

Site Development Checklist

Site development permits are governed by Section 15.45 of the Hunts Point Municipal Code (HPMC). This permit regulates excavation, grading, site drainage, landscaping, utility or sprinkler system installation, or any other site work, unless exempted hereinafter, without first obtaining a site development permit; provided, that a site development permit shall also be required for any exempt work if in the opinion of the building official, town engineer, or town arborist, the total scope of exempted site work makes periodic review by town officials necessary or site drainage and erosion control measures are required or if the work will remove, destroy, damage, or impair the viability of any regulated vegetation and; provided, further, that if a permit is required, all site work relative to the project shall be included therein whether or not exempt hereinafter.

Initial Consultation:

A pre-application conference with the Building Services Department is encouraged prior to submittal of a site development permit application.

Submittal, Preparation and Fee:

An applicant shall provide all of the information on the checklist along with an application and a clear and concise written description of the proposed project which shall be accompanied by the fee as set forth by resolution.

SEPA Procedure:

If a project does not meet the categorical level set by HPMC 16.05.100, then a SEPA is required. After SEPA determination, there is a 15-day SEPA comment period, followed by a 14-day appeal period. Appeals shall be conducted for a SEPA determination pursuant to HPMC 16.05.290.

Criteria for Approval:

The site development permit will be approved if the applicant demonstrates consistency with Chapter 15.45 HPMC.

Applicable Code Titles:

Hunts Point Municipal Code (HPMC) HPMC Title 3, Revenue & Finances
HPMC Title 8, Health and Safety
HPMC Title 11, Planning and Development (Comprehensive Plan and Permit Process)
HPMC Title 12, Public Ways
HPMC Title 15, Building and Construction (Uniform Building Code)
HPMC Title 16, Environment (Sensitive Area Ordinance)
HPMC Title 18, Zoning



Town Hall, 3000 Hunts Point Road, Hunts Point, WA 98004-1121. Phone 425.455.1834.
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Expiration of Permit:

This permit expires 540 calendar days from the date of issue or if substantial work has not begun or if at any time after issuance the work is suspended or abandoned for 180 days.

The required number of plan sets is three (3). If applying for multiple permits concurrently, submit the highest number of required plan sets.

General Requirements (1 original copy of each item is required):

- Completed general application form;
- Proof of agency and hold harmless agreement form;
- Title report;
- The applicable fee(s);
- Record Sales Tax Under **#1713** Town of Hunts Point, WA 98004-1121, for purposes of reporting to the Department of Revenue;
- Notes and determinations from the pre-application conference (if applicable);
- If a SEPA checklist is required, submit one copy (Can be obtained at: <https://www.ecy.wa.gov/programs/sea/sepa/forms.htm>)

Application Requirements:

Property Information:

- Legal description including name of plat and/or short plat.

Site or plot plan:

- Drawn to scale (1" = 20');
- Engineer's name, professional stamp and signature, and date of sealing;
- Location and dimension all property lines and easements;
- Attach all subdivisions or short plat restrictions;



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- Show the centerline and give the name of adjacent streets and alleys. Indicate whether the street is private or public;
- Locate and dimension all existing and proposed buildings and structures including retaining walls and rockeries, their use and their distances to property lines;
- Distinguish all new construction from existing structures;
- Location of on-site parking and driveway;
- Soils report prepared by a geotechnical engineer (if applicable);
- Show locations of existing and proposed utilities such as side sewer, storm drain lines, catch basins, nearest fire hydrant, etc.;
- Show setbacks, stringline setback, and shoreline;
- Show accurate existing and proposed topography at 2' maximum contour intervals;
- Tree inventory;

Erosion and Sediment Control Information:

- Show all temporary erosion and sediment control (TESC) features;
- Include all erosion control notes, specifications, details and appropriate best management practices (BMP's);
- Specify maintenance schedule for facilities;
- Specify construction access and stabilization methods and contractor parking plan;
- Specify construction schedule;
- Indicate final grading and provide earthwork calculations;
- Specify permanent site restoration features (re-vegetation, slope protection, etc.).



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Stormwater Information:

- Show all existing and proposed facilities within 50 feet of property;
- Show all existing and proposed storm conveyance systems (pipe sizes, types, lengths, slopes, invert elevation, etc.);
- Submit onsite detention system design and details;
- Submit onsite infiltration system design and details;
- Submit drainage conveyance system design and details;
- Submit stormwater quality control system design and details;
- Submit storm drainage report and calculations for design of facilities and an analysis of the onsite and offsite stormwater runoff and water quality impacts.

Note: Stormwater facilities are to be designed by a Civil Engineer licensed by the State of Washington.

Other Information:

- Submit complete, surveyed record drawings;
- Complete SEPA Checklist (if grading is equal to or greater than 500 cubic yards)
- Specify maintenance schedule for facilities.



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