

**CITY OF BAINBRIDGE ISLAND  
 CLEARING PERMIT APPLICATION  
 FORM MUST BE COMPLETED IN INK, PREFERABLY BLUE.  
 PENCIL WILL NOT BE ACCEPTED.**



<p><b><u>DATE STAMP          FOR CITY USE ONLY</u></b></p>	<p><b><u>TO BE FILLED OUT BY APPLICANT</u></b></p>
	<p><b>PROJECT NAME:</b> _____</p> <p><b>TAX ASSESSOR'S NUMBER(S):</b> _____          _____          _____</p>
	<p><b>PROJECT STREET ADDRESS OR ACCESS STREET:</b> _____</p>
	<p><b><u>FOR CITY USE ONLY</u></b></p>
	<p><b>FILE NUMBER:</b> _____</p> <p><b>PROJECT NUMBER:</b> _____</p> <p><b>DATE RECEIVED:</b> _____</p>
<p><b>SUBMITTAL REQUIREMENTS</b></p>	
<p><b>APPLICATION</b></p>	<p><i>One original (which must contain an original signature) and one copy must be provided. Whenever possible, originals must be <b>signed in blue</b>. Please identify the original document.</i></p>
<p><b>SUPPORTING DOCUMENTS</b></p>	<p><i>One original (which must contain an original signature), where applicable, and <b>one copy</b> (if an original is not applicable, <b>two copies</b> must be provided).</i></p>
<p><b>FULL-SIZE DRAWINGS</b></p>	<p><i>Two copies of the required drawings must be provided.</i></p>
<p><b>SUBMITTING APPLICATIONS</b></p>	<p>Should an agent submit the application, a <i>notarized Owner/Applicant Agreement</i> must accompany the application.</p>
<p><b>ATTACHED SUBMITTAL CHECKLIST</b></p>	<p>Please refer to attached Submittal Checklist for further information.          NOTE: when submitting this application, please do not copy or include the Submittal Checklist sheets attached to the back of this application.</p>
<p><b>APPLICATIONS WILL NOT BE ACCEPTED</b>  <b>unless these basic requirements are met and the submittal packet is deemed counter complete.</b></p>	

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**GENERAL INFORMATION**

1. Name of property owner: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

*If the owner of record as shown by the county assessor's office is not the applicant, the owner's signed and notarized Owner/Applicant Agreement must accompany this application.*

2. Applicant/Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

3. Clearing Contractor: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

4. Please give the following parcel information:

Assessor's parcel number	Parcel size	Is property developed?
		<input type="checkbox"/> Yes <input type="checkbox"/> No

5. Detailed description of proposal:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

6. If proposal clears less than 7000 square feet, provide a description of how erosion requirements are met. *(If greater than 7000 square feet, attach Clearing Permit Stormwater Pollution Prevention Plan [CLR - SWPPP]).*  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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7. Does the site contain an environmentally sensitive area as defined in the *Critical Areas Ordinance* (Chapter 16.20, *Bainbridge Island Municipal Code*)  Yes  No  Unknown

If yes, check as appropriate:

<input type="checkbox"/> wetland*	<input type="checkbox"/> geologically hazardous area**
<input type="checkbox"/> wetland buffer*	<input type="checkbox"/> zone of influence**
<input type="checkbox"/> stream*	<input type="checkbox"/> slope buffer**
<input type="checkbox"/> stream buffer*	<input type="checkbox"/> fish and wildlife habitat area

\* If your site includes a wetland or wetland buffer, a wetland report may be necessary with your application.

\*\* If your site includes a geologically hazardous area or is within the zone of influence as defined in *Bainbridge Island Municipal Code 16.20*, a geotechnical report may be necessary with your application.

8. Will the timber be sold?  Yes  No  Unknown

9. Is the clearing going to result in the removal of more than 5,000 board feet?  
 Yes  No  Unknown

10. Is clearing planned within 200 feet of ordinary high water (OHWM is generally where shoreline vegetation changes from salt tolerant to upland plants)?  Yes  No  Unknown

11. Are there underlying/overlying agreements on the property?  Yes  No  Unknown

If yes, check as appropriate and provide a copy of the decision document:

- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> contract rezone  | <input type="checkbox"/> Planned Unit Development (PUD)   | <input type="checkbox"/> variance                     | <input type="checkbox"/> prior subdivision |
| <input type="checkbox"/> Site Plan Review | <input type="checkbox"/> Master Planned Development (MPD) | <input type="checkbox"/> Conditional Use Permit (CUP) |  |
| <input type="checkbox"/> shoreline permit | <input type="checkbox"/> Reasonable Use Exception (RUE)   | <input type="checkbox"/> Forest Practices Act (FPA)   |  |

Under which jurisdiction was the approval given?

City of Bainbridge Island  Kitsap County Approval date: \_\_\_\_\_

12. Name(s) of planning department personnel who may be familiar with this project:  
 \_\_\_\_\_

I hereby certify that I have read this application and know the same to be true and correct.

\_\_\_\_\_  
 Signature of owner or authorized agent\*

\_\_\_\_\_  
 Date

***\*If signatory is not the owner of record, the attached "Owner/ Applicant Agreement" must be signed and notarized.***

**CITY OF BAINBRIDGE ISLAND  
CLEARING PERMIT APPLICATION**

**GENERAL SUBMITTAL REQUIREMENTS**

Applications must be submitted in person at  
the City of Bainbridge Island, Department of Planning and Community Development.

A complete application shall include all applicable items listed below.

1. An application form provided by the city with the signatures of all property owners or an owner/applicant agreement with the notarized signatures of all property owners.
2. A plot plan on a base map containing the following information:
  - a. date of drawing or revision, north arrow, adjoining roadways and appropriate scales;
  - b. prominent physical features of the property including, but not limited to, geological formations, critical areas and watercourses;
  - c. general location, type, range of size, and conditions of trees and ground cover;
  - d. identification by areas of trees and ground cover that are to be removed, and information on how the trees or areas are delineated in the field;
  - e. any existing improvement on the property including, but not limited to, existing cleared areas, structures, driveways, ponds, and utilities;
  - f. information indicating the method of drainage and erosion control, during and following the clearing operation; and
  - g. information explaining how property lines are identified.
3. Copies of any underlying or overlying permits with any conditions of approval on the subject parcel.
4. Vicinity map and detailed directions to the site.
5. Description of how applicant will address erosion control requirements if less than 7000 square feet of bare ground is created. If greater than 7000 complete clearing stormwater plan.

# Owner/Agent Agreement

The undersigned is (are) the owner(s) of record of the property identified by the Kitsap County Assessor's account number \_\_\_\_\_, located at \_\_\_\_\_, Bainbridge Island, Washington. The undersigned hereby gives (give) consent and approval to

to act on his/her (their) behalf as his/her (their) agent to proceed with an application for (please check all items that apply):

- preapplication conference
- planning permits
- construction permits (i.e. building, water/sewer availability, right-of-way, etc)

on the property referenced herein. This agreement authorizes the agent to act on the owner's behalf for the above checked applications through (date or specific phase) \_\_\_\_\_.

\_\_\_\_\_  
**OWNER OF RECORD**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**OWNER OF RECORD**

\_\_\_\_\_  
**DATE**

STATE OF WASHINGTON            )  
  ) SS.  
COUNTY OF KITSAP            )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared:

\_\_\_\_\_ to me known as the individual(s) described in and who executed the foregoing instrument, and acknowledged to me that he/she/they signed and sealed the said instrument, as his/her/their free and voluntary act and deed for the uses and purposes therein mentioned, and on oath stated that he/she/they was (were) authorized to execute said instrument.

*WITNESS MY HAND AND OFFICIAL SEAL*, hereto affixed the day and year in this certificate above written.

\_\_\_\_\_  
*Notary Public in and for the State of Washington*

Residing at \_\_\_\_\_

My appointment expires: \_\_\_\_\_

For City Use Only:  
Date Stamp

For City Use Only:  
Project Number:  
\_\_\_\_\_



**Part 1**

Applicant's Name: \_\_\_\_\_

Applicant's Telephone #: \_\_\_\_\_

Applicant's Email Address: \_\_\_\_\_

Project street address or location: \_\_\_\_\_

**PROJECT DESCRIPTION**

Total project area (SF or acres): \_\_\_\_\_

Total proposed bare ground: \_\_\_\_\_

Total volume of proposed cut and fill (CY): \_\_\_\_\_

**EXISTING SITE CONDITIONS**

Describe the existing topography: \_\_\_\_\_

Describe the existing vegetation: \_\_\_\_\_

Describe any existing drainage features, including problematic areas (wet areas, streams, steep slopes): \_\_\_\_\_

Describe any adjacent areas that might be affected by site disturbance:

- Steams
- Wetlands
- Roads
- Pond
- Residential Areas
- Shoreline
- Other

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Part 2**

Every SWPPP must address the 12 required elements from the Washington State Department of Ecology [Stormwater Management Manual for Western Washington](#).

Check the suggested BMP you will use to satisfy the required element and identify location on the SWPPP plan. If an element does not apply to your proposal, provide a written justification identifying the reason an element is not applicable to the proposal.

1. **Mark the Area Disturbed by Construction Activity.** Describe the total cleared area (bare ground) and reference how you will clearly mark the area of disturbance.
  - BMP C101 - Preserving Natural Vegetation
  - BMP C102 - Buffer Zones
  - BMP C103 - High Visibility Plastic or Metal Fence
  - BMP C104 - Stake and Wire Fence

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2. **Establish Construct Access.** Describe construction access.
  - BMP C105 - Stabilized Construction Entrance
  - BMP C106 - Wheel Wash
  - BMP C107 - Construction Road/Parking Area Stabilization
  - Not applicable - Existing access will prevent tracking of sediment onto public right of way

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3. **Control Flow Rates.** If there is substantial grading and/or the potential for stormwater runoff to flow off site during construction then one of the two BMPs must be identified and shown on the site plan.
  - BMP C240 - Sediment Trap
  - BMP C241 - Temporary Sediment Pond
  - Not applicable - Very little grading and/or site does not experience site runoff during storm events

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4. **Install Sediment Controls.** When there is grading on a site and the site is sloped, there is a potential for sediment to leave the site during storm events. Please identify a BMP below if your site has any slope to it.
  - BMP C231 - Brush Barrier
  - BMP C232 - Gravel Filter Berm
  - BMP C233 - Silt Fence

- BMP 234 - Vegetated Strip
  - BMP C235 - Straw Wattles
  - BMP C240 - Sediment Trap
  - BMP C241 - Temporary Sediment Pond
  - BMP C251 - Construction Stormwater Filtration
  - Site is flat and no potential for sediment to leave the site exists
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5. **Stabilize Soils.** All exposed soil must be protected from rainfall and wind erosion. From October 1 through April 30, no soil shall remain exposed and unworked for more than 2 days. From May 1 to September 30, no soils shall remain exposed and unworked for more than 7 days.

- BMP C120 - Temporary and Permanent Seeding
  - BMP C121 - Mulching
  - BMP C122 - Nets and Blankets
  - BMP C123 - Plastic Covering
  - BMP C125 - Topsoiling
  - BMP C130 - Surface Roughening (continued below)
  - BMP C131 - Gradient Terraces
  - BMP C240 - Sediment Trap
  - BMP C241 - Temporary Sediment Pond
  - BMP C240 - Sediment Trap
  - BMP C241 - Temporary Sediment Pond
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6. **Project Slopes.** If the property has slopes, they must be protected from erosion if work is done on or near them.

- BMP C120- Temporary and Permanent Seeding
  - BMP C130 - Surface Roughening
  - BMP C131 Gradient Terraces
  - BMP C200 - Interceptor Dike and Swale
  - BMP C206 - Level Spreader
  - BMP C207 - Check Dams
  - BMP C208 - Triangular Silt Dike (Geotextile-Encased Check Dam)
  - Not Applicable - The property does not have any slopes nor are there any slopes within 100 Feet of the project boundaries
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7. **Protect Drain Inlets.** Storm drains shall be protected from sediment entering them.
- C220 - Storm Drain Inlet Protection
  - Not Applicable - There are no storm drains on the property or within 100 feet of the stabilized construction access.
8. **Stabilize Channels and Outlets.** If temporary on-site conveyance channels are used, they must be stabilized to protect against erosion.
- BMP C202 - Channel Lining
  - BMP C209 - Outlet Protection
  - Not Applicable - Temporary on-site conveyance channels are not used for this project.
9. **Control Pollutants.** All pollutants shall be handled and disposed of in a manner that does not cause contamination of stormwater. Please identify any BMP used for the project.
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10. **Control De-Watering.** If the site is expected to experience ponding then the applicant shall make necessary plans to discharge the water in a manner that ensures it is safely cleaned before being discharged. Describe the plan for dewatering below.
- Not applicable. Site does not experience ponding and foundation will be kept dry such that water accumulation does not occur.
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11. **Maintain BMPs.** All temporary and permanent erosion and sediment control BMPs shall be maintained and repaired as needed to assure continued performance of their intended function.
- BMPs will be checked weekly and immediately after storm events.
  - Other: \_\_\_\_\_
- 

12. **Managing the Project.** Phasing of the project is encouraged to prevent soils from being exposed for extended periods of time. Please describe how you will be planning your project to ensure that construction impact and soil exposure is limited.
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## **FACT SHEET**

All projects that include earth disturbance or new impervious areas are required to comply with Bainbridge Island Municipal Code 15.20: Surface & Stormwater Management. The following fact sheet is intended to assist in the preparation of stormwater management documents that should accompany building permits.

### **What is impervious surface?**

Impervious surface is the hard surface area which either prevents or retards the entry of water into the soil mantle present under natural conditions prior to development. Impervious surface is a hard surface area which 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, storage areas, sports courts, concrete or asphalt paving, gravel roads, packed earthen materials, and oiled, macadam or other surfaces which similarly impede the natural infiltration of stormwater.

### **What is Onsite Stormwater Management?**

All projects which create or replace over 800 square feet of impervious surface are required to manage on-site stormwater through infiltration, dispersion or by use of rain gardens and other low impact practices.

### **What are disturbed areas?**

Although a project may have limited impervious surfaces, the overall disturbed area of the site must be considered when developing a stormwater management plan. Disturbed areas are any places on the site where earth moving occurs, or where vegetation is removed to enable construction on the site or to create future landscaped areas such as lawns.

### **Submittal Requirements:**

- 1. Projects that create and replace greater than 800 square feet, but less than 5000 square feet of impervious surface and disturb less than one acre of land must submit:**
  - A Stormwater Pollution Prevention Plan (SWPPP) with a checklist (attached) or narrative and parcel plan that demonstrate the methods used to prevent erosion from construction activities and the discharge of sediment and other pollutants into receiving waters. This SWPPP does not need to be prepared by an engineer.
  - A plan for onsite stormwater management. This plan does not need to be prepared by an engineer. A prescriptive plan is provided in the Surface & Stormwater Management (SSWM) Plan Worksheet. (In some circumstances, such as projects proposed in a critical area, the City may require engineering review).

2. **Projects that create or add more than 5000 square feet of impervious surfaces and/or disturb more than one acre of land must submit:**
  - A SWPPP completed by an engineer.
  - An engineered stormwater drainage plan stamped by a Professional Engineer. This includes Single Family Residences and Duplexes.
3. **Projects with stormwater management already constructed, for example, an existing drainage system within a plat, must submit:**
  - A Stormwater Pollution Prevention Plan (SWPPP) with a checklist (attached) or narrative and parcel plan that demonstrate the methods used to prevent erosion from construction activities and the discharge of sediment and other pollutants into receiving waters.
  - A plan showing the tightline or connection plan to the existing drainage system.

**Project Resources:**

Bainbridge Island Municipal Code (BIMC) Chapter 15.20 Surface and Stormwater Management - <http://www.codepublishing.com/wa/bainbridgeisland/>

Washington State Department of Ecology [Stormwater Management Manual for Western Washington](http://www.ecy.wa.gov/programs/wq/stormwater/manual.html) - <http://www.ecy.wa.gov/programs/wq/stormwater/manual.html>

Kitsap County Low [Impact Development \(LID\) Guidance Manual](http://www.kitsaphba.org/LID/resources/Cookbook%20V%201_21%20070109.pdf) - [http://www.kitsaphba.org/LID/resources/Cookbook%20V%201\\_21%20070109.pdf](http://www.kitsaphba.org/LID/resources/Cookbook%20V%201_21%20070109.pdf)

Kitsap County BMP Sizing Tool (MS Excel) - [http://www.kitsapgov.com/dcd/dev\\_eng/Kitsap%20BMP%20Sizing%20Calculator%2003-10-10.xls](http://www.kitsapgov.com/dcd/dev_eng/Kitsap%20BMP%20Sizing%20Calculator%2003-10-10.xls)

If you have any questions regarding stormwater management and/or erosion control, a packet of information is included in all SFR packets. For further assistance, contact the City of Bainbridge Island Development Engineer at (206) 780-3783