

CHAPTER 1 ADMINISTRATION

1.1 GENERAL

These are general conditions and requirements for all improvement or extensions of the City of Sedro-Woolley's street or utility systems. The conditions as herein stated apply to all improvements made by private developers.

1.1.1 Deviation from Standards

Deviation from these standards may be granted through the modification procedure per section 1.3.10 or by the variance procedure in SWMC 16.12.060, as applied in section 1.3.10 (D).

1.2 DEFINITIONS

Access – The safe, adequate, and usable ingress/egress (entrance/exit) to a property or use.

Average Daily Traffic (ADT) – The total number of vehicles traveling past a particular point in an average 24-hour period. Typically used in quantifying the combined number of vehicles traveling either direction on a particular roadway.

Alley – A public or private way, at the rear or side of property, permanently reserved as a means of vehicular or pedestrian access to a property.

Applicant – The person, partnership, joint venture, firm, or corporation who has applied for a Development Permit or approval.

As-Built Certification – Certification specified in the Appendix of these Construction Standards.

As-Built Drawing – Stamped and Signed Engineering plans that have been revised to reflect all changes to the plans that have occurred during construction, including changes in materials, distances, lengths, location, elevations, volumes, etc., and which has an As-built Certification.

Best Management Practice (BMP) – One of those practices described in the Stormwater Management Manual for Western Washington prepared by Washington State Department of Ecology.

Bike Lane – A travel lane, located within the paved area of a roadway, which is provided for the exclusive use of non-motorized vehicles (bicycles).

Bikeway – A paved roadway provided for the exclusive use of non-motorized transportation (bicycles, pedestrians, etc.)

Biofiltration – The process of reducing pollutant concentrations in water by filtering the polluted water through vegetation.

Bioretention – The process of reducing pollutant concentrations in water by filtering the polluted water through vegetation planted in a planting soil mix, and retaining it in a depression to infiltrate into the underlying soils.

City – The City of Sedro-Woolley, acting through its legally constituted elected officials, employees, or agents.

City of Sedro-Woolley Datum – The City of Sedro-Woolley City Datum. The horizontal datum is currently NAD-83/91. The vertical datum is currently NAVD-88. Until October 2003, all vertical work was done using assumed datums or NGVD-29. A City-wide Datum with Monumentation is planned for 2004. Check with the Public Works / Engineering Department for status.

Clearing (Clearing and Grubbing) – The removal of vegetation from a site by physical, mechanical, chemical, or other means. This does not mean landscape maintenance or pruning consistent with accepted horticultural practices that do not impair the health or survival of trees and vegetation.

Comprehensive Plan – A plan adopted by the City Council to guide the physical growth and improvement of the City and urban growth management area, including any future amendments and revisions.

Contiguous ownership – A group of adjacent parcels with one or more owners in common.

Conveyance System – The drainage facilities, both natural and man-made, which collect, contain, and provide for the flow of surface, stormwater, and sanitary sewage from the highest points on the land down to the receiving waters or receiving treatment facility. The natural elements of storm water conveyance systems include swales and small drainage courses, streams, creeks, rivers, lakes, and wetlands. The man-made elements of conveyance systems include gutters, ditches, pipes, channels, and retention/detention facilities.

Cul-de-Sac – A type of roadway design used to provide a place for vehicles to turn around at the end of a “dead-end” street. This is the preferred method for providing an emergency vehicle turnaround on road stubs and driveways greater than 150-feet in length.

Dedication – Shall mean the deliberate appropriation of land by its owner for public use or purpose, reserving no other rights than those that are compatible with the full exercise and enjoyment of the public uses or purpose to which the property has been devoted. The intent to dedicate will be evidenced by the owner by the presentment for filing of a final plat, short plat, binding site plan or statutory warranty deed that shows the dedication thereon. Acceptance by the public will be evidenced by written approval issued by the City of such document for filing with the County Auditor.

Development Activity – Any work, condition, or activity that requires a permit or approval.

Development Permit – Any permit or approval by the City or the City’s Building Department that must be obtained before initiating a use or development activity.

Director – The City of Sedro-Woolley Public Works Director, including such assistants as are authorized to represent him/her.

Downstream Analysis – Report that assesses potential offsite drainage impacts associated with development of the project site and appropriate mitigation of these impacts in accordance with the requirements of the *DOE Stormwater Manual*.

Engineer – Any Washington State licensed professional engineer who represents the

developer.

Engineering Permit – Any of several City of Sedro-Woolley Permits issued by the Engineering and/or Building Department. These include Right-of-way permits, Fill and Grade permits, Clearing permits, etc.

Engineering Plan – A plan prepared, stamped, and signed by a professional civil engineer. An engineering plan may be supplemented with detailed drainage calculations, structural calculations, or other supporting documents needed to assess the total plan.

Engineering Review – An evaluation by the Public Works Department of a proposed project's compliance with the Development Standards and other applicable City, State, and Federal regulations, ordinances, and policies.

Frontage Improvements – All of the street pavement, curb, gutter, sidewalk, transit, bus shelters, bus pullouts, storm drainage, power and communications cable undergrounding, street trees and street lighting, as specified by these Standards, located within any public right-of-way abutting the property boundary of the development.

Grading – Any excavating or filling of earth materials or any combination thereof.

Half Street – Street constructed along an edge of development utilizing at least half the regular width of the right-of-way and permitted as an interim facility pending construction of the other half of the street by the adjacent owner. A minimum pavement width of twenty feet (20') is required.

Hammerhead Turnaround – A type of roadway design used to provide a place for vehicles to turn around at the end of a "dead-end" street. The turnaround is shaped like a hammer or the letter "T." The hammerhead is an excellent option for providing interim emergency vehicle access. A cul-de-sac (bulb) type turnaround is preferred as a permanent fixture.

Impervious Surface – A hard surface that either prevents or retards the entry of water into the soil mantle as under natural conditions prior to development, and/or a hard surface area that causes water to run off the surface in greater quantities or at an increased rate of flow from the flow present under natural conditions prior to development. Common impervious surfaces include, but are not limited to: roof tops; walkways; patios; driveways; parking lots or storage areas; concrete or asphalt paving; gravel roads; packed earthen materials; and oiled, macadam, or other surfaces that similarly impede the natural infiltration of surface and storm-water runoff.

Improvements – Any act that improves the value of public, real, and personal property, or that is necessary as a condition of development, including but not limited to: streets and roads complying with the development standards and specifications adopted by the City; public utility and pedestrian facilities; streetlights; landscape features; sewer and water lines; bridge structures; storm drainage facilities; and traffic control devices as are required to be installed as a part of subdivision, short subdivision, large lot subdivision, binding site plan, or commercial development.

Ingress/Egress – Points of access to and from a property or parcel.

Inspector – The City's authorized representative assigned to make all necessary inspections of work performed or of materials furnished or being furnished by the Contractor.

Modification (Variance) – The Public Works Director / City Engineer may modify, defer, or waive the requirements for right-of-way improvement after consideration of a written request for the reasons outlined.

Performance Guarantee – A financial guarantee in a form acceptable to the City Attorney, to ensure that all improvements, facilities, or work required by this ordinance will be completed in compliance with this ordinance, regulations, and approved plans and specifications.

Plan Reviewer – The engineering plan reviewer of the Public Works Department.

Plans – The plans, profiles, cross sections, elevations, details, and supplementary specifications, sign by a licensed professional engineer and approved by the Public Works Director / City Engineer, that show the location, character, dimensions, and details of the work to be performed.

Pre-construction Meeting – Meeting between Public Works Construction Inspector, Engineer Plans Reviewer, and the applicant’s contractor prior to beginning any construction activity on the site.

Project – General term encompassing all phases of work to be performed and is synonymous to the term “improvement” or “work.”

Public Street – Publicly owned and maintained street.

Right-of-way – (1) A strip of land acquired by reservation, dedication, forced dedication, prescription, or condemnation and intended to be occupied by a road, crosswalk, railroad, electric transmission lines, oil or gas pipeline, water line, sanitary storm sewer, and other similar public accesses or public uses; and (2) Generally, the right of one to pass over the property of another.

Sedro-Woolley Public Works Department Standards (SWPWDS) – Guidelines and standards as set forth in this manual.

Site Plan – The development plan for one or more lots on which is shown the existing and proposed conditions of the lot, including topography, vegetation, drainage, flood plains, walkways, means of ingress and egress, circulation, utility services, structures and buildings, signs and lighting, berms, buffers, and screening devices, surrounding development, and any other information that reasonably may be required in order that an informed decision can be made by the reviewing authority.

Standard Details – Those Standard Details contained in the City of Sedro-Woolley Public Works Department Standards (SWPWDS).

Standard Specifications – The Standard Specifications for Road, Bridge, and Municipal Public Works Construction prepared by the Washington State Chapter, American Public Works Association (APWA), and Washington State Department of Transportation (WSDOT); latest edition with revisions, hereinafter referred to as the WSDOT/APWA Standard Specifications Latest Edition hereinafter referred to as Standard Specifications.

Stopping Sight Distance – The sight distance required for an average passenger vehicle, moving at some speed, to identify a situation which required them to stop, decide to stop their

vehicle, and bring a vehicle in average working condition to a stop.

SWCP – Sedro-Woolley Comprehensive Plan

SWMC – Sedro-Woolley Municipal Code

Throat Length – The length of a driveway as measured from the edge of the nearest traveled lane to the point of curvature or intersection with a connecting traffic path. It is the connection depth of the driveway, or the amount of space allowed for vehicles to stack before they begin backing into the main roadway. Insufficient throat length can conflict with flow of off-site traffic and cause on-site circulation problems.

Transportation Impact Study (T.I.S.)– A comprehensive, supplemental report that compares conditions with and without the proposed development for the purpose of identifying transportation improvements necessary to mitigate capacity and safety deficiencies created and/or exacerbated by the proposed development consistent with SWPWDS.

Stormwater and Design Report (S.D.R.)– A comprehensive supplemental report containing all calculations, conceptual design analysis, reports, and studies required to construct a complete site improvement plan based on sound engineering practice and careful geotechnical and hydrological design.

Utility – A company providing public service, including, but not limited to, gas, oil, electric power, street lighting, telephone, telegraph, water, sanitary sewer, storm drainage, solid waste, or cable television, whether or not such company is privately owned or owned by a governmental entity.

1.3 REQUIREMENTS

1.3.1 Frontage Improvements in General

Unless modified or exempt as provided for in these Standards, any activity that requires a Development Permit will require that the developer construct or install frontage improvements in accordance with these Standards.

The development will be exempt from this frontage improvement requirement:

- A. If the land action is not a subdivision of land, and proposed improvements in any 12-month period do not exceed twenty-five percent (25%) of the assessed or appraised value (based on an MAI appraisal provided by the applicant) of all structures on the subject property, whichever is greater.
- B. If within the immediately preceding four (4) years, public improvements were installed as part of any subdivision or discretionary land use approval under this or any prior zoning code.

1.3.2 Streets

- A. General. Streets will be designed and constructed in conformance with the provisions of Sedro-Woolley Public Works Department Standards (SWPWDS); the minimum requirements established by the current editions of the 1.) SWMC; 2.) Sedro-Woolley Road Standards (SWRS); 3.) WSDOT Design

Manual; 4.) American Association of State Highway and Transportation Officials (AASHTO) (A Policy on Geometric Design of Highways and Streets); and as identified by the Planned Street Section Map, Appendix 3-1.

- B. Access to Developments. A development will abut a public right-of-way and have public right-of-way frontage with site access to one or more streets improved to comply with the standards as set forth in the SWPWDS.

- C. Alignment and Location. Proposed streets and other primary accesses will be aligned with existing street. Street alignments will relate where practical to natural topography and will be selected so as to minimize grading and avoid excessive runoff. Alignment and connections of newly constructed public streets will be provided in accordance with the following conditions, unless otherwise prohibited:
 - 1. Street connection will be provided to any existing public street or right-of-way “stub” abutting the proposed development.
 - 2. Pedestrian and emergency access will be provided to any abutting public school, public building, public park, trail, bikeways or transit stop.
 - 3. Streets will be located for the development of adjoining land.
 - 4. Block perimeters should be no longer than 1,320 feet (1/4 mile) for non-motorized access and 2,640 (1/2 mile) feet for streets.
 - 5. More than one connection to the existing public street system will be provided for any development, or part thereof, of four acres or more, or generating more than two-hundred fifty (250) trips per day or more (twenty five (25) single-family lots). If not otherwise infeasible, each connection will be to a different street.

- D. Rights-of-way, Easements, and Improvements. The developer will dedicate right-of-way, grant easements, clear and grade the area required to comply with the SWPWDS, and install all necessary improvements in conformance with the standards prescribed.

- E. Horizontal or Vertical Curves, Sight Distance, Grades, and Tangents. Horizontal or vertical street curves, sight distance, grades, and tangents will be based on the current edition of AASHTO standards. A design proposal that differs from the AASHTO standard may be approved by the Public Works Director / City Engineer upon the review of a modification request, if the deviation is justified to minimize grading, avoid excessive run-off or topographic conditions attending the development site, or to implement traffic calming techniques when warranted.

- F. Street Intersections
 - 1. Primary points of access or street intersections with centerline offsets of less than one hundred sixty-five feet (165') will not be allowed unless the Public Works Director / City Engineer finds special conditions requiring a reduction.

2. Unless required by street spacing standards, intersections on curves will be avoided.
 3. Turning lanes and acceleration/deceleration lanes will be provided as required by the Public Works Director / City Engineer. Guidelines include the following: the *WSDOT Design Manual*, *Highway Research Record 211*, and *Guidelines for Right-Turn Treatment at Signalized Intersections*.
- G. Cul-de-sacs and Dead-end Streets. No street or combination of streets shall function as a cul-de-sac or dead-end longer than three hundred feet (300').
 - H. Half Streets. The construction of half streets must be approved by the Public Works Director / City Engineer, and will be permitted only along the boundaries of a development. Pavement, at least twenty feet (20') in width or as required for that street classification (measured from gutter line), will be provided, and an adequate right-of-way width will be dedicated.
 - I. Limited Access to Arterial. Vehicular access to an arterial or arterial collector may be permitted consistent with the requirements in Chapter 3, SWPWDS.
 - J. Private Streets. Only if approved by the Public Works Director / City Engineer. (Per the City policy on private streets adopted by ordinance in 2003.) Any street that is intended for private use may be used in short sub-divisions and cluster subdivisions only, must be located within a private tract. The tract must abut five (5) or more dwelling units and be more than one hundred fifty feet (150') in length. Accesses serving four (4) or less dwelling units and less than 150' in length are considered shared driveways off of the main street.
 - K. Street Names. The Planning Department will assign all street names.
 - L. Street Lights. The developer will provide streetlights on all improved rights-of-way, public or private, per SWPWDS.
 - M. Street Barricades. The developer will construct and install approved barricades where required by the Public Works Director / City Engineer.
 - N. Turning and Acceleration/Deceleration Lanes. When required by the Public Works Director / City Engineer, the developer will construct turning and acceleration/ deceleration lanes and traffic channelization devices along all development frontages and/or off-site as indicated in a Traffic Impact Analysis.
 - O. Relocation of Utilities. The developer will provide for the relocation of any utilities that must be relocated to accommodate street or other required improvements. If overhead utility lines to be relocated affect three (3) or more spans and/or five hundred lineal feet (500 LF), all utilities shall be undergrounded.
 - P. Street Signs. All traffic control devices including street name signs within a subdivision or short subdivision shall be provided by the developer. See the street sign standard plans in the Appendix. The City is able to provide signs for the following fees based on actual costs:
 1. Stop Sign Only - \$150

- 2. Street Name Signs Only (2 signs and cross bracket) - \$175
- 3. Combination Stop Sign with Street Names - \$200
- 4. Address Signs - \$18 each

1.3.3 Franchise Utilities

All franchise utilities within the limits of the City of Sedro-Woolley are required to perform “locates” within two (2) business days of notification by the City of Sedro-Woolley, the person(s) performing the work, or the ‘One-Call’ (1800-424-5555) center. This requirement applies to in-ground work and ‘design’ locates.

All franchise utilities are required to pay all applicable permit fees, including but not limited to right-of-way and initiation fees.

All franchise utilities are required to follow all applicable City standards.

Undergrounding of Overhead Utilities. All required utilities shall be installed underground as rights-of-way are constructed. If the City determines that undergrounding is not feasible at the time the right-of-way is constructed, the applicant must sign a concomitant agreement to pay the subject property’s fair share of undergrounding the utilities at some future date when undergrounding is feasible. This concomitant agreement shall be recorded with the County at the expense of the applicant and shall run with the property.

Underground requirements may be waived or modified by the Public Works Department and approved by the Public Works Director / City Engineer. The applicant must demonstrate that it would be undue hardship to construct the facilities underground. “Undue hardship” means either:

- a. The installation would be technologically unfeasible; or
- b. The cost of the underground construction outweighs the general welfare consideration in requiring underground construction.

A. Underground requirements - New facilities.

- 1. All major additions of new facilities (three or more spans and/or five hundred feet (500’) or more) shall be underground.
- 2. Minor additions of new facilities may be constructed aerially where existing facilities are aerial.
- 3. A permit from the City Public Works department shall be required.

B. Underground requirements - Rebuilds, replacements, and additions.

- 1. A relocation necessitated by a public works project including, but not limited to, road realignment, widening, or sewer and water main projects; a major rebuild; or replacement of existing aerial facilities (three (3) or more spans and/or five hundred feet (500’) or more) shall be underground, and a permit from the City Public Works Department shall be required; except: undergrounding shall not be required in those cases where the Public Works Director / City Engineer finds that undergrounding will not be in the best interest of the public.

2. A minor rebuild, replacement, or relocation of existing aerial facilities may be constructed aerially. No permit shall be required.
3. When there is casualty damage to an overhead service system or other major service outage, the facilities may be restored aerially. No permit shall be required.
4. An addition of three phase conductors or reconductoring, which does not constitute a major rebuilding, will be allowed on existing aerial facilities. No permit shall be required.
5. The provisions of this section shall not apply when constructing single-family homes in areas zoned for single-family residences, or in other zones if 75 percent of the affected parcels within the perimeters of the specific project are made up of single-family residences.

C. Underground requirements - Service connections.

Service connections are facilities extending from a distribution system and terminating on private property to serve a customer or subscriber. Service connections shall be underground, unless the distribution system serving the customer or subscriber is aerial, and the building, structure or an addition, alteration, or repair thereto is under \$20,000.00 in value.

D. Underground requirements - Connections and disconnections of affected service.

Owners of real property abutting an underground project shall be responsible, at their expense, for converting to underground service and disconnecting their aerial services within ninety (90) days following notice in writing of availability of such underground service. Time in consummating such connection and disconnection is of the essence, and such notice to the property owner, customer, or subscriber may be mailed, postage prepaid, or delivered in person. In the event that such conversion and disconnection is not accomplished within ninety (90) days of receipt of notice, the City may order the work done, and the actual cost shall constitute a lien against the real property subject to enforcement as provided by law.

E. Underground Requirements - Location.

Underground franchise utility runs shall be located within City rights-of-way, unless specifically granted modification from Director of Public Works / City Engineer. See the Utility Location Cross Section in the Appendix for individual utility preferred locations. It is generally in the best interest of the public that utilities be placed in public rights-of-way in generally consistent locations within the rights-of-way, unless mitigating circumstances exist.

1.3.4 Bikeways and Walkways

- A. Easements. Where needed for purposes of traffic safety or access to schools, playgrounds, public parks, trails, shopping facilities, or other community facilities, public right-of-way for bikeways or walkways, not less than twenty

(20) feet in width, shall be dedicated and installed per the Comprehensive Plan. Such easements may be located within the outer fifty feet (50') of a Protected Critical Area buffer.

- B. Improvement Standards. Bikeways and walkways will be surfaced with asphalt concrete and designed to the standards in Chapter 3, SWPWDS. Bikeways and walkways will be illuminated in accordance with the specifications set forth in this standard and SWMC. Bollards or other facilities designed to prohibit the passage of motor vehicles through pedestrian easements will be installed to the specifications of the SWPWDS.
- C. Pedestrian and bicycle access shall be provided to develop a non-motorized network with a block perimeter of no greater than 1,320 feet (1/4 mile), as measured on center lines. This requirement may be modified if connections cannot be made due to:
 - 1. Topographical constraints
 - 2. Environmentally sensitive areas
 - 3. Adjacent development not being conducive

1.3.5 Sidewalks, Planting Strips, and Medians

Sidewalks, planting strips and/or medians will be constructed within all new developments and on the development sides of any streets abutting the exterior of all developments. Said construction will be subject to the conditions and regulations set forth in Chapter 3 of the SWPWDS. Sidewalk widths may be required above the minimum in areas where special design standards have been added.

Medians are required on arterial streets to improve traffic circulation and enhance right-of-way appearance as set forth in Chapter 3 of these standards. In phased arterial development situations, the median may be deferred in lieu of a 14' wide two-way left turn lane (TWLTL) with approval from the Director of Public Works / City Engineer.

1.3.6 Sewer and Water

The developer must contact the Sedro-Woolley Sanitary Sewer Department and obtain a Certificate of Sewer Availability to be submitted with a Building Permit or Development Application.

The developer must contact Skagit Public Utility District (P.U.D.) No. 1 for water requirements. A Certificate of Water Availability must be submitted with a Building Permit or Development Application.

Sedro-Woolley Sanitary Sewer Department
401 Alexander Street
Sedro-Woolley, WA 98284
360-856-1100

Skagit P.U.D. No. 1
PO Box 1436
1415 Freeway Drive
Mount Vernon, WA 98273
360-424-7104

1.3.7 Stormwater Drainage

The developer will provide for the treatment, storage, and disposal of surface drainage through a storm drainage system designed to the current City requirements, and Chapter 4, of the SWPWDS.

1.3.8 Solid Waste and Recycling

Solid waste and recycling requirements are outlined in the Appendix. It is recommended that you contact the City Solid Waste Department and the franchised recycling hauler to discuss design.

Sedro-Woolley Solid Waste Department
315 Sterling Street
Sedro-Woolley, WA 98284
360-855-1884

Waste Management
PO Box 546
15878 Petersen Road
Burlington, WA 98233
360-757-9380

1.3.9 Modification

Purpose. Any applicant may seek modification to Public Works standards by the Public Works Director / City Engineer after consideration of the four criteria in 1.3.10-B.

1.3.10 Frontage Improvement Modification

- A. Purpose. In certain circumstances it may not be appropriate to require installation of frontage improvements at the time a development occurs. In such situations, the Public Works Director / City Engineer is authorized to modify, defer, or waive installation of such improvements to a later date under the provisions of this section.
- B. Criteria for deferral. The Public Works Director / City Engineer may modify, defer, or waive any or all required improvements as defined by these Standards, provided one or more of the following criteria are met:
1. The improvement as required would not be harmonious with existing street improvements, would not be advantageous to the neighborhood or City as a whole.
 2. Unusual topographic or physical conditions preclude the construction of the improvements as required.
 3. Proper vertical or horizontal alignments cannot be determined because the existing streets do not have alignments meeting current standards.
 4. The required improvement is part of a larger project that has been scheduled for construction in the City's Transportation Improvement Program.
- C. Security for modification. Any deferred frontage improvement will be secured for installation at a later date by one of the following methods selected by the Public Works Director / City Engineer.
1. Commitment to participate in a local improvement district (L.I.D.). The property owner will execute a covenant document that ensures the

participation of the subject property owner(s) in any local improvement district formed for the construction of such frontage improvements. Said document will be in a form provided by the City of Sedro-Woolley and will be effective for a period of ten years from the date of recording.

2. Payment in Lieu of Installation. The property owner will pay to the City an amount equal to the estimated value of the required frontage improvements as determined by the Public Works Director / City Engineer. Such amount will be deposited into a municipal fund account reserved for the financing of such or similar improvements in the immediate vicinity, with benefit to the development under application. Such payment will be refunded in full, plus interest to the property owner should the City not commence with the project to install the required frontage improvements or if the funds are not encumbered within six (6) years from the date such payment is made.

D. Appeal of decision. Written modification requests which are denied by the Public Works Director / City Engineer may be appealed by variance request per SWMC 16.12.060. Failure to first pursue a deviation from standards by written modification request to the Public Works Director / City Engineer will result in invalidation of the variance request. Written modification shall be pursued prior to using the variance procedure.

1.3.11 Reimbursement Areas

Reimbursement for Installation of Public Improvements. Whenever any party, including the City, a developer and/or a local improvement district funds the installation of street, sidewalk, curb, gutter, storm drainage, street lighting, traffic signs and signals, street trees, underground communications and power facilities that benefit non-participating properties the party may make application to the Public Works Director / City Engineer for the establishment by contract of an assessment reimbursement area (latecomers agreement).

1.4 PERMITS AND APPROVALS

1.4.1 General

The purpose of this section is to advise property owners, developers, builders, contractors, and other interested persons of the pre-development, design, construction, and permit requirements of the City of Sedro-Woolley Public Works Department.

1.4.2 Development Permits and Approvals

Prior to the initiation of any construction activity within public rights-of-way or easements, or work on private property as herein described, all permits, licenses, and approvals shall be secured by the owner or authorized agent. The permittee shall be responsible for compliance with all conditions, requirements, or special instructions specified or implied by the approved permit.

The following are the permits or approvals that may be required for construction within the City of Sedro-Woolley.

A. Preapplication Conference and Design Review Committee Approval

- B. Environmental (SEPA) Process
 - C. Land Use Permits
 - a. Administrative
 - b. Planning Commission
 - c. City Council
 - D. Excavation and Grading Permits
 - E. Land Surface Modification
 - F. Building Permits
 - G. Subdivision, Boundary Line Adjustment, Binding Site Plan, Lot Line Elimination
 - H. Right-of-way Permits
 - I. Pre-construction Meeting
 - a. Requests for Inspections
 - i. TESC –
 - 1. Clearing Limits
 - 2. Construction Entrance
 - 3. Washdown Area
 - 4. Significant Tree Protection
 - 5. Trap/Pond Approval
 - 6. Misc. TESC Measures
 - ii. Clearing and Grubbing Approval
 - iii. Stripping & Stockpiling Complete
 - iv. Utilities
 - 1. Bedding
 - 2. Compacted Backfill
 - 3. Dewatering (if necessary)
 - 4. Structure Placement
 - v. Subgrade
 - vi. Compacted Base
 - vii. Each Surfacing Lift
 - viii.
- K. Project Finalization
 - a. Request for Final Punchlist
 - b. Bonding & Security
 - c. As-builts
 - d. Monumentation
- K. Assessment Reimbursement Area (Latecomer's Agreement)

1.4.3 Environmental Approvals

The City of Sedro-Woolley Planning Staff, prior to the issuance of any development or construction permits, may require an Environmental Checklist. If required, a Determination of Non-Significance (DNS), Mitigated Determination of Non-Significance (MDNS), or an Environmental Impact Statement (EIS) may be required prior to proceeding with the project.

1.4.4 Land Use Permits

The City of Sedro-Woolley Zoning Code requires that a Land Use Approval shall be issued for all excavating and grading permits; building permits for new construction, alteration, repair, or house moves; and for use of vacant lands or land use changes within any zoning district. The Land Use Permit certifies that the proposed land use is consistent with the City of Sedro-Woolley Zoning Code.

1.4.5 Excavation and Grading Permits

An Engineering Approval is required for clearing, excavation, filling, grading, and temporary erosion control construction. The Public Works Department shall administer the approval. An Engineering Permit will not be issued prior to plan approval of engineering or building plans related to the entire project.

- A. No fill work is permitted in the floodway of the Skagit River, or any of the waters of the State within the city limits of Sedro-Woolley. No materials or constrictions shall be added within a floodway. See SWMC 17.66 for additional floodplain management regulations.
- B. Within the floodplain, but outside of the floodway, of the Skagit River and any other waters of the State within the city limits of Sedro-Woolley, the Public Works Department has a 'no net fill' policy. If materials are to be added within the floodplain, an equal volume of material shall be removed from the floodplain. This policy is based on a 'good neighbor' policy, and for protection of the Sedro-Woolley Wastewater Treatment Plant (WWTP). Fills within the floodplain could tend to shift floodwaters onto neighboring properties or could add to the 'backwater' effect during a flood, and could raise the flood level at the WWTP. See SWMC 17.66 for additional floodplain management regulations.

1.4.6 Building Permits

Chapter 1 of the Uniform Building Code, as adopted by City Ordinance, specifies that:

“No building or structure regulated by this code shall be erected, constructed, enlarged, altered, repaired, moved, improved, removed, converted, or demolished within the City, or cause the same to be done, without first obtaining a separate building permit for each such building or structure from the Building Official.”

- A. At the time of Permit Application, the developer shall submit working drawings plus additional copies of the plans as specified by the Building, Fire, Planning and Public Works Departments to the Building Official along with a completed application for a Building Permit and the following submittals as applicable:

1. Structural Calculations
 2. Storm Drainage Detention Calculations
 3. Soils Analysis
 4. Energy Code Calculations
 5. Landscape Plan
 6. Site Plan
 7. Utilities, Storm, Road, and Onsite Grading Plan, and streetlighting
 8. Temporary Erosion Sedimentation Control Plan
 9. State Flood Zone Control Permit (if required)
 10. Contractors Registration Number and Expiration Date
 11. Five Complete Sets of Blueprints
 12. Building and Topographical Survey Information
 13. Payment of Building Department Plan Check Fee
 14. Other Submittals as Specifically Requested at the Development Review Committee Meeting.
 15. Project Cost Estimate
 16. Bond Quantities Worksheet
 17. Legal Descriptions for Required Easements or Right-of-way Dedication
- B. The City will review plans and calculations for conformance with City development requirements, standards, codes, policies, rules and regulations. Red-line drawings and plan review comments will be returned to the applicant or the designated contact person for corrections. Plans shall be revised by the applicant's engineer to address all red-line comments and plan review checklist requirements.

Prior to approval of the respective design plans by Building, Public Works, Planning Departments, and Sedro-Woolley Fire, submittal of necessary easements, mitigation agreements, and any other documents as specifically required by the above departments shall be completed. The Building Official will issue an approved Building Permit subsequent to submittal of necessary bonds, liability insurance, fees, required documents in the Developer Extension packet and other requirements of the Community Development Department.

- C. Prior to the issuance of the Building Permit all outstanding fees must be paid. This may include:
1. Building Permit Fee

2. Right-of-way Permit and Cash Bond, if required. (See Section 1.4.8).
3. Public Works Engineering Department Plan Review and Inspection Fees
4. Environmental Mitigation Fees
5. Impact Fees

1.4.7 Subdivisions

The regulations and procedures for the subdivision of land are found in the Sedro-Woolley Subdivision Code. Construction plans for approved preliminary plats are submitted to the Community Development Department for review and approval by the Public Works Director / City Engineer.

As a minimum it is necessary to submit six (6) sets of construction plans consistent with the requirements of the construction standards herein, along with two sets of storm water calculations, and any other documents required by the Director.

To begin plan review, it is necessary to pay the Plan Review Fee. Prior to construction, it will be necessary to obtain an Engineering Permit and any other permits deemed necessary by the Public Works Department. Once plans are approved, bonding is complete, and plan review fees have been paid, a Pre-construction conference may be scheduled.

Approval signature lines shall be placed on the appropriate sheets within the construction plan package:

- City Engineer (All sheets)
- City Planner (Landscaping)
- City Fire Chief (Signage & Striping and Water)
- Postmaster (Signage & Striping – mailbox locations)
- Skagit Area Transit (SKAT) (Roadway plans & bus pullout details)
- Skagit PUD #1 (Water)

1.4.8 Right-of-way Permits

City right-of-way shall not be privately improved or used for access or other purposes, and no development approval shall be issued that requires use of privately maintained City right-of-way unless a permit has been issued pursuant to this article, except for utility construction work otherwise authorized. This section shall not apply to driveway connections from private property to City right-of-way.

Review of Application Procedures:

- A. Upon receipt of an application for any Right-of-way Use Permit the City shall determine whether the proposed activity is within the City-owned right-of-way.
- B. The Public Works Director / City Engineer shall review applications for compliance with applicable City plans, policies, regulations, and standards. Prior to issuing a Right-of-way Use Permit, the City shall determine and secure an appropriate bond as described in this article.

Detailed engineering and restoration plans and/or drainage plans may be required

when considered necessary by the Public Works Director / City Engineer. Costs for the development of such plans and conduct of required studies shall be borne by the permit applicant.

1.4.9 Pre-construction Meeting

Upon completion of items and conditions as described, the Pre-construction Meeting will be scheduled with the Engineering Plans Reviewer. At the Pre-construction Meeting, construction schedules, performance testing, and construction details will be confirmed, and the authorization to proceed is given.

1.4.10 Project Finalization

Following completion of the construction and testing, the owner is required to provide P.L.S. or P.E. Certified photo mylar copies of the field-surveyed as-built plans for the project. After submittal of the as-built plans, final S.D.R., and volume confirmation, a final walk-through field inspection of the completed public improvements is scheduled with the City's Engineering Field Inspector, and contractor. A minimum of two (2) working days' notice is required for this inspection.

At walk-through, a punch list of construction deficiencies is generated and prepared. Upon completion of this punch list, the contractor must notify the inspector for final acceptance of the constructed improvements.

Upon acceptance by the Public Works Department, a seventy percent (70%) release of performance bonds and administrative deposits will be authorized. The remainder will be held as a maintenance bond and will remain in effect for two (2) years from the date of final acceptance.

1.4.11 Reimbursement Areas (Latecomer's Agreements)

Reimbursement for Installation of Public Improvements. Whenever any party, including the City, a developer and/or a local improvement district funds the installation of street, sidewalk, curb, gutter, storm drainage, street lighting, traffic signs and signals, street trees, underground communications and power facilities that benefit non-participating properties the party may make application to the Public Works Director / City Engineer for the establishment by contract of an assessment reimbursement area.

1.5 HOURS OF CONSTRUCTION

Monday through Friday, 7:00 a.m. – 8:00 p.m., Saturday 9:00 a.m. to 8:00 p.m. The Planning Director / Director of Public Works / City Engineer must grant written permission for work outside these hours.

1.6 CONSTRUCTION SEASON

The normal construction season is the period between May 1st and September 30th. Work scheduled outside of this construction season will be subject to additional limitations in order to assure compliance with NPDES Phase II regulations.

Cleared areas must be hydroseeded and/or mulched with straw by September 30th. Cleared Work areas are limited to two (2) acres between October 1st and April 30th. Bare soils must be covered in areas where work is not planned to occur for 7 days From May 1st to September 30th and 48 hours between October 1st and April 30th.