

# 311

## CITY OF KENMORE, WA WET SEASON GRADING VARIANCE CHECKLIST



18120 68<sup>th</sup> Ave NE, Kenmore, WA 98028

425-398-8900

www.kenmorewa.gov

Staff use Area	<b>Permit Number:</b> _____ <b>Project Number:</b> _____ Are there any active land use applications related to this project or site? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, File Number: _____	Date Stamp
	<b>1</b> Applicants may request a variance from seasonal restrictions by submitting the following information to the City of Kenmore Development Services Department.  The applicant should limit their requests to the minimum grading which is necessary to allow construction to proceed during the wet months. The City will evaluate the hazards associated with the site construction activities and determine if the risks are sufficiently low when deciding whether to grant or deny a variance. If a variance is granted, it will contain a set of conditions that <b>are required</b> for the variance to remain in effect.  This checklist identifies the minimum requirements and number of copies the applicant must submit for the City of Kenmore to accept the request. Should any of the following minimum items not be provided, the request will not be accepted at the counter. Acceptance does not deem the request approved.	
<b>2</b>	Property Address: _____ _____ _____ Type of Critical Area(s) <input type="checkbox"/> Landslide Hazard <input type="checkbox"/> Erosion Hazard <input type="checkbox"/> Wetland <input type="checkbox"/> Seismic Hazard <input type="checkbox"/> Flood Hazard <input type="checkbox"/> Shorelines <input type="checkbox"/> Other: _____	
<b>3</b>	Contractor: _____ Phone Number: _____ Owner: _____ Phone Number: _____ Geotechnical Engineer of Record: _____ Phone Number: _____ Certified Erosion and Sediment Control Lead: _____ Phone Number: _____ E-mail: _____	
<b>Submittal Requirements:</b> Applicant, please check each box under the applicant heading on this checklist to confirm items included in your submittal. If you think an item is not applicable, you must contact the City prior to your intake, to have the item(s) initialed as not required.		
<b>4</b>	Appl. <input type="checkbox"/> Staff <input type="checkbox"/> <b>General:</b> Application fee (see current fee resolution)	

**Submittal Requirements:** Applicant, please check each box under the applicant heading on this checklist to confirm items included in your submittal. If you think an item is not applicable, you must contact the City prior to your intake, to have the item(s) initialed as not required.

4	Appl. <input type="checkbox"/> Staff <input type="checkbox"/>	<b>General:</b> Application fee (see current fee resolution)	# of Copies
5	<input type="checkbox"/> <input type="checkbox"/>	<b>Justification report with:</b> <ul style="list-style-type: none"> <li>▪ A detailed explanation of what is being requested;</li> <li>▪ Length of extension requested;</li> <li>▪ Work being done during the variance;</li> <li>▪ Measure to avoid environmental harm and safety problems;</li> <li>▪ Justification for the variance request and any extenuating circumstances why the deadline would not be met (late issuance of a permit or late start on grading are not considered extenuating circumstances);</li> <li>▪ Justification for conflicting conditions from previous conditions of approval;</li> <li>▪ Any other pertinent information related to the site work.</li> </ul>	2
6	<input type="checkbox"/> <input type="checkbox"/>	<b>Site plan with:</b> <ul style="list-style-type: none"> <li>▪ Location of proposed grading activities and/or site stabilization activities during the variance period;</li> <li>▪ Additional measures detailed, including erosion control systems and measures to control storm water runoff from the site so that the grading and/or site stabilization activities will not result in adverse impacts.</li> <li>▪ Erosion and Sediment Control plan.</li> </ul>	2
7	<input type="checkbox"/> <input type="checkbox"/>	<b>A schedule of the proposed grading and/or site stabilization</b>	2
8	<input type="checkbox"/> <input type="checkbox"/>	<b>Statement from project Geotechnical Engineer with:</b> <ul style="list-style-type: none"> <li>▪ Confirmation that no adverse environmental impacts, environmental harm or safety problems will occur to the critical area(s) on site, or to neighboring properties from allowing grading activities or site stabilization activities to occur on site in accordance with the submitted plan and schedule;</li> <li>▪ Any recommendations the Engineer believes are necessary so that the proposed work can be safely accomplished given the increased seasonal potential for severe weather.</li> </ul>	2
9	<input type="checkbox"/> <input type="checkbox"/>	<b>Liability insurance if not already provided under existing permit:</b> <ul style="list-style-type: none"> <li>▪ Liability policy in the amount of \$100,000 per individual, \$300,000 per occurrence, and \$50,000 property damage, and shall name the city as an additional insured.</li> </ul>	2
10	<input type="checkbox"/> <input type="checkbox"/>	<b>Financial Guarantee to ensure erosion control methods are adequate.</b> <ul style="list-style-type: none"> <li>▪ Shall be in the form of a cash deposit;</li> <li>▪ \$1 per square foot, (disturbed area); \$1,000 minimum ; \$7,500 maximum.</li> </ul>	
11		<b>NOTES:</b> Whenever possible, phase all or part of the project so that it occurs during the dry season. <ul style="list-style-type: none"> <li>▪ The allowed time that a disturbed area may remain unworked without covered measures is reduced to two consecutive working days, rather than seven.</li> <li>▪ Stockpiles and steep cut and fill slopes are to be protected if unworked for more than 12 hours.</li> <li>▪ Cover materials sufficient to cover all disturbed areas shall be stockpiled on site.</li> <li>▪ All areas that are to be unworked during the wet season shall be seeded within one week of the beginning of the wet season. Mulch is required to protect all seeded areas. Mulch without seeding is inadequate.</li> <li>▪ Fifty linear feet of silt fence (and the necessary stakes) per acre of disturbance must be stockpiled on site.</li> <li>▪ Construction road and parking lot stabilization are required for all site unless the site is underlain by coarse-grained soil. Phasing and more conservative best management practices (BMPs) must be evaluated for construction activity near surface waters.</li> <li>▪ Any runoff generated by dewatering may be required to discharge to the sanitary sewer (with appropriate discharge authorization), portable sand filter systems, or holding tanks.</li> <li>▪ The frequency of maintenance review increases from monthly to weekly.</li> <li>▪ All disturbed areas of the site shall be vegetated or otherwise permanently stabilized prior to project completion.</li> </ul>	

**12**

**Agreements to Comply with Conditions in Variance:**

Contractor. I, \_\_\_\_\_, General Contractor on this Project, agree to comply with all conditions imposed by the City in granting a Wet Season Grading Variance and agree to require all my employees and subcontractors to also comply with those conditions.

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_  
Contractor

Printed Name: \_\_\_\_\_

Owner/Agent for Owner. I, \_\_\_\_\_, Owner/Authorized Agent for the Owner of the property for this Project, agree to comply with all conditions imposed by the City in granting a Wet Season Grading Variance and agree to require my Contractor and any subcontractors to also comply with those conditions.

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_  
Property Owner/Authorized Agent for Owner

Printed Name: \_\_\_\_\_