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## SUBMITTAL REQUIREMENTS

# GRADE AND FILL PERMIT

### Planning Division

1055 South Grady Way, Renton, WA 98057  
Phone: 425-430-7294 | [www.rentonwa.gov](http://www.rentonwa.gov)

**PURPOSE:** To minimize the negative effects of indiscriminate mining, excavating, grading and filling practices. In addition, it is to ensure adequate consideration is given to the potential environmental effects of such actions.

**FREE CONSULTATION MEETING:** Prior to submitting an application, the applicant should informally discuss the proposed development with the Planning Division. The Planning Division will provide assistance and detailed information on the City's requirements and standards. Applicants may also take this opportunity to request the waiver of the City's typical application submittal requirements, which may not be applicable to the specific proposal. For further information on this meeting, see the instruction sheet entitled "Submittal Requirements: Pre-Application."

**APPLICATION SCREENING:** Applicants are required to bring in a CD or USB portable (flash/hard) drive (or other device or pathway as approved by your assigned project manager) with one PDF file of the application package for informal review by staff, prior to scheduling an intake meeting. Please allow approximately 45 minutes for application screening.

**COMPLETE APPLICATION REQUIRED:** In order to accept your application, each of the numbered items must be submitted at the **same time**. If you have received a prior written waiver of a submittal item(s) during a pre-application meeting, please provide the waiver form in lieu of any submittal item not provided.

**APPLICATION SUBMITTAL HOURS:** Applications should be submitted to Planning Division staff at the 6th floor counter of Renton City Hall, 1055 South Grady Way, between 8:00 a.m. and 4:00 p.m. Monday through Friday. Please call your assigned project manager to schedule an appointment or call 425-430-7294 to reach the Planning Division. Due to the screening time required, applications delivered by messenger cannot be accepted.

**ADDITIONAL PERMITS:** Additional permits from other agencies may be required. It is the applicant's responsibility to obtain these other approvals. Information regarding these other requirements may be found at <http://apps.oria.wa.gov/opas/>.

**All Plans and Attachments are subject to Electronic File Standards**

**APPLICATION MATERIALS:**

- 1. **Pre-Application Meeting Summary:** If the application was reviewed at a “pre-application meeting.”
  
- 2. **Waiver Form:** If you received a waiver form during or after a “pre-application meeting.”
  
- 3. **Land Use Permit Master Application Form:** The standardized application form used for the majority of land use permit applications including, but not limited to, the following:
  - a. Owner, applicant, and contact person names, addresses and telephone numbers;
  - b. Notarized signatures of all current property owners;
  - c. Name of the proposed project;
  - d. Project/property address;
  - e. King County Assessor’s tax account number;
  - f. Existing and proposed land uses;
  - g. Existing and, if applicable, proposed Comprehensive Plan map designation;
  - h. Existing and, if applicable, proposed zoning designation;
  - i. Site area;
  - j. Estimated project cost;
  - k. Whether or not the project site contains any environmentally sensitive areas; and
  - l. Property legal description.

**Note:** The application must have notarized signatures of **ALL** current property owners listed on the Title Report. If the property owner is a corporation, the authorized representative must attach proof of signing authority on behalf of the corporation. The legal description of the property must be attached to the application form.
  
- 4. **Fees:** The application must be accompanied by the required application fee (see Fee Schedule). Please call 425-430-7294 to verify the exact amount required. Checks should be made out to the *City of Renton* and cannot be accepted for over the total fee amount. Credit cards may also be used to pay required application fees. Fees are paid at Cashier on the 1st Floor City Hall.
  
- 5. **Project Narrative:** A clear and concise description and summary of the proposed project, including the following:
  - a. Project name, size and location of site;
  - b. Zoning designation of the site and adjacent properties;
  - c. Current use of the site and any existing improvements;
  - d. Special site features (i.e., wetlands, water bodies, steep slopes);

- a. Statement addressing soil type and drainage conditions;
- b. Proposed use of the property and scope of the proposed development (i.e., height, square footage, lot coverage, parking, access, etc.);
- c. Proposed off-site improvements (i.e., installation of sidewalks, fire hydrants, sewer main, etc.);
- d. Total estimated construction cost and estimated fair market value of the proposed project;
- e. Estimated quantities and type of materials involved if any fill or excavation is proposed;
- f. Number, type and size of trees to be removed;
- g. Explanation of any land to be dedicated to the City; and
- h. For shoreline applications only:
  - i. Name of adjacent water area or wetlands,
  - ii. Nature of existing shoreline – describe:
    - Type of shoreline (i.e., lake, stream, lagoon, marsh, bog, floodplain, floodway);
    - Type of beach (i.e., accretion, erosion, high bank-low bank);
    - Type of material (i.e., sand, gravel, mud, clay, rock, riprap); and
    - The extent and type of any bulkheading, and
  - iii. The number and location of structures and/or residential units (existing and potential) which might have views obstructed as a result of the proposed project; and
- i. The proposed number, size, and density of the new lots, for subdivision applications only.

6. **Environmental Checklist:** The standard State of Washington form required under WAC 197-11-742 and 197-11-960.

7. **Construction Mitigation Description:** A written narrative addressing each of the following:

- a. Proposed construction dates (begin and end dates);
- b. Hours of operation;
- c. Proposed hauling/transportation routes;
- d. Measures to be implemented to minimize dust, traffic and transportation impacts, erosion, mud, noise, and other noxious characteristics;
- e. Any specialty hours proposed for construction or hauling (i.e., weekends, late nights); and
- f. Preliminary traffic control plan.

Please provide a written narrative addressing each of the following:

- i. Proposed construction dates (begin and end dates);
- ii. Hours and days of operation;
- iii. Proposed hauling/transportation routes;
- iv. Measures to be implemented to minimize dust, traffic and transportation impacts, erosion, mud, noise, and other noxious characteristics;
- v. Any special hours proposed for construction or hauling (i.e. weekends, late nights); and
- vi. Preliminary traffic control plan.

**Note:** If your project requires the use of cranes, please contact the City's Airport Manager at 425- 430-7471 to determine whether Federal Aviation Administration (FAA) notification will be required.

8. **Plat Certificate or Title Report:** A document prepared by a title insurance company documenting the ownership and title of all interested parties in the plat, subdivision, or dedication and listing all encumbrances. In the case of a final plat, the certificate shall be dated within forty five (45) days prior to the approval of the final plat.
9. **Neighborhood Detail Map:** A map, drawn at a scale of one inch equals one hundred feet (1" = 100') or one inch equals two hundred feet (1" = 200') (or other scale approved by the Planning Division Director or designee). The map shall show the location of the subject site relative to the property boundaries of the surrounding parcels within approximately one thousand feet (1,000') or approximately two thousand five hundred feet (2,500') for properties over five (5) acres and identifying the subject site with a darker perimeter line than that of surrounding properties. The map shall also show the property's lot lines, existing land uses, building outlines, City boundaries of the City of Renton (if applicable), north arrow (oriented to the top of the plan sheet), graphic scale used for the map, and City of Renton (not King County) street names for all streets shown.
10. **Topography Map:** A map showing the existing land contours using vertical intervals of not more than five feet (5'). For any existing buildings the map shall show the finished floor elevations of each floor of the building.
11. **Tree Retention/Land Clearing (Tree Inventory) Plan:** A completed tree retention worksheet accompanied by a full dimensional plan, drawn by a certified arborist or a licensed landscape architect, based on finished grade, drawn at the same scale as the project site plan with the northern property line at the top of the sheet, clearly showing the following:
  - a. All property boundaries and adjacent streets;
  - b. Location of all areas proposed to be cleared;
  - c. Species and sizes of vegetation to be removed, altered or retained and the boundaries and predominant species of stands of trees consisting of five (5) or more trees. This

requirement applies only to trees six inch (6") caliper and larger, fifty four inches (54") above grade, and the location, size and species of all protected trees on the site;

- d. For trees proposed to be retained, a complete description of each tree's health, condition, and viability;
- e. For trees proposed to be retained, a description of the method(s) used to determine the limits of disturbance (i.e., critical root zone, root plate diameter, or a case-by-case basis description for individual trees);
- f. For trees proposed to be preserved within a tree protection tract, any special instructions for maintenance (e.g., trimming, ground clearing, root pruning, monitoring, aftercare, etc.);
- g. For trees not viable for retention, the reason(s) for removal based on poor health, high risk of failure due to structure, defects, unavoidable isolation (i.e., high blow down potential), or unsuitability of species, etc., and for which no reasonable alternative action is possible (pruning, cabling, etc.);
- h. A description of the impact of necessary tree removal to the remaining trees, including those in a grove or on abutting properties;
- i. For development applications, a discussion of timing and installation of tree protection measures that must include fencing and be in accordance with the tree protection standards as outlined in RMC 4-4-130H9, Protection Measures During Construction;
- j. The suggested location and species of supplemental trees to be used when required. The report shall include planting and maintenance specifications;
- k. Future building sites and drip lines of any trees which will overhang/overlap a construction line;
- l. Location and dimensions of rights-of-way, utility lines, fire hydrants, street lighting, and easements;
- m. Where the drip line of a tree overlaps an area where construction activities will occur, this shall be indicated on the plan;
- n. For allowed activities, including allowed exemptions, modifications, and variances, show all trees proposed to be removed in priority tree retention areas: slopes twenty five percent (25%) to thirty nine percent (39%), high or very high landslide hazard areas, and high erosion hazard areas;
- o. Show trees to be removed in protected critical areas: wetlands, Shorelines of the State, streams and lakes, floodways, floodplain slopes forty percent (40%) or greater, very high landslide hazard areas, and critical habitat if the activity is exempt or allowed by the critical areas regulations in RMC 4-3-050C3, Exemptions – Critical Areas and Buffers;
- p. Show all trees to be retained in critical area buffers; and
- q. q. In all other areas of the site, trees to be removed may be indicated generally with clearing limit lines except for protected trees. The location, size, and species of all protected trees on a site shall be shown. The plan shall also differentiate any approved replacement trees from the protected trees. Replacement trees may be authorized in accordance with RMC 4-4-130H1e, Replacement Requirements, and the number of

replacement trees shall be determined pursuant to any planned replanting areas in accordance with RMC 4-4-130H1c, Calculating Tree Retention.

12. **Tree Retention Worksheet:** Please provide a completed City of Renton tree retention worksheet. <https://edocs.rentonwa.gov/Documents/1/edoc/955781/Tree%20Retention%20Worksheet.pdf>
13. **Arborist Report:** A report prepared by a certified arborist or licensed landscape architect that correlates with the Tree Retention/Land Clearing Plan and identifies size, species, health, and reason for any removal. The report shall identify the limits of disturbance for all retained trees.
14. **Standard Stream or Lake Study:** A report shall be prepared by a qualified biologist and include the following information:
- a. Site Map:** Site map(s) indicating, at a scale no smaller than one inch equals twenty feet (1" = 20') (unless otherwise approved by the Community and Economic Development Administrator):
- i. The entire parcel of land owned by the applicant, including one hundred feet (100') of the abutting parcels through which the water body(ies) flow(s);
  - ii. The ordinary high water mark (OHWM) determined in the field by a qualified consultant pursuant to RMC 4-3-050G7, Streams and Lakes, (the OHWM must also be flagged in the field);
  - iii. Stream or lake classification, as recorded in the City of Renton's COR Maps, the City's online interactive mapping application available through the City's website, for the City of Renton Water Class or RMC 4-3-090 (if unclassified, see "Supplemental Stream or Lake Study" below);
  - iv. Topography of the site and abutting lands in relation to the stream(s) and its/their buffer(s) at contour intervals of two feet (2') where slopes are less than ten percent (10%), and of five feet (5') where slopes are ten percent (10%) or greater;
  - v. One hundred (100) year floodplain and floodway boundaries, including one hundred feet (100') of the abutting parcels through which the water body(ies) flow(s);
  - vi. Site drainage patterns, using arrows to indicate the direction of major drainage flow;
  - vii. Top view and typical cross-section views of the stream or lake bed, banks, and buffers to scale;
  - viii. The vegetative cover of the entire site, including the stream or lake, banks, riparian area, and/or abutting wetland areas, extending one hundred feet (100') upstream and downstream from the property line. Include position, species, and size of all trees of at least six inch (6") caliper and larger, fifty four inches (54") above grade, and the location, size and species of all protected trees on the site

that are within one hundred feet (100') of the OHWM, and the location of measures to protect trees on and abutting the site;

- ix. The location, width, depth, and length of all existing and proposed structures, roads, stormwater management facilities, wastewater treatment and installations in relation to the stream/lake and its/their buffer(s); and
  - x. Location of site access, ingress and egress.
- b. Grading Plan:** A grading plan prepared in accordance with RMC 4-8-120D7, and showing contour intervals of two feet (2') where slopes are less than ten percent (10%), and of five feet (5') where slopes are ten percent (10%) or greater.
- c. Stream or Lake Assessment Narrative:** A narrative report, formatted to eight and one-half inches (8.5") by eleven inches (11"), shall be prepared to accompany the site plan and describes:
- i. The stream or lake classification as recorded in the City of Renton's COR Maps, the City's online interactive mapping application available through the City's website, for the City of Renton Water Class or RMC 4-3-090;
  - ii. The vegetative cover of the site, including the stream or lake, banks, riparian area, wetland areas, and flood hazard areas extending one hundred feet (100') upstream and downstream from the property line, including the impacts of the proposal on the identified vegetation;
  - iii. The ecological functions currently provided by the stream/lake and existing riparian area and the impacts of the proposal on the identified ecological functions;
  - iv. Observed or reported fish and wildlife that make use of the area including, but not limited to, salmonids, mammals, and bird nesting, breeding, and feeding/foraging areas, including the impacts of the proposal on the identified fish and wildlife;
  - v. Measures to protect trees, as defined in RMC 4-11-200, and vegetation; and

For shorelines regulated under RMC 4-3-090, Shoreline Master Program Regulations, the study shall demonstrate if the proposal meets the criteria of no net loss of ecological functions as described in RMC 4-3-090D2. If the proposal requires mitigation for substantial impacts to the existing vegetation buffer in order to demonstrate no net loss of ecological functions, a supplemental stream or lake study is required.

**Note:** Please provide a report containing the information specified in RMC Section 4-8-120D.19. In addition, if the project involves an unclassified stream, a **supplemental stream or lake study** is also required. If any alteration to a water-body or buffer is proposed a **supplemental stream or lake study** and **mitigation plan** are also required.

15. **Flood Hazard Data:** Flood hazard data includes:

- a. Plans in duplicate drawn to scale showing the nature, location, dimensions, and elevations of the area in question; existing or proposed structures, fill, storage of materials, drainage facilities, and the location of the foregoing;

- b. Elevation in relation to mean sea level of the lowest floor (including basement) of all structures;
- c. Elevation in relation to mean sea level to which any structure has been floodproofed;
- d. Certification by a registered professional engineer or architect that the floodproofing methods criteria in RMC [4-3-050](#)13c; and for any nonresidential structure meet the floodproofing; and
- e. Description of the extent to which a watercourse will be altered or relocated as a result of proposed development.

16. **Habitat Data Report:** Habitat data reports include:

**a. Site Plan:** The site plan shall indicate:

- i. The vegetative cover types reflecting the general boundaries of the different plant communities on the site;
- ii. The exact locations and specifications for all activities associated with site development including the type, extent and method of operations;
- iii. Top view and typical cross-section views of critical habitat/wildlife habitat to scale;
- iv. The results of searches of the State Department of Fish and Wildlife's Natural Heritage and Non-Game Data System databases;
- v. The results of searches of the Washington State Department of Fish and Wildlife Priority Habitat and Species database.

**b. Narrative Report:** A narrative report shall be prepared to accompany the site plan which describes:

- i. The layers, diversity and variety of habitat found on the site;
- ii. The location of any migration or movement corridors;
- iii. The species typically associated with the cover types, including an identification of any critical wildlife species that might be expected to be found;
- iv. Identification of any areas that have been previously disturbed or degraded by human activity or natural processes;
- v. A summary of existing habitat functions and values, utilizing a habitat evaluation procedure or methodology approved by the City;
- vi. A summary of proposed habitat alterations and impacts and proposed habitat management program. Potential impacts may include but are not limited to clearing of vegetation, fragmentation of wildlife habitat, expected decrease in species diversity or quantity, changes in water quality, increases in human intrusion, and impacts on wetlands or water resources.

17. **Geotechnical Report:** A study prepared in accordance with generally accepted geotechnical practices and stamped by a professional engineer licensed in the State of Washington which includes soils and slope stability analysis, boring and test pit logs, and recommendations on



slope setbacks, foundation design, retaining wall design, material selection, and all other pertinent elements. If the evaluation involves geologic evaluations or interpretations, the report shall be reviewed and approved by a geologist. Further recommendations, additions or exceptions to the original report based on the plans, site conditions, or other supporting data shall be signed and sealed by the geotechnical engineer. If the geotechnical engineer who reviews the plans and specifications is not the same engineer who prepared the geotechnical report, the new engineer shall, in a letter to the City accompanying the plans and specifications, express his or her agreement or disagreement with the recommendations in the geotechnical report and state that the plans and specifications conform to his or her recommendations. If the site contains a geologic hazard regulated by the critical areas regulations, the preparation and content requirements of RMC 4-8-120D, Table 18 shall also apply. If the site is within a channel migration zone, within shoreline jurisdiction, the geotechnical report shall also include a geomorphic assessment by a Washington State licensed geologist with engineering geology or hydrogeology specialty license plus experience in conducting fluvial geomorphic assessments.

18. **Utilities Plan, Generalized:** A plan drawn on twenty two inch by thirty four inch (22" x 34") plan sheets using a graphic scale of one inch equals twenty feet (1" = 20') (or other scale or size approved by the Planning Division's Development Engineering Manager or designee) clearly showing all existing (to remain) and proposed public or private improvements to be dedicated or sold to the public including, but not limited to: curbs, gutters, sidewalks, median islands, street trees, fire hydrants, utility poles, refuse areas, signage, freestanding lighting fixtures, utility junction boxes, public utility transformers, etc., along the full property frontage. The finished floor elevations for each floor of proposed and existing (to remain) structures shall be shown.
19. **Drainage Control Plan:** Please provide a plan drawn to scale and stamped by a Washington State licensed professional engineer and complying with the requirements of RMC [4-6-030](#) and the [2016 King County Surface Water Design Manual](#), as adopted and amended by the City of Renton. (Amd. Ord. 4835, 3-27-2000; Ord. 5526, 2-1-2010)
20. **Drainage Report:** Please provide a report complying with the requirements of the City of Renton Drafting Standards in RMC [4-6-030](#), and the [2016 King County Surface Water Design Manual](#) as adopted and amended by the City of Renton. The report (TIR) must be stamped and dated by a **civil engineer** and shall contain the following:
- Table of Contents
  - Technical Information Report (TIR) Worksheet
  - Section 1: Project Overview
  - Section 2: Conditions and Requirements Summary
  - Section 3: Offsite Analysis
  - Section 4: Flow Control and Water Quality Facility Analysis and Design
  - Section 5: Conveyance System Analysis and Design
  - Section 6: Special Reports and Studies
  - Section 7: Other Permit
  - Section 8: CSWPPP Analysis and Design
  - Section 9: Bond Quantities, Facility Summaries, and Declaration of Covenant

- Section 10: Operations and Maintenance Manual.

21. **Rehabilitation plan:** Please provide a plan showing the proposed rehabilitation of the subject property. The plan shall indicate the general grades and slopes to which excavated areas are to be graded, along with a description of the methods and materials proposed for restoration of top soils and a schedule detailing the restoration process prior to, during, and post excavation operations.
22. **Fill Source Statement:** Please provide a 'source statement' certified by a State of Washington licensed engineer if the project will involve stockpiling or grading of imported fill at the project site in excess of *50 cubic yards* in APA Zone 1 or *100 cubic yards* in APA Zone 2 and is not otherwise exempt by RMC [4-3-050C5](#).
23. **Colored Rendering:** A computer-generated exterior color view of the proposed building(s), site, and landscaping in three (3) dimensional form.
24. **Affidavit of Installation of Public Information Sign:** A notarized statement signed by the applicant of applicant's representative attesting that the required public information sign(s) has been installed in accordance with City Code requirements.
25. **Biological Assessment/Critical Areas Study:** All development projects located in a floodplain and projects with the potential to impact fish (Chinook salmon, bull trout, steelhead trout), unexpected, new, rare or other endangered species habitat (bald eagles) shall provide a biological assessment/critical area study. The purpose of this assessment is to determine whether a proposed action is likely to: (1) adversely affect listed or de-listed species or designated critical habitat; (2) jeopardize the continued existence of species that are proposed for listing, or unexpected, new or rare species; or (3) adversely modify proposed critical habitat. A biological assessment/critical area study is a written study that evaluates the proposal, all probable impacts and risks related to the critical area, and recommends appropriate mitigation measures to adequately protect the functions and values of the critical area, and preserve anadromous fish and their habitat.

The assessment/study shall be prepared by a person with experience and training in the scientific discipline appropriate for the relevant critical area in accordance with WAC [365-195-095\(4\)](#). A qualified professional must have obtained a B.S. or B.A. or equivalent degree in biology, engineering, environmental studies, fisheries, geomorphology, biological assessment, or related field, and have at least five (5) years of related work experience.

- a. A qualified professional for wetlands must be a professional wetland scientist with at least two (2) years of full-time work experience as a wetlands professional, including delineating wetlands using the federal manuals and supplements, preparing wetlands reports, conducting function assessments, and developing and implementing mitigation plans.
- b. A qualified professional for Habitat conservation must have a degree in biology or a related degree and professional experience related to the subject species.
- c. A qualified professional for a geological hazard must be a professional engineer or

geologist, licensed in the state of Washington.

- d. A qualified professional for Wellhead Protection Areas means a hydrogeologist, geologist, engineer, or other scientist with experience in preparing hydrogeologic assessments.

The assessment/study shall use scientifically valid methods and studies in the analysis of critical area data and field reconnaissance and reference the source of the material used. Best available science is that scientific information applicable to the critical area prepared by local state or federal natural agencies or a qualified scientific professional that is consistent with the criteria established in WAC 395-195-900 through 365-195-925.

The assessment/study shall contain, at a minimum, the following information, as applicable:

- a. The name and contact information of the applicant;
- b. The dates, names, and qualifications of the persons preparing the assessment/study and documentation of any fieldwork performed on the site;
- c. A description of the proposal and identification of the permits requested;
- d. A site plan showing:
  - i. Identified critical areas, buffers and the development proposal with dimensions;
  - ii. Topography at two-foot (2') intervals;
  - iii. Limits of any areas to be cleared/impacted; and
  - iv. A description of the proposed stormwater management plan for the development and consideration of impacts to drainage alterations;
- e. Accurate identification, location, and characterization of critical areas, water bodies, and buffers adjacent to the proposed project area or potentially impacted by the proposed project;
- f. A statement specifying the accuracy of the assessment/study, assumptions used in the assessment/study, and explaining how best available science has been incorporated;
- g. Determination of the degree of hazard and risk from the proposal both on the site and on surrounding properties;
- h. An assessment of the probable cumulative impacts to the critical areas, their buffers and other properties resulting from the proposal;
- i. An evaluation of the project's compliance with sections 7 and 9 of the Endangered Species Act;
- j. A description of reasonable efforts made to apply mitigation sequencing to avoid, minimize, and mitigate impacts to critical areas;
- k. Plans for adequate mitigation to offset any impacts and an explanation of how best management practices will be used to minimize impacts to critical area; and
- l. Recommendations for maintenance, short-term and long-term monitoring, contingency plans and security requirements.

26. **Covenants, Draft:** A proposed, unrecorded written agreement promising performance or nonperformance of certain acts or stipulating certain uses or non-uses of property to be binding upon current and future property owners, including the legal description of that area of property to be encumbered
27. **Covenants, Existing:** The recorded limitation on property which may be set forth in the property deed and/or identified in a title report.
28. **Easements, Existing:** A recorded document by the property owner granting one or more privileges to use the owner's land to and/or for the use by the public, a corporation or another person or entity. Easements may be referenced by property deed and are identified in the property title report.
29. **Grading Plan:** A twenty two inch by thirty four inch (22" x 34") plan drawn by a State of Washington licensed civil engineer at a scale of one inch to forty feet (1" to 40') (horizontal feet) and one inch to ten feet (1" to 10') (vertical feet) (or other size plan sheet or scale approved by the Planning Division Development Engineering Manager or designee) clearly indicating the following:
- a. Graphic scale and north arrow;
  - b. Dimensions of all property lines, easements, and abutting streets;
  - c. Location and dimension of all on-site structures and the location of any structures within fifteen feet (15') of the subject property or which may be affected by the proposed work;
  - d. Accurate existing and proposed contour lines drawn at five foot (5'), or less, intervals showing existing ground and details of terrain and area drainage to include surrounding off-site contours within one hundred feet (100') of the site;
  - e. Location of natural drainage systems, including perennial and intermittent streams, the presence of bordering vegetation, and floodplains;
  - f. Setback areas and any areas not to be disturbed, including the location, size and species of all protected trees on site. Protected trees shall have the approximate drip line shown. The method of tree protection during grading and construction shall be shown. If grade changes in the vicinity of the protected trees are necessary, the method of reconciling the drip line with the finished elevation shall be included (see RMC 4-4-130, Tree Retention and Land Clearing Regulations);
  - g. Finished contours drawn at five foot (5') intervals as a result of grading;
  - h. Proposed drainage channels and related construction with associated underground storm lines sized and connections shown; and
    - i. General notes addressing the following (may be listed on the cover sheet):
    - ii. Area in square feet of the entire property.
    - iii. Area of work in square feet.
    - iv. Both the number of tons and cubic yards of soil to be added, removed, or

relocated.

- v. Type and location of fill origin, and destination of any soil to be removed from site.
- vi. Finished floor elevation(s) of all structures, existing and proposed.

- 30. **Hazardous Materials Management Statement:** A statement which includes:
  - a. A description of refueling of construction vehicles that will occur on the site and an inventory of hazardous materials expected to be temporarily stored, dispensed, used, or handled on the site.
  - b. A description of how the requirements in RMC 4-4-030C7, Construction Activity Standards – Zones 1 and 2, will be met by the applicant.
  
- 31. **Landscaping Plan, Conceptual:** A fully dimensioned plan, prepared by a landscape architect registered in the State of Washington, a certified nurseryman, or other similarly qualified professional, drawn at the same scale as the project site plan (or other scale approved by the Community and Economic Development Administrator), clearly indicating the following:
  - a. Date, graphic scale, and north arrow;
  - b. Location of proposed buildings, parking areas, access and existing buildings to remain;
  - c. Names and locations of abutting streets and public improvements, including easements;
  - d. Existing and proposed contours at five foot (5') intervals or less;
  - e. Location, size, and purpose of planting areas, including those required in RMC 4-4-070, Landscaping, and those required in RMC 4-3-090, Shoreline Master Program Regulations;
  - f. Location and height for proposed berming;
  - g. Location and elevations for any proposed landscape-related structures such as arbors, gazebos, fencing, etc.;
  - h. Location, size, spacing and names of existing and proposed shrubs, trees, ground covers, and decorative rockery or like landscape improvements in relationship to proposed and existing utilities; and
  - i. i. The location, size and species of all protected trees on site. Protected trees shall have the approximate drip line shown (see RMC 4-4-130, Tree Retention and Land Clearing Regulations).
  
- 32. **Letter of Understanding Geologic Risk:** The applicant, or the owner of the site, shall submit a letter to the City, with the plans and specifications, stating that he or she understands and accepts the risk of developing in an unstable area and that he or she will advise, in writing, any prospective purchasers of the site, or any prospective purchasers of structures or portions of structures on the site, of the unstable potential of the area.
  
- 33. **Parking, Lot Coverage, Landscaping Analysis:** A listing of the following information (may also

be included on the first sheet of the site plan):

- a. Total square footage of the site;
- b. Total square footage of existing area(s) of impervious surfacing;
- c. Total square footage of existing natural/undeveloped area;
- d. Square footage (by floor and overall total) of each individual building and/or use;
- e. Total square footage of the footprints of all buildings;
- f. Percentage of lot covered by buildings or structures;
- g. Total pavement square footage, both existing pavement to remain plus new pavement proposed to be installed;
- h. Square footage of any on-site wetlands;
- i. Parking analysis to include the total number of parking spaces required and provided, number of compact and "ADA accessible" spaces provided, and parking space dimensions;
- j. Square footage of landscaping for each area, for interior parking lot landscaping, and total;
- k. Allowable and proposed building height;
- l. Building setbacks required by Code; and
- m. Proposed building setbacks. (Ord. 4587, 3-18-1996)

34. **Screening Detail, Refuse/Recycling:** A detailed plan drawing, prepared to scale, showing location within property boundaries, heights, elevations, and building materials of proposed screening or of proposed plantings. (Ord. 4703, 2-2-1998)

35. **Source Statement, Fill Material, Aquifer Protection Area:** A source statement providing the following information:

- a. The source location of imported fill;
- b. Previous land uses of the source location;
- c. Whether or not earth materials to be removed from the source location are native, undisturbed soil;
- d. Whether or not the source location appears on government lists of contaminated sites including those developed pursuant to the State Model Toxics Control Act and the Federal Comprehensive Environmental Response, Compensation, and Liability Act;
- e. Results of sampling and analysis pursuant to RMC 4-4-060N4h, Sampling and Analysis Procedures; and
- f. Whether or not imported fill meets fill quality standards described in RMC 4-4-060N4a, Construction, Demolition, and Land Clearing Waste Prohibited, and RMC 4-4-060N4b, Cleanliness of Fill Material. (Ord. 4851, 8-7-2000)

36. **Topography Map:** A map showing the existing land contours using vertical intervals of not more than five feet (5'). For any existing buildings the map shall show the finished floor elevations of each floor of the building.
37. **Wetland Mitigation Plan – Final:** A final wetland mitigation plan shall include:
- a. Baseline Information:** A written assessment and accompanying maps of the impacted wetland including, at a minimum, a wetland delineation by a qualified wetland specialist; existing wetland acreage; vegetative, faunal and hydrologic characteristics; an identification of direct and indirect impacts of the project to the wetland area and wetland functions; soil and substrata conditions; topographic elevations and compensation site. If the mitigation site is different from the impacted wetland site, the assessment should include at a minimum: existing acreage; vegetative, faunal and hydrologic conditions; relationship within the watershed and to existing water bodies; soil and substrata conditions; topographic elevations; existing and proposed adjacent site conditions; buffers; and ownership.
- b. Environmental Goals and Objectives:** A written report by a qualified wetland specialist shall be provided identifying goals and objectives of the mitigation plan and describing:
- i. The purposes of the compensation measures including a description of site selection criteria; identification of compensation goals; identification of target evaluation species and resource functions; dates for beginning and completion; and a complete description of the structure and functional relationships sought in the new wetland. The goals and objectives shall be related to the functions and values of the original wetland or, if out-of-kind, the type of wetland to be emulated; and
  - ii. A review of the best available science and report author's experience to date in restoring or creating the type of wetland proposed shall be provided. An analysis of the likelihood of success of the compensation project at duplicating the original wetland shall be provided based on the experiences of comparable projects, preferably those in the same drainage basins, if any. An analysis of the likelihood of persistence of the created or restored wetland shall be provided based on such factors as surface and ground water supply and flow patterns; dynamics of the wetland ecosystem; sediment or pollutant influx and/or erosion, periodic flooding and drought, etc.; presence of invasive flora or fauna; potential human or animal disturbance; and previous comparable projects, if any.
- c. Performance Standards:** Specific criteria shall be provided for evaluating whether or not the goals and objectives of the project are achieved and for beginning remedial action or contingency measures. Such criteria may include water quality standards, survival rates of planted vegetation, species abundance and diversity targets, habitat diversity indices, or other ecological, geological or hydrological criteria. These criteria will be evaluated and reported pursuant to subsection e of this definition, Monitoring and Maintenance Plan and Program. An assessment of the project's success in achieving the goals and objectives of the mitigation plan should be included along with an evaluation of the need for remedial action or contingency measures.

**d. Detailed Techniques and Plans:** Written specifications and descriptions of compensation techniques shall be provided including the proposed construction sequence, grading and excavation details; erosion and sediment control features needed for wetland construction and long-term survival; a planting plan specifying plant species, quantities, locations, size, spacing, and density; source of plant materials, propagates, or seeds; water and nutrient requirements for planting; where appropriate, measures to protect plants from predation; specification of substrata stockpiling techniques and planting instructions; descriptions of water control structures and water level maintenance practices needed to achieve the necessary hydroperiod characteristics; etc. These written specifications shall be accompanied by detailed site diagrams, scaled cross-sectional drawings, topographic maps showing slope percentage and final grade elevations, and any other drawings appropriate to show construction techniques or anticipated final outcome. The plan shall provide for elevations which are appropriate for the desired habitat type(s) and which provide sufficient hydrologic data. The City may request such other information as needed to determine the adequacy of a mitigation plan.

**e. Monitoring and Maintenance Plan and Program:** A program outlining the approach for monitoring construction and development of the compensation project and for assessing a completed project shall be provided in the mitigation plan.

- i. The plan, formatted to eight and one-half inches (8.5") by eleven inches (11"), shall include the following elements:
  - Operations and maintenance practices for protection and maintenance of the site; and
  - Monitoring and evaluation procedures, including minimum monitoring standards, measurable success criteria, and timelines (i.e., annual, semi-annual, quarterly); and
  - Contingency plan with remedial actions for unsuccessful mitigation.
- ii. Monitoring may include, but is not limited to:
  - Establishing vegetation plots to track changes in plant species composition and density over time;
  - Using photo stations to evaluate vegetation community response;
  - Sampling surface and subsurface waters to determine pollutant loading, and changes from the natural variability of background conditions (pH, nutrients, heavy metals);
  - Measuring base flow rates and storm water runoff to model and evaluate hydrologic and water quality predictions;
  - Measuring sedimentation rates;
  - Sampling fish and wildlife populations to determine habitat utilization, species abundance and diversity; and
  - A description shall be included outlining how the monitoring data will be evaluated by agencies that are tracking the progress of the compensation



project. A monitoring report shall be submitted quarterly for the first year and annually thereafter, and at a minimum, should document milestones, successes, problems, and contingency actions of the compensation project. The compensation project shall be monitored for a period necessary to establish that performance standards have been met, but not for a period less than five (5) years.

**f. Contingency Plan:** Identification of potential courses of action, and any corrective measures to be taken when monitoring or evaluation indicates project performance standards are not being met.

**g. Permit Conditions:** Any compensation project prepared for mitigation pursuant to RMC 4-3-050G9e, Cooperative Wetland Compensation: Mitigation Banks, In-Lieu Fee Programs, or Special Area Management Programs (SAMP), and approved by the City shall become part of the application for project approval.

**h. Demonstration of Competence:** A demonstration of financial resources, administrative, supervisory, and technical competence and scientific expertise of sufficient standing to successfully execute the compensation project shall be provided. A compensation project manager shall be named and the qualifications of each team member involved in preparing the mitigation plan and implementing and supervising the project shall be provided, including educational background and areas of expertise, training and experience with comparable projects.

**i. Surety Device:** A surety device in one hundred fifty percent (150%) of the estimated cost of remedial actions if the mitigation plan is unsuccessful must be filed with the City of Renton. (Ord. 4835, 3-27-2000; Ord. 5137, 4-25-2005; Ord. 5757, 6-1-2015)

38. **Wetland Assessment:** A wetland assessment includes the following:
- a. A description of the project and maps at a scale no smaller than one inch equals two hundred feet (1" = 200') showing the entire parcel of land owned by the applicant and the wetland boundary surveyed by a qualified surveyor, and pursuant to RMC 4-3-050F2, Plans and Studies Required;
  - b. A description of the vegetative cover of the wetland and adjacent area including identification of the dominant plant and animal species;
  - c. A site plan for the proposed activity at a scale no smaller than one inch equals two hundred feet (1" = 200') showing the location, width, depth and length of all existing and proposed structures, roads, stormwater management facilities, sewage treatment and installations within the wetland and its buffer;
  - d. The exact locations and specifications for all activities associated with site development including the type, extent and method of operations;
  - e. Elevations of the site and adjacent lands within the wetland and its buffer at contour intervals of no greater than five feet (5') or at a contour interval appropriate to the site topography and acceptable to the City;
  - f. Top view and typical cross-section views of the wetland and its buffer to scale;

- g. The purposes of the project;
- h. Such other information as may be needed by the City, including but not limited to a study of hazards if present on site, the effect of any protective measures that might be taken to reduce such hazards; and any other information deemed necessary to verify compliance with the provisions of this Section. (Ord. 4587, 3-18-1996; Amd. Ord. 4835, 3-27-2000; Ord. 5137, 4-25-2005; Ord. 5757, 6-1-2015)

## All Plans and Attachments are subject to Electronic File Standards

**REVIEW PROCESS:** Once a complete land use application package has been accepted for initial review, the Planning Division will post one notice of the pending application at or near the subject site and mail notices to property owners within 300 feet of the project site. The proposal will be routed to other City departments and other jurisdictions or agencies that may have an interest in the application. The reviewers have two (2) weeks to return their comments to the Planning Division. Within approximately two weeks, the Planning Division will prepare a report regarding the proposal's compliance with applicable codes and the City's review criteria.

The application will then be presented to the City's *Environmental Review Committee*. The Environmental Review Committee (ERC) is comprised of the Administrator of Public Works, the Administrator of Community and Economic Development, the Administrator of Community Services, and the Fire Chief. The Committee is responsible for determining whether the proposal will result in significant adverse environmental impacts. To do this, the committee will consider such issues as environmental health hazards, wetlands, groundwater, energy and natural resources and will then issue its decision (Environmental Threshold Determination).

The Environmental Review Committee will either issue a:

- **Determination of Non-Significance (DNS)**-Make a determination the proposal will have no significant negative environmental impacts; or
- **Mitigated Determination of Non-Significance (DNS-M)**-Make a determination the proposal, if modified, would have no significant negative environmental impacts; or
- **Determination of Significance (DS)**-Make a determination the proposal will have significant adverse environmental impacts and require the applicant to submit an Environmental Impact Statement (EIS) prepared by a qualified consultant.

Once the Environmental Review Committee has issued its Environmental Threshold Determination (provided an EIS is not required), a public notice of the Determination is posted at or near the site. A 14-day appeal period commences following the publication date. At the discretion of the City, a separate and additional 15-day comment period may be added prior to the 14-day appeal period.

**Hearing Examiner Permit Review and Review of Environmental Determination Appeals:** A public hearing is required. After review of the proposal and any staff or public comments, the Planning Division staff will forward a report and recommendation and the Environmental Review Committee decision to the Hearing Examiner prior to the hearing. This report will be mailed to all persons listed on the Master

Application and all parties of record. Notice of the public hearing will be published in the *Renton Reporter* at least 10 days prior to the hearing. Applicants are strongly encouraged to attend the public hearing for their proposal. City staff will first make a presentation to the Hearing Examiner about the proposal. Then the applicant and any citizens in support of the proposal will give testimony. When giving testimony, names and addresses must be stated for the record. Following this, individuals with neutral or opposing comments will give their testimony to the Hearing Examiner. City staff or the applicant will address additional questions raised throughout the hearing. The Hearing Examiner will review the proposed application concurrently with any environmental appeals and issue a final decision(s) within ten (10) days of the hearing unless, at the time of the public hearing, the Hearing Examiner indicates additional time will be required for issuance of the decision. The decision to approve, conditionally approve, or deny the proposal will be mailed to all persons listed on the Master Application and all parties of record. The Examiner's decision on any environmental appeals will also be mailed.

**APPEAL AND RECONSIDERATION PROCESS FOR DECISIONS:** Any person, including the applicant, aggrieved by the granting or denial of an application, may make a written application for reconsideration to the Reviewing Official within fourteen (14) calendar days of the date of the decision. After review of the request, the Reviewing Official may take whatever action is deemed proper. The Reviewing Official's written decision on the reconsideration request will be mailed to all parties of record within ten (10) days from the date the request was filed. If any party is still not satisfied after a reconsideration decision has been issued, an appeal may be submitted within fourteen (14) days to the City Clerk's Office

An appeal may be filed without first requesting reconsideration by the Reviewing Official; however, it must be filed within fourteen (14) days of the date when the original decision was issued. See Renton Municipal Code, Section [4-8-110](#) for further information on the appeal process and time frames.

## **APPROVAL OF THE SPECIAL GRADE/FILL PERMIT DOES NOT CONSTITUTE SITE PLAN APPROVAL OR A LICENSE TO BEGIN WORK**

**BUILDING PERMIT ISSUANCE AND COMPLETION OF WORK:** Once the Grade/Fill Permit has been approved, a **Grading License** must be obtained to begin any work. Applicants may apply for a Grading License concurrently with their request for a land use application. However, the applicant should be aware any conditions of land use permit approval may create a need for revisions to other permit applications whereby additional fees may be charged. Refunds of Grading License charges are not available.

If no appeals or reconsideration requests are filed within 14 days of the effective date of the decision to approve the application, the applicant may obtain the Grading License. A Grading License will be issued upon the Building Section's approval of building plans and receipt of all applicable fees.

The Building Section is authorized to revoke any issued Grading License if it is determined the applicant has violated any of the provisions of the Grade/Fill Permit. The Hearing Examiner may revoke the Grade/Fill Permit if the Building Section's Grading License has been revoked, if the Grading License has not been issued for a three year period or if the applicant has not complied with the conditions of the Grade/Fill Permit.

**TRANSFERABILITY OF GRADE/FILL PERMIT:** The Special Grade/Fill Permit is transferable to other persons, firms and corporations prior to its expiration.

**EXPIRATION AND EXTENSIONS:** The Grade/Fill Permit shall be null and void if the applicant has not obtained a Grading License from the Building Section and begun activity within six months after the granting of the Grade/Fill Permit. A Grade/Fill Permit is valid until all work shown on the approved plans is completed.