



## CITY OF COVINGTON

### Community Development Department

16720 SE 271st Street • Suite 100 • Covington, WA 98042

Phone: 253-638-1110 • Fax: 253-638-1122

www.ci.covington.wa.us

# ENGINEERING PHASE SUBMITTAL CHECKLIST

## Engineering Phase Review

Engineering Review is the next step after preliminary approval of a plat, short plat, or the approval of a site plan, conditional use permit, or special use permit. The purpose of Engineering Phase Review is to ensure that the proposed site complies with the conditions of approval of the land use application and City standards.

Prior to proceeding with any site improvements, the applicant shall obtain the necessary permits from the City. The applicant is also responsible for complying with all applicable permit requirements of other federal, state, and local agencies. A pre-construction meeting will be held with the applicant's team prior to issuing the Notice to Proceed.

A licensed engineer or engineering firm shall be responsible for the supervision and inspection of all site improvements, unless found to be unacceptable to the City. All improvements shall be certified in writing by the engineer as completed in accordance with plans and specifications as approved by the City. No performance guarantee will be released until all outstanding issues have been resolved in accordance with the land use approval and conditions of the Notice to Proceed.

## Instructions

The applicant is required to attend a pre-submittal meeting with the Development Review Engineer prior to formal submittal of engineering plans. The intent of the pre-submittal meeting is to verify that all the information necessary to evaluate the site design is provided in the civil design plans. The applicant will be given an opportunity to present the design and calculations and receive cursory comments from the Development Review Engineer prior to engineering plan submittal. Please contact and coordinate resubmittal requirements and documents with the Development Review Engineer.

Prior to submitting the final Engineering Phase Review documents and associated plans, please schedule and intake appointment with Permit Services.

### 8 sets of full size (24" x 36") engineering plans

- Cover sheet
- Notes
- Existing conditions/demolition plan
- Erosion sediment control plan(s)
- Grading plan(s)
- Composite utility plan
- Street & drainage plan(s)
- Details
- Channelization plans
- Lighting plan
- Landscape plan
- Off-site improvements

1 Application

1 Application fee

10 sets of half scale engineering plans size 11" x 17" and one size 8 1/2" x 11"

3 copies of wetland restoration & mitigation plan

3 copies tree retention/preservation

1 water system plan (draft or approved) 11" x 17"

1 sewer system plan (draft or approved) 11" x 17"

3 copies of drainage report (2005 Ecology Manual)

2 copies of Bond Quantity Worksheet

3 copies of park and recreation plans

2 copies of conditions of approval from hearing examiner

2 copies of other permits required or issued (HPA, NPDES, Forest Practices, etc.)

4 copies of approved preliminary plan or site plan and one size 11" x 17"

3 copies of geotechnical report (if not previously submitted for land use application)

4 copies of any additional information. The City of Covington may request additional information or studies for review purposes at any time.

The city will request a copy of liability insurance & performance bonds prior to the issuance of the Notice to Proceed.



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A-401

## ENGINEERING PHASE SUBMITTAL APPLICATION

<b>STAFF USE ONLY</b>	Project Number: _____	Application Date: _____
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**NAME OF PROJECT/DEVELOPMENT:** \_\_\_\_\_

**LOCATION OF PROJECT/DEVELOPMENT:**

*Give street address or, if vacant, indicate lot(s), block, and subdivision OR tax lot number, access street and nearest intersection. If proposal applies to several parcels, list the streets bounding the area.*

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

ASSESSOR'S PARCEL NUMBER(S): \_\_\_\_\_

LEGAL DESCRIPTION(S): \_\_\_\_\_

Quarter \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ *(This information is on your tax statement.)*

**PRIMARY CONTACT PERSON**  Applicant

*Main contact regarding application, to whom all notices and reports shall be sent.*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_

**PROPERTY OWNER**  Applicant

*Legal owner as indicated on Property Owner Declaration. Attach a list of any additional property owners with the following information.*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_

**CONTRACTOR**  Applicant

Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ UBI #: \_\_\_\_\_

Contractor Registration #: \_\_\_\_\_

E-mail: \_\_\_\_\_

**ENGINEER**  Applicant

Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Project Information

Total disturbed area	
Number of cubic yards to be excavated	
Number of cubic yards to be filled	
Will this be a balanced cut and fill entirely within the site?	