

The intake checklist identifies minimum application elements necessary for the town to accept the application. Should any of the following minimum items not be provided, the application may not be accepted at the counter.

Applicant: Check each box under the applicant heading on this checklist to confirm items that are included in your submittal.

The required number of plan sets is 3 (three). If applying for multiple permits concurrently, submit the highest number of required plan sets.

General Requirements (1 original copy of each item is required):
If an item is not applicable, attach explanation.

Applicant

- Completed general application form
- Proof of agency and hold harmless agreement form
- Title report
- The applicable fee(s)
- Record Sales Tax Under #1713 Town of Hunts Point, WA 98004-1121, for purposes of reporting to the Department of Revenue
- Notes and determinations from the pre-application conference (if applicable)

Application Requirements:

Property Information

- Legal description including name of plat and/or short plat

Site or plot plan:

- Drawn to scale (1" = 20')
- Engineer's name, professional stamp and signature, and date of sealing
- Location and dimension all property lines and easements



Town Hall, 3000 Hunts Point Road, Hunts Point, WA 98004-1121. Phone 425.455.1834, FAX 425.454.4586. Permit intake and issuance hours are Tuesday and Thursday, 8am-12pm and 1pm-5pm. Building Services Department 425.455.1834.

- Attach all subdivisions or short plat restrictions
- Show the centerline and give the name of adjacent streets and alleys. Indicate whether the street is private or public
- Locate and dimension all existing and proposed buildings and structures including retaining walls and rockeries, their use and their distances to property lines
- Distinguish all new construction from existing structures
- Location of on site parking and driveway
- Soils report prepared by a geotechnical engineer (if applicable)
- Show locations of existing and proposed utilities such as side sewer, storm drain lines, catch basins, nearest fire hydrant, etc.
- Show setbacks, stringline setback, and shoreline
- Show accurate existing and proposed topography at 2' maximum contour intervals
- Tree inventory

Erosion and Sediment Control Information:

- Show all temporary erosion and sediment control (TESC) features
- Include all erosion control notes, specifications, details and appropriate best management practices (BMP's)
- Specify maintenance schedule for facilities
- Specify construction access and stabilization methods and contractor parking plan
- Specify construction schedule
- Indicate final grading and provide earthwork calculations
- Specify permanent site restoration features (re-vegetation, slope protection, etc.)

Stormwater Information:

- Show all existing and proposed facilities within 50 feet of property

- Show all existing and proposed storm conveyance systems (pipe sizes, types, lengths, slopes, invert elevation, etc.)
- Submit onsite detention system design and details
- Submit onsite infiltration system design and details
- Submit drainage conveyance system design and details
- Submit stormwater quality control system design and details
- Submit storm drainage report and calculations for design of facilities and an analysis of the onsite and offsite stormwater runoff and water quality impacts

Note: Stormwater facilities are to be designed by a Civil Engineer licensed by the State of Washington.

Other Information:

- Submit complete, surveyed record drawings
- Complete SEPA Checklist (if grading is equal to or greater than 500 cubic yards)