



Community Development Department Grading Permit Application

PO Box 777 • 323 N.E. First Street
Winlock, WA 98596-0777
360.785.3811 • fax 360.785.4378
winplan@cityofwinlock.com

General Grading Permit Information:

- **When is a Grading Permit required?**
 - Grading permits are required for nearly all projects that disturb or move more than 10 cy of earth or vegetation.
- **Grading Permit *is required* for:**
 - Stand-alone grading (cut and fill) not associated with any structure.
 - Grading work requested prior to obtaining building permit approval.
 - Grading associated with non-building or structure work, such as parking lots, retaining walls and the resurfacing of sport tracks. (*No stormwork can be done on any grading only plans*)
 - Stockpiling onsite and when moving stockpile.
- **A separate Grading Permit is not required where all of these conditions are met:**
 - Work is tied to an approved Residential Building Permit for foundation work – new dwelling unit or addition.
 - No structural fill.
 - Excavation does not exceed 50 cy.
 - Site is not in a Critical Area.
 - Site slope is less than 10%.
 - Site does not contain unusual conditions (surface or subsurface conditions)
 - Grading work will not create retaining/surcharge conditions.
- **Grading Permit is not required for:**
 - Excavation for pads/footings for single-family residences that do not exceed the approved footprint area and/or does not involve structural fill, only where the site is level and the cut/fill amounts do not exceed 50 cy.
 - Decorative ponds outside of a Critical Area that are less than 10 cy and a depth of less than 12”.
- **All Proposed Work Value (except grading):** indicate the value (rounded to the nearest dollar) of all equipment, materials, labor, overhead, and the profit for the work indicated on this application.
\$ _____

TYPE OF WORK	
<input type="checkbox"/> Grading ONLY <input type="checkbox"/> Project Related Site Work/Grading <input type="checkbox"/> Site Review & Inspection <input type="checkbox"/> Inspection ONLY	
OCCUPANCY TYPE	
<input type="checkbox"/> Single Family <input type="checkbox"/> Multi-Family <input type="checkbox"/> Commercial	
PROPERTY INFORMATION	
Address:	Parcel #(s):
DESCRIPTION OF WORK	



Community Development Department
Grading Permit Application

PO Box 777 • 323 N.E. First Street
 Winlock, WA 98596-0777
 360.785.3811 • fax 360.785.4378
winplan@cityofwinlock.com

SCOPE OF ON-SITE WORK				
<input type="checkbox"/> ADA Improvements	<input type="checkbox"/> Fire Lane/Signage	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Parking Stall	<input type="checkbox"/> Signage
<input type="checkbox"/> Tree Protection	<input type="checkbox"/> Temp Electrical Service	<input type="checkbox"/> Curbing	<input type="checkbox"/> Irrigation	<input type="checkbox"/> Lighting
<input type="checkbox"/> Private On-Site Sewer	<input type="checkbox"/> Solid Waste Collection	<input type="checkbox"/> Private On-Site Water	<input type="checkbox"/> Private Street Improvements	
<input type="checkbox"/> Fencing	<input type="checkbox"/> Internal Side Circulation/Driveway	<input type="checkbox"/> Loading Areas	<input type="checkbox"/> On-Site Electrical	<input type="checkbox"/> Stormwater Facility
<input type="checkbox"/> Fire Vault	<input type="checkbox"/> Grading ONLY			

GRADING ONLY			
<input type="checkbox"/> Minor Grading <i>Minor grading permit would include:</i> <ul style="list-style-type: none"> Grading cuts, fills, and/or stockpiling with volumes less than 500 cy. Projects that <u>do not require</u> a SEPA. Projects that are not subject to the Critical Areas Ordinance < 7,000 sq. ft. of land disturbance 	<input type="checkbox"/> Major Grading <i>Major grading permit would include:</i> <ul style="list-style-type: none"> Grading cuts, fills and/or stockpiling with volumes greater than 500 cy. SEPA is required (all grading activities greater than 500 cy in volume) Critical Area Permit required (grading activity that is within or adjacent to steep or unstable slopes, wetlands, creeks, or other critical areas, regardless of the grading volumes involved) > 7,000 sq. ft. of land disturbance 		
Excavation/Grading:	<input type="checkbox"/> Stand-Alone		<input type="checkbox"/> Related to a Project
Will any trees be removed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are any trees located in the grading area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Type of excavation and/or grading activity: (check all that apply)	<input type="checkbox"/> Cut	Total Amount:	
		_____cy	
	<input type="checkbox"/> Fill	Total Amount:	
		_____cy	
Will cut be exported?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, where?
Amount of land disturbance	Sq. ft.		
Grading Permit is for: (check all that apply)			
<input type="checkbox"/> Parking Lot	<input type="checkbox"/> Driveway	<input type="checkbox"/> Retaining Wall	<input type="checkbox"/> Stockpiling
If stockpiling, length of time material will be stockpiled:			
<input type="checkbox"/> Other (please explain):			
Hard Surface Area	<input type="checkbox"/> New	<input type="checkbox"/> Replaced	

Checklist for *Minor* Grading:

The following must be included with your application.

- Completed Application: *incomplete applications will not be accepted.*
- Grading Plan (must include Grading Approval Block and all items listed below)
 - Grading approved block with quantities (cubic yards cut, fill, hard surface area)
 - Property lines and easements
 - Location of existing and proposed structures (buildings, fences, sheds, pools, retaining walls, etc.)
 - Location of existing utilities
 - Existing and proposed contours
 - Erosion control measures
 - Location of trees and vegetation and protection measures
 - Location of drainage and stream courses
 - Tax parcel number
 - Site address
 - Project name
 - Site zoning designation
 - Applicant name and phone number



Community Development Department Grading Permit Application

PO Box 777 • 323 N.E. First Street
Winlock, WA 98596-0777
360.785.3811 • fax 360.785.4378
winplan@cityofwinlock.com

- If the site is located in a Critical Area, plans must include:*
 - Sensitive Area Delineation
 - Setbacks or distance from property line to top and toe of slopes
- NOTE:**
 - Show in detail the work will conform to all applicable standards and regulations per the WMC.

APPLICANT	<input type="checkbox"/> CONTACT PERSON
Name:	
Address:	
City/St/Zip:	
Email:	
Phone:	
PROPERTY OWNER	<input type="checkbox"/> CONTACT PERSON
Name:	
Address:	
City/St/Zip:	
Email:	
Phone:	
PROPERTY OWNER	<input type="checkbox"/> CONTACT PERSON
Business Name:	
WA State License #:	
Address:	
City/St/Zip:	
Email:	
Phone:	

A completed application with required documents and any required information must be submitted to obtain a permit. Incomplete applications and/or application fees not paid will result in the rejection of the application and plan review will not begin. It is the responsibility of the applicant/property owner to comply with all private conditions, covenants and restrictions associated with this property. By signing below, I/we agree that the City of Winlock staff has my/our full permission to enter upon the subject property at any reasonable time to consider the merits of the application, take photographs and post public notices.

Applicant/Property Owner Signature

Date

FOR OFFICIAL USE ONLY					
Date Rec.		Received By:		Approval Date	
Fee Amount	\$	Rct #:		Approved By:	
Notes/Comments:					