CITY OF NEWCASTLE
Operating Policies for the Public Works Division

Operating Policy #01

Abandoning Septic Tanks

GOAL

Provide for the safe and sanitary abandonment of existing septic tanks.

OBJECTIVES

1. The existing structure owner must obtain approval from Coal Creek Utility District for Sanitary Sewer connection.

2. Connection must be made to the Sanitary Sewer, inspected by the utility district and approved by the district.

3. The existing septic tank(s) must be completely exposed, pumped and cleaned.

4. Only with the approval of the utility district may the material removed from the septic tank be pumped into the Sanitary Sewer.

5. Visual inspection of the tank, soils surrounding the tank, to include under the tank, must be made by the utility district ensuring that the tank is clean and the soils around the tank are not contaminated. An inspection report shall be forwarded to the City of Newcastle Public Works Division with a copy to the Building and Fire Safety Division.

5. Two (2) photographs must be taken of the tank if it is to remain in the ground. One showing the clean tank and the other showing the location of the tank in reference to a structure on the site. Copies of the photographs must be forwarded to the City of Newcastle.

6. It is the desire of the City of Newcastle to have the tank removed and disposed of in compliance with King County standards. However, if the owner wishes not to remove the tank it must be completely filled with washed pea gravel or sand.

2-13-96

Date

Ch A Witting
Community Development Director
CITY OF NEWCASTLE
Operating Policies for the Public Works Division

Operating Policy # 02

Side Sanitary Sewer Connections

GOAL

Establish policies and procedures, in cooperation with the Coal Creek Utility District, for installation and inspection of side sewer connections in the City of Newcastle.

OBJECTIVES

Plans and specifications for new commercial, tenant improvements and multi family projects will be reviewed and approved by the District before a City plumbing permit is issued. The District will inspect and sign off inspections required during their plan review or under the general provisions of this policy. Said sign off will be on the Building Inspection Card (Green Card) at the job site. Sign off will occur on the “Special Requirements” line on the Building Inspection Card.

When the District approves a connection to their sanitary sewer system the District and the City of Newcastle will share in the inspection/installation process as follows:

1. The City will inspect from a point 30 inches outside the building foundation to the upper most point of the waste, drain and vent system.

2. At or about 30 inch from the foundation the District will install a clean out of the District’s specification. The District shall ensure that no side service shall extend more than 100 feet without an additional two way clean out and if the side service line changes direction more than 135 degrees and additional two way clean out shall be installed.

3. No other clean outs shall be allowed outside the foundation perimeter.

4. The Utility District shall inspect and approve all side sewer connections from the property line to a point 30 inches from the exterior foundation wall.

5. Side sewers shall be installed with a minimum 2% fall toward the main and maintain a minimum 18 inches of cover from inside the foundation wall to a point 30 inches outside the foundation wall.

NPWOP#2
3/14/96
CITY OF NEWCASTLE
Operating Policies for the Public Works Division

Operating Policy # 03

Building Water Supply

GOAL

Establish policies and procedures, in cooperation with the Coal Creek Utility District, for installation and inspection of building water supply connections in the City of Newcastle.

OBJECTIVES

Plans and specifications for new commercial, tenant improvements and multi family projects will be reviewed and approved by the District before a City permit is issued. The District will inspect and sign off inspections required during their plan review or under the general provisions of this policy. Said sign off will be on the Building Inspection Card (Green Card) at the job site. Sign off will occur on the “Special Requirements” line on the Building Inspection Card.

When the Coal Creek Utility District approves a connection to their water system the District and the City of Newcastle will share in the inspection/installation process as follows:

1. The District will install the meter and inspect the line from the main to the meter.
2. The City will inspect from the meter to the most remote fixture.
3. Occupancy will only be approved after the City and the District have approved the water line installation.
4. In addition to those permits required in the Uniform Plumbing Code, City permits are also required for building supply lines, automatic fire sprinkler and lawn sprinkler systems.
5. Back flow devices shall be a type approved by the District and shall be inspected by a certified third party with correction notices and approvals forwarded to the District.
6. Back flow prevention devices shall be annually inspected by a certified third party inspection with copies of approvals forward to the District.
7. Supply pipe extending from the meter to the inside of the foundation wall shall be 1.) 200 p.s.i., 2.) buried a minimum 18 inches below grade and 3.) Bedded in 4 inches of sand with 4 inches of sand cover.

NPWOP#3
3/14/96
CITY OF NEWCASTLE  
Operating Policies for the Public Works Division  

Operating Policy #4  

Stormwater Filter Vaults  

GOAL  

Establish policies and procedures for allowing the installation of pre-cast stormwater filter vaults that utilize a filter media for providing water quality treatment to urban stormwater runoff. Said policies and procedures will protect and preserve the integrity of the natural drainage systems while allowing the use of experimental systems for the purposes of evaluating their performance. 

OBJECTIVES  

The City of Newcastle Public Works Department (425-649-4444) issues permits and approvals for all road and storm drainage work. The Public Works Department reviews engineering plans with respect to their compliance with good engineering practice and the City’s adopted standards. There are an increasing number of projects desiring to utilize “experimental” technology for the treatment of stormwater runoff. One of these systems utilizes filter canisters whereby runoff is physically filtered through the canisters by gravity flow. Different filter media is available dependent upon the target pollutants. The City recognizes that these systems are not approved by the King County Surface Water Design Manual, but believes that there is an appropriate use for these systems and other new technologies. Until more conclusive data and experience is gathered for these systems, the City will limit their use subject to the following conditions and specific approval on a case-by-case basis. 

1. The King County Surface Water Design Manual allows the use of a stormwater filter vault with a “Leaf Compost Filter” media as a second facility in a treatment train for the removal of metals. Metals removal is required for Stream Resource Protection areas, such as May Creek. The City will consider the use of this system in the treatment train based on the conditions herein. 

2. Until additional data concludes the systems’ removal efficiency with respect to phosphorus, these systems shall not be approved for use within areas draining to Lake Boren. Lake Boren has been identified by the City Council as a lake that is sensitive to phosphorus and that nutrient’s contribution to eutrophication. 

3. The use of these systems is allowed only in those areas which drain directly to Lake Washington and only to provide Basic Water Quality Treatment. Unless otherwise approved per the conditions herein, their use is not allowed in areas which drain to Coal Creek, May Creek, or Lake Boren.
GOAL

Establish policies and procedures for street light installation. It is the desire of the City to have all street lights owned and operated by Puget Sound Energy or a private entity such as a homeowners association. The City would be responsible for funding the operation and maintenance of the street lights owned by PSE and the homeowners association or residents of the affected subdivision would be responsible for funding the operation and maintenance of the street lights owned by the association.

OBJECTIVES

Within the City of Newcastle, the Coal Creek Utility District coordinates with Puget Sound Energy to arrange for the installation of street lights. Residents or developers requesting a new street light(s) should contact Ms. Mary Kovak at the Coal Creek Utility District office at 425-235-9200 for more information regarding the requirements. The following general descriptions of the procedures are provided for informational purposes only. For the most up-to-date information, the District should be consulted.

1. A Right-of-Way Use Permit shall be required for installation of street lights within City right-of-way.

2. Residents requesting repair of an existing street light should call Puget Sound Energy at 1-800-321-4123. Information required by PSE for repair includes the general description of the problem and the utility pole number that is normally located on a metal ID plate on the lower portion of the pole. If the pole number is not available, then an address or the street names of the nearest intersection should be provided.

3. Residents requesting activation of an existing but previously inactivated light or addition of a new light on an existing pole should contact the Coal Creek Utility District. A street light request form is available at the District's Headquarters. The form requires a petition with a minimum of 51% of the affected property owner's signatures indicating the desire to have a new (or inactivated existing) street light activated. A bimonthly charge will be added to the utility bill of property owners who receive a benefit from the newly activated light.

4. As required by the City of Newcastle Public Works Standards, all new development shall provide for the design, construction and activation of street lights within the interior streets and parking areas of the development. Said "interior" street lights shall become
g) Poles shall not be located within the sidewalk or other travel way under any circumstances.

8. At a minimum, the following information must be submitted for review to the City prior to any construction of street lighting:
   a) Cover letter with information on the type of pole and fixtures and design assumptions.
   b) Illumination calculations with site plan and lighting levels.
   c) Site plan showing poles relative to all other road improvements, both sides, if available, including other existing or proposed light poles.
   d) Notes on drawing stating the distance of poles from curbs, sidewalks, fences, catch basins, manholes, walls, etc.
   e) Notes on drawing stating the horizontal distance of fixtures from curb or edge of traveled way (shoulder type roads).
   f) Upon completion and activation of the street lights and acceptance by the City, the developer will be required to submit as-built drawings to the City.

9. Addition of a new street light where no utility poles exist requires further agreement by the interested residents or developer to fund the construction of the needed improvements. For this situation, residents or the developer should contact the District for more details and preliminary cost estimates.

10. When residents request the installation of a new street light along an arterial where no specific group of people will benefit but rather the new street light enhances the safety of the public in general, the City may elect to fully or partially fund the necessary improvements. Residents requesting a new street light in this situation should contact the Public Works Department at 425-649-4444 for an evaluation of the situation.
GOAL

Establish policies and procedures for the installation and inspection of individual storm sewer connections in the City of Newcastle. Included in this policy are downspout perforated stub-out connections for single family residences. A permit is not required for connection of the drain system to the public storm system if a storm drain stub has been provided for the building; however, the location and specifications must be approved prior to the issuance of a building permit. If no building permit is required, then approval must be granted by the Public Works Department prior to start of work. If a storm drain stub has not been provided, then a Right-of-Way Use Permit shall be required if the connection to the public storm system is located within the right-of-way or public storm drain easement.

Not included in this policy are individual downspout infiltration and downspout dispersion systems, which also must be reviewed, approved, and inspected by the City. Where these systems are required as a condition of plat approval, they will be reviewed, approved, and inspected at the time of installation.

OBJECTIVES

Plans and specifications for new single family residences shall be reviewed and approved by the Public Works Department. A set of approved plans must be present at the job site at all times and made available at the time of inspection. The Public Works Department will inspect and sign off inspections required under the provisions of this policy. Said sign-off will be on the Building Inspection Record at the job site. Sign-off will occur on the “Public Works” line on the Building Inspection Record.

1. Unless otherwise approved, all new single-family residences shall be required to connect to the storm stub-out, as a condition of plat approval, via a perforated rigid drain pipe in accordance with the King County Surface Water Design Manual. Roof drains shall be tight-lined from the individual downspouts to a point at least 5 feet from the footing. Tight-lining from the building to the stub will be allowed on an individual basis with sufficient evidence presented that indicates a need for said tight-line.

2. Roof and footing drains shall be connected to the storm stub-out separately. Roof and footing drains shall not be connected into a common pipe unless point of connection is at least one (1) foot below the lowest elevation of the footing, and ten (10) feet horizontal distance from footing.
GOAL

Establish policies and procedures for the installation and inspection of individual driveways in the City of Newcastle. A permit is not required for construction of a new driveway in an approved subdivision, however, the location and specifications must be approved prior to the issuance of a building permit. If no building permit is required, then approval must be granted by the Public Works Department prior to start of work, unless the work is only for the reconstruction or repair of an existing driveway, and the size or location of the driveway are not changed.

OBJECTIVES

Plans and specifications for new single family residences shall be reviewed and approved by the Public Works Department. A set of approved plans must be present at the job site at all times and made available at the time of inspection. The Public Works Department will inspect and sign off inspections required under the provisions of this policy. Said sign off will be on the Building Inspection Record at the job site. Sign off will occur on the “Public Works” line on the Building Inspection Record.

1. All driveways shall be constructed in accordance with the Public Works Standards, and as approved by the Public Works Department. For properties fronted with curb, gutter, and sidewalk, the Portland Cement concrete driveway shall be poured to a thickness of at least 5 inches on a minimum of 4 inches of crushed surfacing top course, and shall include wire mesh. If the driveway is paved with asphalt concrete it must be placed at a minimum thickness of 2 inches asphalt on 4 inches of crushed surfacing top course.

2. For properties fronted with a paved or gravel shoulder, the driveway shall be paved with asphalt concrete within the right-of-way, and gravel, asphalt concrete, or cement concrete for those portions located on private property. Gravel will not be allowed for those driveways steeper than 8 percent. Gravel driveways shall be a minimum of 4 inches in thickness (compacted) placed over suitable subgrade. Asphalt concrete driveways shall be a minimum of 2 inches in thickness (compacted) over a minimum of 4 inches of crushed surfacing top course. Portland Cement concrete driveways shall be constructed as stated in No. 1.

3. The Public Works Department will inspect said driveway construction. Prior to inspection, the subgrade must be completed for the entire length and width, a minimum of 4 inches of crushed surfacing top course placed and compacted and wire mesh laid out,
CITY OF NEWCASTLE
Operating Policies for the Public Works Division

Operating Policy #08

Erosion Control Inspection for Small Sites

GOAL

Establish policies and procedures for the installation and inspection of erosion control measures on small sites. A permit is not required for installing or maintaining erosion control measures, however, the location and specifications must be approved prior to the issuance of a grading or building permit. If no building permit is required, then approval must be granted by the Public Works Department prior to start of work.

OBJECTIVES

Plans and specifications for new single family residences shall be reviewed and approved by the Public Works Department. A set of approved plans must be present at the job site at all times and made available at the time of inspection. The Public Works Department will inspect and record issues relevant to the inspection. Sign off of the facilities will not be performed, due to the fact that the site conditions and measures change as work progresses and seasons change.

1. Typically, start of grading activities shall be prohibited from October 1 to May 1.

2. Direct discharge of sediment-laden water into the storm or natural drainage system is prohibited. If the site cannot be managed to meet these requirements, then the City may issue a STOP WORK ORDER until such problems are corrected.

3. Erosion control measures, as approved, will be installed as the first order of work on all sites. As a minimum, perimeter silt fencing, catch basin protection, and a rock construction entrance shall be required. All measures must be maintained at all times for the duration of the project.

4. Catch basin inserts that filter the runoff water entering through the top of the basin must be in place at the closest downstream catch basin(s). Additional protection may be necessary depending on site performance. Catch basin inserts must be maintained at all times. Catch basin protection shall be through the use of inserts or catch basin “socks”. The use of filter fabric underneath the grate shall not be accepted as catch basin protection.

5. All traffic entering and leaving the site must do so across the construction entrance. Entrance must be a minimum of 12 feet by 25 feet by 1 foot deep, consisting of 4-6 inch rock. The construction entrance must be maintained and/or replaced as needed to perform its intended function. If site work results in the tracking of material onto the
CITY OF NEWCASTLE
Operating Policies for the Public Works Division

Operating Policy #09

Rock Wall and Retaining Wall Construction

GOAL

Establish policies and procedures for the construction and inspection of rock and retaining walls. A building permit is required for all walls over four (4) feet in height and all walls retaining fill regardless of height unless approved as part of a subdivision clearing and grading plan. Walls requiring a permit must be designed by a licensed professional engineer. When walls are constructed during land development or construction of a single family residence, the location and specifications must be approved by the Public Works Department prior to the start of work.

OBJECTIVES

Plans and specifications for all wall construction shall be reviewed and approved by the Public Works Department. A set of approved plans must be present at the job site at all times and made available at the time of inspection. The Public Works Department will inspect and sign off inspections required under the provisions of this policy. Said sign-off will be on the Building Inspection Record at the job site. Sign-off will occur on the “Public Works” line on the Building Inspection Record.

1. All grading, including the grading for rock and retaining walls shall be completed in accordance with Uniform Building Code Appendix Chapter 33, Excavation and Grading. Specifically, cuts for grading or wall construction shall not be made closer than 2 feet to the property line. In addition, the face of a rock wall must be at least 2 feet from the property line. Cuts can be made up to the property line if a structural retaining wall is to be built, provided that the cut does not undermine the support of adjacent structures or soils. A temporary handrail/guardrail may be required for cuts higher than 30 inches. All parts of the wall shall reside within the property boundary. Footings, free-draining backfill material, and drainpipes shall be considered part of the wall. When mass grading of single family lots is proposed where the finished grade is not expected to change with the construction of the residences, walls may be constructed at the property line when approved by the City. A retaining wall located at the property line must be designed to support all anticipated loads from the adjacent property.

2. All walls are required to have a perforated, rigid drainpipe installed behind the wall in a keyway below the bottom of the wall. The backfill material behind the wall must be free-draining material. Where the permeability of the backfill material is not obvious to the inspector (such as quarry spalls or clean washed drain rock), the owner will be required to have a geotechnical engineer test and certify that the material is free-draining.
CITY OF NEWCASTLE
Operating Policies for the Public Works Division

Operating Policy #10
Right-of-Way Construction

GOAL

Establish policies and procedures for permitting and inspecting construction activities with the public right-of-way and public tracts or easements. All work performed within the right-of-way shall be approved by the Public Works Department prior to the start of work.

OBJECTIVES

The City of Newcastle Public Works Department (425-649-4444) issues permits and approvals for all work located within public easements or publicly owned property including road and trail right-of-ways, publicly owned stormwater facilities and public parks. Public Works also issues permits and approvals for work located on private property as it may pertain to the installation, reconstruction, repair, or maintenance of storm drainage facilities that discharge into the public drainage system, and for all work located on private property as it may pertain to the installation, reconstruction, repair, or maintenance of private roads and driveways that connect to the public road system. The Director of Public Works shall require the submittal of detailed plans, studies, reports, or other documentation in order to review the proposed work and issue a permit or approval for said work. All fees must be paid in full prior to the City issuing any public works permit. The following permits and approvals are issued by the Public Works Department:

RIGHT-OF-WAY USE PERMIT

Work performed in the construction or improvement of City roads or stormwater facilities, whether by or for a private developer, by City forces, or by a City contractor, shall be done in accordance with the City’s standards and approved plans and specifications. A permit is not required for work performed by the City. A set of approved plans must be present at the job site at all times and made available at the time of inspection.

A Right-Of-Way Use Permit shall be required for the following activities:

Any work that requires a tunneling, boring or jacking of pipes or conduit underneath the right-of-way or any work that will cause the pavement, gravel surfacing, or other material (if the right-of-way is unimproved) within the right-of-way to be repaired, removed, replaced, altered or improved including:

- shoulder widening
- installation of any traffic calming device
- rock wall or retaining wall construction
CALL BEFORE YOU DIG - UTILITY LOCATE
1-800-424-5555

1. Safety is of the highest concern and importance to the City. Any party performing work within the public right-of-way is expected to provide traffic control in accordance with MUTCD and WSDOT guidelines in order to protect the traveling public and the workers. If appropriate signing, flagging and traffic control measures are not being implemented, the City will immediately stop work until such controls are implemented to the City’s satisfaction.

2. Progress on any work within or on public property or easements not in conformance with these requirements or the Public Works Standards will be halted immediately by the City until such time that approval is granted.

3. The City shall inspect all work within the public right-of-way in accordance with the Public Works Standards. It is the responsibility of the party performing the work to notify the City of certain aspects that require inspection. Failure to notify the City as required may result in legal action, removal and re-construction, extended warranties or other measures to guarantee the quality of the work not witnessed by the City. Inspection costs (for non-public works projects) shall be included in the permit fee unless the project includes modification of the right-of-way, such as pavement widening or installation of curb, gutter, and sidewalk. In such cases, permit inspection costs shall be billed directly to the party performing the work.

4. Prior to issuance of a Right-of-Way Use Permit or approval for work within the right-of-way, the applicant will be required to complete a Right-of-Way Use Permit Application, submit all necessary plans and reports to the City for review, and pay the appropriate fees for said permits and review.

5. Prior to commencing work within the right-of-way, the party performing the work will be required to submit the appropriate insurance information and post financial guarantees for the work.

6. For work performed on franchised utilities (phone, cable, gas, power, water and sewer) permits must be obtained from King County. Inspection responsibilities will reside with King County, however, should any discrepancy arise between the contractor, utility, King County inspector and/or City inspector, the City inspector shall have jurisdiction.

7. This policy will be in effect on all permits applied for after the date of signature below.

Director of Public Works

Date
GOAL

Establish policies and procedures for submittal and approval of “as-built” drawings for utility and roadwork completed in the City of Newcastle. All work completed within the public right-of-way, public tracts, public easements; or any utility or road facilities that will be dedicated to the City or remain on private property, regardless of whether the City will operate and maintain shall be included under this policy. All work performed within the right-of-way shall be approved by the Public Works Department prior to the start of work.

OBJECTIVES

The City of Newcastle Public Works Department (425-649-4444) provides part-time inspection for all work located within public easements or publicly owned property including road and trail right-of-ways, publicly owned stormwater facilities and public parks. Public Works also provides part-time inspection for work located on private property as it may pertain to the installation, reconstruction, repair, or maintenance of storm drainage facilities that discharge into the public drainage system, and for all work located on private property as it may pertain to the installation, reconstruction, repair, or maintenance of private roads and driveways that connect to the public road system. The Director of Public Works shall require the submittal of completed as-built drawings for all work prior to accepting the facilities for public or private ownership, operation and maintenance.

1. Prior to the City performing a final inspection of the work, the developer shall submit to the City inspector two (2) full-size (24” by 36”) paper copies of preliminary as-built drawings. Said drawings shall be signed and attested by an engineer or land surveyor licensed in the State of Washington. All changes from the original approved design drawings shall be clearly identified on the preliminary as-built drawings.

2. Prior to the City performing a final inspection of the work, the developer shall submit a letter report from the developer’s geotechnical engineer attesting that all construction on the site was performed in accordance with the approved geotechnical report and recommendations. At a minimum, the report shall address the stability of all slopes, the structural integrity of all fill areas and specifically the road subgrade and building areas, and any other special condition identified by the City.

3. As-built drawings shall bear a signature block attesting to the accuracy of the drawings, an approval block for City signature and shall consist of:
CITY OF NEWCASTLE
Operating Policies for the Public Works Division

Operating Policy #12

Submittal Standards – Single Family Residences

GOAL

Establish policies and procedures for submittals of material for issuance of a single family residence building permit. Review and approval with respect to the public works portion of single family development in Newcastle will result in providing better service to the citizens and reduction of cost and ease of maintenance for both the City and the private homeowner.

OBJECTIVES

The City of Newcastle Building Department (425-649-4444) issues permits and approvals for all structures and buildings including single family residences. The Public Works Department reviews permit applications with respect to the public works aspects of the single-family construction. In order for Public Works to properly and completely review the permit application, a submittal checklist has been developed. It is the intent of this checklist to instruct the homebuilder of the minimum information and detail for a complete and thorough review. This will aid the review staff and shorten the time of review and approval. The Single Family Residential Plan Review Checklist is attached. The major features of concern for public works is as follows:

1. Construction of rock and retaining walls. See Public Works Operating Policy No. 9 for more information regarding rock and retaining walls.

2. Temporary erosion and sedimentation control. Minimum requirements for all single family construction includes silt fence, rock construction entrance, catch basin protection, and covering disturbed surfaces.

3. Driveway construction. With respect to public safety and convenience, the city requires that the driveway profile be provided so that the transition from the traveled road into the driveway can be made with due respect for sight distance, traction, pedestrian safety, and protection of the vehicle and curb, gutter and sidewalk.

4. Grading near the property line. All grading for single family residences shall remain within the boundaries of the subject property, unless a joint permit has been obtained for other lots.

5. Connection of roof and footing drains. Typically, all single family lots are provided a storm stub-out connection to the storm system. It is critical that a minimum slope be
GOAL

Establish policies and procedures for submittals of material for issuance of construction permits for private land development. Review and approval with respect to the public works portion of land development in Newcastle will result in providing better service to the citizens, stewardship of the environment and reduction of cost and ease of maintenance for both the City and the private homeowner. It is imperative that land developers submit plans that encompass all aspects of the project prior to starting construction in order for the project to proceed at a pace that is not dependent upon the preparation, review and approval of plans submitted after the land has been cleared and exposed to the potential of erosion.

OBJECTIVES

The City of Newcastle Department of Public Works, Building, and Community Development (425-649-4444) issue permits and approvals for construction of numerous improvements associated with the development of land. These departments review permit applications and plans with respect to their area of responsibility. In order for City staff to perform a proper and complete review of the permit applications and plans, a submittal checklist has been developed. It is the intent of this checklist to instruct the developer of the minimum information required for a complete and thorough review. This will aid the review staff and shorten the time for review and approval. Listed herein is a general checklist of the plans that must be submitted and to which department. Each department has also created a specific checklist for their area of responsibility that identifies the format and level of detail required for each submittal.

The items are listed in chronological order from the project inception through the final approval and acceptance of the project and its improvements.

Pre-Application

A pre-application meeting allows a prospective developer to discuss a project with the City in order that the staff may better understand the rules, regulations, and expectations of the City's review team. At these meetings, all City departments relative to land development will be present as well as the water and sewer district. The meeting lasts up to one hour and the applicant should bring a preliminary site plan so that a constructive discussion can be accomplished. These meetings are sponsored by the Department of Community Development.
presentation and recommendation to the hearing examiner, the applicant will make a presentation, and the public can speak to the project with support or opposition. The staff report contains a brief description of the proposal, findings of fact, conclusions, and recommendations in the form of conditions of approval. The applicant and/or public may desire to request changes to the staff report or argue the staff’s interpretation of the code or impacts to the project. The examiner will render a decision (recommendation) regarding the project in accordance with the codes and regulations and the facts presented at the hearing. As with SEPA, the examiner’s decision can be appealed. King County Superior Court would hear such an appeal. Again, Community Development sponsors the public hearing.

Council Approval

For land subdivisions, the City Council has the final approval prior to start of construction. At a public council meeting, the staff will present the hearing examiner’s decision and recommendation, possibly with recommendations for modifications, and answer the Council’s questions with respect to the project. Introduction of new evidence or testimony is not allowed at the Council meeting by any party. However, the Council can remand the project back to the hearing examiner for further consideration of specific items. The Council can also modify the examiner’s decision and recommendation and adopt by resolution, the proposed project with those modifications, or as written by the examiner. With adoption of the resolution, the project will have attained Preliminary Plat approval and construction can begin as soon as the proper permits are acquired.

Construction

Construction of a land development project can be simple and straightforward and proceed quickly, or it can be onerous, difficult and time-consuming. The progress of the construction depends heavily on the particular site, weather, completeness of the plans, the quality of the contractor, etc. Permits must be obtained for various aspects of the development and additional reports, studies and plans may be required, and the City must inspect the work prior to accepting the improvements and/or taking ownership and maintenance responsibilities for the improvements. During construction there are several keys goals that must be achieved: public safety, protection of the environment, quality of work, and progress of the work. In general, the land development will proceed as follows:

1. Project approval
2. Application for permits
3. Plan review and approval
4. Posting of financial guarantees and insurance documents
5. Pre-construction meetings
6. Issuance of permits
7. Installation of erosion controls
8. Clearing and grubbing
9. Grading including rock and retaining wall construction
10. Installation of utilities, typically in the following order:
   a) Sanitary sewer

10/05/01  Pw13a - General Submittal Standards - Land Development
construction sites under these permits. Prior to Ecology issuing permit(s) a Stormwater Pollution Prevention Plan (SWPPP) is required.

**FPA**

The Washington State Department of Natural Resources (DNR) is currently responsible for issuing Class IV Forest Practices permits. These permits are issued for land clearing activities for land that is located in urban areas and is being converted from forestland to a non-forest use, such as residential housing. When applicable, the City must receive a copy of this permit prior to issuing a C&G permit.

**HPA**

The Washington Department of Fish and Wildlife (DFW) is responsible for issuing Hydraulic Project Approvals (HPA) for any work proposed within the ordinary high water mark of water of the state. Under typical circumstances, an HPA would be required for any road or utility work that crosses a stream or wetland. Protection of fish habitat is the primary concern when issuing these permits, and very specific time periods when construction is allowed and specific practices will be identified on the permit. As mitigation for allowing the work, DFW may require stream or wetland areas to be enhanced or enlarged. When applicable, the City must receive a copy of this permit prior to issuing a C&G permit.

**Corps Section 404 Permit**

In accordance with the Clean Water Act, the US Army Corps of Engineers is responsible for issuing permits for dredging and filling of wetlands larger than one (1) acre in size. The Corps' primary objective is to avoid impacts to wetlands at all costs. Where this is not possible or feasible, the impacts must be minimized and mitigated. When applicable, the City must receive a copy of this permit prior to issuing a C&G permit.

**Other**

Other approvals and permits may be necessary for land development. The developer will be responsible for acquiring these permits and approvals and complying with all the conditions of said permits and approvals. When applicable, the City must receive a copy of these permit(s) prior to issuing a C&G permit.

**Plan Submittals for Land Development**

Once a project has received approval for the proposed land use (e.g., subdivision, conditional use, etc.) the developer must submit plans, specifications, reports, studies and other information prior to being issued construction permits. Specific plan submittal standards, with respect to sheet layout, dimensions, symbols, etc., can be obtained from the Public Works Department. As a matter of convenience and in order to encourage an organized construction sequence, which in turn reduces the City’s liability and exposure to erosion problems and increases the quality of the product, the City requires that all approvals be obtained prior to starting the initial phases of land development.
GOAL

Establish policies and procedures for “bonding” public works construction completed by private parties through the process of land development. All work conducted within the public right-of-way, tracts, or easements shall be financially guaranteed per the Site Improvement Bond Quantity Worksheet contained in the Appendix of the King County Surface Water Design Manual.

OBJECTIVES

The City of Newcastle Public Works Department and Department of Community Development (425-649-4444) issue permits and approvals for all work located within public easements or publicly owned property including road and trail right-of-ways, publicly owned stormwater facilities and public parks. Permits and approvals are also issued for work located on private property as it may pertain to the construction of roads, parks, trails, landscaping, open space, and storm drainage facilities that will be dedicated to the City upon completion and acceptance of the work by the city.

1. Prior to issuance of any permit or approval of work within the public right-of-way or other public property as required for land development, or property that will be dedicated to the City, the applicant (developer) shall complete and submit, in addition to construction drawings, a completed Bond Quantity Worksheet for review by the Public Works Department. Said worksheet shall be completed by the licensed engineer whose signature resides on the construction drawings.

2. The Site Restoration Bond and Performance Bond shall be posted in a format approved by the city prior to issuance of any permits.

3. The engineer shall complete the Erosion/Sediment Control sheet (Page 2 of 9) for computation of the bonding amount for the Site Restoration Bond. Quantities for “Hydroseeding” and “Mulch, by machine, straw, 2 inches deep” must both be entered in the amount equal to the entire cleared area for the project. All other items and quantities must be entered as identified on the approved Temporary Erosion and Sedimentation Control Plan.

4. No reduction in the bond amount for Site Restoration shall be granted until site grading is substantially complete and permanent stabilization measures have begun. Until permanent stabilization is approved by the City, no reduction beyond 75% (with 25%
Establish policies and procedures for designating haul routes within the City. All construction traffic shall adhere to these designated haul routes for the purposes of bringing materials into the City and hauling materials out of the City. Through these designations, heavy truck traffic will be concentrated on the arterial streets within the City and travel on local residential streets will be limited. Such designations shall protect the general public from undue noise, pollution, and safety hazards associated with hauling operations.

OBJECTIVES

The City of Newcastle Public Works Department and Department of Community Development (425-649-4444) issue permits and approvals for all work located within the City. When bringing materials into the City or hauling materials from the City, all trucks shall adhere to these haul routes. Where a project is not located immediately adjacent to the designated haul roads, the developer or contractor shall identify, at the pre-construction meeting, the exact route from hauling from the designated haul road to the site. Said route shall be the shortest, safest and most direct route.

1. The following truck routes are designated within the City of Newcastle per NMC 10.30.020: Coal Creek Parkway, Newcastle-Coal Creek Road, and SE72nd Place from Coal Creek Parkway to Newcastle-Coal Creek Road.

2. It shall be the responsibility of the contractor conducting the hauling to keep the road(s) clear and free of dirt, mud, rocks, materials, and other debris that could pose hazards to other drivers, pedestrians, cyclists, and natural areas at all times. At a minimum, all trucks leaving the site shall be inspected to insure that all materials are properly secured or covered, including rocks and other debris that could become lodged between tires or entangled underneath the truck.

3. It shall be the responsibility of the contractor conducting the hauling to provide safe and adequate traffic safety controls at those locations where trucks may be entering or exiting the public street. At a minimum, signs shall be erected per the MUTCD, and flaggers shall be present at both approaches to the construction entrance.

4. Hauling after dark or outside the legal construction hours shall be prohibited unless specifically approved in writing by the City.
GOAL

Establish policies and procedures for identifying and tracking the transport of soils and fill material within the City. All material transported into or within the City limits shall comply with this policy. All parties importing or transporting soil and fill material within the City from non-commercial borrow sources (gravel suppliers) shall complete a form attesting to the source location and cleanliness of the material in order to protect the citizens and future citizens from hazardous wastes that might be contained in the import material.

OBJECTIVES

The City of Newcastle Public Works Department and Department of Community Development (425-649-4444) issue permits and approvals for all work located within the city. When bringing materials into the City or hauling materials from or within the City, all material shall be accompanied by a Clean Soil Questionnaire. Said questionnaire shall identify the exact originating location of the material and shall contain a statement that the material is free of hazardous waste.

1. In accordance with the conditions stated on all Clearing and Grading Permits, any material imported from a non-commercial borrow source shall complete a Clean Soil Questionnaire and submit said questionnaire to the City prior to start of hauling operation.

2. A blank copy of the Clean Soil Questionnaire can be obtained from the Public Works Department.

3. Any soil originating from a previous commercial or industrial site, or any soil known to be contaminated or suspected to be contaminated by any means shall be tested for hazardous materials. Test results shall be submitted to the City with a Clean Soil Questionnaire prior to start of hauling operations.

4. Contaminated material shall not be used for fill or utility or retaining wall backfill.

5. This policy will be in effect on all permits applied for after the date of signature below.

Director of Public Works

10/05/01

Date

10/16/01

Pw16 - Import Soils
CITY OF NEWCASTLE
Operating Policies for the Public Works Division

Operating Policy #17

Final Inspection of Public Works Improvements

GOAL

Establish policies and procedures for performing a final inspection and acceptance of all public works improvements. All improvements made to the transportation or drainage facilities within the City shall be inspected upon request in order to verify completeness and quality of the work. Said inspections shall attempt to guarantee that all public works facilities are constructed in conformance with the Public Works Standards and in accordance with good engineering and construction practices. Implementation of this policy will provide a better functioning public works systems that provide safe, efficient, and maintainable facilities for the general public and protects the environment.

OBJECTIVES

The City of Newcastle Public Works Department (425-649-4444) issue permits and approvals for all work located within the City. The City also provides inspection of the work and verifies that the developer's experts (engineers and environmental scientists) are providing inspection in accordance with their role as engineer-of-record and consultants to the developer. Prior to the City accepting the work and taking maintenance and ownership responsibilities for the work, all improvements must be inspected for compliance with the Public Works Standards.

1. Prior to accepting the improvements, the City shall perform a final inspection of the work. Final inspection shall be requested by the developer and shall occur after all work has been completed.

2. In order to conduct a final inspection, the developer shall clean the storm drainage system including all ponds, vaults, pipes, swales, catch basins, and any downstream systems that have been impacted by the project AND shall repair any defective facilities prior to requesting the final inspection.

3. The City shall inspect the drainage system to verify positive drainage in all facilities and correct construction and installation of all flow restrictors, flow splitters, valves, manhole covers, access hatches, cleanouts, gates, locks, bollards, etc.

4. The City shall inspect all portions of the transportation system including trails, curbs, gutters, sidewalks, pavement, light poles, street signs, channelization and other pavement markings, wheelchair ramps, utility access covers, handrails, walls, roadside obstructions, stairways, landscaping, etc.
CITY OF NEWCASTLE
Operating Policies for the Public Works Division

Operating Policy #18

Miscellaneous Stormwater Policies

GOAL

Establish policies and procedures for constructing stormwater facilities with specific features that will reduce the city’s maintenance responsibilities, increase the aesthetics of the facilities, and provide for facilities that can be expanded to meet future stormwater requirements in light of the recent Endangered Species Act (ESA) regulations. All stormwater facilities constructed within the City shall be constructed in accordance with this policy. Implementation of this policy will provide a better functioning storm drainage system that provides safe, efficient, and maintainable facilities that are aesthetically pleasing and allow for expansion to provide protection of the environment, specifically with regards to ESA.

OBJECTIVES

The City of Newcastle Public Works Department (425-649-4444) issue permits and approvals for all storm drainage improvements located within the city. In addition to meeting the minimum requirements in the King County Surface Water Design Manual with respect to water quality treatment and detention, these policies serve to increase the potential for expanding said facilities in the event that future regulations require retrofit of existing facilities to meet the requirements under ESA. In addition, the city desires to have stormwater facilities that are safe, effective, functional, accessible, maintainable, and aesthetically pleasing. Therefore, the following policies shall be required for construction of new stormwater facilities:

General

1. In accordance with NMC 13.10.070, all projects within the City shall provide Level Two flow control, except those areas draining to Lake Boren, which shall provide Level Three flow control. In addition, those projects draining to Lake Boren shall meet the water quality treatment required under the Lake Protection standards.

2. For any project draining to an area of known erosion or flooding problems, the City may require Level Three flow control, or better.

3. For any project draining to a sensitive resource, additional water quality treatment maybe required beyond the typical Basic Treatment requirements.

4. All stormwater facilities shall be landscaped as described in the KCSWDM and as approved by the City.
14. Where allowed, underground vaults shall be equipped with a hatch as described in the KCSWDM, rather than a standard manhole cover.

15. Where allowed, underground vaults and tanks shall be accommodated with easements or setbacks large enough to provide for the complete replacement (without encroaching on any other structures or roads) of the structure should replacement be required in the future.

16. Open vaults with vertical side(s) shall be prohibited.

New Technology

17. Self-contained treatment devices are prohibited due to costs and treatment performance. If selected, the developer must provide proof that the advertised level treatment can be obtained. Evidence of performance shall be provided which includes actual field data. The city may also require that the device be approved by the Department of Ecology or the Environmental Protection Agency. If selected, the developer shall provide proof that the associated maintenance costs do not exceed 50% of the total revenue from the stormwater utility fees for that specific project.

Biofiltration

18. Bioswales shall only be constructed where approved by the City. Specifically, bioswales shall not be constructed in areas that are shaded during the growing season or between single family residences or commercial buildings.

19. Bioswales shall not be constructed with vertical side(s).

20. Bioswales shall not be designed as wet swales.

21. Bioswales shall not be designed with a longitudinal slope less than 1.5 percent.

Pond Design Criteria

22. All ponds shall be constructed with interior and exterior side slopes not exceeding 3 horizontal to 1 vertical. Ponds shall not be constructed with vertical side(s).

23. All ponds shall have a 12-foot wide (15 feet on curves) gravel surfaced access road around the entire perimeter of the pond. Said access road shall be connected to the public street in at least one location (or connected via a public access tract). All portions of the access roads shall not exceed 15% grade. Bollards shall be installed approximately 25 feet from the edge of the traveled way (or curb) in order to provide a safe parking area for maintenance personnel when accessing the pond.

24. Pond access roads shall not be dually used as a bicycle or equestrian trail.
**CITY OF NEWCASTLE**

Operating Policies for the Public Works Division

Operating Policy #19

*Submittal Standards – Final Plat Map*

**GOAL**

Establish policies and procedures for submittal of materials for recording final short plats and subdivisions. Providing consistent and complete final plat maps will assist the City in providing better and more accurate service to citizens and builders.

**OBJECTIVES**

The City of Newcastle Community Development Department (425-649-4444) issues permits and approvals for land subdivisions. Once a land subdivision project is complete, that is the improvements installed and accepted by the City, the individual lots will be developed through the construction of single family residences and associated appurtenances. In order to provide better and more accurate service to the builders and protect adjacent properties, and ensure compliance with all City codes, the final plat map must be as complete and accurate as possible. Therefore, the following criteria shall be applied to all final plat maps:

1. A preliminary copy of the final plat map shall be submitted to the City for review. Included in the submittal for Public Works shall be survey closure calculations, prepared by a licensed land surveyor. These closure calculations shall cover the property boundary, all tracts, lots, and right-of-way blocks. All line and curve data labeled on the plat map shall match exactly the data presented in the closure calculations. The surface area of all tract and lots shall be included in the calculations and identified on the plat map.

2. Once the City has reviewed the preliminary copy of the plat map for survey closure and all required information, the City shall identify to the developer all necessary corrections. A final check print shall be submitted to the City for final review prior to the submittal of mylars for signature.

3. Mylars shall be submitted to the City for signatures and approval by the City Council. An electronic copy in a form identified by the City shall be submitted with the mylars.

4. In accordance with NMC 17.45, the plat map shall be submitted to the Director of Community Development on mylar with the dimensions of 18 inches by 22 inches, allowing for a one-half inch border.
The grantor covenants that no permanent structure shall be erected, and no large trees or shrubs shall be planted in the area of ground for which the easement in favor of the City of Newcastle has been provided. Grantor may construct a fence or other obstruction, excluding rock or retaining walls, on grantor’s property, PROVIDED however, that grantor does not prohibit or impeded the City’s access to the easement.”

iv) Acknowledgments
v) Covenant identification
vi) Notes
vii) Lot addresses and surface area for all lots and tracts

f) A map of the entire plat indicating the section corners from which the legal description is derived shall be shown at a scale not to exceed 1”=200’. The basis of bearings shall be identified. All lot numbers and tracts shall be identified on the map and the survey data for the plat boundary labeled. Also, an index sheet shall be included.

7. On individual map sheets the following information shall be shown at a scale not to exceed 1”=50’:

a) Street names (proposed and existing)
b) Street rights-of-way lines with width, intersection corner radii, and cul-de-sac radii labeled
c) Street right-of-way centerline indicated with survey bearings
d) Monument locations (proposed and existing)
e) Sensitive area boundaries, buffer lines, and setback lines
f) Where a map sheet continues onto another sheet, references identifying the appropriate sheet shall be labeled in all locations.
g) A table shall be included which identifies the required building setbacks. Table shall include the front, side, rear, garage, and storm drainage easement setbacks. The table shall note “For additional requirements see City of Newcastle Municipal Code, Section 18”.
h) Right-of-way dedications with dimensions.
i) Easements for temporary cul-de-sac turnarounds.
j) Legend identifying all common and typical symbols.
k) A miniature index sheet indicating the current sheet.

l) Tracts
   i) All tracts shall be identified as to purpose (Public Storm Drainage, Private Access Tract, Public Open Space, etc.)
   ii) All tracts shall identify a call-out note. Note shall identify the ownership, specific rights and restrictions of each tract.
   iii) All tracts shall have all survey dimensions and bearings labeled
Developers developing subdivisions shall submit to the City drawing files in AutoCAD format (latest release) on three and one half (3 ½) inch discs or compact discs accompanied by the original mylars of the final subdivision or short plat. The AutoCAD drawing files shall reflect all changes that have been incorporated into the final subdivision or short plat drawings and shall be supplied in the format identified below:

The AutoCAD files shall be structured so that the following drawing entities are developed using a single polyline to create a polygon. The entities shall be placed on a unique layer as listed.

<table>
<thead>
<tr>
<th>No.</th>
<th>Entity</th>
<th>Layer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Drainage Easements</td>
<td>DRNEASE</td>
</tr>
<tr>
<td>2.</td>
<td>Utility Easements</td>
<td>UTILEASE</td>
</tr>
<tr>
<td>3.</td>
<td>Access Easements</td>
<td>ACCSEASE</td>
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<tr>
<td>4.</td>
<td>Water Easements</td>
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<tr>
<td>5.</td>
<td>Sewer Easements</td>
<td>SSEASE</td>
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<tr>
<td>6.</td>
<td>Parks</td>
<td>PARK</td>
</tr>
<tr>
<td>7.</td>
<td>Trails</td>
<td>TRAIL</td>
</tr>
<tr>
<td>8.</td>
<td>Open Spaces</td>
<td>OPENSPAC</td>
</tr>
<tr>
<td>9.</td>
<td>Parcels</td>
<td>PROP</td>
</tr>
<tr>
<td>10.</td>
<td>Right-of-Way</td>
<td>R-O-W</td>
</tr>
<tr>
<td>11.</td>
<td>Building Setback Lines</td>
<td>BSBL</td>
</tr>
</tbody>
</table>

The AutoCAD files shall be structured so that the following drawing entities are developed as polylines. The entities shall be placed on a unique layer as listed.

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<th>No.</th>
<th>Entity</th>
<th>Layer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Right-of-Way centerlines shall run from intersection to intersection</td>
<td>R-O-WCL</td>
</tr>
<tr>
<td>2.</td>
<td>Wetlands</td>
<td>WET</td>
</tr>
<tr>
<td>3.</td>
<td>Wetland Buffer</td>
<td>WETBUF</td>
</tr>
<tr>
<td>4.</td>
<td>Streams</td>
<td>STRM</td>
</tr>
<tr>
<td>5.</td>
<td>Stream Buffer</td>
<td>STRMBUF</td>
</tr>
<tr>
<td>6.</td>
<td>Steep Slopess</td>
<td>SLOPE</td>
</tr>
<tr>
<td>7.</td>
<td>Steep Slope Buffer</td>
<td>SLOPEBUF</td>
</tr>
</tbody>
</table>

The following drawings entities shall be developed as single points representing the location of the center of the item they represent. The proper symbols will be allocated to these points by the
CITY OF NEWCASTLE
Operating Policies for the Public Works Division

Operating Policy #20

Installation of Driveway Curb Cuts

GOAL.

Establish policies and procedures for removing and replacing concrete curb and gutters for the purposes of installing a driveway curb cut. Said policies and procedures will protect and preserve the integrity of the City’s roadways. Alternatively, developers may choose to locate and install driveway curb cuts at the time of the original curb and gutter pouring and thereby avoid the costly and timely repair of the street.

OBJECTIVES

The City of Newcastle Building Department (425-649-4444) issues permits and approvals for all structures and buildings including single family residences. The Public Works Department reviews permit applications with respect to the public works aspects of the single-family construction. In order to protect the roadways from undermining and settling immediately adjacent to driveways, the Public Works Department shall issue approvals in conjunction with a building permit for those projects that will require the replacement of the curb and gutter for the purposes of installing the driveway curb cut.

1. The city charges a road access fee for all building permits. For all projects that will access public roads install a driveway curb cut, approval by the Public Works Department shall be required at the time of Building Permit issuance. All permit fees must be paid by the contractor prior to issuance of the Building Permit.

2. The contractor shall submit plans that detail the location of the driveway, utilities, fire hydrants, light poles, or other obstructions such that City staff can determine the impacts to the existing roadway. The plans shall include Public Works Standard Drawings ST-19 through ST-22 indicating the design and specifications for constructing curb, gutter, and sidewalk in the City.

3. Where the final lift of asphalt has not been placed, the contractor shall neat line sawcut the existing asphalt treated base (ATB) one foot beyond the edge of the gutter, for a distance of two feet beyond the ends of the replaced section(s) of curb and gutter. The ATB shall be removed and waste hauled and the subgrade removed to a depth at least to the bottom of the curb and gutter forms. Where only gravel base exists, the contractor shall remove an equal amount of gravel base. Where the final lift of asphalt exists, the City Engineer shall specify the location and size of the sawcut and permanent patch.