



**Permit Center**

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

**Civil Construction  
 Pre-Submittal Checklist**

Completed by
Date
Project Name
Land Use Permit Number

Along with your completed Civil Construction Permit Application, the City of Kent requires the following information. Please have the Development Review Engineer complete this form prior to uploading your documents.

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

**Plans (Provide 1 e-copy of the following plans, See e-Submittal standards form to create your packet)**

*Civil Construction Project Drawings (P) (combine all disciplines into one set of drawings):*

- Title Sheet
- Conditions of Approval & SEPA Conditions
- Existing Boundary and Topo Survey
- Horizontal Control Plan (subdivisions)
- TESC Plans
- Grading Plans
- Storm Drainage Plans
- Flow Control BMP Site Plan (subdivisions)
- Water and Sewer Plans
- Traffic Control Plans
- Channelization Plans
- Signage 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 e-copy of the following reports)**

- Technical Information Report (TIR) per Kent Surface Water Design Manual (KSWDM) 2.3 (RS)
- Geotechnical Report (RS)
- Stormwater Pollution Prevention Plan (SWPPP) per NPDES requirements and KSWDM core requirement #5.
- Other Reports as required (RS)

**Supporting Documents (1 e-copy of the following documents)**

- 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. (S)
- Letter from applicant or agent stating how each condition of approval is or will be addressed including: (C)
  - SEPA Conditions (DNS or MDNS)
  - Short Subdivision Conditions or Hearing Examiner's Conditions

Please include this Approval Block on the title sheet of the Civil Construction Drawings:

Permit No. _____	
BASED ON THE SUBMITTED DRAWINGS AND SPECIFICATIONS PROVIDED BY THE APPLICANT'S LICENSED ENGINEERS, SURVEYORS AND ARCHITECTS AND OTHER CERTIFIED PROFESSIONALS, THESE PLANS ARE APPROVED FOR CONFORMANCE WITH THE CITY OF KENT ENGINEERING DIVISION'S REQUIREMENTS	
Development Engineering Manager _____	Date _____
City Engineer _____	Date _____

For those projects changing the impervious area on the project site, please include this table on the title sheet of the Civil Construction Drawings:

**DRAINAGE UTILITY SUMMARY TABLE**

Parcel No. <sup>2</sup>	Total Area of Parcel (sf) <sup>1</sup>	Exist. Impervious Area (sf)	New Impervious Area (sf)	Total Impervious Area (sf)	Percent Impervious Area (sf)

Note: The purpose of the is table is to assist in the calculation of system development charges and adjustments in monthly utility billing.

1. Total area of the parcel after all right-of-way dedications
2. Add additional rows to represent all parcels included in permit

# ELECTRONIC FILE SUBMITTAL STANDARDS

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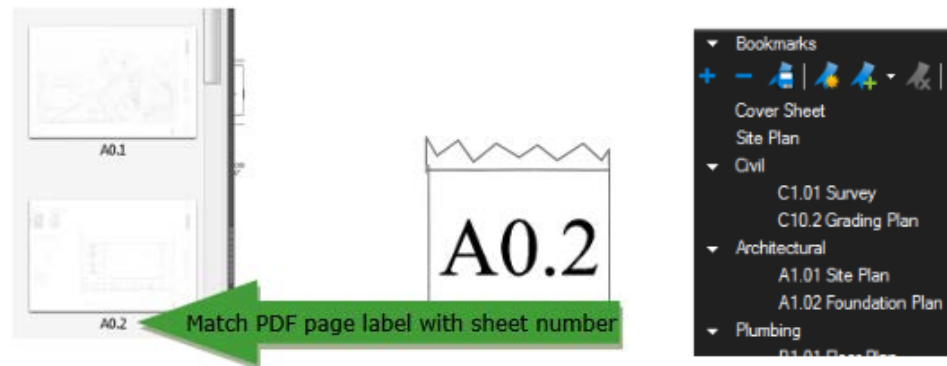
Electronic plans not meeting the requirements below will result in the application being deemed incomplete and will not be reviewed until complete. **The electronic plans MUST be submitted on a USB drive at the scheduled intake meeting.** Zip files are not accepted.

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## Electronic Formatting Requirements and Submittal Standards

The City of Kent only accepts searchable (non-scanned) Portable Document Format (PDF) format files for electronic plan review, except where noted. PDF files must be properly formatted as described below:

- ❖ Files must not exceed 50MB.
- ❖ Files must be unlocked or unprotected so that comments can be made by City Staff.
- ❖ Documents must be reduced, flattened and full-size, one-to-one format (layers must be merged or flattened).
- ❖ Each plan sheet or page must be labeled and bookmarked to clearly identify the content of the page.



- ❖ Plans must be drawn to scale and each sheet should state the scale.
  - ❖ Plans must have space reserved for City approval stamps.
  - ❖ Plans must be in "Landscape" format in the horizontal position.
  - ❖ Scanned plans must be legible and to scale to be reviewed. Illegible plans will be deemed incomplete.
  - ❖ All sheets must be consolidated into one plan set. Due to file size limitations, separate PDF documents for the different portions of a plan are acceptable (e.g. architectural, structural, civil, etc.).
  - ❖ All reports and other documents must be submitted as a separate PDF document for each document type (e.g. Drainage Technical Information Reports, Geotechnical Reports, Wetland Reports, etc.)
  - ❖ All reports must be rotated with the pages in the upright position.
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**NOTE: This handout shall not be used as a substitute for codes and regulations. The Applicant is responsible for compliance with all codes and regulations, whether or not described in this document.**

## ELECTRONIC FILE SUBMITTAL STANDARDS (CONT.)

### Electronic File Naming Conventions

Files must be named concisely to describe the contents of the file document and shall include the date and version number of the file. No spaces are allowed anywhere in the file name. The underscore (\_) is acceptable in place of spaces. Applications with files that do not follow the naming conventions below may be rejected. Resubmittals must use the same file name, with updated date and version.

Each discipline must be in a separate, complete file. Acceptable Document Types include the following (add the appropriate date and version number as applicable):

ABBR	TYPE	FILE EXAMPLES
<b>A</b>	Applications	Civil Construction Permit, Fire Sprinkler Permit, Franchise Permit, Master Land Use Form, New Commercial Building Permit, Single Family Building Permit, Utility Connection Permit
<b>APL</b>	Appeals	All documents associated with appeals.
<b>C</b>	Correspondence	Letter of Understanding Geologic Risk, Traffic Concurrency Test, All project correspondence such as from the: Project Applicant, Public, Other Agencies, City (i.e. Application Acceptance, Project Expiration, Project Hold, Project Off Hold, etc.)
<b>CA</b>	Calculations	Density Worksheet, Landscape Analysis, Parking Analysis, Plat Calculations, Structural
<b>CM</b>	Constr. Mitigation	Construction Mitigation Description
<b>D</b>	Decisions	Project Decision (Administrative, Hearing Examiner, Council)
<b>ECF</b>	Environmental	Environmental Checklist
<b>F</b>	Final	Final Approved Plans
<b>J</b>	Justifications	Written Justification for: Adjustment, Conditional Use Permits (CUP), Modification, Variance
<b>L</b>	Legal Documents	CCRs (Covenants, Conditions, and Restrictions), Bill of Sale, Declaration of Covenants, Deed of Dedication, Easements, Impact Fee Deferrals, Lot Combinations, Plat Certificate, Proof of Plat Name Reservation, Real-estate Excise Tax Form (REETA), Title Report
<b>M</b>	Miscellaneous	Miscellaneous
<b>MAP</b>	Maps	Aerial Photography, Assessors Map, Binding Site Plan (BSP), Boundary Line Adjustment (BLA), Existing Neighborhood Detail Map, Plat Map, Short Plat Map, Site Conditions Map (if separate from civil plans Topo Map,)
<b>NOA</b>	Public Notice	Affidavits of Sign Installation, Proof of Neighborhood Meeting, etc.
<b>P</b>	Plan Drawings	Alarm, Civil Construction Plans (Existing Conditions, Grading, Road, Utilities, Street Lighting, Landscape, Tree Retention, Wetland Mitigation, etc.), Color Plans, Elevations, Floor Plans, IFC, Landscape Plans, Plan Reductions, Renderings, Site Plans, Small Site CSWPP Plan, Suppression, Tanks, Tree Retention Map, Plans Independent of Civil Construction Plans: Drainage Control Plan, Details (Cross-sections, On-site Flow Control, etc.)
<b>PN</b>	Project Narrative	Project Narrative
<b>PRE</b>	Pre-Application	Pre-Application Submittal, Pre-Application Meeting Summary
<b>RS</b>	Reports/Studies	Biological Assessment/Critical Areas Study, CCTV Report, Drainage Assessment, Engineering Report, Flood Hazard Data, Geotechnical (Soils) Report, Habitat Data Report, Special Inspection Report (Compaction, Structural, etc), Stream/Lake Study, Drainage Technical Information Report (TIR), Traffic Impact Analysis (TIA), Traffic Study, Wetland Assessment
<b>S</b>	Surety Devices	Bond, Bond Quantities Worksheet (.xls), Assignment of Funds, Cash Deposit Receipt, Fees, Landscape Cost Estimate Worksheet, Maintenance and Defect Agreement, Public Agency Agreements
<b>SC</b>	Submittal Checklists	Building Permit Checklist, Construction Permit Checklist, Land Use Checklist
<b>SR</b>	Staff Rec.	Hearing Examiner (HEX) Report
<b>TR</b>	Tree Related Items	Arborist Report, Tree Retention Worksheet, etc.
<b>W</b>	Waivers	Waiver Form

The following are examples of the acceptable document types and file names based on the above table.

**Example: [ABBR]\_[File Name]\_YYMMDD\_v[Review Version]**

❖ C\_Response\_Letter\_[Creator's Name or Company]\_170130\_v1

❖ P\_Civil\_Construction\_Plans\_170130\_v1

❖ F\_Approved\_Site\_Plan\_170130\_v1

❖ RS\_Wetland\_Assessment\_17013\_v2