



# KITITAS COUNTY DEPARTMENT OF PUBLIC WORKS

## GRADING PERMIT APPLICATION

Application for:  Grading Permit \$1,215.00    Payment Method:  Cash  Check # \_\_\_\_\_  
 Credit Card

Owner Name \_\_\_\_\_ Permit # \_\_\_\_\_

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

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

Email Address \_\_\_\_\_

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

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

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

Email Address \_\_\_\_\_



DATE STAMP

Engineer Name \_\_\_\_\_

Engineer Firm \_\_\_\_\_

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

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

Email Address \_\_\_\_\_

### Tax Parcel Information

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

Map Number and Tax Parcel Number: \_\_\_\_\_

Property size: \_\_\_\_\_ (acres)

### Project Details

**1. Is project within a Critical Area:**

\_\_\_\_\_ Floodplain      \_\_\_\_\_ Habitat Conservation Areas

\_\_\_\_\_ Wetland      \_\_\_\_\_ Geologic Hazardous Area

**2. Is project within 200' of a Shoreline of the State: \_\_\_\_\_ Yes      \_\_\_\_\_ No**

**3. Project Information:**

Maximum fill depth: \_\_\_\_\_ (feet)      Maximum cut depth: \_\_\_\_\_ (feet)

Quantity of fill: \_\_\_\_\_ (cubic yards)      Quantity of excavation: \_\_\_\_\_ (cubic yards)

Maximum fill slope: \_\_\_\_\_ (feet)      Maximum cut slope: \_\_\_\_\_ (feet)

**Categories**

**Components**

- Structure
- Road
- Bridge / Culvert
- Levee
- Stream Bank / Channel
- Irrigation Structure
- Habitat Enhancement
- Utilities
- Subdivision (new or expansion)

- Excavation
- Fill
- Channelization
- Grading
- Clearing
- Mining and Dredging
- Drilling
- Wetland Impact
- Other: \_\_\_\_\_

**4. Grading plan type: \_\_\_\_\_ Regular      \_\_\_\_\_ Engineered**

**\*Please note that Grading Permits over 500 Cubic Yards require Engineered Plans for review by Public Works and a SEPA application through Community Development Services (CDS). Please contact CDS at 509-962-7506 to complete this application.**

**Grading plan checklist:**

- Easily reproducible scale on the plan of appropriate size depicting location and details of all cuts and all fills including depth and finished slopes of all cuts and all fills.
  - General vicinity map of the area.
  - North arrow.
  - Subject property boundary lines, existing and proposed roads or driveways, easements, natural or manmade bodies of water and drainages, critical areas, shorelines, floodplains, and any existing or proposed structures, wells or septic systems on the site, and the distance between such features.
  - Bodies of water, critical areas, structures, wells and septic systems on adjacent property and lying within 50 feet of the subject grading activity boundary that could be affected by the proposed grading operations.
  - Maps drawn with contour intervals that adequately depict existing and proposed slopes for the proposal.
  - Total quantities, in cubic yards, and type of cut and fill material, including on-site grading material, and imported material.
  - Cross section drawings that include:
    - Maximum depth of fill and maximum height of cuts.
    - Existing and proposed buildings and their setbacks from cut or fill slopes.
    - Existing grades extending a minimum of twenty (20) feet beyond the scope of work.
    - Finished grades of cuts and fills extending a minimum of twenty (20) feet beyond the scope of work.
    - Retaining walls and the adjacent grade at least twenty (20) feet on either side of the wall(s).
    - Grades of all existing cut and fill areas expressed as a ratio of horizontal to vertical slope.
  - The disposal site for excavated material. Offsite disposal may require a separate grading permit.
  - The location of proposed erosion and sedimentation control measures showing compliance with the requirements of WDOE Stormwater Management Manual for Eastern Washington.
  - Detailed plans of all surface and subsurface drainage devices, walls, cribbing, dams, berms, settling ponds, or other water or erosion control devices to be utilized as a part of the proposed work.
  - Any recommendations included in an engineering geology or geotechnical assessment or report for grading or developing the property. If required, assessment and reports shall be completed in compliance with KCC 17A Critical Areas.
5. List all applicable local, state, and federal permits and indicate whether they were issued, waived, denied or pending. \_\_\_\_\_  
\_\_\_\_\_
6. Project description and additional project information (attach additional sheets if necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AUTHORIZATION**

Application is hereby made for permit(s) to authorize the activities described herein. I certify that I am familiar with the information contained in this application, and that to the best of my knowledge and belief such information is true, complete, and accurate. I further certify that I possess the authority to undertake the proposed activities. I hereby grant to the agencies to which this application is made, the right to enter the above-described location to inspect the proposed and or completed work. I also acknowledge that said fee for this application includes 5 hours of review and any work beyond hours included in said fee will be billed monthly at an hourly rate of \$243.00.

**All correspondence and notices will be transmitted to the Land Owner of Record and copies sent to the authorized agent, as applicable.**

**Signature of Authorized Agent:**  
**(REQUIRED if indicated on application)**

**Date:**

X \_\_\_\_\_

\_\_\_\_\_

**Signature of Land Owner of Record**  
**(Required for application submittal):**

**Date:**

X \_\_\_\_\_

\_\_\_\_\_