



CITY OF WOODINVILLE

Development Services Department

425-489-2754 • 17301 133rd Avenue NE • Woodinville, WA 98072

Monday – Thursday 7:30am – 5:00pm • Friday 7:30am – 4:00pm

SITE DEVELOPMENT PERMIT APPLICATION

A. SITE INFORMATION		
PROJECT NAME:		PERMIT NO:
PROJECT ADDRESS:	Unit #	PARCEL NO:
B. CONTACT INFORMATION		
APPLICANT	PROPERTY OWNER	
NAME:	NAME:	
ADDRESS:	ADDRESS:	
PHONE:	PHONE:	
EMAIL ADDRESS:	EMAIL ADDRESS:	
ENGINEER	SURVEYOR	
NAME:	NAME:	
CONTACT:	CONTACT:	
ADDRESS:	ADDRESS:	
PHONE:	PHONE:	
EMAIL ADDRESS:	EMAIL ADDRESS:	
CONTRACTOR		
NAME:	CONTACT:	
ADDRESS:		
PHONE:	EMAIL ADDRESS:	
C. PRIMARY CONTACT FOR APPLICATION		
<i>This individual will be the primary contact for issues, concerns, and notifications on this application. Please select one:</i> ☐ Applicant ☐ Property Owner ☐ Engineer ☐ Surveyor ☐ Contractor		
D. SITE WORK INFORMATION		
DESCRIPTION OF WORK:	QUANTITY EXCAVATED:	QUANTITY FILLED:
	Will This Be a Balanced Cut and Fill On Site? ☐ Yes ☐ No	
	Does the Cut Contain Potential Hazardous Materials? ☐ Yes ☐ No	
	SOURCE OF IMPORTED FILL:	
	DEPOSIT LOCATION OF CUT:	
DESCRIBE THE TERRAIN, VEGETATION, AND IMPROVEMENTS ON SITE:		

E. PRELIMINARY GRADING WORKSHEET

This worksheet is intended to guide applicants in determining whether a Site Development (SDL) Permit and/or engineered plans are required for their project. Please complete the questions below to determine permit requirements. Please see [Chapter 15.05 WMC](#) for more information.

1. Calculate the grading quantities proposed on site. If the total site grading quantity (excluding the building footprint) is greater than 25 cy in the R-1 through R-8 zone or greater than 50 cy in all other zones, OR if grade level is changed by more than 4 feet in any one location, a SDL Permit is required.

	Cut	Fill	Regrading/Common Borrow	Total
Driveways or parking areas				
Walkways				
Asphalt or gravel areas				
Utilities, septic, drainage				
Building footprint				
Other: _____				
Other: _____				
TOTAL				

2. Engineered Plan Requirement. If you answer yes to any of the following questions, engineered plans are required in addition to a SDL Permit.

- _____ Is grading proposed within a critical area or its buffer? Critical areas include streams, lakes, wetlands, erosion hazard areas, and landslide hazard areas as defined in [Chapter 21.51 WMC](#).
- _____ Does grading exceed 500 cubic yards?
- _____ Is grading within 10 feet of a property line?
- _____ Does the project propose grades steeper than 2H:1V (50%)?
- _____ Does the proposal create 2,000 sf or more of new and/or replaced impervious surface area? (see [King County Stormwater Manual](#) for definitions)
- _____ Does the proposal change stormwater flow leaving the property?

F. SUBMITTAL REQUIREMENTS

Please read carefully and submit the following submittal materials with your application. Other materials may be required if staff determines that additional information is necessary to complete review of the application. Plans required below may be consolidated in fewer sheets if the information is legible and easy to identify.

	Permit Application Fee	
	Owner Authorization Form	
	Site Plan (24" x 36" max)	
	– Scale map of project area – Topography at 5-ft contours (2-ft for engineered plans) – Location and description of work to be covered under the permit, including impervious surface – Legal description	– Property lines, setbacks, easement limits, and right-of-way locations – Type and extent of all critical areas and buffers on, adjacent to, or within 200 feet of the proposal to the extent feasible
	Clearing and Grading Plans (24" x 36" max)	
	– Location of all existing and proposed structures – Streets, driveways, private lanes and right-of-way – Septic drainfields, wells, and utilities on the property and within 50 feet of the property or which may be affected by proposed grading operations	– Proposed clearing limits – Details of subgrade base material and depth of aggregate – Street right-of-way and centerline locations
	Survey (24" x 36" max) required when work is within 10 feet of property lines or when engineered plans are required under Section E.	
	Drainage Plans (24" x 36" max) when required by the King County Surface Water Design Manual	
	– See the King County Surface Water Design Manual requirements for drainage review	– Manufacturer's specifications and contact information for stormwater treatment devices

	Erosion Control Plans (24" x 36" max) - See the King County Surface Water Design Manual requirements for erosion control standards - On-site access plans, construction entrance - Location of vehicle washouts
	Road Plans (24" x 36" max) <i>required when right-of-way work is proposed</i> - Street frontage improvements including curb, gutter, and pedestrian facilities (sidewalk and wheelchair ramps) details - Plans must meet City's Transportation Standards - Channelization, striping, and signage
	Traffic Control Plans (24" x 36" max) <i>required only for work impacting the right-of-way</i> - Follows the Manual on Uniform Traffic Control Devices (MUTCD) - Location of traffic turnouts - Obstructions or barricades - Signs used - Coordination - Lane widths - Haul routes, activity, number of routes - Hours of work - Standard details
	Water/Sewer Extension Approval and Plans <i>required when new water/sewer connections are proposed</i> Plans must be approved by Woodinville Water District. Copy of application submitted to the District may be used for submittal; however, approved copies are required prior to issuance
	Landscaping and Irrigation Plans - Follows Chapter 21.43 WMC for landscaping (commercial properties only) or Chapter 21.50 WMC for trees (residential R-1 through R-8 only). - Information on existing trees to be preserved, including location, size, species, and driplines - Tree density credit calculations (R-1 through R-8 zones only)
	Drainage Study/Technical Information Report <i>required when engineered plans are required under Section E.</i> - See the King County Surface Water Design Manual requirements for drainage study requirements - See the Technical Information Report Checklist for submittal requirements - Document the flow chart decision path in determining the type of report required in KCSWDM Fig 1.1.2.A
	Soils/Geotechnical Report <i>required when engineered plans are required under Section E.</i> - Information on site history, geologic structures - Surface and subsurface conditions - Recommendations for foundation support, site preparation, structural fill, slope stability and mitigation - Design parameters for retaining structures and structure backfill - Information on subsurface drainage, dewatering, excavation conditions and hazards - Seismic conditions, erosion and sedimentation hazards and controls - Information on use of on-site materials for structural fill and backfill
	Critical Areas Study <i>required when work takes place in or adjacent to a critical area or its buffer.</i>
G. APPLICANT ACKNOWLEDGEMENT AND SIGNATURE	
Applicant agrees to comply with all applicable laws, regulations, and provisions of the Woodinville Municipal Code, and with all conditions imposed by the City of Woodinville upon the issuance of a right of way permit, and to proceed with diligence and speed with due regard for the rights, interests and convenience of third parties and the public. INDEMNITY AND HOLD HARMLESS: The Applicant agrees for itself, its successors, and assigns, to defend, indemnify, and hold harmless the City of Woodinville, its appointed and elected officials, its employees, and its consultants (together, "Indemnitees") from and against liability for all claims, demands, suits, and judgments, for injury to persons, death, or property damage which is caused by, arises out of, or is incidental to Applicant's exercise of rights and privileges granted by this permit. The Applicant's obligations under this permit shall include: (a) Indemnification for such claims to the extent they arise from the sole negligence or tortious act or omission of the Applicant; (b) The duty to promptly accept tender of and provide defense to the Indemnitees at the Applicant's own expense; (c) Indemnification of claims made by the Applicant's own employees or agents; and (d) Waiver of the Applicant's immunity under industrial insurance provisions of Title 51 RCW, which waiver has been mutually negotiated by the parties. In the event it is necessary for the City of Woodinville to incur attorney's fees, legal expenses, or other costs to enforce the provisions of this section, all such fees, expenses, and costs shall be recoverable from the Applicant.	
Applicant _____	Date _____