



# CITY OF SULTAN COMMUNITY DEVELOPMENT DEPARTMENT

319 Main St. Sultan, WA 98294  
Phone (360) 793-2231 Fax (360) 793-3344

Date Stamp Area

Staff Initials: \_\_\_\_\_

## SUBMITTAL CHECKLIST #11 – GRADING

A grading permit is required in order to remove or bring new material to a site. The purpose and intent the grading permit is to ensure that adequate information is known about the impacts of the grading to the land and surrounding area.

A grading permit is required by the City of Sultan if the proposed grading is over 50 cubic yards. Additional regulations and research maybe required if the grading occurs in or near a critical area.

Items listed in the application requirements section are needed to turn in an application. Applications will be accepted by staff at the front counter.

If all items are submitted at the front counter, your application is complete under RCW 36.070B.070, but if items are missing, your application will not be accepted.

**Applicant: Please check the “Applicant” boxes below when each item is complete and ready for review.**

### APPLICATION REQUIREMENTS

#### 1. Type I Permit Application Form.

Staff      Applicant

      Completed and Signed Application.

#### 2. Site Plan. Two 8½ x 11” or 8½ x 14” drawings showing the site. This plan needs to show at least:

Staff      Applicant

- Two copies of the site plan.
- Scale and north arrow.
- Property lines, easements and Rights-of-way on and within 100 feet of site.
- Show existing buildings, roads, and driveways on and within 100 feet of site.
- Show proposed areas to be graded.
- Show existing topography.
- Show areas of proposed fills and excavations (with estimated cubic yard of each)
- Show areas where silt fencing will be place during grading.
- Vicinity Map

#### 3. Additional Information – Submit two copies of each unless otherwise noted.

Staff      Applicant

- Geotechnical Report (if required).
- SEPA Checklist (if required by 17.04 SMC).
- Erosion control plan
- Export permit/dump receipts



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**SUBMITTAL CHECKLIST #11 – GRADING (CONTINUED)**

**4. Fees.**

Staff    Applicant

Fees paid (see current planning fees checklist).

**CRITERIA FOR APPROVAL**

Applications for grading will be reviewed by city staff to check if the application meets the following:

- A. Zoning code requirements;
- B. Access, design and public safety; and
- C. Critical area regulations.

**PROCESS**

1. When you are ready to submit your application to the City, bring all required items for a complete application to city hall.
2. A City Staff member will review your application using the attached submittal checklist to determine if a Determination of Completeness (RCW 36.70B.070) can be issued. Incomplete applications will not be accepted by the City.
3. Once the application has been determined complete, the City Staff will review the application. The application must meet the approval criteria.
4. If the application has not met the approval criteria:
  - a. The City will mail you a letter indicating the changes that must be made to the application.
  - b. You have 180 days to modify your application and resubmit it to the City.
  - c. Your application will expire if requested information is not provided.
5. Once adequate information has been provided from the applicant to the City, the City will issue a decision of approved, approved with conditions, or denied.
6. The decision of the City is appealable to the Hearing Examiner (SMC 16.120.100).

**Note:**

If your grading permit application is being processed concurrent with another land use action or SEPA determination for the site that requires a public hearing, then the grading permit will be combined into the overall action and decided by the Hearing Examiner. The Hearing Examiner's decision is appealable to Superior Court (SMC 2.26.140).

**ADDITIONAL INFORMATION**

If you would like additional information, please contact the Community Development Department at the number shown above. Ask for the permit assistant.