



11930 Cyrus Way, Mukilteo, WA 98275
Phone: (425) 263-8000
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permittech@mukilteowa.gov

Engineering Permit Application

Application Type – Mark all those that apply

- Clearing & Grading (Land Surface Modification) Per MMC 15.16.010 Right-of-Way Per MMC 12.01.010 Stormwater Per MMC13.12

General Permit Information

PROJECT NAME: _____

PROJECT ADDRESS: _____

1. CONTRACTOR Applicant

Name _____

Address _____

City/State/Zip _____

24 Hour Phone _____

State License # _____

Mukilteo License # _____

E-mail _____

2. PROPERTY OWNER Applicant

Name _____

Address _____

City/State/Zip _____

Phone _____

E-mail _____

3. PRIMARY CONTACT Applicant

Name _____

Address _____

City/State/Zip _____

24 HR Phone _____

E-mail _____

4. PARCEL NUMBER(S)

5. PROJECT DESCRIPTION

6. TOTAL PROJECT AREA (INCLUDE ROW, IF ANY) (SF)

7. TOTAL SITE AREA (SF)

8. TOTAL GRADING QUANTITIES (CY)
(Use Total from pg. 2 , #4)

9. IS A RETAINING WALL PROPOSED? YES or NO

10. EXISTING SITE IMPERVIOUS SURFACE COVER (%)
(Report Item 2 from Page 4)

11. TOTAL NEW PLUS REPLACED HARD SURFACES (SF)
(Report Item 6 from Page 5)

12. TOTAL PROPOSED LOT HARD SURFACE COVERAGE (SF) - (Report Item 7 from page 5)

Clearing & Grading (Land Surface Modifications)

1. Total Area of Land Surface Disturbance (SF): _____

2. Vegetation to be Removed:

- Evergreen Trees: _____(canopy area)
- Deciduous Trees: _____(canopy area)
- Shrubs / Lawn: _____(area)
- Invasive(s): _____(area)
- Other: _____(area)
- Invasive types _____

3. Method of Land Disturbance: Hand Clearing Machine

4. Land Disturbance Outside the Building Footprint:

- Exported: _____(CY)
- Imported to Site: _____(CY)
- Re-Graded on Site: _____(CY)
- Other: _____(CY)

Total _____(Add all Land Disturbance, Report on Page 1, #8)

5. Provide Address for Materials Disposal Site _____

6. Maximum Height of Fill: _____ Maximum Depth of Cut: _____

7. Identify any stream, surface water, drainage course, wetlands, or critical areas on or within 200 feet of the property:

Retaining Walls:

If a retaining wall is proposed, please check which applies (*Height is measured from bottom of footing*)

- No retaining wall proposed
- ≥ 4 feet
- ≤ 4 feet and not load bearing
- Any height and load bearing

Right-of-Way:

Type of work being performed in City right-of-way:

- Stormwater
- Frontage Improvements
- Driveway
- Natural Gas
- Sewer
- Water
- Telephone
- Power
- Cable
- Other: _____

Is this project adjacent to a State Route? Yes No

If Yes, WSDOT approval shall be required, and a copy provided with this application, including the WSDOT approved Traffic Control Plan.

Stormwater

WHAT ARE HARD SURFACES and IMPERVIOUS SURFACES?

Hard surfaces include permeable pavement, decks, vegetated roofs, and all impervious surfaces.
Impervious surfaces are non-vegetated surface areas that either prevent or impair water entry into the soil. These surfaces cause water to run off the surface in greater quantities or at increased flow rates from natural conditions. Common impervious surfaces include, but are not limited to, roof tops, walkways, patios, gravel, asphalt, concrete and bricked surfaces. (See MMC 17.08 for complete definition.)

Step 1. Determine if a Stormwater Permit is Needed

Does the project propose to:

- A. Add new or replace 2,000 square feet or more of hard surface area? YES NO
- B. Disturb 7,000 square feet or greater of land? YES NO
- C. Connect to the City’s stormwater system? YES NO

If the answer to ANY of the above is “YES,” then a Stormwater Permit is required. Complete entire Stormwater Permit Application and provide required submittals.

If the answer to ALL of the above is “NO,” then a Stormwater Permit is NOT required. Complete Steps #2 through #6 and include a Short SWPPP form with your application.

Step 2. Calculate Existing Impervious Surface Area

Enter the area for all existing impervious surfaces on the property. Only include those items that are impervious. Hard surfaces, such as porous pavement, will be considered in Step 3. If there are none to add, enter “0”.

TABLE 1 – EXISTING IMPERVIOUS SURFACES		
Types of improvements to consider (not a complete list)	Existing Impervious Surfaces Area (sf)	Describe area(s) included in SF (e.g. house, driveway, etc.)
Roof Structures (all buildings)		
Sidewalks / Walkways		
Covered Porch / Deck / Patio		
Driveway (include gravel areas)		
Parking Lot (incl. gravel areas)		
Other		
TOTAL →	Item 1	

Step 3. Determine if the Project is New Development or Redevelopment

TABLE 2 – PERCENT EXISTING IMPERVIOUS COVER CALCULATION		
A. Enter the total from Item 1 above →		
B. Total Site Square Footage →		
Existing Site Impervious Cover %	$(A \div B) \times 100$	Item 2

- Report Item 2 on Page 1, #10.
- Use result for Step 7. If <35%, project is new development. If >35%, project is redevelopment

Step 4. Calculate Existing Hard Surface Area

Enter any existing hard surfaces **not included** in the impervious surface calculation in Step 2. If there are none to add, enter "0".

TABLE 3 – EXISTING HARD SURFACES		
Types of improvements to consider (not a complete list)	Existing Hard Surfaces Area (sf)	Describe area(s) included in SF (e.g. house, driveway, etc.)
Green Roof Structures		
Porous Sidewalks / Walkways		
Porous Porch / Deck / Patio		
Porous Driveway / Parking		
Other		
TOTAL →	Item 3	

- Use Item 3 in Step 6.

Step 5. Calculate Proposed New and Replaced Hard Surfaces

Include all types of hard (and impervious) surfaces in the table. No “credit” is taken for replaced hard surfaces. For example, if 1,500 sf of gravel is replaced with a 1,500 sf garage, this is entered as 1,500 sf replaced hard surface. There is no deduction for the replaced gravel.

TABLE 4 – PROPOSED NEW PLUS REPLACED HARD SURFACES			
(Enter “0” for sections not applicable to your project)			
Proposed new PLUS replaced hard surfaces	Describe area(s) included in SF? (e.g. house, driveway, etc.)	New SF	Replaced SF
Roof Structures (all buildings)			
Green Roof (not included above)			
Sidewalks / Walkways			
Covered Porch / Deck / Patio			
Uncovered Porch / Deck / Patio			
Driveway (impervious)			
Parking (impervious)			
Pervious Paving surfaces (all			
All Right-of-Way Improvements			
Others			
SUBTOTALS	→	Item 4	Item 5
TOTAL NEW PLUS REPLACED HARD SURFACES	Add Items 4 & 5	Item 6	

- Report Item 6 on Page 1, #11.
- Use Item 4 in Step 6 (do not include Item 5).

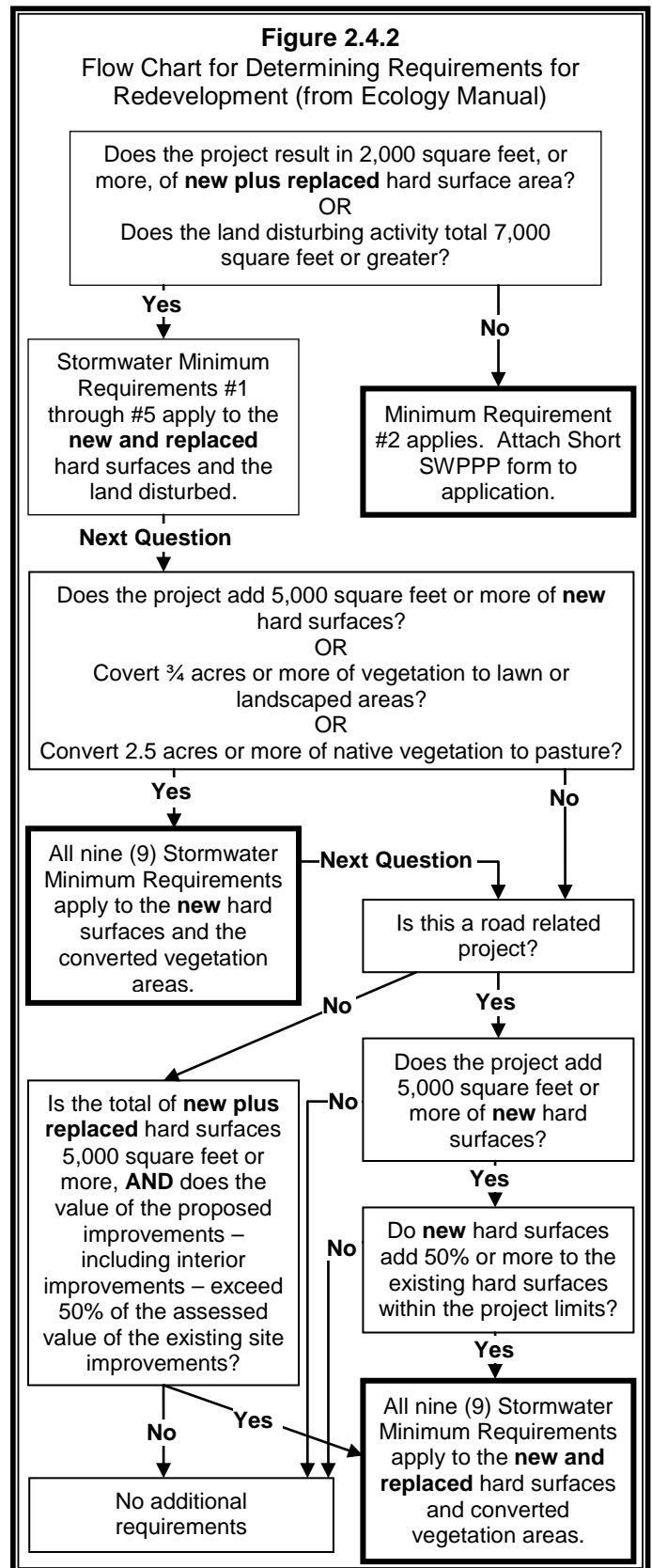
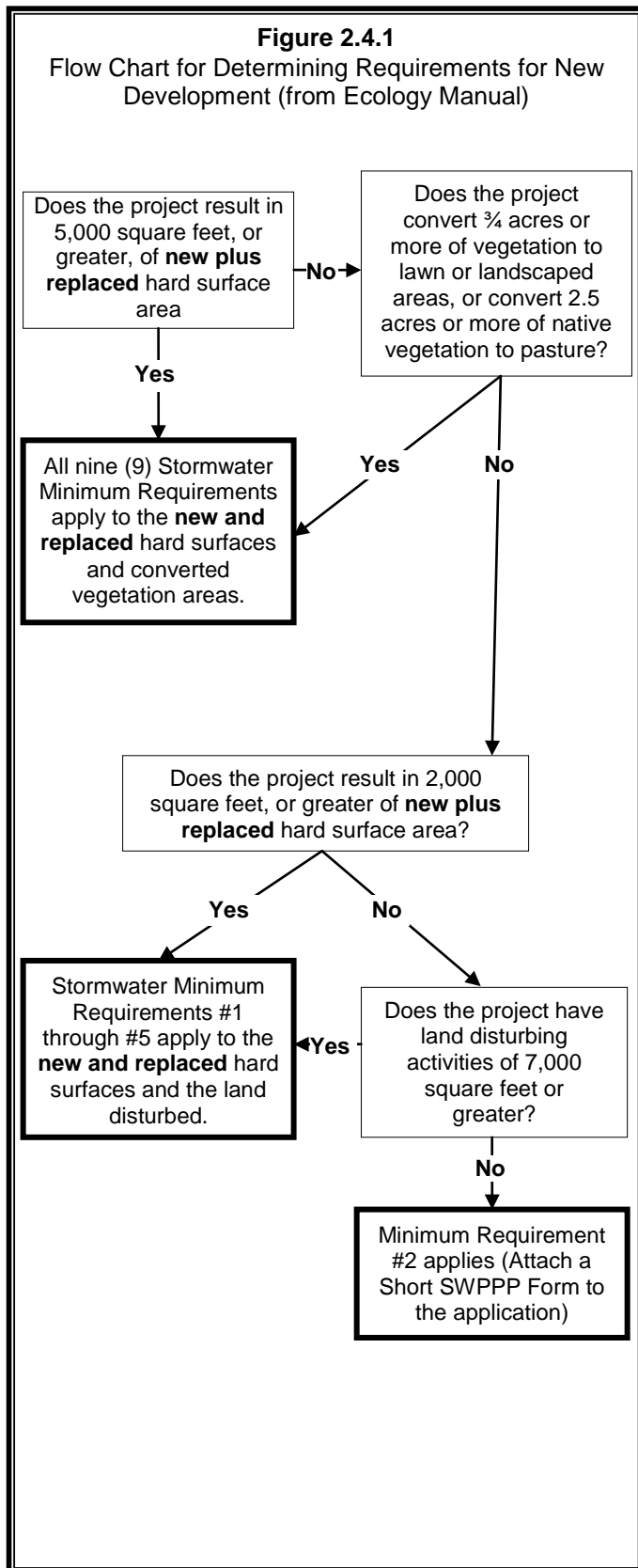
Step 6. Calculate Total Proposed Hard Surfaces

TABLE 5 – TOTAL PROPOSED HARD SURFACES		
A. Report Item 1 Subtotal (from Step 2)		
B. Report Item 3 Subtotal (from Step 4)		
C. Report Item 4 Subtotal (from Step 5)		
TOTAL PROPOSED LOT HARD SURFACE COVER	Add A, B, & C	Item 7

- Report Item 7 on Page 1, #12.

Step 7. Determine the Stormwater Minimum Requirements

Is the result on page 1, #10; 35% or more? YES NO If yes, use Figure 2.4.2. If no, use Figure 2.4.1.



Other

Anticipated Start Date: _____ Anticipated Completion Date: _____

A Department of Ecology Construction Stormwater Permit is required for projects that disturb ≥1 acre. Will your project disturb ≥1 acre of land through clearing, excavating, or stockpiling of fill? Yes No

If yes, complete NOI at <http://www.ecy.wa.gov/programs/wq/stormwater/construction/enoi.html>

A Forest Practice Permit is required for all projects removing and selling timber from the property site. Will your project remove and sell timber? Yes No

A BNSF Permit is required for all projects that will discharge stormwater onto BNSF property (ROW). Does your project discharge to BNSF ROW? Yes No

A Hydraulic Permit from the Department of Fish and Wildlife and / or from the Army Corps of Engineers is required for all fill, or work within, over, or under a stream or wetland. Will your project involve stream or wetland? Yes No

The list above is meant to provide guidance; it is the project applicant's responsibility to identify and obtain all required permits. All State, Federal, and/ or other applicable Permits shall be obtained and a copy provided to the City of Mukilteo prior to issuance of the City of Mukilteo Engineering Permit.

The permittee shall indemnify, defend and hold harmless the City, its officers, agents and employees, from and against any and all claims, losses or liability, including attorney's fees, arising from injury or death to persons or damage to property occasioned by the construction, installation, operation, location, maintenance, or any other cause related to the improvement for which this permit is granted. With respect to this permit and as to claims against the City, its officers, agents and employees, the permittee expressly waives its immunity under Title 51 of the Revised Code of Washington, the Industrial Insurance Act, for injuries to any employees the permittee may have, and agrees that the obligation to indemnify, defend and hold harmless provided for in this paragraph extend to any claim brought by or on behalf of any employee of the permittee. This waiver has been mutually negotiated by the parties as part of the permitting process and is given, as is the indemnification agreement contained within this paragraph, as consideration for issuance of a right-of-way use permit by the City. This paragraph shall not apply to any damage or injury resulting from the sole negligence of the City, its agents or employees. To the extent any of the damages or injuries referenced by this paragraph were caused by or resulted from the concurrent negligence of the City, its agents or employees, this obligation to indemnify, defend and hold harmless is valid and enforceable only to the extent of the negligence of the permittee, its officers, agents or employees, if any.

The acceptance of the conditions upon which this permit is granted shall be evidenced by the beginning of the installation of said FACILITIES as set forth herein.

SEE ATTACHED INSURANCE REQUIREMENTS AND ACKNOWLEDGMENTS. ADDITIONAL SIGNATURE REQUIRED.

I HEREBY ACKNOWLEDGE THAT I HAVE READ THIS PERMIT APPLICATION IN ITS ENTIRETY AND KNOW THE SAME TO BE TRUE AND CORRECT. I AGREE TO COMPLY WITH ALL CONDITIONS, CITY ORDINANCES AND STATE / FEDERAL LAWS REGULATING ACTIVITIES COVERED BY THIS PERMIT APPLICATION. I ALSO ACKNOWLEDGE THAT IT IS MY RESPONSIBILITY TO MAINTAIN PUBLIC STREETS FREE OF DIRT AND DEBRIS.

Property Owner Signature

Date

*Applicant Signature
(if different than property owner)*

Date

ENGINEERING APPLICATION CHECKLIST

Provide the following information as part of your submittal as required in Mukilteo Municipal Code 17.13 and the City of Mukilteo Development Standards.

Submitted

Yes	N/A	Document
<input type="checkbox"/>	<input type="checkbox"/>	Engineering Permit Application – 1
<input type="checkbox"/>	<input type="checkbox"/>	Stormwater Pollution Prevention Plan (SWPPP) – 3 originals
<input type="checkbox"/>	<input type="checkbox"/>	Stormwater Site Plan (Drainage Report) – 2 originals
<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical Report – 2 originals
<input type="checkbox"/>	<input type="checkbox"/>	Civil Plan Set – 3 originals
<input type="checkbox"/>	<input type="checkbox"/>	Wetland and Streams Report – 2 originals
<input type="checkbox"/>	<input type="checkbox"/>	Transportation Impact Study – 1 original
<input type="checkbox"/>	<input type="checkbox"/>	Transportation Concurrency Evaluation and Determination of Transportation Impact Fees Form (if over 10 pm peak trips) – 1 original
<input type="checkbox"/>	<input type="checkbox"/>	Temporary Traffic and Pedestrian Control Plan – 2 originals
<input type="checkbox"/>	<input type="checkbox"/>	Soil Management Plan – 2 originals
<input type="checkbox"/>	<input type="checkbox"/>	Tree Preservation Plan – 2 originals
<input type="checkbox"/>	<input type="checkbox"/>	Maximum Extent Feasible (MEF) Documentation – 1 original
<input type="checkbox"/>	<input type="checkbox"/>	Draft Statutory Warranty Deed (Right-of-Way Dedication), including Title Report, Map, and Real Estate Excise Tax Affidavit Form – 1 of each original
<input type="checkbox"/>	<input type="checkbox"/>	Evidence of Vesting Rights – 1 original
<input type="checkbox"/>	<input type="checkbox"/>	Application for Alternate Material, Design, or Method of Construction – 1 original
<input type="checkbox"/>	<input type="checkbox"/>	Application for Exception from Stormwater Minimum Requirements – 1 original
<input type="checkbox"/>	<input type="checkbox"/>	Draft Declaration of Covenant/Maintenance Plan for Stormwater – 1 original
<input type="checkbox"/>	<input type="checkbox"/>	Draft Access Easement for Stormwater – 1 original
<input type="checkbox"/>	<input type="checkbox"/>	Draft Joint-Use and Maintenance Agreement for Private Roads/Joint-use Driveways – 1 original
<input type="checkbox"/>	<input type="checkbox"/>	WSDOT approval if adjacent to State Route – 1 original
<input type="checkbox"/>	<input type="checkbox"/>	Other agency permits (list) – (1 original each) _____ _____
<input type="checkbox"/>	<input type="checkbox"/>	Wildlife Habitat Report – 2 originals
<input type="checkbox"/>	<input type="checkbox"/>	Archaeology Report – 2 originals

INSURANCE

A. Insurance Term

The Permittee shall procure and maintain for the duration of the Permit, insurance against claims for injuries to persons or damage to property which may arise from or in connection with operations or activities performed by or on the Permittee's behalf with the issuance of this Permit.

B. No Limitation

Permittee's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Permittee to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

C. Minimum Scope of Insurance

Applicant shall obtain insurance of the types and coverage described below:

1. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from operations, products-completed operations, and stop-gap liability. There shall be no exclusion for liability arising from explosion, collapse or underground property damage. The City shall be named as an additional insured under the Permittee's Commercial General Liability insurance policy using ISO Additional Insured-State or Political Subdivisions-Permits CG 20 12 or a substitute endorsement providing at least as broad coverage.
2. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.

D. Minimum Amounts of Insurance

Permittee shall maintain the following insurance limits:

1. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and a \$2,000,000 products-completed operations aggregate limit.
2. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

E. Other Insurance Provision

The Permittee's Commercial General Liability insurance policy or policies are to contain, or be endorsed to contain that they shall be primary insurance as respect to the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Applicant's insurance and shall not contribute to it.

F. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

G. Verification of Coverage

Permittee shall furnish the City with original certificates and a copy of the amendatory endorsements, including the additional insured endorsement, evidencing the insurance requirements of the Permittee before issuance of the Permit.

H. Notice of Cancellation

The Permittee shall provide the City with written notice of any policy cancellation, within two (2) business days of their receipt of such notice.

I. Failure to Maintain Insurance

Failure on the part of the Permittee to maintain the insurance as required shall constitute a material breach of the Permit, upon which the City may, after giving five (5) business days' notice to the Permittee to correct the breach, immediately terminate the Permit, or at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand.

J. City Full Availability of Consultant Limits

If the Permittee maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Permittee, irrespective of whether such limits maintained by the Permittee are greater than those required by this contract or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Permittee.

The acceptance of the conditions upon which this permit is granted shall be evidenced by the beginning of the installation of said FACILITIES as set forth herein.

I HEREBY ACKNOWLEDGE THAT I HAVE READ AND AGREE TO COMPLY WITH THE REQUIREMENTS REGARDING INSURANCE.	
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <i>Applicant Signature</i>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <i>Date</i>