stub-outs shall be privately owned and maintained by the lot homeowner.
16. The applicant/contractor is responsible for coordinating the locations of all stub-out conveyance lines with respect to the utilities (e.g., power, gas, telephone, television).
17. Ends of each storm drain stub at the property line shall be capped and located with a 2" x 4" board marked plainly and permanently "STORM" with depth to pipe in feet and inches, stenciled in black letters 2-inch high.

## **GENERAL NOTES FOR TEMPORARY EROSION AND SEDIMENT CONTROL (TESC)**

1. The temporary erosion and sedimentation facilities shown on the approved plans shall be constructed and implemented prior to any extensive grading or land clearing in accordance with the approved plans. These facilities must be satisfactorily maintained until the construction and landscaping is completed and the potential for onsite erosion has passed. The TESC plans are to be considered a dynamic minimum guideline and as such will most likely have to be continually evaluated and/or modified depending on site conditions.
2. The implementation of these TESC plans and the construction, maintenance, replacement, and upgrading of these TESC facilities is the responsibility of the applicant/contractor until all construction is approved.
3. The boundaries of the clearing limits shown on this plan shall be clearly flagged in the field prior to construction. During the construction period, no disturbance beyond the flagged clearing limits shall be permitted. The flagging shall be maintained by the applicant/contractor for the duration of construction.
4. The TESC facilities shown on this plan must be constructed in conjunction with all clearing and grading activities, and in such a manner as to ensure that sediment laden water does not enter the drainage system or violate applicable water standards.
5. The TESC facilities shown on this plan are the minimum requirements for anticipated site conditions. During the construction period, these TESC facilities shall continually evaluated and/or modified depending on site and weather conditions (e.g. additional sumps, relocation of ditches and silt fences, etc.).
6. The TESC facilities shall be inspected daily by the applicant/contractor and maintained as necessary to ensure their continued functioning.

7. The TESC facilities on inactive sites shall be inspected and maintained a minimum of once a month or within the 48 hours following a storm event.
8. During the time period of May 1 through September 30: All area stripped of vegetation that are to be left unworked for more than 15 days shall be immediately stabilized with the approved TESC methods (e.g., seeding, mulching, netting, erosion blankets, etc.). Phasing the vegetation stripping in order to minimize the effort covering the area is the best management practice of all.
9. During the time period of May 1 through September 30: Any area needing TESC measures, not requiring immediate attention, shall be addressed within fifteen (15) days.
10. During the time period of October 1 through April 30, all project disturbed areas greater than 5,000 square feet that are to be left unworked for more than 12 hours shall be covered by one of the following cover measures: mulch, sodding, plastic covering or jute-matting.
11. At no time shall more than one foot of sediment be allowed to accumulate within a catch basin. All catch basins and conveyance lines shall be cleaned prior to paving. The cleaning operation shall not flush sediment-laden water into the downstream system.
12. Stabilized construction entrances and wash pads shall be installed at the beginning of construction and maintained for the duration of the project. Additional measures may be required to ensure that all paved areas are kept clean for the duration of the project. (RCW 46.61.655).
13. Any permanent retention/detention facility used as a temporary settling basin shall be modified with the necessary erosion control measures and shall provide adequate storage capacity. If the permanent facility is to function ultimately as an infiltration or dispersion system, the facility shall not be used as a temporary settling basin.
14. Infiltration facilities shall not be used for temporary erosion and sedimentation control
15. Where seeding for temporary erosion control is required, fast germinating grasses shall be applied at an appropriate rate (see Hydro-seeding specifications).
16. Where straw mulch for temporary erosion control is required, it shall be applied at a minimum thickness of two inches or sufficient thickness to completely cover the soil, whichever is greater.
17. Where disturbed areas have slopes are greater than 15% jute matting shall be used to cover and protect the earth surface.

## **GENERAL NOTES FOR HYDROSEEDING**

1. Construction Acceptance: Will be subject to a well-established ground cover that fulfills the requirement of the approved construction plans and the 2013 City of Duvall Development Design Standards.

2. All disturbed areas such as detention facilities, roadway backslopes, etc., shall be seeded with a perennial ground cover grass to minimize erosion. Grass seeding will be done using an approved hydroseeder or as otherwise approved by the City of Duvall.
3. Preparation of Surface: All areas to be seeded shall be cultivated to the satisfaction of the City Inspector. This may be accomplished by disking, raking, harrowing, or other acceptable means.
4. Immediately following finish grading, permanent vegetation (consisting of rapid and persistent vegetation and legumes) will be applied. Hydroseed required: See Specifications below:

***Hydroseeding Specifications***

Application Rate:	150 pounds per acre
Mix Consistency:	10% Highland Colonial Bent 50% Perennial Rye 40% Pennlawn Red Fescue
Mulch:	2,000 pounds per acre
Fertilizer:	400 pounds per acre of 10-20-20 or 22.5-10-10 in either case, slow-release fertilizers are preferred.
Ground Characteristics:	On slopes of 2:1 or greater, a binder shall be used at 40 pounds per acre, J-Track or equivalent.

5. Fertilizer: Shall be applied at 400 pounds per acre of 10-20-20 (10 pounds per 1,100 square feet) or equivalent.
6. All hydroseeding firms shall have a printout of the application rate for each job readily available for inspection by the Public Works Department.
7. The City of Duvall Public Works Department shall be notified of potential hydroseeding prior to any application to ensure compliance of these specifications.