



# Grading & Excavation Information Application & Checklist

Form # BFS0050 A  
Revised 6-12-15

Yakima County Public Services ~ Building & Fire Safety Division  
128 North 2<sup>nd</sup> Street, Yakima, WA 98901 ~ Office (509) 574-2300

Building & Fire Safety Division accepts permit applications  
Monday through Friday 8:00am – 3:00pm (excluding holidays)

## **BEFORE YOU BEGIN ANY GRADING OR EXCAVATION WORK** **YOUR GRADING PERMIT MUST BE APPROVED AND ISSUED**

This Brochure is relevant to Grading and Excavation Permit requirements. Please review this entire brochure as it pertains to your application, plan submittal, site plan requirements, work that is exempt from a grading permit, when engineering is required, etc.

**Purpose:** A Grading Permit allows Yakima County to review your project prior to excavation to determine how the proposed activity will impact the environment, structures, or neighboring properties.



### **A GRADING PERMIT DOES NOT INCLUDE PROJECTS AS DESCRIBED BELOW FOR MINING TYPE OPERATIONS.** **PLEASE SEE THE PLANNING DIVISION REGARDING ZONING & LAND USE REGULATIONS.**

(REFERENCE FROM YAKIMA COUNTY CODE TITLE 15 DEFINITIONS)

- ❖ “Mining site/operation” (15.08.420) means a tract of land and the operations necessary to excavate, process, stockpile, or remove materials such as sand, gravel, aggregate, rock or other mineral resources. The retail, wholesale, contract purchase, or transfer of mineral products is within the scope of this definition.
- ❖ “Mineral batching” (15.08.410), includes the batching of sand and gravel or rock into asphalt or cement concrete.
- ❖ “Mineral processing” (15.08.41) means the crushing, non-chemical washing (including sedimentation ponds), screening, sorting, stockpiling and blending of rock, sand, gravel and other earth, natural materials and/or precious metals. Processing does not include batching of sand and gravel or rock into asphaltic or Portland cement concrete products, the manufacturing of products such as concrete pipe, bricks, concrete forms and the like or the chemical blending or extraction of precious or semi-precious minerals.



**ADDITIONAL YAKIMA COUNTY DEPARTMENTS, HANDOUTS, AND WEBSITE  
INFORMATION THAT MAY BE OF ASSISTANCE**

- Planning Division for Land Use and SEPA
- Tax parcel information: [www.yakimap.com](http://www.yakimap.com)
- Yakima County Forms: [www.yakimacounty.us/publicservices/PermitsApplicationsForms/](http://www.yakimacounty.us/publicservices/PermitsApplicationsForms/)
- Yakima Regional Clean Air Authority: (509) 834-2050.
- SEPA: [www.ecy.wa.gov/programs/sea/sepa/e-review.html](http://www.ecy.wa.gov/programs/sea/sepa/e-review.html)

**Common Grading Terminology:**

- **Fill** is a deposit of earth material placed by artificial means (such as a dump truck or a backhoe). Only natural materials such as rock, gravel and dirt may be used for fill.

**Fill that is NOT allowed:**

- ◆ **Asphalt.**
  - ◆ **Concrete larger than 12" in size.**
  - ◆ **Tree stumps and other debris.**
- **Cuts** are the removal of any and materials on the land by artificial means to lower any portion of the land.
- **Redistribution** means the moving of any and all materials within the property boundaries to alter (cut or fill) the elevations on any portion of the land.
- **Volume of materials is based on the total sum of cubic yards of ALL CUTS and FILL of excavated materials.**

**EXEMPTIONS**

**A grading permit is not required for the following activities shown below:**

Exemption from the permit requirements of this appendix shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction.

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| <ol style="list-style-type: none"><li>1. When approved by the Building Official, grading in an isolated, self-contained area if there is no danger to private or public property.<br/>(A grading application is required).</li><li>2. An excavation below finished grade for basements and footings of a building, retaining wall or other structure authorized by a valid building permit.</li><li>3. This shall not exempt any fill made with the material from such excavation or exempt any excavation having an unsupported height greater than 5 feet (1524 mm) after the completion of such structure.</li><li>4. Cemetery graves.</li><li>5. Refuse disposal sites permitted by other regulations.</li><li>6. Excavations for wells, tunnels, or trenches for utilities.</li><li>7. Mining, quarrying, excavating, processing, stockpiling of rock, sand, gravel, aggregate or clay where established and provided for by law, provided such operations do not affect the lateral support or increase the stresses in or pressure upon any adjacent or contiguous property.</li><li>8. Exploratory excavations under the direction of soil engineers or engineering geologists.</li><li>9. An excavation which (1) is less than 3 feet (915 mm) in depth, or (2) which does not create a cut slope greater</li></ol> | <ol style="list-style-type: none"><li>than 6 feet (1829 mm) in height and steeper than 1 unit vertical in 1 1/2 units horizontal (66.7% slope).</li><li>10. A fill less than 2 feet (610 mm) in depth and placed on natural terrain with a slope flatter than 1 unit vertical in 5 units horizontal (20% slope), or less than 4 feet (1219 mm) in depth, not intended to support structures, which does not exceed 100 cubic yards (76.6 m3) on any one lot and does not obstruct a drainage course.</li><li>11. Test holes done under the provisions of an on-site sewage disposal permit application.</li><li>12. Grading, including roads, bridges and municipal construction, which is designed to Washington State Department of Transportation (WSDOT), American Public Works Association (APWA) or Federal Highway Administration (FHWA) standards and specification where such grading is subject to review and approval of a local government agency or a state or federal agency.</li><li>13. When approved by the Building Official, temporary grading work necessary to protect property.</li><li>14. Grading work which:<ol style="list-style-type: none"><li>a. Is not intended to support structures, and</li><li>b. Is not subject to permitting requirements of other regulations.</li></ol></li></ol> |
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## GRADING & EXCAVATION SITE PLAN REQUIREMENTS

Plans shall be drawn to scale upon suitable material. Plans shall be of sufficient clarity to indicate the nature and extent of the proposed work and show in detail that they will conform to the provisions of the code and all relevant laws, ordinances, rules and regulations.

PLEASE NOTE: AERIAL PHOTOS MAY BE SUBMITTED, HOWEVER ARE NOT ACCEPTABLE IN LIEU OF A SITE PLAN.  
Aerial photos do not copy well to distribute to other departments and agencies.

- Site plan shall be submitted on a minimum 8½" x 11" size paper. If a larger size site plan is used, please submit a reduced copy on a maximum 11" x 17".
  - Use a standard scale (i.e.: ¼", ½") and indicate which scale was used on the site plan (i.e.: ¼" = 20').
  - Size of the drawing needs to be sufficient to the level of detail required to meet all applicable codes and laws relevant to the work being described.
1. **The first sheet of each set of plans shall have:**
    - a. Name and address of the owner and the person by whom they were prepared.
    - b. The location of the work.
    - c. General vicinity of the proposed site.
  2. Property lines and accurate contours of existing ground and details of terrain and area drainage.
  3. Limiting dimensions elevations or finish contours to be achieved by the grading and proposed drainage channels and related construction.
  4. Detailed plans of all surface and subsurface drainage devises, walls, cribbing, dams and other protective devices to be constructed with, or as part of, the proposed work together with a map showing the drainage area and the estimated runoff of the area served by any drains.
  5. Location of any buildings or structures on the property where the work is to be performed.
  6. Provide the location of any buildings or structures on adjacent parcels which are within 200 feet of the property or which may be affected by the proposed grading operations.
  7. Recommendations included in the soils engineering report and the engineering geology report shall be incorporated in the grading plans or specifications. When approved by the Building Official, specific recommendations contained in the soils report and the engineering geology reports, which are applicable to grading, may be included by reference.
  8. The dates of the soils engineering and engineering geology reports together with the names, addresses and phone numbers of the firms or individuals who prepared the reports.
  9. Show calculations of maximum cuts/fills.
  10. Detail descriptions of fill materials to be used or destination of materials to be removed.

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# Grading & Excavation Application

Building & Fire Safety Division – Yakima County Public Services

<b>Tax Parcel Number :</b>
(Reference <a href="http://WWW.YAKIMAP.COM">WWW.YAKIMAP.COM</a> for assistance) Range Township Section - xxxxx
Example: 181314 - 12345
Short Plat OR Subdivision, and Lot #:

<i>Office Use Only:</i>	DATE:
Project: <b>PRJ</b>	Case # <b>GRD</b>
LAND USE / ZONING:	
PC:	

**Job site address or location:**

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*Please complete ALL sections of the people / agency associated with this project*

**Property Owner:**

Daytime Phone:

Mailing Address:

City, State, ZIP:

*E-mail (please print):*

**Applicant/Agent:**

Daytime Phone:

Mailing Address:

City, State, ZIP:

*E-mail (please print):*

**Engineer:**

Daytime Phone:

Mailing Address:

City, State, ZIP:

*E-mail (please print)*

**Contact Person:**

Daytime Phone:

*E-mail (please print):*

By signing this application, I authorize employees / agents of Yakima County to enter onto the property which is the subject of this application during regular business hours. The sole purpose of entry is to make an examination of the property which is necessary to process this application.

I certify under penalty of perjury that the information furnished by me is true and correct to the best of my knowledge and further that I am authorized by the owner of the above premises to perform the work for which permit application is made.

(Circle Owner or Agent)

Owner / Agent: (Print Name)

Owner / Agent: (Signature)

Date:



	YES	NO	
13.	<input type="checkbox"/>	<input type="checkbox"/>	Will the <b>CUT</b> and <b>FILL</b> be entirely within the site?
14.	<input type="checkbox"/>	<input type="checkbox"/>	If <b>NO</b> : Will <b>FILL</b> be brought on site?
15.	<input type="checkbox"/>	<input type="checkbox"/>	If <b>YES</b> : From where does imported <b>FILL</b> originate?
16.	<input type="checkbox"/>	<input type="checkbox"/>	Will excavated materials be taken off site?
17.			If <b>YES</b> : Where will excavated materials be deposited:
18.	<input type="checkbox"/>	<input type="checkbox"/>	Does fill contain any potentially hazardous materials?
19.			If <b>YES</b> , please describe:
20.	<input type="checkbox"/>	<input type="checkbox"/>	Does the property contain the following? (Check if <b>YES</b> )
			<input type="checkbox"/> Slope greater than 15% <input type="checkbox"/> Soft compressible soils
21.	<input type="checkbox"/>		Briefly describe existing terrain, vegetation, structures, and improvements on subject site.
22.			<b>Buildings on Adjacent Parcel within 200'</b> of the Property Lines of Proposed Grading/Excavation (Please indicate type of structure and distance to P/L)
	<input type="checkbox"/>		<b>North</b>
	<input type="checkbox"/>		<b>South</b>
	<input type="checkbox"/>		<b>East</b>
	<input type="checkbox"/>		<b>West</b>
23.	<input type="checkbox"/>	<input type="checkbox"/>	Has a soils report been completed on the subject site?
24.	<input type="checkbox"/>		If <b>YES</b> , please submit with your application.
25.	<input type="checkbox"/>	<input type="checkbox"/>	Is there a FEMA mapped flood-plain or floodway on the parcel?
26.	<input type="checkbox"/>	<input type="checkbox"/>	If <b>YES</b> , is the project site located within the 100-year flood-plain or floodway?
27.	<input type="checkbox"/>	<input type="checkbox"/>	Will the proposed grading change the points where storm water or groundwater enters or exits the site?
			<b>Contact the Planning Division (509) 574-2300 for verification of:</b>
28.	<input type="checkbox"/>	<input type="checkbox"/>	Does the subject site contain any of the following features? (Check if <b>YES</b> )
			<input type="checkbox"/> Critical Area / Wetland <input type="checkbox"/> Lake <input type="checkbox"/> River <input type="checkbox"/> Stream
29.	<input type="checkbox"/>	<input type="checkbox"/>	Is any part of the proposed grading located within 200' feet of any stream or wetland located on the subject parcel and/or adjacent parcels?
30.	<input type="checkbox"/>	<input type="checkbox"/>	Is the project site located within any shoreline jurisdiction on the subject parcel or adjacent parcel? If <b>YES</b> , provide name of the river.

