



GRADING PERMIT - CLOSEOUT

Engineering Department

200 NE Moe Street | Poulsbo, Washington 98370

(360) 394-9882 | www.cityofpoulsbo.com

Use the following checklist to track and verify that all items required to be completed prior to closeout of the grading permit have been completed. Project proponents are required to complete the grading permit prior to **FINAL PLAT** application submission and/or prior to receiving **CERTIFICATE OF OCCUPANCY (C/O)**.

Work with the assigned City Development Review Engineer to complete the items below. Copies of documents must be requested.

The City must review and accept all items.

PROJECT:			
Project Name:		Grading Permit Number:	
Project Address:		Parcel Number:	
Associated Preliminary Plat / Site Plan Permit Number:			
Applicant Name:		Applicant Phone Number:	
Applicant Email:			
GRADING PERMIT CLOSEOUT CHECKLIST – REQUIRED ITEMS			
<i>All items listed below are required to be submitted for review and are required to be accepted by the City in order to complete grading permit.</i>		DATE SUBMITTED	ACCEPTED BY CITY
☐	Completion of all improvements included on the issued Civil Construction Plans		
☐	Address and complete all items on the Engineering Inspectors Punchlist		
☐	As-built or record drawings of all improvements and certified to be true and accurate		
☐	Complete Developer Contributed Capital spreadsheet (provided by City Development Review Engineer)		
☐	Complete Easement/Tract/Right of Way Area spreadsheet (provided by City Development Review Engineer)		
☐	Submit Maintenance Surety Bond (confirm bond amount with City Development Review Engineer prior to obtaining bond)		
☐	Complete Construction Completion Report Form 331-146-F (provided by City Development Review Engineer)		
☐	Required Easements and Conveyance documents for recording on City forms (varies by project, confirm with City Development Review Engineer)		
☐	Stormwater Maintenance Covenant & Maintenance Plan template on City forms for recording (confirm with City Development Review Engineer if project requires covenant)		
☐	Stormwater System Certification prepared by project Engineer		
☐	Copy of Department of Health Certification of Abandonment for Well and/or Septic (if required)		
☐	HPA Compliance Final Inspection (if required)		
☐	Erosion Control Deposit Refund Form (provided by City Development Review Engineer)		
☐	Complete all items associated with the Tree Cutting Permit (Planning Department)		
☐	Other Documents (as required)		

CITY ACCEPTANCE

The City hereby acknowledges the Project known as: _____
issued under Grading Permit #: _____ to be completed in
accordance with all applicable standards, codes, and practices and deems the
project ACCEPTED.

CITY INSPECTOR:

NAME

SIGNATURE

DATE

CITY DEVELOPMENT REVIEW ENGINEER:

NAME

SIGNATURE

DATE

ASSISTANT PUBLIC WORKS SUPERINTENDENT:

NAME

SIGNATURE

DATE

CITY ENGINEER:

NAME

SIGNATURE

DATE

