



Community Development Department

City of Snoqualmie
38624 SE River St. | PO Box 987
Snoqualmie, Washington 98065
(425) 888-5337 | www.snoqualmiewa.gov

CLEARING AND GRADING SUBMITTAL CHECKLIST

A clearing and grading permit shall be required for all clearing and grading activity unless the activity qualifies for one of the exemptions provided for in Sections [15.20.030\(B\) and \(C\)](#) of the Snoqualmie Municipal Code (SMC).

[Preapplication reviews](#) are required whenever a clearing and grading permit is required.

The applicant shall submit documents identified below. This checklist is intended as a guide for applicants and is not a substitute for the applicable code sections. Depending on the scope of the project, some items may not apply or may be combined. All applications shall be submitted with a filing fee or deposit. The City of Snoqualmie will review application and materials for completeness pursuant to Chapter [15.20](#) SMC.

CLEARING AND GRADING APPLICATION REQUIREMENTS:

1. Completed Preapplication Meeting Notes with File Number
2. Completed Application Form
3. Site Plans
4. SEPA Checklist (as applicable)
5. Application Filing Fee or Deposit

CLEARING AND GRADING SUBMITTAL REQUIREMENTS:

1. **Completed Preapplication Meeting Notes with File Number:** _____

2. **Completed Application Form:**

Identify and describe the work to be covered by the permit for which the application is made:

Address: _____ Parcel Number: _____

Lot/block/tract (if applicable): _____

If applicable, identify any critical areas on or adjacent to the site, as defined in Chapter 19.12 SMC:

Identify any significant trees to be cut and/or amounts of vegetation to be removed:

Estimate the quantity of work involved:

3. Site Plans.

All plans must be drawn at an engineering scale no smaller than one inch equals 30 feet and include a graphic scale and north arrow. The plans shall include the following information, where applicable, depending on whether the application is for clearing or grading or both:

- A. Identifying Information.** Name, address, and phone number of the person who prepared the drawing and location of the work.
- B. General Vicinity.** General vicinity of the proposed site(s).
- C. Property Limits and Existing Contours.** Property limits and accurate contours of existing ground and details of terrain and area drainage, if applicable.
- D. Proposed Contours.** Limiting dimensions, elevations or finished contours to be achieved by grading, and proposed drainage channels and related construction, if applicable.
- E. Erosion and Sediment Control (ESC) Plan.** The ESC shall meet the requirements of Section [15.20.070](#) SMC. Note that permanent erosion and vegetation restoration, maintenance, and best management practices (BMPs) are also addressed in this same section. Please include any surface and subsurface drainage devices, walls, cribbing, dams, berms, settling ponds, and other protective devices to be constructed as a part of the proposed work, together with maps showing the drainage area and the estimated runoff of the area served by any drains in accordance with Chapter [15.18](#) SMC.
- F. Other Existing Conditions.** Location of any existing or proposed buildings, structures, existing utilities and easements on the property where the work is to be performed and the location of any buildings or structures on land of adjacent owners of property which may be affected by the proposed grading operations.
- G. Fill Information.** Information concerning construction methods, fill material specifications, source of fill material, compaction information.
- H. Transportation Routes.** All routes and other construction information when known and applicable to the proposed work.
- I. Significant Tree Survey.** A significant tree survey which accurately identifies the species, size, and location of all significant trees within the property subject to the application, if applicable.
- J. Tree Retention Survey.** A survey showing the species size and location of all significant trees to be retained on the property, if applicable.
- K. Landscape Plans.**
 - i. **Existing Vegetation.** Location of any existing vegetation to be retained.
 - ii. **Proposed Plant Materials.** Show the location of proposed plant materials, with a plant schedule identifying plants by common and scientific names, spacing, size at planting and maturity, and special notes.
- L. Critical Areas.** If the clearing or grading is proposed to take place in or adjacent to a critical area as regulated in Chapter [19.12](#) SMC, or in a flood hazard area as regulated in Chapter [15.12](#) SMC, provide information as required by that chapter.

4. SEPA Checklist. A SEPA checklist may be required unless the project qualifies for a categorical exemption Washington Administration Code (WAC) [197-11-800](#).

5. Application Filing Fee or Deposit.

ADDITIONAL NOTES:

- A clearing and grading permit shall be valid for one year from the date of issuance by the city. If work authorized by the permit is not completed within this period, or if the work is originally planned to take more than one year, the applicant may apply for a one-year extension.
- Any permit applicant shall have 180 days from the date of permit approval by the city to obtain the necessary bonds and meet other permit requirements prior to issuance of the permit. Failure to obtain the necessary bonds and satisfy other permit requirements prior to issuance within these 180 days shall result in expiration of the approval.
- The city may require additional information as needed. If you have any questions concerning your application submittal, please visit or call the Community Development Department.