



## TOWN OF RUSTON PLANNING SERVICES

5117 North Winnifred Street Ruston, Washington 98407-6597  
Phone (253)759-3544 Fax (253)752-3754

### Digging and Grading Application and Submittal Checklist

|   |                                |
|---|--------------------------------|
| Work Location (address or intersection)   | Permit Number (staff use only) |
| Applicant Name  | Project Name (staff use only)  |
| Applicant Mailing Address   | Applicant Phone                |
|   | Applicant E-mail Address       |
| <p>I certify that I have read and examined this application and have completed it with information that I know to be true and correct. I also give permission for Town employees to enter the site to perform any necessary inspections.</p> <p style="text-align: center;"> <span style="border-bottom: 1px solid black; display: inline-block; width: 300px;"></span> <span style="border-bottom: 1px solid black; display: inline-block; width: 150px;"></span> </p> <p style="text-align: center;">Property Owner Signature <span style="margin-left: 150px;">Date</span></p> |                                |

| <b>Applicant Checklist - (Please see RMC 12.02.020, RMC 25.01.070, RMC 25.01.080)</b> |                          | Included?  |                          |                          |                          |
|---|--------------------------|--|--------------------------|--------------------------|--------------------------|
| Yes   | N/A                      |  | Yes                      | Need                     | N/A                      |
| <input type="checkbox"/>  |                          | <b>Review Fee Deposit</b> (\$500, due at the time of application submittal. Please attach a copy of proof of payment.)   | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| <input type="checkbox"/>  |                          | <b>Copy of Town of Ruston Business License.</b> (All contractors performing work within the Town must have a Town business license.) Please provide 1 copy.  | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| <input type="checkbox"/>  |                          | <b>Project Description</b> (A written description of the proposed project, including the existing/proposed sq/ft of any structures, amount of fill materials <u>imported</u> , <u>exported</u> , and <u>excavated</u> on site, length of time needed for completion, etc) Please provide 5 copies.   | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| <input type="checkbox"/>  |                          | <b>Site Plan</b> (specify the numbers of the lots and blocks in front of or through which, and the names of the streets, avenues, alleys, ways and places wherein, such work is proposed to be performed, show lot lines, easements, existing and proposed topography, existing and proposed structures, existing and proposed utilities, landscaped areas, paths/paved areas, required setbacks, existing and proposed parking and access, signage location, fence locations, drawn to scale) Please provide 5 copies.  | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| <input type="checkbox"/>  | <input type="checkbox"/> | <b>Traffic Control Plan</b> (The applicant must maintain both travel lanes of traffic at all times. Any lane closures must be approved in writing and in advance by the Town Engineer. Place traffic signs in accordance with the latest edition of the Manual on Uniform Traffic Control Devices or as directed by the Town Engineer. Erect, maintain, and provide proper lighting on such barriers and warning signs during the progress of the work as may be necessary or as directed by the Town Engineer for the protection of the traveling public. Make no excavation, and place no obstacle within the limits of a Town road in such a manner as to interfere with the travel over said road. Property owner/residents/businesses shall have the right to safe ingress and egress at all times. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/>  |                          | <b>Indemnification Bond</b> (minimum amount of \$1000, please attach an engineer's estimate) Please contact the Town Clerk to obtain a copy of the Town's approved bond and/or cash set aside agreement forms.   | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| <input type="checkbox"/>  |                          | <b>Certificate of Insurance</b> , as described in RMC 12.02.020(a)(6) (Minimum \$50,000/\$1,000,000 for bodily injuries and \$10,000 for property damage.)   | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| <input type="checkbox"/>  |                          | <b>Erosion and Sedimentation Control Plan</b> , as described by RMC 25.01.080  | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| <input type="checkbox"/>  |                          | <b>A Compact Disc containing the entire application, including drawings as Adobe PDF 7.0 documents.</b> (please make sure that no single file exceeds 10 megabytes in size for e-mail use.)  | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| <input type="checkbox"/>  | <input type="checkbox"/> | <b>Critical Areas Documentation</b> , if applicable (wetlands, steep slopes, aquifer recharge, fish and wildlife), as required by RMC 25.01.070  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/>  | <input type="checkbox"/> | <b>SEPA Checklist</b> , if applicable (see WAC 197-11-800 for a list of exemptions)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|   |                          |  | staff use only           |                          |                          |