



GRADE & FILL SUBMITTAL CHECKLIST

This submittal checklist is intended to assist you in preparing and submitting a complete application. Once your application is determined to be complete, a review for technical completeness is conducted and you may be required to submit additional information in order to proceed with further review of your application.

Before You Apply for Your Project

- **Grading & Filling** – excavation and/or placement of fill material – requires a building permit application and the supporting submittal items listed below.
- **Hard Surfaces** – New, replacement, or paving of hard surfaces requires a building permit application and the supporting submittal items listed below.
- Your project **may require land use permit approval** from the Department of Planning and Community Development whether a building permit is required or not. For example, you may need approval from the planning department for shoreline, critical areas, steep slopes or zoning-related regulations.
- **If the property is served by a septic system**, check with the [Kitsap Public Health District](#) to identify the exact location of the property's septic system components including all drainfield reserve areas.

Submittal Requirements

Use the column to the left to check off items included with your application.

ALL submittal items must be in electronic PDF format.

✓	Form #	Required Applications
		1. Building Permit Application
	SAR	2. The Site Assessment Review (SAR) process (by Development Engineering) should ideally be completed prior to submittal for building permit if feasible. Minimum requirement is that the SAR application be submitted with Grade and Fill Permit application and documentation.
	B109d	3. Stormwater Pollution Prevention Plan. To include the following: <ul style="list-style-type: none"><input type="checkbox"/> SWPPP Narrative (Form B109d generally sufficient, required for ALL projects with ground disturbance)<input type="checkbox"/> SWPPP Drawings (drawn to scale. Can be included on Site Plan, drawings generally not necessary for projects creating less than 800sf of new or replaced hard surfaces or disturbing less than 7000sf of earth surface)

✓	Required Submittal Items
	1. Vicinity Map
	2. Site plan (drawn to scale) - specifically showing: <ul style="list-style-type: none"> <input type="checkbox"/> North Arrow <input type="checkbox"/> Property lines and dimensions <input type="checkbox"/> Existing grade on property and adjoining properties and finished grade in contour intervals. <input type="checkbox"/> Location of buildings and/or impervious surfaces within 15 feet of proposed area to be graded. <input type="checkbox"/> Limiting dimensions and depth of cut and fill <input type="checkbox"/> Location of ordinary high-water line for work proposed within 200 feet of the shoreline
	3. Stormwater Site Plan – Demonstrate how the project meets applicable minimum requirements based on adopted stormwater manual (2019 Stormwater Management Manual for Western Washington, adopted June 30, 2021).
	4. Written scope of work including volume in cubic yards (cut plus fill volumes, not net volumes)
	5. Road Approach Application (If creating new one or modifying existing approach)
	6. State Environmental Policy Act (SEPA) Checklist (if grading over 100 cubic yards)
	7. Property Survey drawing by licensed surveyor (or a citation to survey used to create the site plan)

Additional Grading Requirements

- ✓ **If the grading involves 100 or more cubic yards**, a SEPA (State Environmental Policy Act) review is required. SEPA review includes completing a SEPA checklist and a public notice and comment period. The SEPA checklist is available online:
<https://www.bainbridgewa.gov/DocumentCenter/View/15999/SEPA-checklist-2021>
- ✓ **Grading in excess of 5,000 cubic yards** requires an approved grading plan prepared by a licensed civil engineer unless otherwise waived in writing by PW Engineering.

Fees are due at the time of submittal. See City of Bainbridge Island [Fee schedule](#) for current fees.

Accepted forms of payment:

- Cash
- Check/Cashier's Check - Make checks payable to City of Bainbridge Island (COBI)
- Credit Cards: Discover, Visa, or MasterCard. A convenience fee will be assessed to each credit/debit card transaction.