

# GRADING CHECKLIST



The materials listed below must be submitted at the time of your application. **ADDITIONAL MATERIALS MAY BE REQUIRED.** A pre-application meeting is considered standard prior to submitting an application.

Please ensure files are **saved as PDF** and conform to [City of Tukwila electronic submittal standards](#) prior to upload.

**\*\*\*ADDITIONAL PERMITS MAY BE REQUIRED\*\*\***

ATTACHMENTS REQUIRED		ATTACHMENT FILE NAME
<b>Documents – Required for All Applications</b>		
	<ol style="list-style-type: none"> <li>1. A cover letter outlining the project.               <ol style="list-style-type: none"> <li>a. Identification and description of the work to be covered by the permit.</li> <li>b. An estimate of the quantities of excavation and fill involved by volume and by the total area graded in square feet and as a percentage of the total site area.</li> <li>c. Identification and description of all sensitive areas on the site or visible from the boundaries of the site.</li> </ol> </li> </ol>	Grading Scope
	<ol style="list-style-type: none"> <li>2. A description and dimensioned site plan illustrating the project.               <ol style="list-style-type: none"> <li>a. Property boundaries, all existing and proposed easements and required setbacks;</li> <li>b. A 1:2000 scale vicinity map with a north arrow;</li> <li>c. Horizontal and vertical scale;</li> <li>d. Size and location of existing improvements on and within 50 feet of the project, indicating which will remain and which will be removed;</li> <li>e. Location of all proposed cleared areas;</li> <li>f. Existing and proposed contours at maximum 2-foot intervals, extending for 20 feet beyond the project edge, that provide sufficient detail to identify how grade changes will conform to the requirements of this code;</li> <li>g. At least two cross sections, one in each direction, showing existing and proposed contours and horizontal and vertical scales; and</li> <li>h. A proposed erosion and sediment control plan consistent with TMC Chapter 14.30 and the Surface Water Design Manual, as adopted and as may be amended from time to time.</li> </ol> </li> </ol>	Site Plan
	<ol style="list-style-type: none"> <li>3. Any additional drawings or information requested by the City or needed to explain or support the request.</li> </ol>	Supplementary Grading Information

ATTACHMENTS REQUIRED		ATTACHMENT FILE NAME
	<p>Materials in addition to those required in TMC Section 16.54.055.A may be necessary for the Director to complete the review. The following materials shall be submitted when required by the Director:</p> <ul style="list-style-type: none"> <li>• Higher accuracy contours and more details of existing terrain and area drainage, limiting dimensions, elevations or finished contours to be achieved by the grading, and proposed drainage channels and related construction.</li> <li>• If applicable, all drainage plans and documentation consistent with TMC Chapter 14.30 and the Surface Water Design Manual, as adopted and as may be amended from time to time.</li> <li>• Studies prepared by qualified specialists, as necessary to substantiate any submitted materials and compliance with this chapter or other law, particularly if clearing or grading is proposed to take place in or adjacent to an environmentally sensitive area.</li> </ul>	
	4. Notarized affidavit of ownership and hold harmless agreement.	Hold Harmless
	5. Hold harmless agreement for work in environmentally critical areas, if applicable.	Critical Area Hold Harmless

## GRADING PROCEDURES

### When do I need a permit for grading?

A permit is required for all grading activities occurring within the City limits, except the following:

1. Excavation for construction of a structure permitted under the Buildings and Construction chapter of Title 16 (TMC Chapter 16.04).
2. Cemetery graves.
3. Refuse disposal sites controlled by other regulations.
4. Excavations for wells, or trenches for utilities.
5. Mining, quarrying, excavating, processing or stockpiling rock, sand, gravel, aggregate or clay controlled by other regulations, provided such operations do not affect the lateral support of, or significantly increase stresses in, soil on adjoining properties.
6. Exploratory excavations performed under the direction of a registered design professional, as long as this exploratory excavation does not constitute the beginning of construction of a building prior to obtaining a permit.
7. Gardening and routine landscape maintenance on a single-family residential lot.

### What type of permit do I need?

Grading may take place under one of two permits:

- Right-of-Way (Public Works) permit
- Construction (Development) permit

Right-of-Way Use (Public Works (PW/PWF)) Permit

Grading that is incidental to a Right-of-Way (ROW) permit (construction of access road, installation of utilities, common areas, etc.) may be applied for under a ROW permit.

Construction (Development (D)) Permit

Grading that takes place entirely on private property, such as foundation grading, retaining walls, etc., and will not involve work that would require a ROW permit would be applied for as part of a Construction permit. This scope of work may be combined with the primary project (such as the construction of a house) or applied for as a separate permit.

**Applicability (TMC 16.54.040)**

- A. TMC Chapter 16.54 applies to all grading activities within the City limits.
- B. Flood zone grading, excavation and earthwork construction, including fills and embankments, shall comply with the requirements of TMC Chapter 16.52.
- C. City departments shall comply with all the requirements of TMC Chapter 16.54, except that they are not required to obtain permits and approvals from the City for work performed in the public right-of-way, nor for operation and maintenance activities by the Department of Parks and Recreation.

**Permit Requirements**

- Applications for permits pursuant to TMC Chapter 16.54 shall be submitted to the City in the format and manner specified in TMC Section 16.54.055.
- An approved grading permit applies to one site. A separate permit shall be obtained for each site.
- The City shall collect a nonrefundable permit fee, the amount set by resolution of the City Council.

**Financial Guarantees (TMC 16.54.080)**

- A. The Director may require a maintenance bond for erosion prevention and sediment control in the amount of 10% of the total project cost on projects which clear more than 6,000 square feet or contain or abut sensitive areas such as, but not limited to, Class 2 or steeper slopes, wetlands, or critical drainage.
- B. If the Director determines the nature of any work creates a hazard to human life or endangers public or private property or sensitive areas, the Director may require the applicant to file a Certificate of Insurance. The Director, based on the nature of the risks involved, shall determine the amount of insurance.

For additional information on grading requirements in the City of Tukwila please see Tukwila Municipal Code Chapter 16.54: Grading.