

# Critical Area Work Permit Application



17425 Ballinger Way NE  
Lake Forest Park, WA 98155  
206-368-5440

Permit # *Staff use*

<b>Project Description:</b>		
<b>Property Owner:</b>		
<b>Address:</b>		
<b>Phone:</b>		<b>Email:</b>

<b>Authorized Agent:</b>		
<b>Address:</b>		
<b>Phone:</b>		<b>Fax:</b>

<b>General Contractor:</b>		
<b>Address:</b>		
<b>Contact:</b>		
<b>Phone:</b>		<b>Fax:</b>
<b>State License #:</b>		<b>Exp:</b>
<b>City License #:</b>		<b>Exp:</b>

## PERMIT APPLICATION FEES

Fees must be paid at time of application

Major Permit -----	\$550	
Tree-Related -----	\$125	
Public Notice Signage Fee		\$ 200
\$25 addtl. Signage fee if property abuts 2 streets		

Minor Permit* -----	\$120	
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\*For projects performed only by light equipment  
and authorized by an exception listed in [LFPMC 16.16.230](#) or setback  
exceptions of [16.16.240](#)

Drainage Review Fee	
Projects with an engineering plan -----	\$300
Projects w/o an engineering plan -----	\$600
	SUBTOTAL
Technology Fee 10% of Subtotal	
	<b>TOTAL DUE</b>

<i>Staff use</i>	<i>Date Stamp</i>
	<i>Paid Stamp</i>

<b>Describe the nature of proposal. Indicate as much specific information as possible. i.e. What is proposed? How much are you proposing? How long will the work take? How will the use of the property be changed? Future plans?</b>	
<b>What is/are the environmentally critical areas on or near the site? (steep slopes, erosion hazard, landslide hazard, wetland, stream corridor, seismic hazard, flood hazard, shorelines)</b>	
<b>Describe the character of the site. Is the site sloped or flat? Is the site wooded and vegetated, cleared or landscaped? What is the current use of the site? Describe the surrounding areas (undeveloped, residential, commercial)</b>	
<b>How close to environmentally critical areas will the work be being done?</b>	
<b>How will the proposal impact the environmentally critical areas on or off site?</b>	
<b>Describe any mitigating factors. How do you propose to accommodate drainage? How do you propose to reduce erosion? Are there any measures for reducing impacts such as, erosion control, drainage retention, revegetation, restoration, noise, etc.?</b>	
<b>Is the site within 200 feet of the shoreline of Lake Washington?</b>	

**THE APPLICANT MUST PROVIDE THE FOLLOWING INFORMATION FOR PERMIT PROCESSING *(Attach additional sheets if necessary)***

**Two paper copies and one digital copy of all application materials are required**

1. The **site plan** must be drawn to scale at 1"=20', on a minimum 24"x 36" size paper for large(r) projects or, 18"x 24" for smaller projects
  - The existing dimensions and lot size, proposed dimensions and lot size
  - Identify adjacent streets, existing and proposed access
  - Identify existing and proposed structures and distances to property lines
  - Location of proposed alterations or improvements
  - Location of critical areas on or near the site
  - If possible, locate drainage channels, sewer and water lines
  - Identify existing and proposed easements
2. **Clearing, grading, filling, excavating plan.** In addition to the above, you must provide the following information (some plans may be required to be prepared by professional engineer licensed in the State of Washington):
  - Topographical map with contour lines at five (5) foot intervals
  - Designate areas involving land clearing, filling, land cuts or excavation
  - Identify the amount of excavation, fill, and removal of material in cubic yards
  - Locate all significant trees (6" diameter or greater) and identify type and size
  - Designate those trees to be removed and those to be protected
  - Identify areas to be revegetated and/or restored. Provide plant types and methods
3. **Erosion control plan.** This may include erosion and sedimentation control, vegetation management plan, landscape plan, restoration plan, etc.(some plans may be required to be prepared by a licensed professional engineer in the State of Washington):
  - Locate areas that erosion and sedimentation control devices are to be installed
    - Include details for silt fence or any other mechanisms
  - Identify areas to be revegetated or restored, types of vegetation and timing for implementation
4. **Drainage Plan.** This should be prepared by a professional engineer licensed in the State of Washington
  - Drainage requirements, systems and techniques must comply with the King County Surface Water Design Manual, as adopted by the City of Lake Forest Park.
5. **Mitigation Plan** (May include elements of other required plans, such as erosion control and drainage plans)
  - Some plans may be required to be prepared by a licensed, professional engineer in the State of Washington or a qualified ecologist/biologist.

**Release / Hold Harmless Agreement**

I, the undersigned, his/her heirs and assigns, in consideration for City processing the application agrees to release, indemnify, defend and hold the City of Lake Forest Park harmless from any and all damages and/or claims for damages, including reasonable attorney's fees, arising from any action or inaction as based in whole or in part upon false, misleading or incomplete information furnished by the applicant, his agents or employees.

The undersigned acknowledges that this application is for a permit from the City of Lake Forest Park; that any permit issued by the City as a result of this application establishes only that the applicant's project complies with City ordinances and regulations; and that other State and Federal laws and regulations, particularly the Endangered Species Act, U.S.C. 16.31, et. seq., may apply to this project. The undersigned further acknowledges and accepts responsibility for complying with such other laws and regulations and agrees to release the City of Lake Forest Park, indemnify and defend it from any claim, damages, injuries, or judgments, including reasonable attorney's fees, arising from or related to violations of such other laws or regulations.

**Qualified Professional Requirements**

For each section of this application that was required to be prepared by a professional, please include a Statement of Qualification along with this application.

**Permission to Enter Subject Property**

I, the undersigned, grant his/her or its permission for public officials and staff of the City of Lake Forest Park to enter the subject property for the purpose of inspection and posting attendant to this application.

Date: \_\_\_\_\_

Signature of Applicant, Owner, or Representative: \_\_\_\_\_

**Questions?**

For more information, please contact the Planning Department

Nick Holland at [nholland@cityoflfp.com](mailto:nholland@cityoflfp.com)  
206-957-2832

**Permit Tech**

Desirae Bearden at [dbearden@cityoflfp.gov](mailto:dbearden@cityoflfp.gov)  
206-957-2813

**Access to Information**

Electronic versions of all forms, permits, applications, and codes are available on the Lake Forest Park website:

<http://www.cityoflfp.com>

Paper copies of all of the above are available at City Hall: 17425 Ballinger Way Northeast, Lake Forest Park, WA 98155

**Helpful Hints - No walk-in intakes**

- Email PDFs to the Permit Tech to check for completeness
- In person intake required for New Single Family Homes and most Large Additions
- Only plans drawn in pen will be accepted – no pencil
- Two (2) sets of plans are always required – including revisions
- Indicate the use and occupancy for which the proposed work is intended
- If plans have an engineer stamp, structural engineering calculations shall accompany the plans
- Plot plans are required for all additions