



Permit Center

Location: 400 W. Gowe
 Mail to: 220 4th Avenue S. • Kent, WA 98032
 (253) 856-5300 FAX: (253) 856-6412
 www.KentWA.gov/permitcenter

Completed by
Date
Project Name
Land Use Permit Number

**Civil Construction
 Pre-Submittal Checklist**

In order to accept your application for a civil construction permit, the City of Kent requires the following information. Please call 253-856-5300 for next available meeting time (Tue. & Thur. 9-10 a.m.)

Note: A presubmitted meeting is not required for Minor Civil Construction permits.

----- FOR OFFICE USE ONLY -----

Plans (Provide 4 sets of plans)

- Engineering Plans per Kent Design and Construction Standards (KDCS) Chapter 1 Including:*
 - Title Sheet
 - Conditions of Approval & SEPA Conditions
 - Existing Boundary and Topo Survey
 - Horizontal Control Plan (subdivisions)
 - TESC Plans
 - Grading Plans
 - Storm Drainage Plans
 - Water and Sewer Plans
- Street Lighting Plans per KDCS 6.14*
- Final Mitigation Plans per KCC11.06 and DAB #10-2*
- Tree Preservation Plans per KCC 15.08.240*
- Street Tree Plans Per KDCS 6.13*
- Landscaping Plans*
- Recreation Space Plan per KCC 12.04.060*
- Other Plans as required (ex. Signal Plans)*

Technical Reports (1 copy)

- Technical Information Report (TIR) per Kent Surface Water Design Manual (KSWDM) 2.3*
- Geotechnical Report*
- Stormwater Pollution Prevention Plan (SWPPP) per NPDES requirements if over 1 acre of disturbed area.*
- Other Reports as required*

Supporting Documents (1 copy)

- Engineer's Cost Estimate per KDCS Appendix D prepared by a licensed engineer. Spreadsheet is available on our website. Enter total cost (A+B+C+D) on Civil Construction Application. Engineer's Cost Estimate will be used to determine Financial Guarantee/Bond Amount.*
- Letter from applicant or agent stating how each condition of approval is or will be addressed including:*
 - SEPA Conditions (DNS or MDNS)
 - Short Subdivision Conditions or Hearing Examiner's Conditions

Electronic Documents

- 1 Disk with AutoCad files of Engineering Plans. AutoCad files will be reviewed to verify drawings are on City of Kent Horizontal and Vertical Control and can be inserted readily into the City's GIS system (as required by KDCS)*

Other Documents as required

Application approved for Submittal:

Development Review Engineer

Date

Application not approved for Submittal:

Development Review Engineer

Date **Needed information is circled*