

GRADING PERMIT APPLICATION

(Includes Clearing & Tree Removal)

Project Address: _____ Parcel # _____	Legal Description (or tax#): Addition: _____ Block: _____ Lot(s) _____	Office Use Only Permit # _____ Associated Permits: _____ _____ _____
Project Description: _____ _____ _____		
Property Owner/Applicant: Name: _____ Address: _____ City/St/Zip: _____ Phone: _____ Email: _____	Grading Permit is requested for: Excavation <input type="checkbox"/> Clearing Vegetation <input type="checkbox"/> Fill <input type="checkbox"/> Erosion control plan attached? Y N Tree Removal <input type="checkbox"/> Tree conservation plan attached? Y N	
Contact/Representative: Name: _____ Address: _____ City/St/Zip: _____ Phone: _____ Email: _____	Quantity of Work [cubic yards (CY)]: Clearing vegetation/trees only <input type="checkbox"/> <input type="checkbox"/> ≤ 50 CY <input type="checkbox"/> 51-100 CY <input type="checkbox"/> 101-1,000 CY <input type="checkbox"/> 1,001-5,000 CY <input type="checkbox"/> > 5,000 CY NOTE: If more than 1,000 CY is involved, submittal of a SEPA environmental checklist is required.	
Contractor: Name: _____ Address: _____ City/St/Zip: _____ Phone: _____ Email: _____	Any known wetlands on the property? Y N Any steep slopes (>15%)? Y N Is the property subject to any previous land use conditions? Y N If 'Yes', land use permit #: _____	

I hereby certify that the information provided is correct, that I am either the owner or authorized to act on behalf of the owner and that all activities associated with this permit will be in accordance with State Laws and the Port Townsend Municipal Code.

Print Name: _____

Signature: _____

Date: _____

GRADING/ VEGETATION CLEARING /TREE REMOVAL PERMIT CHECKLIST

- Completed and signed grading permit application (Page 1)
- Application fee:
 - Vegetation/tree clearing only - \$213.00
 - Tree conservation (if applicable): under 40,000 sq ft = \$213.00 (+\$125 Noticing Fees), over 40,000 sq ft = \$514.90 (+\$125 Noticing Fees)
 - Grading up to 100 cubic yards of fill and/or excavation - \$213.00
 - Grading 101 to 1,000 cubic yards of fill and/or excavation - \$312.94
 - Grading 1,001 to 10,000 cubic yards of fill and/or excavation - \$413.92
 - Grading over 10,000 cubic yards of fill and/or excavation - \$716.86

* SEPA fees would also apply.

NOTE: Tree removal is subject to Port Townsend Municipal Code section [19.06 Tree Conservation](#).

- Copy of survey if available, which can be the basis for the scaled legible site plan.
- Two copies of a scaled **legible** site plan showing:
 1. North arrow.
 2. Legal description and parcel number (or tax number).
 3. Property lines and dimensions with topography contour lines.
 4. Proposed road access points.
 5. Dimensions, depth and volumes of cut and fill and location.
 6. Street names and any easements or vacations.
 7. Location and diameter of existing trees.
 8. Temporary erosion and sediment control measures (TESC).
 9. Limits of vegetation clearing.
 10. If storing overburden on site, indicate location of the stored material on your site plan. If removing to another location, indicate the proposed location.
 11. If applicable. Tree conservation plan.
 12. If applicable, delineated critical area boundaries and buffers.
 13. If applicable, existing or proposed septic system location.
 14. If applicable, location of any buildings or structures on the lot where work is to be performed, especially those within 15 feet of the proposed grading.
 15. If applicable, cross section through the area of greatest cut and fill.
 16. If applicable, a drainage plan.
 17. If applicable, any retaining walls including height of wall and if there is a surcharge.
 18. If applicable, a Landscaping plan.

When is a Clearing and Grading Permit Required?

The City of Port Townsend Engineering Design Standards in Chapter 5, *Clearing, Grading and Erosion Control* states that “a clearing and grading permit is required prior to *any land-disturbing activity* that involves clearing, grading, filling of 50 cubic yards or more...”

What is a *land-disturbing activity*?

- “Clearing (the act of vegetation removal from the land surface, often referred to as land clearing);
- Grubbing (the act of root vegetation removal from beneath the surface of the earth, usually in conjunction with clearing);
- Excavation (the mechanical removal of earth material);
- Grading (excavation of filling or combination thereof) and
- Stockpiling (temporary disposition of earth material placed by artificial means).”

Are there other permits that may be triggered?

A Critical Areas Permit (CAO) may be required even if the material you are working with less than 50 cubic yards. If a critical area is present (e.g., steep slopes, wetlands, critical drainage corridors) staff will need to review the request using the guidelines in PTMC 19.05, Critical Areas. **All activities** must be conducted with the best management practices outlined in this PTMC section.

Do I need any other permits?

You may need a Minor Improvement Permit (MIP) if you are going to be doing any work within the City right-of-way, i.e. beyond your property lines.

The best thing to do is to check with City staff early in the process.