



ZONE SITE DEVELOPMENT PERMIT SUBMITTAL CHECKLIST (Light Rail Project Only)

Planning & Community Development

Zone Site Development Permits are required for a Light Rail project for site-specific review of the proposed onsite development work for the project on all parcels and, where impacted, on WSDOT limited access area. The following information is required to submit a Zone Site Development permit application for review. If you have a question on required items, please call Juniper Nammi at (206) 801-2525 or stop by our office. Read each item carefully and provide all applicable information. **All construction drawings must be drawn to a standard architectural scale (e.g. 1/4" = 1'), while site plans and civil drawings must be drawn to a standard engineering scale (e.g. 1" = 20'). All drawings prepared by licensed architects or engineers must have the appropriate stamp and signature of the licensed professional on the face of the drawings at time of submittal. One (1) electronic copy of all items shall be submitted on a flash drive or request arrangements to submit via a cloud-base server; no paper submittals are required.**

Permit Application(s).

- Submit one permit application per work zone.
- Describe Work Zone limits and Scope of Work – within existing parcels and WSDOT property (onsite) for the specified zone. Early Work zone permits may be submitted concurrent with the Master Permits and prior to final decision issuance for the Project SUP. Main Package scope of work within existing and proposed ST property and WSDOT property shall be submitted following the Project SUP decision and the Street Vacation petition(s) decision(s), as separate Zone Site Development Permit Application(s).

Permit and Inspection Fees. Sound Transit will be invoiced consistent with the terms of the Expedited Permitting and Reimbursement Agreement between the City of Shoreline and Sound Transit.

Site and Civil Plans. All plans shall be drawn to a standard engineering scale. Drawings shall be prepared by a licensed civil engineer for all improvements onsite, including private parcels, Sound Transit acquired properties, impacted City parks, or impacted WSDOT property. Separate permit applications expected for Early Work and Main Package Work – EW, MP, or both are noted next to each type of plan set. At a minimum, these drawings shall include:

- Name(s) and companies of the persons who prepared the drawings and the date of preparation/revision of drawings.
- Graphic scale and north arrow.
- Drawing indexes for the zone.
- Locations of existing and proposed streets, easements, driveways, and utilities within the specified construction zone. Include driveways on adjacent property and adjacent streets.
- **Legends and Keys (EW & MP).** Submittals shall include abbreviations, symbol legends, key layout indexes of plans, horizontal and vertical controls, and ROW monuments used in the drawing sets.
- **Sound Transit Right-of-Way Plans (EW).** Submit drawings illustrating all exiting property lines, existing easements, and proposed property and easement acquisitions for the project within the zone.
 - Indicate on the plans any proposed acquisitions that have not been acquired at the time of permit submittal. Revisions may be submitted to add properties following acquisition.
- **Civil Demolition and Removal Plans (EW).** Submit drawings showing all improvements to be removed onsite for the zone.
 - Provide location specific information for maintenance of access to remaining utilities.
 - Identify any proposed temporary modifications of utilities between demolition and installation of final improvements, where applicable.

Business Hours: M, T, Th, F: 8:00 a.m. to 5:00 p.m., W: 1:00–5:00 p.m. ♦ Permit Processing ends at 4:00 p.m. daily

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- Show all existing trees to be removed or protected. Show driplines of on and offsite trees within 20' of proposed development.
 - Graphic representation and written description of proposed tree protection measures and tree and vegetation planting details.
- **Construction Staging Area Plans (EW).** Submit Plans illustrating proposed staging onsite for the zone. Also provide location specific information for the zone regarding:
 - Phasing of staging,
 - Construction worker parking locations,
 - Staging and construction area access points for,
 - Temporary vehicle turn arounds for locations of temporary road closure within the zone, and
 - Types of staging use planned.
- **Civil Grading Plans (MP).** Provide drawings for grading and paving onsite. Provide relevant details and cross sections. Grading Plans shall include:
 - Clearing limits and trees to be removed/retained.
 - Existing contours at least 2' intervals on site and 5' contours extending 100' from property.
 - Proposed contours at least 2' intervals; shown in darker line than existing contours.
 - At least two cross-sections, one in each direction, showing existing and proposed contours, horizontal and vertical scales, past excavation, filled or cleared areas (indicate depth of cut/fill).
 - Quantity of excavation and fill (in cubic yards).
 - Quantity of surplus or unsuitable excavation materials to be exported from the site.
 - Quantity of material to be imported to the site.
 - Proposed disposal site with anticipated haul routes.
- **Temporary Erosion and Sediment Control Plans (EW & MP).** Location specific TESC plans onsite for the zone shall meet City of Shoreline requirements and the Washington State DOE requirements as specified in the *Stormwater Management Manual for Western Washington*, 2014, or most current revisions.
 - Location and detail of construction site access.
 - All relevant drawing details and notes for each erosion, sediment, and dust control Best Management Practices to be used.
- **Drainage Plans (EW & MP).** Plans shall show all onsite and guideway drainage facilities proposed within the zone. Drainage Plans shall include:
 - Plan view of drainage system and associated impervious surfaces.
 - Details of all structures and drainage facilities including catch basins, flow control devices, water quality, and infiltration facilities.
 - Profiles of drainage systems.
- **Site and Pathway Illumination Plans (MP).** Plans shall be submitted for all site and pedestrian scale illumination proposed onsite for the project. Plans shall include locations and details for proposed lighting.
- **Wet and Dry Utility Plans (EW & MP).** Submittal shall include plans for all wastewater, water, storm water, electrical, gas, and telecom utilities existing and proposed onsite. Plans shall include:
 - Locations of all existing and proposed utilities including water, sewer, gas, electric, and telecommunications, or any other utility improvements, where applicable.
 - Location of all proposed and existing water mains, valves, and fire hydrants.
 - Plans shall be stamped as accepted by the respective utilities or other written documentation that the utility that will own the facilities has reviewed and accepted the plans submitted for permitting.
 - Details and dimensions of all trenches. Show the number, type, and location of each conduit or pipe.
 - Provide temporary shoring details and engineering where applicable.
 - Provide reference permit number where demolished utilities may be found.
 - Plans approved by utility provider if available.
- **Temporary Illumination Plans (EW).** Plans shall be submitted for any temporary illumination proposed onsite.
- **Station and Corridor Landscaping Plans (MP).** Submit plans illustrating all proposed street trees, shrubs, and ground cover proposed onsite. See Master Site Development Permit for tree removal/retention and replacement plans.
 - Identify all existing vegetation/landscaping.
 - Location, size, and spacing of all proposed plantings (including trees) at maturity.
 - Plant schedule that includes the plants' common and botanical names and the planting size and quantity to be planted with

a certified and registered landscape architect, contractor, or nurseryman.

- Planting details for ground cover, shrubs, and trees.
- Temporary or permanent irrigation plans.
- **Right-of-Way Improvements (EW & MP).** In addition to the items detailed in this checklist, when required, include all adjacent existing and proposed right-of-way improvements or reference permit number where they are located. (See Zone Right-of-Way Use Permit Submittal Checklist).
- **Environmental Mitigation Plans (EW).** Plans for proposed environmental mitigation shall be submitted with the relevant Early Work Zone permits. Alteration of critical areas cannot be approved without concurrent review and approval of the required mitigation of proposed impacts.
 - Environmental mitigation construction drawings, notes, specifications, and details shall be submitted for the critical areas in Zone 3, Ronald Bog, and the critical areas in the L300 Zone in Shoreline.
 - Submit the relevant mitigation plan documents from the project Critical Area Report with the

relevant zone site development permit applications.

- Zone Site Development permit submittals for early work within zones with Geologic Hazard Critical Areas shall include the relevant portions of the project Critical Area Report and shall clearly indicate how slope stability impacts will be mitigated and when the mitigation plans (retaining wall and revegetation plans) will be submitted.

- **Supplemental Documents.** The following documents shall be provided, if available, at initial submittal or as supplemental submittals or revisions after permit issuance, if contractor provided.
 - Supplemental geotechnical report(s) that are site or scope of work specific for the construction zone.
 - Site-specific drainage review documents as required by the *Department of Ecology Stormwater Management Manual for Western Washington*, if not included in project-wide documentation submitted under the Master Permit.

NOTES: Please be sure that all drawings are clear, and information is legible. Applications may not be accepted after 4:00 pm.

Schedule an application submittal appointment with Lee Ann Fraser (206) 801-2555, at least two weeks prior to application submittal.

The Development Code (Title 20) is located at CodePublishing.com

OTHER PERMITS:

- Site Development – Master Permits
- Right-of-Way Use – Master Permit
- Right-of-Way Use – Zone Permits
- Demolition Block Permits
- Wastewater Utility Permits
- Noise Variance(s) – if any night work