Engineering Department
203 S. Pacific Avenue, PO Box 819 Kelso, WA 98626

Grading Permit Worksheet

GENERAL

1. Grading, in this context, is a term that covers a number of land disturbing activities that includes clearing, grubbing, excavation, filling, grading, compaction, stockpiling and stabilizing.
2. The Grading Permit is for stand-alone grading and is not associated with any structure.
3. General requirements for all grading activities include the protection of the public right-of-way, receiving waters, and adjoining properties from the discharge of sediments and other pollutants, from material deposition, and/or from increased stormwater flow rates caused by the project.
4. Extreme care shall be taken not to alter any natural drainage of site and all adjoining properties without site-specific geotechnical study and analysis.
5. Regardless of the size of the project, a Critical Areas permit may be required and would supersede a grading permit. Critical areas include, but are not limited to, steep and unstable slopes, wetlands, creeks and seismic hazard areas.

A) Determine the applicability of the project

1. The Grading Permit is for projects not associated with other City permits such as building or right-of-way permits.
2. Road shoulder grading, re-shaping, re-grading drainage systems, resurfacing with in-kind material without expanding the road prism and roadside vegetation maintenance; commercial agricultural and forest practices regulated under WAC Title 222, except for Class IV General Forest Practices that are conversions from timber land to other uses, are exempt from this permit.

B) Determine permits required based on the volume or size of the project shown in Table No. 1

TABLE No. 1: Permits Required

Volume/Size of Project	City Permits Required
Small-sized projects: The volume of combined cut and fill is less than 50 cubic yards of material or the area of land disturbance is less than 5000 square feet.	A Grading Permit is not required. Use of best management practices (BMPs) for erosion and sediment control, described in the Kelso Engineering Design Manual, is encouraged. A Critical Areas permit may be required.
Medium-sized projects: The volume of combined cut and fill is from 50 to 500 cubic yards of material, or the area of land disturbance is from 5000 square feet to 1 acre. Residential parcels that have a slope less than two percent and a proposed volume less than 100 cubic yards have a reduced set of submittal requirements.	A Grading Permit is required unless the project is in a critical area. If in a critical area, a Critical Areas Permit is required and supersedes the Grading Permit.
Large-sized projects: The volume of combined cut and fill is 500 cubic yards or more of material or the area of land disturbance is 1 acre or more.	A Grading Permit is required. If the volume of combined cut and fill is 500 cubic yards or more a SEPA environmental checklist is required. If the land disturbance is one acre or more, a state Construction Stormwater General Permit is required. If in a critical area, a Critical Areas Permit is required and supersedes the Grading Permit.

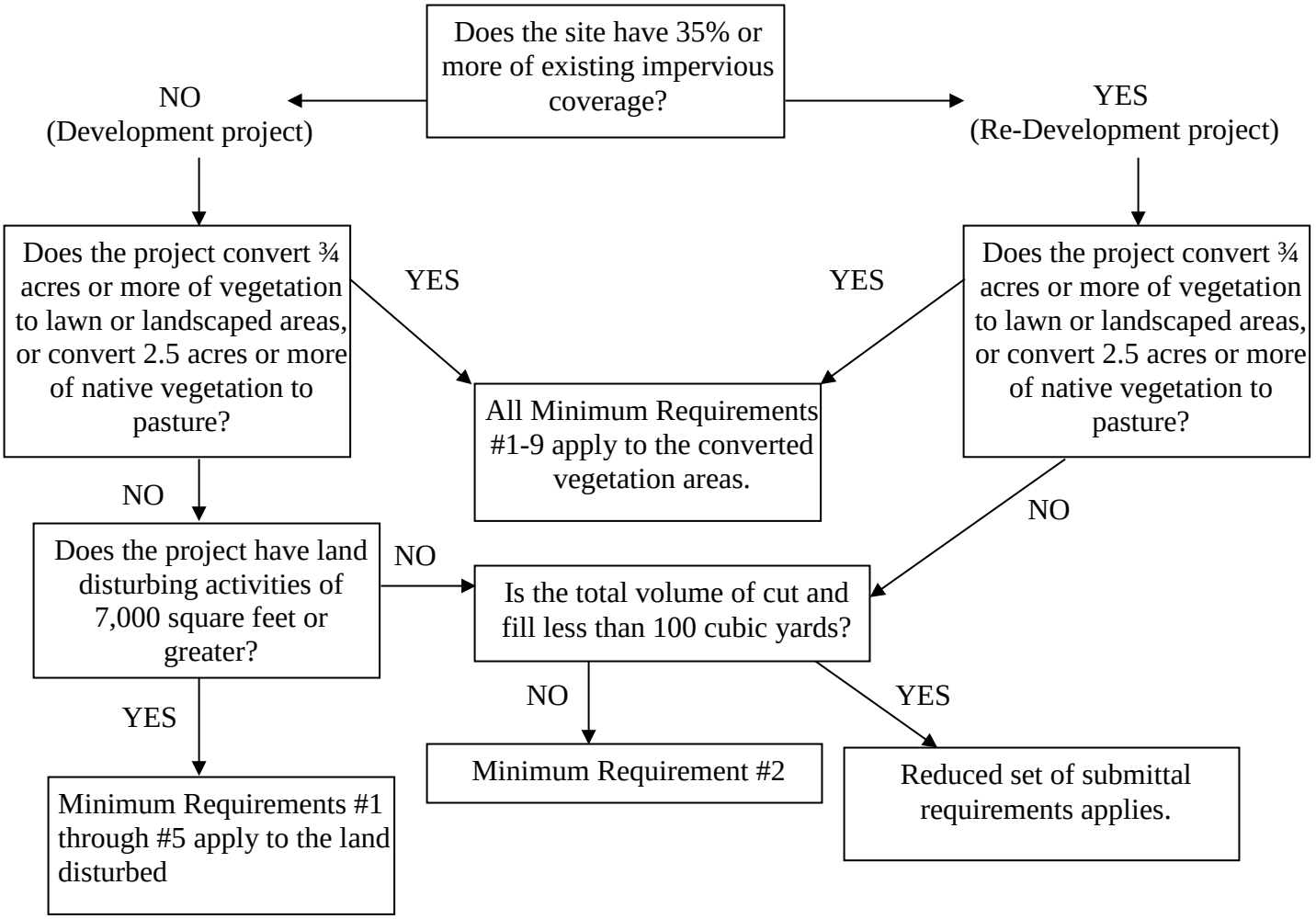
C) Determine if any State or Federal permits apply

1) State and federal agencies may also require approvals or permits for activities associated with grading. Permits are listed below and the list may not be inclusive:

- Hydraulic Project Approval from the Department of Wildlife and Fisheries for work that uses, diverts, obstructs or changes the natural water flow.
- A Temporary Modification of Water Quality criteria from the Department of Ecology for construction violating water quality for a short time.
- Water Quality Certification from Ecology if a project might result in discharge to surface water.
- Forest Practices Approval from the Department of Natural Resources for forest practices such as harvesting, reforesting or road building.
- A Construction Stormwater General Permit (NPDES) and a Stormwater Pollution Prevention Plan (SWPPP) is required for all soil disturbing activities (including grading, stump removal, demolition) where one or more acres will be disturbed, and stormwater will be discharged to a receiving water directly (e.g. wetlands, creeks, unnamed creeks, river, marine waters, ditches, estuaries) or to storm drains that discharge to a receiving water.

D) Determine Minimum Technical Requirements

1) Use the Flowchart below to find which Minimum Technical Requirements apply to the project.



E) Determine what submittal requirements apply to the project in Tables 2-4

TABLE No. 2: Submittal Requirements for a Medium-Sized Project on a residential parcel with less than 100 cu. yds. and less than 2% slope	
1. Application	Submit completed/signed Civil Engineering Application and fees in person. The application can be found on the City's website at www.kelso.gov or at City Hall located at 203 S. Pacific Ave., Kelso, WA 98626. Additional information/plans may be required upon review.
2. Site Plan Required Elements	• Plans no smaller than 8-1/2" x 11" and drawn to scale • Clearing limits and sensitive areas • Extent of work proposed • Site entrances and exits • Location, type and size of erosion and sediment controls • Locations and sizes of existing drainage pipes and channels (labeled as such and with arrows indicating flow direction) • Locations and sizes of trees • Imported material type and thickness
3. Narrative	• Describe the existing conditions and proposal • Describe the reason for the land disturbance
4. MR's	No Minimum Requirements due; the reduced set of submittal requirements above apply

TABLE No. 3: Submittal Requirements for a Medium-Sized Project	
1. Application	Submit completed/signed Civil Engineering Application and fees in person. The application can be found on the City's website at www.kelso.gov or at City Hall located at 203 S. Pacific Ave., Kelso, WA 98626. Additional information/plans may be required upon review.
2. Site Plan Required Elements	• Plans no smaller than 11" x 17" and drawn to a scale of 1"=20' to 1" = 50' • Clearing limits and sensitive areas • Extent of work proposed • Site entrances and exits • Location, type and size of erosion and sediment controls • Applicable details of erosion control measures showing full dimensions, materials and construction information • Existing and proposed ground contours (minimum 2-foot intervals) • Locations and sizes of existing drainage pipes and channels (labeled as such and with arrows indicating flow direction) • Locations and sizes of trees • The Standard Erosion Control Notes found in the Kelso Engineering Design Manual (KEDM), Chapter 2 • A geotechnical report may be required • Representative cross-sections of cut & fill including slopes
3. Narrative	• Describe the existing conditions and proposal • Describe the reason for the land disturbance • Describe the timing of placement and removal of erosion control measures • Describe the final outcome of the project • Include appropriate calculations and information to support sizing of any necessary sediment traps, ponds, or use of alternate methods and materials
4. Minimum Technical Requirements	• Submit items required for either Minimum Technical Requirements #2, #1-5 or #1-9 based on the flowchart above (see Appendix 1, Section 4 of the 2013 Western Washington Phase II Municipal Stormwater Permit that can be found at http://stormwater.kelso.gov.

TABLE No. 4: Submittal Requirements for a Large-Sized Project	
1. Application	Submit completed/signed Civil Engineering Application and fees in person. The application can be found on the City's website at www.kelso.gov or at City Hall located at 203 S. Pacific Ave., Kelso, WA 98626.
2. Site Plan Required Elements	In addition to the site plan requirements for a medium-sized project above, the site plan shall have: cross sections, 100-yr. flood level, groundwater table elevation, erosion control plan, existing conditions plan, existing and proposed drainage, sensitive area delineation, utilities. Additional information/plans may be required upon review. The design plan format shall adhere to the submittal requirements of the KEDM, Chapter 1.04.
3. SWPPP	A Stormwater Pollution Prevention Plan (SWPPP) is required.
4. Construction Permit	A copy of the state Construction Stormwater General Permit, if required, shall be submitted prior to plan approval.
5. SEPA	Submit a SEPA environmental checklist with the City Building and Planning Division.
6. Geotech Report	A geotechnical report is required.
7. Minimum Technical Requirements	Submit items required for either Minimum Technical Requirements #1-5 or #1-9 based on flowchart above (see Appendix 1, Section 4 of the 2013 Western Washington Phase II Municipal Stormwater Permit and can be found at http://stormwater.kelso.gov.

F) Please answer the following questions particular to the grading permit

1. Volume of Excavation:_____ cubic yards Volume of Fill: _____ cubic yards
2. Combined Volume of Excavation and Fill: _____ cubic yards
3. Area of land disturbance:_____ square feet
4. Are there structures on this property? Yes___ or No___
   If yes, which structure(s)? _____
5. Is project within 200 feet of a shoreline of statewide significance? Yes___ No___ Do not know ___
6. Is project within a Critical Area? Yes___ No___ Do not know ___
7. Site runoff drains to (check all that apply): ☐ Catch basin, ☐ Ditch, ☐ Pipe, ☐ Creek, ☐ Slough, ☐ River, ☐ Wetland, ☐ Other
8. Will excavation materials be exported? _____
9. If so, where is disposal site? (Note: permits may be required) _____
10. If stockpiling:
    - Length of time material will be stockpiled: _____
    - Volume of stockpile: _____ cubic yards
11. Are any trees in the grading area? _____ Will any trees be removed? _____
12. Depth of cut at deepest location: _____ feet
13 Height of fill at highest location: _____ feet
14. Proposed starting date of work: _____
15. Duration of work: _____

G) Find out what the fees are for the grading permit

1. A $50 non-refundable base application fee for the Civil Engineering Permit Application is due with the application submittal. See Table No. 5 below for additional grading permit fees.

TABLE No. 5: Grading Permit Fees	
Residentially-zoned parcel having less than 100 cubic yards of combined cut and fill and a slope of less than 2%	$100
Over 50 cubic yards of combined cut and fill and Submittal of Minimum Technical Requirement #2 is required	$200
Over 50 cubic yards of combined cut and fill and submittal of Minimum Technical Requirements #1 – 5 is required	$300
Over 50 cubic yards of combined cut and fill and Submittal of Minimum Technical Requirements #1 – 9 is required	$700
Notes: 1) A grading permit is not required if the volume of combined cut and fill is under 50 cubic yards of material and/or the area of land disturbance is under 5000 square feet. 2) Projects of 500 or more cubic yards requires a SEPA checklist and separate fees. 3) Minimum Technical Requirements based on Appendix 1, Section 4 of the 2013 Western Washington Phase II Municipal Stormwater Permit and can be found at http://stormwater.kelso.gov.	

CITY REVIEW

1. Allow 28 calendar days for a determination of application completeness (see KMC 18B.01.010).
2. Allow 120 days after the determination of application completeness for a notice of final decision (see KMC 18B.01.010).

CONSTRUCTION

1. Only naturally occurring materials such as rock, gravel and soil may be used in fills. Asphalt, concrete, tree stumps and other debris are not allowed.
2. Applicant agrees to construct and maintain erosion and sediment control measures as necessary to contain sediment on the construction site.
3. The City will inspect the site for erosion and sediment control BMPs a minimum of two times, once at the beginning of construction and once when the construction has been completed.
4. The City must be notified a minimum of 24 hours in advance to request inspections.
5. A Grading Permit shall not be finalized for the applicant who has failed to contact the City for inspections. In addition, the applicant can be fined for non-compliance with inspection requirements.
6. The permit is valid for one year after it has been issued.

WORKSHEET SUMMARY

A) Applicability of project:

Are any other City permits required? ☐ Yes ☐ No

Is this a road, commercial agricultural or forest practice project? ☐ Yes ☐ No

B) Volume/size of project: (check one)

☐	Small
☐	Medium
☐	Large

C) Do any State or Federal permits apply? ☐ Yes ☐ No
If so, which permits? _____

D) Which Minimum Technical Requirements apply? (check one)

☐	No Minimum Technical Requirements; reduced set of submittal requirements apply
☐	Minimum Technical Requirement #2
☐	Minimum Technical Requirements #1-5
☐	Minimum Technical Requirements #1-9

E) Which submittal requirements apply? (check one)

☐	Medium-Sized Project with less than 100 cu. yds. and less than 2% slope
☐	Medium-Sized Project
☐	Large-Sized Project

F) Are all questions particular to the grading permit answered? ☐ Yes ☐ No

G) What grading permit fee did you determine? _____