

CLEARING AND GRADING PERMIT CHECKLIST AND APPLICATION

ABOUT CLEARING AND GRADING PERMIT

A clearing and grading permit is required to regulate land alteration activities like tree removal and significant changes to the land grade, primarily to protect the environment by minimizing erosion, sediment runoff, impacts on water resources, wildlife habitats, and public safety, ensuring any development occurs in a way that considers the surrounding landscape and potential environmental consequences

FEES

FEES APPLICABLE TO THIS PROJECT
Planning Clear and Grade Permit Review (fee varies by volume)
Public Works Clear and Grade Permit Review (fee varies by volume)
Technology Surcharge Fee
<u>See current fee schedule</u>

Code Reference

Clearing and Grading
[SMC 21.03.070](#)

Resources

[King County iMap](#)
[Sammamish Property Tool](#)

Questions?

[Submit Project Guidance](#)
[Visit the Permit Center](#)

City of Sammamish
801 228th Ave SE
Sammamish, WA 98075
www.sammamish.us

CLEARING AND GRADING PERMIT



OWNER INFORMATION

☐ Owner is organized as an LLC*

Name: _____ Company: _____
(if applicable)

Address: _____

Phone: _____ E-Mail: _____

OWNER'S AUTHORIZED AGENT/CONTACT

☐ Agent is organized as an LLC*

Name: _____ Company: _____
(if applicable)

Address: _____

Phone: _____ E-Mail: _____

**O2020-513 requires owners/applicants organized as a single-member or multiple-member LLC to provide the names and addresses of all members, including all individuals who hold transferable interests in the applicant or its members. Please provide this information using the supplemental form on www.MyBuildingPermit.com.*

GENERAL CONTRACTOR

Name: _____ Company: _____
(if applicable)

Address: _____

Phone: _____ E-Mail: _____

State License No.: _____ Expiration: _____

PROPERTY INFORMATION

Property Address: _____

Parcel Number(s): _____

Property Zoning: _____

Water and Sewer Information:

☐ Septic Tank ☐ Sewer Water District: _____

Do you control the property where the work is being proposed (lease, easement, or fee-ownership)?

☐ Yes ☐ No

Total Lot Area(s): _____ Total Critical Areas on Property: _____
(Square Feet) (Square Feet)

Property Information continued on next page

CLEARING AND GRADING PERMIT

PROPERTY INFORMATION CONTINUED

Type	Total Area (Square Feet)	Type	Total Area (Square Feet)
<input type="checkbox"/> Frequently flooded area	_____	<input type="checkbox"/> Lake	_____
<input type="checkbox"/> Landslide area	_____	<input type="checkbox"/> Critical aquifer recharge area	_____
<input type="checkbox"/> Seismic hazard area	_____	<input type="checkbox"/> Wetland	_____
<input type="checkbox"/> Erosion hazard area	_____	<input type="checkbox"/> Stream	_____
<input type="checkbox"/> Erosion hazard near sensitive water bodies overlay	_____	<input type="checkbox"/> Fish & wildlife habitat conservation area	_____

PROJECT INFORMATION

Project Description:

How many cubic yards of earth will be worked in these areas? _____

☐ Excavation ☐ Fill ☐ Displaced

Will soils be transferred off site?

☐ Yes ☐ No If yes, where? _____

Will you be paving more than 2,000 square feet?

☐ Yes ☐ No

Will more than 7,000 square feet of land be disturbed?

☐ Yes ☐ No

Will you be constructing or modifying a pipe or ditch 12" or greater?

☐ Yes ☐ No

Is the proposed project located on a parcel that abuts the King County Trail Corridor?

☐ Yes ☐ No

Does the proposal require the use of or crossing the King County East Lake Sammamish Regional Trail for access to the project site?

☐ Yes ☐ No

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SUBMITTAL CHECKLIST – REQUIRED ITEMS

A PDF of each document is required at time of submittal. Please label files as numbered and listed below:
(For example: *02 Project Narrative*)

- ☐ 01. Signed Application Form
- ☐ 02. Project Narrative
 - Briefly describe the site and the project
- ☐ 03. Acceptance of Financial Responsibility - Affidavit of Applicant Status
- ☐ 04. Critical Areas Affidavit
- ☐ 05. Drainage Review Determination (per Department of Public Works)
 - Mark the applicable project site pathway on the drainage review flowchart on [page 45 of the Sammamish Addendum to the 2021 King County Surface Water Design Manual](#).
- ☐ 06. Legal Description
 - Must be for parcel(s) related to this application
 - Must be a title verified description by a Washington State licensed surveyor
- ☐ 07. Site Plan

SUBMITTAL CHECKLIST – POTENTIALLY APPLICABLE ITEMS

The following items may be required, as determined by the City of Sammamish. Project Guidance can help ascertain if any are relevant.

If any of the following were listed as necessary as part of a [Project Guidance](#), [Pre-Development Consultation Services](#), or [Pre-Application Conference](#), it must be included with the initial submittal.

Upon review of an application, any of the following may be requested as part of a correction letter by the City.

- ☐ 01. SEPA Checklist
- ☐ 02. Critical Area Study (if applicable)
- ☐ 03. Geotechnical Report (if applicable)
- ☐ 04. Arborist Report (if applicable)
- ☐ 05. Stormwater Declaration of Covenant (if applicable)
- ☐ 06. Prior Land Use Approvals (if applicable)
- ☐ 07. Storm Drainage Analysis (Technical Information Report) (if applicable)

CLEARING AND GRADING PERMIT

CERTIFICATIONS & SIGNATURES

I have read this application in its entirety and certify that all information submitted, including any supplemental information, is true and complete to the best of my knowledge. I acknowledge that willful misrepresentation of information will terminate this permit application. I understand that my submittal will be reviewed for completeness and, if found to be complete, will be processed pursuant to [SMC 21.09.010](#).

Owner Signature: _____ Date: _____

Applicant/Representative Signature (if applicable): _____ Date: _____

ONLINE SUBMITTAL INSTRUCTIONS

1 Create an account on [MyBuildingPermit.com](#).

2 Select "Apply For Permit" and then select "Sammamish" as the jurisdiction.

3 Select the following:

Application Type

Clearing and
Grading

Project Type

Any Project Type

Activity Type

Landscaping and
Hardscaping Only

Scope of Work

Clearing and
Grading

4 Complete & save this form before uploading it in the "File Upload" section along with the required submittal documents.