

ENGINEERING DEPARTMENT CHECKLIST

Major Development

Date _____ Permit # _____

Project Name / Site Location _____ Address _____

Owner Name _____ Phone Number _____

Engineer/Designer _____ Phone Number _____

1. FEES:

- *Review fee* - < 250 SF site area no charge, \$50 for first 25,000 sf plus \$1.00 for every 1000 sf additional.
- *Permit fee* - This will be applied to permit and paid accordingly to development projects over 5,000 SF:
 - Single Family BMP's = \$150, and
 - Commercial/multifamily BMP's = \$250 this will be applied to permit and paid accordingly to lots over 5,000 SF.
- *Critical Area Program fee* - 10% of calculated Critical Area mitigation

2. DOCUMENTS:

- Copy of Building Permit Application Form
- Complete Critical Area Mitigation Worksheet application
- 10% rule Worksheet
- Approval Routing Check List
- One (1) copy of Building Plans
- Sidewalk Permit Application
- Four (4) copies of Site plans

3. SITE PLAN: Must have the following information:

- Topographic information of existing and proposed grades spot elevation and drainage direction
- Limit of grading/disturbance; direction and drainage to BMP
- All impervious surfaces shown and tabulated such as building, sidewalks, driveways, sheds, utilities etc. (Impervious surface is area where water does not drain into the ground below)

Total Site Area _____	Existing	Proposed
○ House/building	_____ SF	_____ SF
○ Shed	_____ SF	_____ SF
○ Driveway/parking	_____ SF	_____ SF
○ Water Meter/Utilities	_____ SF	_____ SF
○ Pool	_____ SF	_____ SF
○ Sidewalk	_____ SF	_____ SF
○ Misc. _____	_____ SF	_____ SF
○ Total	_____ SF	_____ SF
Percent Impervious	_____ %	_____ %

- Existing and proposed landscaping with adequate planting area to meet critical area mitigation requirement and the 15% of site square footage at a minimum.

		Existing	Proposed	Total
○ Large Tree 200 credit	X	_____	_____	_____
○ Small Tree 100 credit	X	_____	_____	_____
○ Large Shrub 75 credit	X	_____	_____	_____
○ Small Shrub 50 credit	X	_____	_____	_____

