



City of Newcastle
13020 Newcastle Way
Newcastle, WA 98059
425-649-4444
www.ci.newcastle.wa.us

ENGINEER REVIEW PERMIT (ERP) APPLICATIONS

ENGINEER REVIEW PERMIT

This application provides the necessary information to apply for an Engineering Review Permit (ERP).

An Engineering Review Permit is the next review step after the preliminary approval of a plat or short plat or the approval of a site plan, conditional use permit, or special use permit. The purpose of an ERP is to ensure that proposed site work (including clearing, grading, utility work, or building activities) associated with a land use application complies with conditions of approval and with the policies and regulations in effect. No site work may commence until an Engineering Review Permit has been approved and a Notice to Proceed has been issued.

Your application will be evaluated based on the information you provide, the associated land use application, the Newcastle Comprehensive Plan, and pertinent provisions of the Newcastle Municipal Code.

Copies of the Newcastle Comprehensive Plan and Newcastle Municipal Code are available for inspection at the public counter at City Hall, at Newport Way public library and in the Governmental Research Library, 307 Municipal Building, Seattle, Washington. The Newcastle Municipal Code is also available on the Municipal Research & Service Center website at www.mrsc.org.

FILING OF APPLICATION

An application fee is required at the time of filing and is based on the latest adopted fee schedule. If payment is by check, the check shall be made payable to the City of Newcastle.

You must submit all of the application documents listed on the following pages before the application is deemed complete. Once a complete application is received, the planner managing the file circulates copies for review to the Building Official, the City Engineer, and the Public Works Department. For some applications, specialized review may also be necessary by the City's wetland biologist, traffic engineer, geotechnical engineer, etc.

PROJECT BILLING & DEVELOPMENT DEPOSIT

The Applicant will be billed on a monthly basis for all review costs incurred by the project. A developer deposit is a required element of a Engineer Review Permit application. The amount placed on deposit will be held on reserve, and the Applicant will be billed monthly for all review costs incurred. The deposit requirement shall be waived if the Applicant currently has a deposit on reserve for the project with the City. A new Applicant for the project shall place a deposit on account with the City.

APPROVAL

Once the Engineering Review Permit has been brought into compliance with all conditions of approval, meets all applicable codes and policies, and has been reviewed by Community Development, Public Works, the City Engineer, and any others, the permit is issued by the Director of Community Development. No work associated with the ERP may commence until the Director of Community Development has issued a Notice to Proceed following a required pre-construction meeting and site inspection(s).



ENGINEER REVIEW PERMIT SUBMITTAL REQUIREMENTS

APPLICATION DOCUMENTS:

(Submit four copies of each of the items listed below. If item is not applicable, do not submit.)

1. Application (attached): Submit **one** copy.
2. Application Fee and Deposit (if required): Submit the application fee at the time of submittal.
3. Agreement to Billing Procedures (attached): Submit **one** original copy.
4. Environmental Checklist: The State Environmental Policy Act (SEPA) checklist is **only** required if: 1) SEPA review was not required for the associated land use application, and 2) proposed site work exceeds the SEPA thresholds established in NMC Chapter 14.05. All items should be answered as concisely and candidly as possible. If information requested does not apply to the proposed project, enter "N/A" (not applicable). Submit **four** copies.
5. Approved Preliminary Plat or Site Plan: Submit **four** copies.
6. Engineering Plans: (See following page for submittal requirements.) Submit **four** copies of each required item.
7. Right-of-way Use Permit: Submit **four** copies.
8. Technical Information Report: Submit **four** copies.
9. Geotechnical Report: Submit **four** copies, if not previously submitted for land use application.
10. Proof of Liability Insurance: Submit **two** copies. Must be submitted prior to issuance of the ERP permit. See NMC 12.05.100 Indemnification/liability insurance for Proof of Liability Insurance requirements.
11. Performance Bond(s): Submit for site restoration, work in the right-of-way, or other.
12. Site Work Inspection Deposit: Fee must be submitted prior to issuance of the ERP permit.
13. Permits: Submit **four** copies of other required or issued permits (HPA, NPDES, Forest Practices, etc.) associated with the project.
14. Additional Information: Provide **four** copies of any additional pertinent information. The City of Newcastle may at any time request additional information or studies for review purposes.



ENGINEER REVIEW PERMIT SUBMITTAL REQUIREMENTS

THE FOLLOWING MUST BE INCLUDED IN THE ENGINEERING PLANS:

*(Submit **four** copies of each.)*

1. Grading plan. (If site is located in an *erosion hazard area*, see NMC 18.24.210 and 18.24.374.)
2. Temporary erosion and sedimentation control plan.
3. Boundary and topographic survey.
4. Road and storm drainage plan.
5. Composite utility plan.
6. Approved water and sewer plans.
7. Illumination plan.
8. Traffic signing and channelization plan.
9. Wetland mitigation plan, if applicable.
10. Parks and/or trails plan, if applicable.
11. Tree retention plan and landscape plan, if applicable.
12. Offsite improvement plan, if applicable.
13. Offsite mitigation plan, if applicable.
14. Plans and calculations for any retaining or rock walls.
15. Bond quantity worksheet(s), as applicable.



ENGINEER REVIEW PERMIT APPLICATION

NAME OF ASSOCIATED LAND USE APPLICATION

CITY FILE NUMBER

PROJECT LOCATION

PRIMARY CONTACT

NAME, TELEPHONE NUMBER & FAX NUMBER

STREET ADDRESS, CITY, STATE, ZIP CODE

PARTY RESPONSIBLE FOR PAYMENT OF FEES

NAME & TELEPHONE NUMBER

STREET ADDRESS, CITY, STATE, ZIP CODE

CONTRACTOR

NAME & TELEPHONE NUMBER

STATE CONTRACTOR'S LICENSE NUMBER/EXPIRATION DATE

NEWCASTLE BUSINESS LICENSE NUMBER

STREET ADDRESS, CITY, STATE, ZIP CODE

ENGINEER

NAME & TELEPHONE NUMBER

STREET ADDRESS, CITY, STATE, ZIP CODE

PROPERTY OWNER/S (ATTACH ADDITIONAL SHEETS IF NECESSARY)

NAME & TELEPHONE NUMBER

STREET ADDRESS, CITY, STATE, ZIP CODE

PROPERTY OWNER'S AUTHORIZATION:

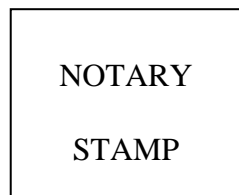
I hereby authorize the submittal of an ENGINEERING REVIEW PERMIT APPLICATION on my property as INDICATED IN THIS APPLICATION, and name _____ as the responsible person for all decisions and for the receipt of all unexpended fees pertaining to the review and approval of the proposed PERMIT.

SIGNED: _____
FEE/CONTRACT OWNER

DATE: _____

SIGNED: _____
NOTARY

DATE: _____





ENGINEER REVIEW PERMIT APPLICATION

1. Please provide a detailed description of existing conditions and proposed site work. _____

2. Number of cubic yards to be excavated: _____

3. Number of cubic yards to be filled: _____

4. Will this be a balanced cut and fill entirely within the site? Yes No

If no, will fill be brought on site? Yes No

From where does the import fill originate? _____

Does the fill contain any potential hazardous materials? Yes No

Will excavated materials be taken off the site? Yes No

If yes, where will the materials be deposited? _____

Please provide the grading permit number at the deposit site: _____



ENGINEER REVIEW PERMIT AGREEMENT TO BILLING PROCEDURES

AGREEMENT TO BILLING PROCEDURES

1. The Applicant has filed with the City an application for _____ under City File No. _____. The City requires that all applicants pay for all costs incurred by the City for third party consultants and City staff throughout the review of the application, and that all applicants maintain a trust account with the City of funds equal to not less than fifty percent of the anticipated costs. In accordance with this requirement, for the _____ application, the Applicant shall maintain a trust account with the City the sum of \$_____ until the time that the application is approved, construction is completed, and the reviewing departments have given their final sign-off. The trust account shall be held in a non-interest bearing account.

2. The City shall invoice the Applicant on a monthly basis for all costs incurred by the City for third party consultants and City staff, at the address listed below for the Applicant. The Applicant shall pay all invoices upon receipt.

3. If the Applicant fails to pay an invoice by the due date, the City shall have the right to withdraw the amount due from the funds that the Applicant has deposited with the City, without any further notice to the Applicant. The City shall have the right to suspend and/or terminate the City's processing of the application until the Applicant places sufficient funds in a trust account with the City to comply with Paragraph 1 above. In addition, any applicant who has a delinquent account with the City shall be prohibited from applying for any new applications until such time that all accounts are brought current.

By signing below, the Applicant represents that the Applicant has read the Billing Procedures set forth above, and agrees to the Procedures.

APPLICANT

By _____

Printed name _____

Its _____

Address:

Telephone number:
