KENT WASHINGTON
ECONOMIC & COMMUNITY DEVELOPMENT

Permit Center
Location: 400 W. Gowe
Mail to: 220 4th Avenue S. • Kent, WA 98032-5895
(253) 856-5300 FAX: (253) 856-6412
www.KentWa.gov/permitcenter

Rtg. Type	Tracking Number
RI26 RSGF	2 1 ___ ___ ___ ___ ___
Permit Name	
Date Submitted	
Projected Review Date	

Routing:	❑ BS	❑ PS	❑ PW	❑ FD
# of Copies:				

Grade and Fill Permit Application

❑ Regular Grade and Fill ❑ Simple Grade and Fill

Project Name: _____

Project Location: _____ Parcel Number _____

Description of Project: _____

_____

Owner	
Name:	
Address:	
City:	Zip:
Phone:	
E-mail:	

Contractor	
Name:	Company:
Address:	
City:	Zip:
Phone:	Fax:
Contractor I.D. No.:	
E-mail:	

Architect/Engineer	
Name:	Company:
Address:	
City:	Zip:
Phone:	Fax:
License No.:	
E-mail:	

Contact	
Name:	Company:
Address:	
City:	Zip:
Phone:	Fax:
E-mail:	

Grade and Fill

Earthwork Volume:
Cut_____ / Fill_____ Total cubic yards_____

Total area of site disturbance:
_____sq ft or_____Acres
(If more than 1 acre, SWPPP & NPDES permit req'd)

Total Area of New or Replaced Hard Surface:
_____sq ft or_____Acres

Total Cost Estimate: $
(Cost of civil improvements from Engineer's Cost Est (A+B+C+D))

☐ Plat ☐ Short Plat ☐ Other:

Plans Include: (Check all that apply)

☐ Grading Plans ☐ TESC (Erosion Control)
☐ Storm Drainage ☐ Delineation of Critical Area
☐ Critical Area Mitigation Plans
☐ Traffic Control Plans (req'd if work in row or lane closure)
☐ Other

I certify that I have read this application and declare under penalty of perjury that the information contained herein is correct and complete. I am either the owner of the property described or I represent the owner or contractor as signified above and am acting with the owner/contractor's full knowledge and consent.

Name (please print)_____ Signature_____ Date _____

P.C. OFFICE USE ONLY:

Date Stamp:

P.C. Initials: _____

Instructions and Checklist for Grade and Fill Permit Applications

IN ORDER TO REVIEW AN APPLICATION FOR A GRADE AND FILL PERMIT, THE CITY OF KENT REQUIRES THE FOLLOWING INFORMATION:

REGULAR GRADE AND FILL:

- ❑ **Completed Application Form**
- ❑ **Grading Plan (2 sets)**
  - ❍ Plans must be stamped by a licensed Civil Engineer.
  - ❍ Checklist for Completeness of Engineering Plans and Report Submittals is available at KentWa.gov/PermitCenter/
- ❑ **Technical Reports (2 sets),** which can include:
  - ❍ Storm Drainage T.I.R. per City of Kent Surface Water Design Manual
  - ❍ Soils engineering reports
  - ❍ Geotechnical Report
- ❑ **Wetland Reports/Delineation and/or Mitigation Plans (2 sets) (if applicable)**
  - ○ Plans and Reports prepared per KCC 11.06 Critical Areas
- ❑ **Tree Plans (2 sets)**
  - ○ Plans per KCC 15.08.240 Preservation of Trees and KCC 6.10 Street Trees
- ❑ **Temporary Erosion and Sedimentation Control (TESC) Plans (2 sets)**
- ❑ **Traffic Control Plans (if applicable) (2 sets)**
  - ○ The Traffic Control Plans (TCP) showing how traffic will move safely through the construction area within the public right-of-way per KDCS & MUTCD.
- ❑ **Engineering Cost Estimate (1 copy)**
  - ○ Total Improvement Cost as determined by Engineer's Cost Estimate Summary. Cost as determined by KDCS Sec. 1.18. Cost shall be based on a construction cost estimate prepared by a licensed contractor, professional engineer or architect. Worksheets for the Engineer's Cost Estimate are included in the KDCS Appendix D, and are available in the Permit Center or online.
- ❑ **Completed Notice of Intent (application)**
  - ○ For coverage under the WA Dept. of Ecology's NPDES Construction Permit. (if 1 or more acres of disturbance).
- ❑ **Storm Water Pollution Prevention Plan (SWPPP)** (if over 1 acre disturbed) (2 sets)
- ❑ **Copy of approved SEPA DNS/MDNS decision, as applicable**
- ❑ **CD-ROM with All Documents Listed Above in Electronic Format**
  (PDF and AutoCAD where Appropriate)

SIMPLE GRADE AND FILL*:

- ❑ **Completed Application Form**
- ❑ **Grading Site Plan (Four (4) Copies)** which must include:
  - ❍ Vicinity map:
    Map must show the subject site and any adjacent properties and streets
  - ❍ Legal description
  - ❍ Tax parcel number
  - ❍ Name, address and phone number of the person who prepared the plans.
  - ❍ Checklist for Completeness of Engineering Plans and Report Submittals is available at KentWa.gov/PermitCenter

*Grading for a single property that is in an isolated, self-contained area with no impact to public right-of-way or critical areas. Project must be less than 500cy, clearing less than 3/4 acre, and not need SEPA.