



# 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 #17 – SIDE SEWER

A side sewer permit is required to attach, alter, repair, cap, relocation, and remove lines which are connected to the city sewer systems located on your property. The permit for this work will cover all proposed side sewer work located on-site and within the public right-of-way.

The purpose is to ensure that proper and legal connection to the system. It is not required if the residence has a septic tank system.

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 **proposed** side sewer system. This site plan needs to show, at a minimum (For additional information, see S2-04 in the City of Sultan: Sanitary Sewer Engineering Standards, March 2004):

Staff      Applicant

      Two copies of the site plan.

      Scale and North arrow.

      Property lines, easements and Rights-of-way.

Existing and proposed side sewer and mainline infrastructure information:

      Show the pipe material, diameter, slope (if possible) and the location of all new pipe material installed related to the side sewer construction.

      Show and label the depth of the pipe at the soil pipe connection.

      Show and label the depth of the repair.

      Show and label all structures, such as pump systems (wet wells), pump sizes, water quality facilities, infiltration systems, flow spreaders, maintenance holes (MHs), cleanouts, downspouts, catch basins and area drains.

      Show footing drain connections to on-site catch basins. The entire footing drain system around the building does not need to be shown.

#### 3. Fees.

Staff      Applicant

      Fees paid (see current Fee Schedule).



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**SUBMITTAL CHECKLIST #17 – SIDE SEWER (CONTINUED)**

**CRITERIA FOR APPROVAL**

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

- A. Engineering and design standards for sanitary sewers.

**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).

**ADDITIONAL INFORMATION**

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