



Permit Center
 Location: 400 W. Gowe
 Mail to: 220 4th Avenue S. • Kent, WA 98032-5895
 (253) 856-5300 FAX: (253) 856-6412
 www.KentWa.gov/permitcenter

Rtg. Type RI26 RSGF	Tracking Number 2 1 _____		
Permit Name			
Date Submitted			
Projected Review Date			
Routing:	<input type="checkbox"/> BS	<input type="checkbox"/> PS	<input type="checkbox"/> PW <input type="checkbox"/> FD
# of Copies:			

Grade and Fill Permit Application

Regular Grade and Fill Simple Grade and Fill

Project Name: _____
 Project Location: _____ Parcel Number _____
 Description of Project: _____

Owner	
Name:	
Address:	
City:	Zip:
Phone:	
E-mail:	

Contact	
Name:	Company:
Address:	
City:	Zip:
Phone:	Fax:
E-mail:	

Contractor	
Name:	Company:
Address:	
City:	Zip:
Phone:	Fax:
Contractor I.D. No.:	
E-mail:	

Grade and Fill	
Earthwork Volume: Cut _____ / Fill _____ Total cubic yards _____	
Total area of site disturbance: _____ sq ft or _____ Acres (If more than 1 acre, SWPPP & NPDES permit req'd)	
Total Area of New or Replaced Hard Surface: _____ sq ft or _____ Acres	
Total Cost Estimate: \$ (Cost of civil improvements from Engineer's Cost Est (A+B+C+D))	
<input type="checkbox"/> Plat <input type="checkbox"/> Short Plat <input type="checkbox"/> Other:	

Architect/Engineer	
Name:	Company:
Address:	
City:	Zip:
Phone:	Fax:
License No.:	
E-mail:	

Plans Include: (Check all that apply)	
<input type="checkbox"/> Grading Plans	<input type="checkbox"/> TESC (Erosion Control)
<input type="checkbox"/> Storm Drainage	<input type="checkbox"/> Delineation of Critical Area
<input type="checkbox"/> Critical Area Mitigation Plans	
<input type="checkbox"/> Traffic Control Plans (req'd if work in row or lane closure)	
<input type="checkbox"/> Other	

I certify that I have read this application and declare under penalty of perjury that the information contained herein is correct and complete. I am either the owner of the property described or I represent the owner or contractor as signified above and am acting with the owner/contractor's full knowledge and consent.

Name (please print) _____ Signature _____ Date _____

P.C. OFFICE USE ONLY:

Date Stamp:

P.C. Initials: _____

Instructions and Checklist for Grade and Fill Permit Applications

IN ORDER TO REVIEW AN APPLICATION FOR A GRADE AND FILL PERMIT, THE CITY OF KENT REQUIRES THE FOLLOWING INFORMATION:

REGULAR GRADE AND FILL:

- Completed Application Form**
- Grading Plan (2 sets)**
 - Plans must be stamped by a licensed Civil Engineer.
 - Checklist for Completeness of Engineering Plans and Report Submittals is available at KentWa.gov/PermitCenter/
- Technical Reports (2 sets), which can include:**
 - Storm Drainage T.I.R. per City of Kent Surface Water Design Manual
 - Soils engineering reports
 - Geotechnical Report
- Wetland Reports/Delineation and/or Mitigation Plans (2 sets) (if applicable)**
 - Plans and Reports prepared per KCC 11.06 Critical Areas
- Tree Plans (2 sets)**
 - Plans per KCC 15.08.240 Preservation of Trees and KCC 6.10 Street Trees
- Temporary Erosion and Sedimentation Control (TESC) Plans (2 sets)**
- Traffic Control Plans (if applicable) (2 sets)**
 - The Traffic Control Plans (TCP) showing how traffic will move safely through the construction area within the public right-of-way per KDCS & MUTCD.
- Engineering Cost Estimate (1 copy)**
 - Total Improvement Cost as determined by Engineer's Cost Estimate Summary. Cost as determined by KDCS Sec. 1.18. Cost shall be based on a construction cost estimate prepared by a licensed contractor, professional engineer or architect. Worksheets for the Engineer's Cost Estimate are included in the KDCS Appendix D, and are available in the Permit Center or online.
- Completed Notice of Intent (application)**
 - For coverage under the WA Dept. of Ecology's NPDES Construction Permit. (if 1 or more acres of disturbance).
- Storm Water Pollution Prevention Plan (SWPPP) (if over 1 acre disturbed) (2 sets)**
- Copy of approved SEPA DNS/MDNS decision, as applicable**
- CD-ROM with All Documents Listed Above in Electronic Format (PDF and AutoCAD where Appropriate)**

SIMPLE GRADE AND FILL*:

- Completed Application Form**
- Grading Site Plan (Four (4) Copies) which must include:**
 - Vicinity map:
Map must show the subject site and any adjacent properties and streets
 - Legal description
 - Tax parcel number
 - Name, address and phone number of the person who prepared the plans.
- Checklist for Completeness of Engineering Plans and Report Submittals is available at KentWa.gov/PermitCenter

*Grading for a single property that is in an isolated, self-contained area with no impact to public right-of-way or critical areas. Project must be less than 500cy, clearing less than 3/4 acre, and not need SEPA.