

Town of Friday Harbor

PO Box 219 / Friday Harbor / WA / 98250

(360) 378-2810 / fax (360) 378-5339 / www.fridayharbor.org

LAND CLEARING, GRADING, OR FILLING PERMIT APPLICATION

APPLICATION DATE _____ GRD No. _____

APPLICANT/FRANCHISE HOLDER _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____ TELEPHONE _____

CONTACT PERSON _____ TELEPHONE _____

MAILING ADDRESS _____

CONTRACTOR NAME (MUST BE STATE & TOWN LICENSED) _____

WA STATE CONTRACTOR'S REGISTRATION # _____ TOWN BUS LIC # _____

IS PROJECT WITHIN 200 FEET OF THE SHORELINE? YES NO

LOCATION/DESCRIPTION OF PROJECT (MUST INCLUDE TAX PARCEL #, STREET ADDRESS, LEGAL DESCRIPTION, AND ZONING DESIGNATION)

APPLICANT MUST SUBMIT A SITE PLAN TO BE ACCOMPANIED BY A TOPOGRAPHY MAP FOR TOWN APPROVAL. SITE PLAN TO INCLUDE: 1) LOT SIZE AND SHAPE, 2) ALL BUILDINGS, 3) STRUCTURES AND ROADS AND PROPERTY LINES, 4) EXISTING AND NEW UTILITIES, 5) SHOW WATER, SEWER, & STORM DRAINAGE.

THIS PERMIT AUTHORIZES LAND CLEARING, GRADING, AND FILLING ON PROPERTY OWNED BY THE APPLICANT AND NOT WITHIN THE PUBLIC RIGHT OF WAY. THIS IS NOT A PERMIT FOR FOUNDATION CONSTRUCTION. ALL WORK IS SUBJECT TO THE PROVISIONS OF THE TOWN OF FRIDAY HARBOR STORM WATER TECHNICAL MANUAL. BEST MANAGEMENT PRACTICES AS OUTLINED IN THE MANUAL ARE TO BE FOLLOWED. ADDITIONAL PERMITS WILL BE REQUIRED FOR ANY BURNING, GRINDING, ROCK HAMMERING, OR BLASTING.

The undersigned has read, understands, and agrees to follow all instructions, procedures, and conditions stated herein.

SIGNATURE OF APPLICANT: _____ DATE _____

TOWN APPROVAL BY: _____ DATE: _____

Grading Permit Fee	\$ _____	Total Yardage	_____
Plan Check Fee	\$ _____		
State Surcharge Fee	\$ _____		
Total Permit Fee	\$ _____		

PRELIMINARY CHECKLIST

1. Property size (lot dimensions & area). _____

2. Total percent (%) land area to be altered. _____

3. Amount of fill to be utilized, including excavation, placement, and location of removed fill.

4. Specify the proposed change in elevation, how much land will be affected, method of compaction of fill, and where the fill is to be placed in relation to the site.

5. Existing vegetation on the site. (types of plant materials, size of trees (caliper), etc.)

6. Description of vegetation to be removed. (including percent (%) of site and where located)

7. Will the project result in a change in absorption rates, drainage patterns, or increase the amount and/or rate of runoff over and off the site?
 YES If yes, please explain. _____
 NO _____

8. Is the property currently served by storm drainage facilities?
 YES If yes, open ditch or pipe? _____
 NO

9. Does the land lie such that surface runoff will be outletted through adjacent private properties?
- YES
- NO
10. Will the project extend within twenty (20) feet of adjacent property?
- YES
- NO
11. Will the exposed earth surfaces be re-vegetated as part of the project?
- YES
- NO
12. Is the land clearing, grading, or filling activity requisite to construction?
- YES If yes, what type of building (s) is proposed? _____

- NO If residential, what is the anticipated density? _____

13. How long will the land be exposed in a cleared manner prior to re-vegetation of the site?
- Under 30 days Between 30 – 45 days
- Between 45 – 60 days Over 60 days
14. Will the proposal be accomplished between June 1st and October 1st (the dry season)?
- YES If no, during what months will the proposed activity take place?
- NO _____
15. Will the land clearing, grading, or filling activity be located within 200 feet of a stream or other bodies of water?
- YES If yes, within how many feet at closest point? _____
- NO Indicate whether body of water is intermittent or perennial.

16. What is the percentage of slope of dominant slopes on the project site?

0 – 5%

6 – 15%

16 – 30%

30 + %

17. What are the approximate lengths of the slopes?

0 – 200 feet

201 – 400 feet

401 – 600 feet

601 + feet

18. What are the approximate lengths of exposed slopes?

0 – 200 feet

201 – 400 feet

401 – 600 feet

601 + feet

19. Are there any springs on the site?

YES

NO

If yes, please approximate how many. _____

I hereby apply for a permit to do the work indicated and acknowledge that I have read this application and certify that the information furnished by me is true and correct and agree to comply with all ordinances and state laws regarding land clearing, grading, or filling.

SIGNATURE OF APPLICANT _____ DATE _____

UTILITY CHECKLIST

Property Owner / Authorized Agent:

Job Address:

The following utility companies shall be contacted by the applicant prior to a permit being issued by the Town of Friday Harbor.

Zito LLC (Cable)

208-599-4044

Signature of Authorized Representative date

CenturyLink (Telephone)

378-1531 (Call First)

Signature of Authorized Representative date

Orcas Power & Light Company (Electrical)

376-3550

Signature of Authorized Representative date

Town of Friday Harbor (Water/Sewer)

378-2154

Signature of Authorized Representative date

I certify that I have contacted the utilities listed above.

Signature of Property Owner / Authorized Agent date

It is the applicant's responsibility to notify all impacted parties 24 hours prior to any road closing. The following agencies will be notified at a minimum:

Friday Harbor Fire Department	378-4183	Town of Friday Harbor Public Works	378-2154
San Juan County Sheriff's Office	378-4151	San Juan County Public Works	370-0500
San Juan Island Fire District #3	378-5334	United States Post Office	378-4511

Applicant is permitted to work on Town right of way as specified here. All work to be completed within 90 days from date of approval.

REMARKS:

Date

Approved by:

Town of Friday Harbor Storm Water Technical Manual Information

Section 7. Large Parcel Approval Standards

7.03 Large Parcel Erosion and Sediment Control Plan applicability.

- A.** The following new development shall be required to control erosion and sediment during construction, to permanently stabilize soil exposed during construction, and to comply with Large Parcel Requirements 1 through 11:
1. All new development that includes the creation or addition of 5,000 sq ft, or greater, of new impervious surface area shall comply.
 2. Land disturbing activities of one acre or greater.
- B.** Compliance shall be demonstrated through the implementation of an approved Stormwater Site Plan consisting of a Large Parcel ESC Plan and a PSQC Plan as appropriate. Information concerning the preparation of a Large Parcel ESC Plan and PSQC Plan is contained in the DOE Manual.

7.04 Large Parcel Minimum Requirements.

7.04.1 Large Parcel Requirement No. 1 – Erosion and sediment control.

- A.** All exposed and unworked soils shall be stabilized by suitable application of BMPs from October 1st to April 20th; no soils shall remain unstabilized for more than 2 days. From May 1st to September 30th; no soils shall remain unstabilized for more than 7 days. Prior to leaving the site, stormwater runoff shall pass through a sediment pond or sediment trap, or other appropriate BMPs.
- B.** In the field, mark clearing limits and/or any easements, setbacks, sensitive/critical areas and their buffers, trees and drainage courses.
- C.** Properties adjacent to the project site shall be protected from sediment deposition.
- D.** Sediment ponds and traps, perimeter dikes, sediment barriers, and other BMPs intended to trap sediment on-site shall be constructed as a first step in grading. These BMPs shall be functional before land disturbing activities take place. Earthen structures such as dam, dikes, and diversions shall be seeded and mulched according to the timing indicated in Requirement No. 1.
- E.** Cut and fill slopes shall be designated and constructed in a manner that will minimize erosion.
- F.** Properties and waterways downstream from the development site shall be protected from erosion due to increases in the volume, velocity, and peak flow rate of stormwater runoff from the project site.
- G.** All temporary on-site conveyance channels shall be designed, constructed, and stabilized to prevent erosion from the expected velocity of flow from a 2 year, 24-hour frequency storm for the developed condition. Stabilization adequate to prevent erosion of outlets, adjacent streambanks, slopes and downstream reaches shall be provided at the outlets of all conveyance systems.
- H.** All storm drain inlets made operable during construction shall be protected so that stormwater runoff shall not enter the conveyance system without first being filtered or otherwise treated to remove sediment.
- I.** The construction of underground utility lines shall be subject to the following criteria:
1. Where feasible, no more than 200 feet of trench shall be opened at one time.
 2. Where consistent with safety and space considerations, excavated material shall be placed on the uphill side of the trenches.
 3. Trench dewatering devices shall discharge into a sediment trap or sediment pond.
- J.** Whenever construction vehicle access routes intersect paved roads, provisions must be made to minimize the transport of sediment (mud) onto the paved road. If sediment is transported onto a road surface, the roads shall be cleaned thoroughly at the end of each day. Sediment shall be removed from roads by shoveling, or sweeping and be transported to a controlled sediment disposal area. Street washing shall be allowed only after sediment is removed in this manner.
- K.** All temporary erosion and sediment control BMPs shall be removed within 30 days after final site stabilization is achieved or after the temporary BMPs are no longer needed. Trapped sediment shall be removed or stabilized on site. Disturbed soil areas resulting from removal shall be permanently stabilized.
- L.** Dewatering devices shall discharge into a sediment trap or sediment pond.
- M.** All pollutants other than sediment that occur on-site during construction shall be handled and disposed of in a manner that does not cause contamination of stormwater.
- N.** All temporary and permanent erosion and sediment control BMPs shall be maintained and repaired as needed to assure continued performance of their intended function. All maintenance and repair shall be conducted in accordance with the DOE Manual.

O. Performance bonding, or other appropriate financial instruments, shall be required for all projects to ensure compliance with the approved erosion and sediment control plan.

7.04.2 Large Parcel Requirement No. 2 – Preservation of Natural Drainage Systems.

A. Natural drainage patterns shall be maintained, and discharges from the site shall occur at the natural location, to the maximum extent practicable.

7.04.3 Large Parcel Requirement No. 3 – Source Control of Pollution.

A. Source control BMP's shall be applied to all projects to the maximum extent practicable. Source control BMP's shall be selected, designed, and maintained according to the DOE Manual.

B. An adopted and implemented basin plan (Requirement No. 9) may be used to develop source control requirements that are tailored to a specific basin, however, in all circumstances, source control BMPs shall be required for all sites.

7.04.4 Large Parcel Requirement No. 4 – Run Off Treatment BMPs.

A. All projects shall provide permanent treatment of stormwater. Treatment BMPs shall be sized to capture and treat the water quality design storm, defined as the 6-month, 24-hour return period storm. The first priority for treatment shall be to infiltrate as much as possible of the water quality design storm, only if site conditions are appropriate and groundwater quality will not be impaired. Direct discharge of untreated stormwater to groundwater is prohibited. All treatment BMPs shall be selected, designed, and maintained according to the DOE Manual.

B. Stormwater treatment BMPs shall not be built within a structural vegetated buffer, except for necessary conveyance systems as approved by the Town.

C. An adopted and implemented basin plan (Requirement No. 9) may be used to develop runoff treatment requirements that are tailored to a specific basin.

7.04.05-11 Additional Large Parcel Requirements.

Streambanks, Erosion Control, Wetlands, Water Quality Sensitive Areas, Off-site Analysis and Mitigation, Basin Planning, Operation and Maintenance, and Financial Liability.

Town of Friday Harbor Storm Water Technical Manual

Section 7. Small Parcel Approval Standards

7.01 Small Parcel Erosion and Sediment Control Plan applicability.

A. The following new development shall be required to control erosion and sediment during construction, to permanently stabilize soil exposed during construction and to comply with Small Parcel Requirements 1 through 5:

1. Individual, detached, single family residences and accessory buildings.
2. Creation or addition of less than 5,000 square feet of impervious surface area.
3. Land disturbing activities of less than one acre.

B. Compliance shall be demonstrated through the implementation of an approved Small Parcel ESC Plan. Information regarding the preparation of a Small Parcel ESC Plan is contained in the DOE Manual.

7.02 Small Parcel Minimum Requirements.

7.02.1 Small parcel requirements #1 – Construction access route.

A. Construction vehicle access shall be, whenever possible, limited to one route. Access points shall be stabilized with quarry spall or crushed rock to minimize the tracking of sediment onto public roads.

7.02.2 Small parcel requirement #2 – Stabilization of denuded areas.

A. Soil stabilization. All exposed soils shall be stabilized by suitable application of BMPs including but not limited to sod or other vegetation, plastic covering, mulching, or application of ground base on areas to be paved. From October 1 through April 30, no soils shall remain exposed for more than 2 days. From May 1 through September 30, no soils shall remain exposed for more than 7 days.

7.02.3 Small parcel requirement #3 – Protection of adjacent properties.

A. Adjacent properties shall be protected from sediment deposition by appropriate use of vegetative buffer strips, sediment barriers or filters, dikes or mulching, or by a combination of these measures and other appropriate BMPs.

7.02.4 Small parcel requirement #4 – Maintenance.

A. All erosion and sediment control BMPs shall be regularly inspected and maintained to ensure continued performance of their intended function.

7.02.5 Small parcel requirement #5 – Other BMP's.

A. The Administrator or his designee shall attach such conditions to the Small Parcel Erosion and Sediment Plan as are necessary to control erosion and runoff including but not limited to:

1. Installing French drains (drywells) or other on-site facilities for disposal of runoff from roofs and other impervious surfaces; and/or
2. Routing storm drainage as necessary and appropriate for the size of the project; and/or
3. Installing erosion control devices (such as construction entrances, filter fabric fences, stockpile protection buffers for critical areas).