

# 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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# General Permit Application

**RECORD SALES TAX UNDER #1713 Town of Hunts Point**

ACCEPTED: \_\_\_\_\_ DATE: \_\_\_\_\_  
 ISSUED: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
 APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
 APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
 APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

FOR STAFF USE ONLY  
 Permit #: \_\_\_\_\_  
 Expiration: \_\_\_\_\_

**PERMIT TYPE:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Boundary Line Adjustment/Lot Consolidation | <input type="checkbox"/> Demolition                        | <input type="checkbox"/> Special Use                  |
| <input type="checkbox"/> Building                                   | <input type="checkbox"/> Shoreline Substantial Development | <input type="checkbox"/> Subdivisions (Short & Major) |
| <input type="checkbox"/> Conditional Use                            | <input type="checkbox"/> Site Development                  | <input type="checkbox"/> Tree Removal                 |

Property Address: \_\_\_\_\_ Lot #: \_\_\_\_\_ Zone: \_\_\_\_\_

**Owner Information:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Agent Information:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Architect/Designer Information :**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Contractor Information:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

License: \_\_\_\_\_ Expiration: \_\_\_\_\_ Tax #: \_\_\_\_\_

Property Legal \_\_\_\_\_

Assessor's Parcel #: \_\_\_\_\_

Description of project or use (if further space is needed, please attach explanation):  
 \_\_\_\_\_  
 \_\_\_\_\_

Square Footage: \_\_\_\_\_

- Repair     Addition     Alteration     Replacement     Conversion     New Construction

OWNER(S) ACTING ON BEHALF OF THE OWNER(S) AND I CERTIFY UNDER PENALTY OF PERJURY THAT I AM THE OWNER OF THE ABOVE PROPERTY OR THE DULY AUTHORIZED AGENT OF THE THAT ALL INFORMATION FURNISHED IN SUPPORT OF THIS APPLICATION IS TRUE AND CORRECT. I FURTHER CERTIFY THAT ALL APPLICABLE FEDERAL, STATE, COUNTY, AND TOWN OF HUNTS POINT REQUIREMENTS FOR THE WORK AUTHORIZED BY THIS PERMIT WILL BE MET.

VALUATION: \$ \_\_\_\_\_

IS WORK WITHIN 200 FEET OF LAKE WASHINGTON HIGH WATER LINE?

- YES     NO

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

- OWNER     AGENT

PLAN REVIEW DEPOSIT: \$ \_\_\_\_\_

RECEIPT: \_\_\_\_\_ BY: \_\_\_\_\_

DATE: \_\_\_\_\_

PLAN REVIEW FEE	\$	_____
PERMIT FEE	\$	_____
INSPECTION DEPOSIT	\$	_____
OTHER CHARGES	\$	_____
STATE BUILDING FEE	\$	_____
LESS FEES PAID	\$ ( _____ )	
TOTAL	\$	_____

RECEIPT: \_\_\_\_\_ BY: \_\_\_\_\_

DATE: \_\_\_\_\_



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# Proof of Agency/Hold Harmless Agreement

PROPERTY ADDRESS: \_\_\_\_\_

PERMIT TYPE: \_\_\_\_\_ PERMIT NUMBER: \_\_\_\_\_

## **Proof of Agency**

A proof of agency is required for the acceptance of any permit where the permit applicant ("agent") is not the recorded owner of the property ("owner"). If the owner is a corporation, LLC, LLP, or partnership, this form must be completed and signed by the chief executive of the entity that holds ownership of the property in question.

Owners who apply for permits on their own behalf do not need to complete this form. **All other applicants must fully complete this form, including the owner's signature, before the Town of Hunts Point will process any application documents.** Each separate application must include an original, fully executed, Proof of Agency/Hold Harmless Agreement.

### ***To BE COMPLETED BY OWNER:***

I, _____, as the owner of <small>(print name of property owner or, in case of corporation, LLC, LLP or partnership, company Chief Executive)</small>			
the above-referenced property, hereby authorize the person or entity outlined below (the "agent") to act as my sole agent regarding the above-referenced property, and further stipulate that the agent may act on my behalf for purposes of filing applications for decisions, determinations, permits, or review under any applicable Hunts Point Codes, and further stipulate that the Agent has full power and authority to perform, on my behalf, all acts necessary to enable the Town to process or review applications, issue permits, authorize revisions, and perform inspections required under all codes in force. <b>I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.</b>			
_____ <b>(Signature of Property Owner/Chief Executive)</b>		_____ <b>(Date)</b>	
_____ <b>(Contact Address)</b>	_____ <b>(City)</b>	_____ <b>(State)</b>	_____ <b>(Zip Code)</b>
_____ <b>(Phone)</b>	_____ <b>(Email)</b>		

### ***To BE COMPLETED BY AGENT:***

_____ <b>(Print Name of Agent)</b>		_____ <b>(Title)</b>	
_____ <b>(Contact Address)</b>	_____ <b>(City)</b>	_____ <b>(State)</b>	_____ <b>(Zip Code)</b>
_____ <b>(Phone)</b>	_____ <b>(Email)</b>		



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# Hold Harmless Agreement

A hold harmless agreement is required for the acceptance of any permit, and must be signed by the property owner. If the owner is a corporation, LLC, LLP, or partnership, this form must be completed and signed by the chief executive of the entity that holds ownership of the property in question. There are no permits or circumstances under which the town will accept an application without an executed hold harmless agreement.

## ***TO BE COMPLETED BY OWNER:***

I, \_\_\_\_\_, as the owner of  
(print name of property owner or, in case of corporation, LLC, LLP or partnership, company Chief Executive)  
the above-referenced property, I hereby agree as a condition of permit application and/or issuance, to protect, defend, and hold harmless the Town of Hunts Point, its officers, agents and employees, and to indemnify them from all liability, loss and expense, including reasonable attorneys fees, that the Town of Hunts Point, its officers, agents and employees may incur by reason of accepting this application and/or issuing this permit, and all other acts taken by the Town of Hunts Point relating to the work described under the permit documents including but not limited to plans examination, issuance of permit(s), inspection and approval of construction and issuance of certificates of occupancy, to the extent that any such liability, loss and expense results from any errors or the misrepresentation of any material fact in the permit application documents, whether negligent or intentional. I further certify that I am the owner of the property referenced at the top of this document. **I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.**

\_\_\_\_\_  
**(Signature of Property Owner/Chief Executive)**

\_\_\_\_\_  
**(Date)**

\_\_\_\_\_  
**(Contact Address)**

\_\_\_\_\_  
**(City)**

\_\_\_\_\_  
**(State)**

\_\_\_\_\_  
**(Zip Code)**

\_\_\_\_\_  
**(Phone)**

\_\_\_\_\_  
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# SEPA Process

The State Environmental Policy Act (SEPA) was established to ensure that environmental values are considered by local government when making decisions. Decisions include development decisions such as preliminary plats, shoreline substantial development permits, other official actions, as well as certain legislative actions. Agencies must follow specific procedures and processes to assure that appropriate consideration has been given to the environment.

## Initial Consultation:

A pre-application conference may be required by the Building Services Department and shall address environmental issues.

## Submittal, Preparation and Fee:

An application for SEPA Determination must be associated with a land use or building permit. Upon submittal of an action, the Building Services Department reviews the checklist and all documentation to define the level of direct environmental impact associated with the proposal. The application shall be accompanied by the fee as set forth by resolution. Contact the State of Washington State Environmental Policy Act (SEPA) for the current edition of the SEPA form: <https://www.ecy.wa.gov/programs/sea/sepa/forms.htm>

The threshold determination shall be made by the responsible official and shall consist of one of the following: 1) A Determination of Significance (DS), which means that the project represents significant adverse environmental impacts and requires preparation of an Environmental Impact Statement (EIS), 2) A Determination of Non-Significance (DNS), which means that the project does not represent significant adverse environmental impacts, 3) A Determination of Non-Significance – Mitigated (MDNS) which lists specific conditions, modifications, or measures to be implemented into the proposal to avoid the significant adverse environmental impact. The responsible official shall complete threshold determinations based upon review of the environmental checklist and other documentation for the proposal within 15 days of the date an application and completed checklist are deemed complete, with exceptions as pursuant to HPMC 16.05.080.

Under SEPA, a project may also be determined categorically exempt. Except in extraordinary circumstances, the responsible official will decide whether an action is categorically exempt within seven days of receiving a completed application. Other actions that the responsible official may take include: 1) Adoption of an existing SEPA document, provided that the adopted document clearly anticipated the stated impact and provided for mitigation of any significant impacts, 2) other actions as outlined in HPMC 11.10.170.

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.

The application for SEPA shall be accompanied by the fee as set forth by resolution.

## Applicable Code Titles

HPMC Title 8, Health and Safety

HPMC Title 11, Planning and Development (Comprehensive Plan and Permit Process)

HPMC Title 12, Public Ways

HPMC Title 13, Public Utilities

HPMC Title 14, Boating and Harbors

HPMC Title 15, Building Code

HPMC Title 16, Environment

HPMC Title 17, Subdivisions

HPMC Title 18, Zoning



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# SEPA Application/Coversheet

FOR STAFF USE ONLY Application#: _____ Fee: _____ Receipt #: _____
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RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

A. STAFF REVIEW HAS DETERMINED THAT PROJECT:

- \_\_\_\_\_ Meets the categorically exempt criteria
- \_\_\_\_\_ Has no significant adverse environmental impact and application should be processed without further consideration of environmental effects
- \_\_\_\_\_ Has significant environmental impact and an Environmental Impact Statement will be prepared
- \_\_\_\_\_ An Environmental Impact Statement for this project has already been prepared

Signature of Responsible Official: \_\_\_\_\_ Date: \_\_\_\_\_

B. COMMENTS:

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C. TYPE OF PERMIT OR ACTION REQUESTED: \_\_\_\_\_

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D. ZONE: \_\_\_\_\_



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## Fee Schedule - Permits

<b>Boundary Line Adjustment and Lot Consolidation</b>	\$500.00 plus any additional charges incurred
<b>Building Permit</b> (new construction, remodels and any structure having a floor area measurable in square feet)	See Table A
<b>Building Permit</b> (for additions and remodels not measured in square feet)	See Table B
➤ Plan Review	65% of Permit Fee
➤ Inspection	Based on number of inspections anticipated by Building Official
➤ State Building Code Fee	\$6.50
<b>Conditional Use Permit</b>	\$500.00 plus any additional charges incurred
<b>Demolition</b>	\$250.00 plus any additional charges incurred
<b>Fire Marshal Review</b>	Bellevue Fire Department fee
<b>Heavy Truck Fee</b>	1% of the total valuation of the project
<b>Mechanical</b>	
➤ In-Kind Replacements	See Table C
➤ New Single Family and Large Remodels	See Table B
➤ Plan Review	65% of Permit Fee
➤ Inspection	As determined by Building Official
<b>Plumbing</b>	
➤ In-Kind Replacements	See Table D
➤ New Single Family and Large Remodels	See Table B
➤ Plan Review	65% of Permit Fee
➤ Inspection	As determined by Building Official
<b>Pre-Application Meeting</b> (for new construction or remodel valued at \$25,000.00 or greater)	\$500.00
<b>Reconsiderations/Appeals</b>	\$500.00 plus any additional charges incurred
<b>Right of Way Use</b>	\$250.00 plus any additional charges incurred
<b>SEPA Review</b>	\$500.00 plus any additional charges incurred
➤ EIS review/assessment	\$500.00 plus any additional charges incurred
<b>Shoreline Substantial Development</b>	\$500.00 plus any additional charges incurred
<b>Shoreline Substantial Development Exemption</b>	\$250.00 plus any additional charges incurred
<b>Site Development</b>	\$500.00 plus any additional charges incurred
<b>Special Use Permit</b>	\$500.00 plus any additional charges incurred
<b>Street Cleaning</b>	\$3,000 deposit (May be required)
<b>Subdivision</b>	
➤ Short Plat (4 or less lots)	\$2,500.00 plus any additional charges incurred
➤ Preliminary Plat	\$2,500.00 plus any additional charges incurred
➤ Final Plat	\$2,500.00 plus any additional charges incurred
<b>Telecommunication Permit Application Fee</b>	\$2,500.00 applied toward Town's cost
<b>Tree Removal Permit</b>	\$50.00 plus any additional charges incurred
<b>Variance</b>	\$500.00 plus any additional charges incurred



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## Fee Schedule - Consultants and Miscellaneous

<b>Consultation with Town's Building Official, Planner, Engineer or Arborist</b>	Fees charged to the Town for services rendered to a resident, other person or firm will be passed on to that resident, other person or firm based on the actual cost to the Town unless related to the original plan review.
<b>Public Hearing before the Hearing Examiner</b>	Fees charged to the Town for services rendered to a resident, other person or firm by the hearing examiner to conduct a public hearing and make findings, conclusions and decisions will be passed on to that resident, other person or firm based on the actual cost to the Town.
<b>Miscellaneous Fees:</b>	
➤ Copies:	Copies of ordinances or codes made at Town Hall: no charge.
➤ Copies of town records, zoning maps, plats, short plats, or other land-use records:	Copies made at Town Hall: \$0.15 per page.
➤ For copies that cannot be made at Town Hall (e.g. large format records):	Actual fees charged by the vendor will be passed on to the person requesting the copying.
<b>NSF Check</b>	Town fee: \$25.00 plus actual bank charge.
<b>Notary Fee:</b>	No charge to residents.
<b>Special Event Permit Fee:</b>	Town fee of \$500.00 plus any additional charges incurred by the Town for services related to the permit.
<b>Town Hall Rental Fee:</b>	The standard rental fee of \$10.00 per hour and a deposit of \$250.00 will be collected from any person or organization seeking to rent meeting space at Town Hall. The cleaning deposit is refundable after conclusion of the rental event. Any charges incurred by the Town for cleaning or repairs necessitated by and specifically attributable to the event will be deducted from the deposit, and any remaining balance will be refunded to the renter. The renter will remain liable for any repairs for cleaning costs that exceed the \$250.00 rental deposit.
<b>Attorney's Fees:</b>	Fees charged to the Town for services rendered to a resident, other person, or firm that were not authorized in advance by the Council will be passed on to that resident, other person, or firm.
<b>Milfoil:</b>	Fee: \$375.00 per lot per year



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