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# **ENGINEERING REVIEW PERMIT (ERP)** SUPPLEMENTAL APPLICATION FORM

Engineering Review Permit

## “Engineering review permit” or “ERP” means the written permission of the director to the permittee to proceed with the act of clearing, grading, street, utility, and other infrastructure improvements within the provisions of this chapter and the city of Newcastle public works standards, as adopted per NMC [12.05.010](https://www.codepublishing.com/WA/Newcastle/#!/Newcastle12/Newcastle1205.html). The ERP includes the associated approved plans and any conditions of approval as well as the permit form itself. All provisions in this chapter [chapter [17.08 NMC](https://www.codepublishing.com/WA/Newcastle/#!/Newcastle17/Newcastle1708.html)] shall also pertain to ERPs. No site work may commence until an Engineering Review Permit has been approved and a Notice to Proceed issued.

## How to Submit

Electronic submittals are strongly suggested. Applicant must follow the City’s [electronic document submittal requirements](http://newcastlewa.gov/UserFiles/Servers/Server_4026035/File/Departments/Community%20Dev/New%20Applications%20and%20Handouts/ElectronicDocumentSubmittalRequirements_20190125.pdf) found on the City’s website. An application may be returned if all requirements are not followed.

**Questions?** Email [permit@newcastlwa.gov](mailto:permit@newcastlwa.gov)

**Project Information**

Permit Number and/or Associated Project Numbers (all known):Click here to enter text.

Project Name: Click here to enter text.

Parcel Number(s):Click here to enter text.

1. Please provide a detailed description of existing conditions and proposed site work: Click here to enter text.
2. Number of cubic yards to be excavated: Click here to enter text.
3. Number of cubic yards to be filled: Click here to enter text.
4. Will this be a balanced cut and fill entirely within the site?Click here to enter text.
   1. If no, will fill be brought on site? Click here to enter text.
5. From where does the import fill originate? Click here to enter text.
6. Does the fill contain any potential hazardous materials? Click here to enter text.
7. Will excavated materials be taken off the site? Click here to enter text.
   1. If yes, where will the materials be deposited? Click here to enter text.
   2. Please provide the grading permit number at the deposit site: Click here to enter text.

**Applicant’s Submittal Requirement Checklist and Descriptions**On the following pages you will find descriptions of the required items

| Applicant: Please check the box for Yes, No, or N/A in the column to the left of the Requirement Description | | | |
| --- | --- | --- | --- |
| Yes | No | N/A | Requirement Description |
| **REQUIRED REPORTS** | | | |
| **Critical Areas Report** | | | |
|  |  |  | Does your project include a critical area as defined in [NMC18.24](https://www.codepublishing.com/WA/Newcastle/#!/Newcastle18/Newcastle1824.html)? |
|  |  |  | If yes, has a critical areas report been included with your application? |
| **Arborists Report** | | | |
|  |  |  | Are there significant trees within the interior of the lot? |
|  |  |  | If so, have you included an arborists’ report with this application? |
| **Geotechnical Report** | | | |
|  |  |  | Has a geotechnical report been included with your application? |
| **Final Drainage Review** | | | |
|  |  |  | The City has adopted the 2016 King County Surface Water Design Manual (KCSWDM, “the manual”). Using NMC 13.10 and figure 1.1.2.A of the manual, please indicate your required drainage review type redlined with explanations for each decision box, and include a summary regarding LID measures (core #9) on the site. Is figure 1.1.2.A included with your report? |
|  |  |  | Which level of review is your project subject to?  Simplified  Targeted  Directed  Full Drainage Review  Large Project Drainage Review |
|  |  |  | Have all applicable requirements been addressed in the drainage report as outlined in Chapter 1 in the KCSWDM? |
|  |  |  | For drainage reviews EXCEPT targeted: has the project addressed Appendix C requirements including Flow Control BMP’s (Core Requirement #9) commonly known as Low Impact Development (LID) facilities? |
| **REQUIRED PLANS**  Content and format of engineering plans shall be construction-ready and shall comply with requirements for Site Improvement Plans detailed In Chapter 2 of the King County Surface Water Design Manual as currently adopted. | | | |
| **Final Stormwater Plan** | | | |
|  |  |  | Based upon information in the drainage report, a final stormwater plan is required. Is the required preliminary stormwater plan submitted with this application? |
|  |  |  | *The stormwater plan should include the following, as applicable:* |
|  |  |  | A scaled drawing of the lot or lots and any public right-of-way, that displays the location of on-site stormwater management BMPs and the areas served by them. |
|  |  |  | A drawing of any flow control facilities and their appurtenances (CR3) |
|  |  |  | A drawing of any water quality facilities (CR8) |
|  |  |  | A drawing of any Flow Control BMP’s (CR9) |
| **Engineering Plans** | | | |
|  |  |  | Project Information/Cover Sheet |
|  |  |  | Boundary and Topographic Survey at 2’ contours |
|  |  |  | Erosion and sediment control plan and details |
|  |  |  | Grading Plan (details below) |
|  |  |  | Road and drainage conveyance plan and profiles |
|  |  |  | Drainage facility (vaults, ponds) detail sheets |
|  |  |  | Composite utility plan |
|  |  |  | Traffic signing and channelization plan |
| **Grading Plan** *The grading plan should include the following, as applicable:* | | | |
|  |  |  | A scaled drawing of the lot or lots and any public right-of-way that depicts existing topography in no less than 2-foot contour increments. |
|  |  |  | A scaled drawing of the lot or lots and any public right-of-way that depicts proposed topography in no less than 2-foot contour increments, including proposed finished slopes and retaining walls. Existing topographic contour lines should be grayed-out and new contour lines shown in bold. |
|  |  |  | Indication of approximate grading quantities |
|  |  |  | Show all proposed walls. Include top of wall and bottom of wall elevations as well as resulting wall height at 10’ intervals along the length of the walls. |
|  |  |  | Provide details of all proposed walls |
| **Tree Retention Plan** | | | |
|  |  |  | Are you submitting with this application a significant tree retention plan as defined and required in NMC 18.16.140? |
| **Landscape Plan** | | | |
|  |  |  | Are you submitting with this application a landscape plan showing any required street and/or landscape buffers, as defined in NMC 18.16? |
| **Critical Areas Mitigation Plan** | | | |
|  |  |  | Are you submitting with this application a mitigation plan showing any required critical areas plan, as outline in NMC 18.25? |
| **Structural Plans** | | | |
|  |  |  | Have plans detailing structures (e.g. walls and rockeries shorter than 4’) to be constructed on the site been provided? (Note: vaults and walls 4’ or taller require a separate building permit.) |
| **Copy of Approved Preliminary Plat, Short Plat, or Site Plan** | | | |
|  |  |  | Have you included a copy of the approved preliminary plat, short plat, or site plan? |
| **OTHER REQUIREMENTS** | | | |
| **Water and Sewer Availability Certificates** | | | |
|  |  |  | Are **current** Water & Sewer Availability certificates from Coal Creek Utility District (CCUD) included with your application (note they are only good for one year), OR has a development extension agreement been signed with CCUD? |
| **Bonding** | | | |
|  |  |  | Are you submitting your Bond Quantity Worksheet? Email your project planner or engineer with any bond questions. |
| The following are required prior to notice to proceed after approval of the ERP:   * Proof of Liability Insurance * Copies of other required or issued permits (HPA, NPDES, Forest Practices, etc.) | | | |

**Overview of Submittal Requirements**

Did you remember all of the following documents?

|  |  |
| --- | --- |
| Included? | Requirement Description |
|  | [Master Land Use Application](http://newcastlewa.gov/UserFiles/Servers/Server_4026035/File/Departments/Community%20Dev/New%20Applications%20and%20Handouts/2019/Master%20Land%20Use%20Application.pdf) |
|  | Critical Area Report & Mitigation Plan (if subject parcel/s has/have critical areas) |
|  | Arborists Report (if significant trees are present) |
|  | Geotechnical Report |
|  | Final Drainage Report |
|  | Stormwater Plan |
|  | Grading Plan |
|  | Engineering Plans |
|  | Tree Retention Plan (if significant trees are present) |
|  | Landscape Plan (If landscaping/street trees are required) |
|  | Structural Plans |
|  | Copies of approved preliminary plat, short plat, or site plan |
|  | Bond Quantity Worksheet |

**Applicant’s Statement**

I, Click here to enter first and last name. hereby affirm, under penalty of perjury, that I am the applicant of this proposal and that the property(ies) affected by this application, including any easements, is (are) under my exclusive ownership, or that this application has been submitted with the consent of all owners of the affected property(ies), including any easements. I further hereby affirm that the foregoing statements and answers are in all respects true and correct as to my understanding and belief as to those matters.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Click here to enter a date.