



APPLICATION OVERVIEW

ENGINEERING REVIEW PERMIT

This application provides the information necessary to apply for an Engineering Review Permit (ERP). An ERP is issued after the engineering plans and associated documents required to construct a project are reviewed and approved. The purpose of an ERP is to ensure that site improvements associated with a land use application (clearing, grading, utility work, road construction, etc.) comply with conditions of approval, the Newcastle Municipal Code, the Newcastle Public Works Standards, the currently adopted King County Surface Water Design Manual, and other applicable engineering standards and guidelines. No site work may commence until an Engineering Review Permit has been approved and a Notice to Proceed issued.

FILING OF APPLICATION

An application fee from the latest adopted fee schedule is required at the time of filing. A development review deposit will also be required at filing. The deposit will be applied toward review of the submittal by City staff and their consultants, and City inspection during construction of required improvements. Contact Community Development prior to filing for the deposit amount.

You must submit all of the application documents listed on the following pages to complete your application. You will be formally notified once the City has determined your application to be complete. Once a complete application is received, the plan reviewer managing the project circulates copies for review to the Building Official, the project planner, and the City's consulting wetland biologist, surface water engineer, and geotechnical engineer, as applicable.

60-DAY RESPONSE REQUIRED

Throughout review of an ERP, the City of Newcastle requires submittal of requested materials or fees within 60 days of the date of request. If the additional information is not submitted within that time, the City may consider the application withdrawn.

APPROVAL

Once the Engineering Review Permit has been brought into compliance with all conditions of approval, and applicable codes and policies, and has been approved by Community Development and Public Works, the permit is issued by the Director of Community Development. No work associated with the ERP may commence until the Director of Community Development has issued a Notice to Proceed following a required pre-construction meeting and site inspection(s). Note: ERP plans expire one year from the date of approval.

REQUIRED APPLICATION DOCUMENTS

The following documents are required for a complete submittal. Please provide an electronic copy of each as well as the noted paper copies.

1. **Application (attached):** Submit one copy.
2. **Application Fee and Deposit:** Make checks payable to the City of Newcastle.
3. **Agreement to Pay Fees:** Submit one copy.
4. **Environmental Checklist:** Submit three copies.

The State Environmental Policy Act (SEPA) checklist is only required if:

1) SEPA review was not required for the associated land use application, and

2) Proposed site work exceeds the SEPA thresholds established in NMC Chapter 14.05. All items should be answered as concisely and candidly as possible. If information requested does not apply to the proposed project, enter "N/A" (not applicable).

5. **Approved Preliminary Plat, Short Plat or Site Plan:** Submit two copies.
6. **Engineering Plans:** (See following page for submittal requirements.) Submit five copies.
7. **Technical Information Report:** Submit two copies.
9. **Geotechnical Report:** Submit two copies, if not previously submitted for land use application.
10. **Critical Areas Report:** Submit two copies, if not previously submitted for land use application.
11. **Proof of Liability Insurance:** Will be required prior to issuance of the ERP permit.
12. **Performance Bond(s):** Will be required prior to issuance of the ERP permit.
13. **Permits:** Copies of other required or issued permits (HPA, NPDES, Forest Practices, etc.) associated with the project Will be required prior to issuance of the ERP permit. .
14. **Additional Information:** Provide two copies of any additional pertinent information. The City of Newcastle may at any time request additional information or studies for review purposes.

CONTENT OF ENGINEERING PLANS

Content and format of engineering plans shall comply with requirements for Site Improvement Plans detailed In Chapter 2 of the King County Surface Water Design Manual as currently adopted.

ERP plan sets shall include the following plan sheets (Submit four copies of each):

1. Project Information/Cover Sheet
2. Boundary and topographic survey.
3. Erosion and sediment control plan and details.
4. Grading Plan
5. Road and drainage conveyance plan and profiles.
6. Drainage facility (vaults, ponds) detail sheets.
7. Composite utility plan.
8. Traffic signing and channelization plan.
9. Wetland mitigation plan, if applicable
10. Tree retention plan, if applicable
11. Landscape Plan, if applicable
12. Structural Plans, if applicable



CITY OF NEWCASTLE

Community Development Department

MASTER LAND USE APPLICATION

Project Name: _____

Project Address/Location: _____

Parcel Number: _____

Project Description:

Type of Permit Required
<input type="checkbox"/> Site Plan
<input type="checkbox"/> Boundary Line Adjustment
<input type="checkbox"/> RCBS/Binding Site Plan
<input type="checkbox"/> Comp Plan
<input type="checkbox"/> Legal Lot Status
<input type="checkbox"/> Pre-Application Conference
<input type="checkbox"/> Developer Agreement
<input type="checkbox"/> Engineering Review Permit (ERP)
<input type="checkbox"/> Preliminary Plat/Short Plat
<input type="checkbox"/> Final Plat
<input type="checkbox"/> Critical Area Review/Reasonable Use
<input type="checkbox"/> SEPA w/ Project
<input type="checkbox"/> SEPA Only
<input type="checkbox"/> Misc.

Required Information
Zoning Designation: _____
International Building Code: 2015
Occupancy Type: _____
Construction Type: _____
of Lots/Units: _____
Value of Existing: _____
Value of Proposed: _____

Applicant
Name _____
Address _____
City & State _____
Zip _____
E-mail _____
Phone _____
Signature _____

Agent (Primary Contact if not the same as above)
Name _____
Address _____
City & State _____
Zip _____
E-mail _____
Phone _____

Owner
Name _____
Address _____
City & State _____
Zip _____
E-mail _____
Phone _____
Signature _____



**CITY OF NEWCASTLE
Community Development
Department**

**Engineering Review
Permit Application**

PROJECT DETAILS

NAME OF ASSOCIATED LAND USE APPLICATION

CITY FILE NUMBER

PROJECT LOCATION

PARTY RESPONSIBLE FOR PAYMENT OF FEES

PHONE NUMBER

EMAIL ADDRESS

STREET ADDRESS, CITY, STATE, ZIP

CONTRACTOR

STATE CONTRACTOR'S LICENSE NUMBER/EXPIRATION DATE

NEWCASTLE BUSINESS LICENSE NUMBER

PHONE NUMBER

EMAIL ADDRESS

STREET ADDRESS, CITY, STATE, ZIP

ENGINEER

PHONE NUMBER AND EMAIL ADDRESS

STREET ADDRESS, CITY, STATE, ZIP

PROPERTY OWNER'S AUTHORIZATION:

I hereby authorize the submittal of an ENGINEERING REVIEW PERMIT APPLICATION on my property as INDICATED IN THIS APPLICATION, and name _____ as the responsible person for all decisions and for the receipt of all unexpended fees pertaining to the review and approval of the PERMIT.

Signed (Fee/Contract Owner): _____

Date: _____

Signed (Notary): _____

Printed Name: _____

My Commission Expires: _____

Date: _____



