

Physical Address:

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1 E Main St

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Auburn, WA 98001

Phone and Email:

253-931-3090
permitcenter@auburnwa.gov

Apply Online: www.MyBuildingPermit.com

Select: Auburn → Clearing and Grading → Any
Project Type → New → Clearing and Grading

INFORMATION

A Minor Grading Permit is an application for civil review with a modified level of design requirements for some projects of a smaller scope than would normally be applied for a typical grading permit per [Auburn of City Code \(ACC\) 15.74](#) and the City's Engineering Design Standards. The information in this guide is intended to help applicants prepare their submittal and be successful with their project. If the proposed project does not meet the thresholds for a Minor Grading Permit, this handout will not apply, and a full Grading Permit Application will be required.

MINOR GRADING PERMIT THRESHOLDS

Except as approved otherwise by the City Engineer, only projects meeting all the following criteria qualify for a Minor Grading Permit Submittal:

- Project is located on a single-family property with an existing home, or the project is a remodel/tenant improvement on a non-residential project with all work occurring inside the existing building that is not exempt from a grading permit per ACC 15.74.
- Project does not include the construction of public improvements or right of way dedications.
- Project does not construct dwelling units, excluding accessory dwelling units.
- Project does not construct walls that are over 8-feet tall and less than 10 feet from the property line.
- Combined cut and fill earthwork is less than 200 cubic yards. Earthwork is calculated by adding cut and fill quantities together, not net earthwork volume.
- Grading activities do not change existing drainage patterns and are not within 10-feet of the property line.
- Project disturbs less than 1 acre of area.
- Total area of new and/or replaced hard surfaces is less than 5,000 square feet.
- The project is a remodel/tenant improvement on a non-residential project that is inside of a building that is not exempt from a grading permit per ACC 15.74.

INSTRUCTIONS

Site and Grading Plans - To obtain a grading permit you will need plans showing the work proposed. Before preparing this plan please contact development@auburnwa.gov to discuss your project and potentially obtain a minor grading permit plan template prepared by the City of Auburn for you to fill out and mark up.

- **Plan Size** - The plans need to be a minimum of 11x17 and as neat and legible as possible.
- **Scale** - Minimum scale 1" = 100'. The site plan must give dimensions for the property and show the entire lot without broken property lines. For large parcels, draw a two-page site plan, the first page depicting the entire lot at a convenient scale and the second page depicting an enlargement of the developed area at 1" = 20' scale.
- **North Arrow**
- **Project Information** - Your name, the parcel number, address, phone number, the street name and classification need to be on the plans.
- **Proposed and/or Existing Structure(s) and/or Tank(s) with Dimensions** – Show all existing and proposed buildings, structures, septic tanks, drain fields/reserve, uses and distances to property lines, and other buildings and easements. Structures include all buildings, porches, decks, retaining walls, rockeries, and above ground and underground tanks. Identify existing buildings to remain, those scheduled for demolition, and/or those scheduled for removal.
- **Proposed Hard Surfaces with Dimensions** - Dimensions on the new and replaced hard surface (buildings, gravel, pavement, pervious pavement) areas are needed, enough to determine the surface area being constructed. For single family residential projects, be sure to identify where the actual driveway entrance is, and its width, so that it is clear you are meeting the 11 to 18 foot width range that is allowed.

- **Lot Lines, Setbacks, and Easements with Dimensions** – Show all property lines, building setback lines, applicable plat or short plat restrictions and easements. Documentation of easements(s) may be required.
- **Surface Water** - (Ponds, Streams, Canals, Ditches, Wetlands, Rivers, Creeks, Ravines, Lakes, Areas of Saturated Ground, Flood Hazard Areas/Boundaries, and Erosions Hazard Areas) shall be indicated on the site plan. Show the name of the body of water (if applicable). Show distances to abutting proposed improvements.
- **Natural Features (Slopes, Gullies, Etc.)** - If any portion of the site slopes more than 15%, show topographic contours with maximum contour intervals of two-feet. Show top and toe of all slopes inclined at 15% or more greater than 10-feet high. Note: These elevations can be approximated unless the property is in a FEMA Special Flood Hazard Area (SFHA).
- **Stabilization and Landscaping** – Include a note on the plans that “All disturbed landscape areas shall apply BMP T5.13 Post Construction Soil Quantity and Depth.” Provide direction on what type of vegetation will be applied to the disturbed landscape areas (grass, groundcover, etc.)
- **Standard Notes** - The City of Auburn Grading and Erosion Control Notes and General Notes found in Appendix B, Chapter 3 of the City’s Engineering Design Standards should be included in the plan documents. The plans should also include estimated earthwork quantities in cubic yards (cut, fill, total earthwork and net import/export) and proposed construction sequencing. The above information can be included on a second 11x17 sheet of paper, or it can be fit onto the single page if the drawing is sized appropriately. Refer to example plans for additional information.
- **Erosion Control** - The plans need to show Temporary Erosion & Sediment Control (TESC) measures. This could consist of simply marking the clearing limits, showing a note for silt fence, a construction entrance, etc.

Level 1 or 2 Storm Permit – This is done by applying on www.MyBuildingPermit.com. Select: Auburn → Utilities → Any Project Type → New → Storm Drainage Connection.

Stormwater Site Plan Report – Minor grading permits that clear and grade over 6,999 square feet or propose over 1,999 square feet of new plus replaced hard surfaces are required to prepare a Stormwater Site Plan Report. A Single Family Residence Stormwater Site Plan Report Sample is available on the City's Forms website and examples can be supplied upon request by e-mailing development@auburnwa.gov. This part of the submittal may require the services of a civil engineer licensed in the State of Washington.

Construction SWPPP Short Form – Minor grading permits that clear and grade over 6,999 feet are required to provide a Construction SWPPP. This is a fillable form found on the City's Forms website.

Additional reports or supporting documentation - At the discretion of the City Engineer, the project plans and/or stormwater site plan report may require a stamp and signature by a Professional Engineer.