



City of McCleary
Home of the McCleary Bear Festival

100 South 3rd Street, McCleary, WA 98557 • 360.495.3667(phone) 360.495.3097(fax) CityofMcCleary.com

CITY OF MCCLEARY RESIDENTIAL CONSTRUCTION PACKAGE

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RESIDENTIAL BUILDING PERMIT PROCESS

The City of McCleary Permit Process is as follows:

1. Complete the **Residential Pre-Submission Checklist (Page 3-4)**, to determine which application forms to complete.
2. Contact the Building Department if you have additional questions prior to submitting applications.
3. Submit applications with the applicable fees. The **Development Fee Schedule** may be found online at www.cityofmccleary.com under the “City Departments” Tab at the top of the page, then “Development Services / Building” at the left side of the page.
4. Applications will not be accepted unless the following “a” “b” & “c” are complete.
 - a. Application for Utility Service Installation submitted and fee paid in full.
 - b. Utility Customer Account Application complete and submitted.
 - c. Pre-Submission Checklist complete.
5. A plan review will be completed as soon as possible, depending on the work load.
6. Once the plan review has been completed, the City will notify the applicant.
7. Before any approved permit will be issued.
 - a. All permit fees must be paid to obtain permit.
 - b. One half of the water connection fee paid.
 - c. Utility application fee and one half of the power estimate connection fee paid.
8. Approved construction plans, permit and inspection card can be picked up at City Hall after approval notification has been given by Building Department.
9. The required inspections will be noted on the inspection card. The permit card must be posted in a conspicuous place at the jobsite during construction.
10. Permit will expire 180 days after issuance or 180 days after each inspection.
11. A Certificate of Occupancy will not be issued until the following are met.
 - a. Final Inspection has been completed and approved.
 - b. All outstanding Fees are paid in full.

RESIDENTIAL PRE-SUBMISSION CHECKLIST

Question #1- Is your property located in a “**Critical Area**” of the City or within **200’ of a Critical Area**, as defined in the McCleary Municipal Code Chapter 18.08.

- No- Please Move to next Question.
- Yes; a **SEPA Pre-Application** (A-2.1 & A-2.2) will be required.

Question #2- Is there an existing structure on the property that must be removed prior to starting your project?

- No- Please Move to next Question
- Yes- Need to obtain a **Demolition Permit from ORCAA**, forms are available at their website www.orcaa.org, once you receive your **ORCAA permit** submit a City of McCleary **Demolition Permit Application** with copies of your **ORCAA** approved permits.

Question #3- Will you be modifying the contours, slope, elevation or any other conditions of the land?

- No- Please Move to next Question
- Yes; you must provide a grading plan, erosion and sediment control plan and possibly a geotechnical report.

Question #4- You have reviewed and understand the Residential Building Permit Process

- No- you do not understand the Residential Building Permit Process. Please call 360-495-3667 ext.111
- Yes- Please Move to next Question

Question #5- Does your project require a structural engineer?

- No- Please Move to next Question
- Yes- Please submit two copies of the engineering documents with an original stamp and signature of the engineer.

Question #6- Will your building have manufactured roof trusses?

- No- Please Move to next Question
- Yes; you must submit (2) two copies of truss specifications with a layout page designed for your specific project at the time of application.

Question #7- Will your project require new public utilities or modifications to your existing utilities?

- No - Please Move to next Question
- Yes- Please complete the **Utility Service Application and Utility Customer Application**. \$124.00 will need to be paid upon submitting application.

Question #8- Are water and sewer points of connection established at the property line?

- Yes- Please Move to next Question
- No – A **Right of Way / Excavation Permit Application** (A3.1 – 3.2) shall be completed for all work to be performed on city property or right-of-way.

Question #9- Will you be installing a drive approach located on city property or right-of-way with or without a culvert?

- No- Please Move to next Question
- Yes; a **Right of Way / Excavation Permit Application** (A3.1 – 3.2) shall be submitted.

IMPORTANT CONTACT INFORMATION

City of McCleary Departments

Building/Planning.....360-495-3667 ext. 111

Light & Power.....360-495-3667 ext. 120

Utilities (Water, Sewer & Electric).....360-495-3667 ext. 102

Underground Utility Locate Service

.....800-424-5555

Labor & Industries Electrical Permits/Inspections

(Aberdeen).....360-533-8200

(Olympia/Tumwater).....360-902-5799

Cascade Natural Gas

.....800-244-4351

Comcast

.....877-824-2288

CenturyLink

.....800-201-4099

LeMay Inc. (Refuse service/Recycling)

.....800-345-1529

Grays Harbor County Health Department

.....360-249-441

CITY OF McCLEARY



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BUILDING PERMIT APPLICATION

Building Permit Applicants:

This packet contains the necessary forms for most building permits; however different building projects require different information. Please read through the following pages and supply all information pertinent to your particular project. **Incomplete applications will not be accepted.** Be advised that additional data may be required before certain permits can be issued.

CITY OF McCLEARY BUILDING DEPARTMENT PHILOSOPHY

To assure life safety and sanitation for the people of McCleary according to the codes we are charged to enforce.

To assist the public through the permit process as consistently, as efficiently, and as painlessly as possible.

To choose intent over the letter of the law when interpreting the Codes.

The International Code Council is dedicated to public safety in the built environment worldwide through development and promotion of uniform codes and standards, enhancement of professionalism in code administration, and facilitation of acceptance of innovative building products and systems.

I.C.C. Mission Statement

Acting Building Official

CITY OF McCLEARY



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I _____, understand that per Resolution #605, all fees for utility connections, including water, sewer and storm water, must be paid at the time of permit issuance or within 30 days of receiving the permit. If fees are not paid in this time frame, there will be a stop work order put on the permit.

I also understand that 50% of the electrical estimate must be paid prior to commencement of any electrical work.

Date: _____

Signature: _____

CITY OF McCLEARY

BUILDING PERMIT APPLICATION

Date of Application: _____ Project Valuation \$ _____

Commercial _____ Residential _____ Other _____

Job / Project Address _____

Legal Description: Lot: _____ Block: _____ Plat: _____

Owner: _____ Phone _____

Mailing Address _____

Contractor _____ Phone _____

Office Address _____

Contractor's Registration Number _____

Verification that a Contractor's Registration is current (Copy of License) RCW 19.27.110)

Architect _____ Phone _____

Office Address _____

Interim Construction Loan Lender or firm holding payment bond (RCW 19.27.095)

Address _____

Description of Work _____

CITY OF McCLEARY

REQUIREMENTS FOR BUILDING PERMITS

NEW CONSTRUCTION

1. Two (2) sets of plans (drawn to scale) – residential
2. Two (2) site plans – residential
3. Five (5) sets of plans – commercial
4. Legal description (subdivision, lot, block, parcel number, section, township, range)
5. Completed Building Permit Application
6. Plumbing Permit (where applicable)/ Mechanical Permit (where applicable)
7. Washington State Energy Code heat loss calculations (where applicable)
8. Stormwater permit
9. Sewer Permit
10. Water Permit
11. Electrical Permit from WA State Labor & Industries
12. Application for Utility Service Installation
13. Utility Customer Account Application

Site Plan, including:

- Scale
- North Arrow
- Property lines / site dimensions
- New vs. existing clearly marked
- All impervious surfaces
- Retaining walls (if applicable) (IBC 1806 Chap 18 & IRC R404.5 Chap 4)
- Creeks, streams, shorelines, and wetlands (if applicable)
- Streets, alley, utility, access and other easements
- Driveway locations
- Drainage and catch basins
- Fire apparatus access routes (if applicable) (IFC 503)
- Nearest fire hydrants and water mains (IFC 508)
- Parking lot and loading design, surfacing and drainage
- TESC – temporary erosion and sediment control plan according to BMP's found in Ecology Stormwater Management Manual for Western Washington (Feb 2005)

Foundation Plans (IBC table 1805.4.2 IRC section R 403) including

- All pads and dimensions
- Girders, posts, floor joists, slabs
- Access and ventilation (IBC 1209 & IRC 408)
- Stamped with licensed Architect or engineer's signature (if applicable)
- Stamped engineering calculations (if applicable)

Cross-Sections, including

- Foundation dimensions
- Reinforcement steel
- Frost Depth (minimum 12" IBC 1805.2 & IRC 403.1.4)
- Insulation (walls, floors, ceiling, slab) (WAC 51-11)
- Special framing details (IBC Chap. 23 & IRC Chap. 6)
- Lateral bracing (IBC Chap. 16 & IRC Chap. 6)
- Stairs and/or landings and guardrails/handrails (IBC Chap. 10 & IRC Chap. 3)

Engineering (if applicable)

Engineering must be transferred to plans, and plans shall be stamped and signed by engineer or architect and complete calculations submitted.

- Lateral bracing (or IBC Chap. 16)
- Foundation or retaining walls (IBC Chap. 1805 & 1806)
- Overhangs or cantilevers
- Beams or columns
- Soils/Geotechnical report (IBC Chap 18) (if applicable)

CITY OF McCLEARY

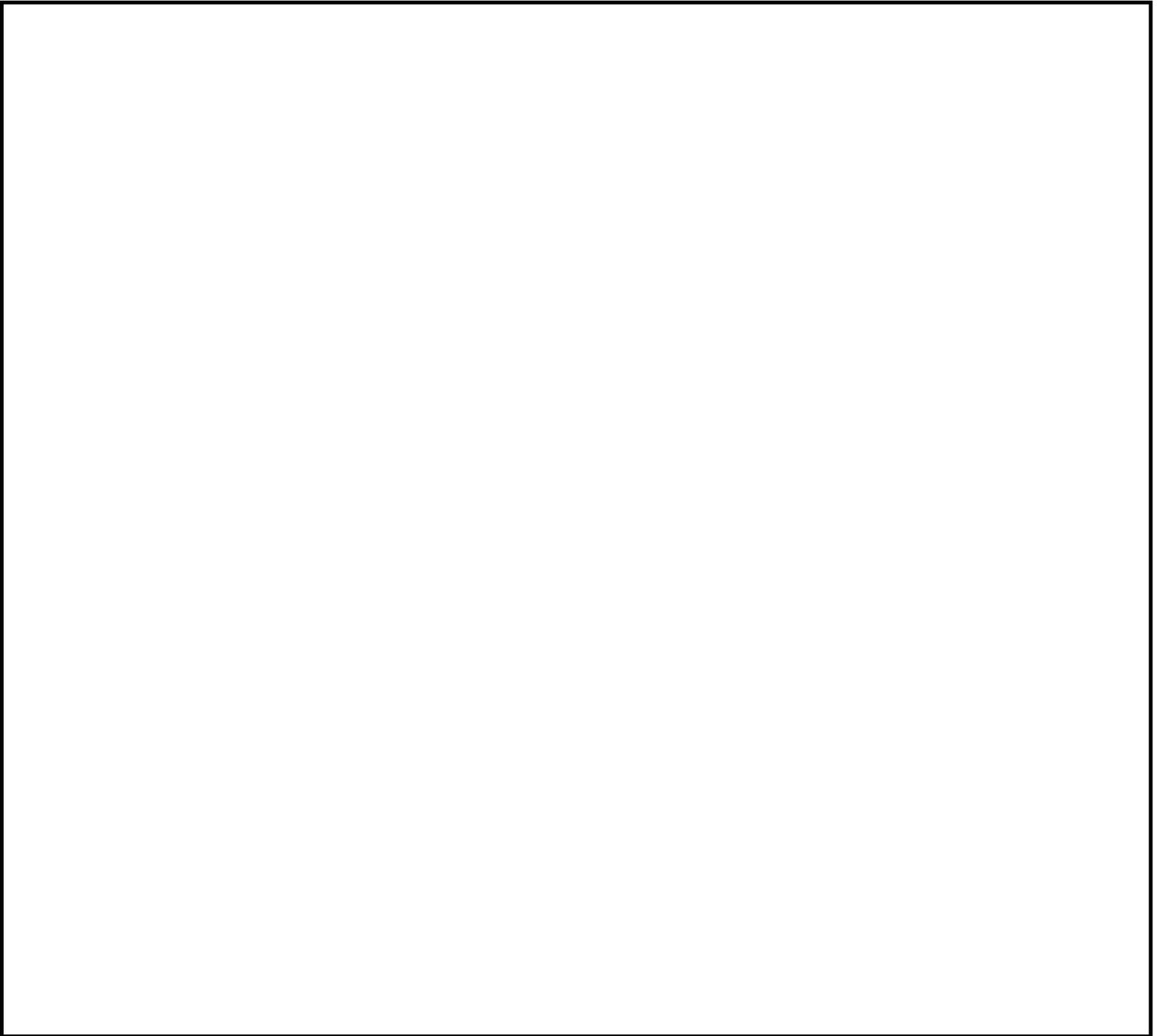
REQUIRED INSPECTIONS

The following inspections are typically required for the construction of a new structure and remodeled existing structures. These requirements are subject to City building permits.

All Construction or work for which a permit is required shall be subject to inspection and all such construction or work shall remain accessible and exposed for inspection until approved. Construction shall not begin until a permit is issued.

1. **TESC-BMPS** Temporary erosion and sediment control plan according to BMP's found in Ecology's Stormwater Manual for Western Washington. (February 2005)
2. **FOOTING INSPECTION / PROPERTY LINE SETBACKS:** To be made after excavations for footings are complete and any required reinforced steel are in place.
3. **FOUNDATION INSPECTION:** To be inspected after all forms, hold downs and re-bar are in place per approved plans.
4. **CONCRETE SLAB OR UNDER-FLOOR INSPECTION:** To be make after all in-slab or underfloor service equipment, conduit, piping, and insulation is in place, but before any concrete is placed or floor sheathing installed, including subfloor.
5. **HOLD DOWNS INSPECTION:** To be made at the same time as the shear wall inspection.
6. **SHEAR WALL INSPECTION:** Per engineer design or IBC & IRC seismic Zone D2.
7. **FRAME / ROUGH PLUMBING / MECHANICAL / INSPECTION:** To be make after the roof, all framing and fire blocking and bracing are in place. All roof sheathing and sub-siding shall be left exposed for nailing inspection. All rough plumbing, pipes, chimneys and vents shall be complete. There is to be a full stack test ventilating equipment and ducting shall be complete. Roof access shall be provided for the inspector. This phase may require two inspections because of the need to inspect roof and wall sheeting. WSEC caulking package must be done by framing inspection.
8. **INSULATION INSPECTION:** To be made after all insulation, ground covers and caulk and sealing have been completed.
9. **GYPSON BOARD OR LATH INSPECTION:** To be made after all gypsumboard and/or lathing, interior and exterior as in place, but before and gypsumboard joints and fasteners are taped and finished or any plastering is applied. In fire-resistive construction, multiple gypsumboard layers and size of fasteners must be verified.
10. **WATER LINE TEST:** To be made when piping is installed and under pressure test.
11. **SEWER LINE TEST:** To be made when side sewer is installed and under pressure test and tracer wire installed.
12. **ROOF STORM WATER DRAIN SYSTEM:** To be made after excavation has be done, the drain rock and piping is installed. Filter fabric ready to be installed.
13. **FINAL INSPECTION:** To be made after finish grading and the building is completed and ready for occupancy. Attic access shall be provided to the inspector.
14. **CERTIFICATE OF OCCUPANCY:** No building shall be used or occupied until a Certificate of Occupancy has been issued.

CITY OF McCLEARY
SITE PLAN



Items to be included on the Site Plan:

1. Property Lines
2. Dimensions
3. Outline of structure/s with dimensions
4. Impervious Surface with quantities (sidewalk, driveway, roof area etc)
5. North Arrow
6. Streets and alley with names
7. Location of temporary erosion and stormwater control
8. Contours for lots with greater than 10% slope.

CITY OF McCLEARY BUILDING PERMIT POLICIES

PERMITS:

Permits presuming to give authority to violate the provisions of the IBC or other ordinances of the City of McCleary shall not be valid.

A permit based on plans, specifications and other data shall not prevent the building official from thereafter requiring the correction of errors in said plans, etc. or from preventing building operations being carried on when in violation of this code or of any other ordinances of the City of McCleary.

Every permit issued under provisions of this code shall expire if the building or work is not started within 180 days from the date of such permit, or if the building or work authorized by such permit is suspended or abandoned at any time after work is started for a period of 180 days. Before work can be restarted, a new permit shall be obtained, and the fee shall be one half the amount required for a new permit, provided such suspension has not exceeded one year. In order to renew action on a permit after expiration, the permittee shall pay a new full permit fee.

Any permittee holding an unexpired permit may apply for an extension of the time that work may start when the permittee is unable to begin work within the time required for satisfactory reasons. The time for action may be extended for a period not exceeding 180 days in written request by the permittee showing that circumstances beyond the control of the permittee have prevented action from being taken.

No permit shall be extended more than once.

A permit may be suspended or revoked whenever the permit is issued in error or in the basis of incorrect information supplies, or in violation of any ordinance or regulation or any of the provisions of this code.

FEES:

Fees shall be assessed in accordance with the International Building Code. The value to be used in computing the building permit and building plan review fees shall be the total value of all construction work.

When a plan or other data are required to be submitted, a plan review fee deposit shall be paid at the time of submitting plans and specifications for review. Plan review fees shall be 65% of the building permit fee. Plan review fees are separate and are in addition to the permit fees. Where plans are incomplete or changed so as to require additional plan review, an additional plan review fee shall be charged.

WORK WITHOUT A PERMIT:

Whenever any work for which a permit is required by this code has been started without first obtaining said permit, a special investigation shall be made before a permit may be issued for such work.

An investigation fee, in addition to the permit fee, shall be collected whether or not a permit is then or subsequently issued. The investigation fee shall be equal to the amount of the permit fee required by this code. The minimum investigation fee shall be the same as set forth in the IBC.

By signature hereunder I certify I have read and understand the policies set forth above.

Signature _____ Date _____

CITY OF McCLEARY PERMIT APPLICANT RESPONSIBILITIES
To be completed at Permit Issuance.

I, _____, BEING THE APPLICANT FOR
THE City of McCleary Building Permit Number _____, do hereby
certify as follows:

1. I understand that as the Building Permit Applicant, it is my responsibility to determine the locations of all property lines the subject property for the above referenced permit.
2. I have been provided with a copy of the “City of McCleary Required Inspections” form and understand that the person(s) doing the work to complete the above referenced permit must contact the City of McCleary Building Department and request inspections at appropriate stages of construction.

Signature

Date



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SEPA Pre-Determination Application

This form is to be used to determine if the SEPA Process must be completed.

General Information:

Project Name; (If applicable) _____

Project Location: (address or parcel number) _____

Applicant Name: _____

Address: _____

Phone: _____ Cell/Other: _____ Fax: _____

Applicant's Representative: _____

Address: _____

Phone: _____ Cell/Other: _____ Fax: _____

Description of proposal.

Please be specific.

Site Information:

- 1. What is the area of your site in square feet: _____
- 2. Area of site disturbance in square feet: _____
- 3. Is there any form of water on the site, lakes, ponds, creeks, rivers, wetlands etc: _____
- 4. Will the site be used for Residential or Commercial Use: _____
- 5. If Residential, how many dwelling units will there be: _____
- 6. If Commercial, provide square footage (total): _____
- 7. Total number of parking stalls: _____

Form Incomplete _____ date / initials	Form Complete _____ date / initials
SEPA Required:	
<input type="checkbox"/> Yes	
<input type="checkbox"/> No	
<input type="checkbox"/> Categorically Exempt	Director of Public Works _____ Date

EXHIBITS: Except where noted, provide Seven (7) sets. Exhibits may be combined where appropriate. Plans shall be no larger than 24 by 36 inch sheet size.

1. Vicinity Map showing site boundaries, existing roads and accesses within 100 feet beyond the site boundaries.
2. Legal description of boundaries of the parcel(s) being developed prepared and certified by a title company or registered land surveyor.
3. Site Map drawn to scale* showing the existing structures, refuse enclosures, easements and utilities with distance to existing operational fire hydrants.
4. Topographical Map with contours, existing and proposed, locating existing streams, wetlands, and other natural features.
5. Site Plan drawn to scale* showing location and sizes of uses, buffer areas, yards, open spaces and landscaped areas.
6. Average Daily Trips generated by proposed project on the trip generation form within the International Transportation Engineers Trip Generation Manual.
7. Circulation Plan drawn to scale* illustrating all access points for the site; the size and location of all streets and driveways; and the location, size and design of parking and loading areas.
8. Grading Plan with estimated dimensions and quantities of work involved, drawn at 1"=20' horizontal scale with 2-foot contour intervals.
9. Roadway cross sections.
10. Stormwater Plan, prepared and certified by a licensed, professional engineer.
11. Utility Plan showing size and location of all water, wastewater, gas and electrical lines to be installed, and location of any and all fire protection facilities, including but not limited to fire hydrants.
12. Landscape Plan drawn to scale* showing all plant species, locations and size (at planting and mature), existing trees to be retained, specific tree protection measures and method of irrigation, if any.
13. Building elevations drawn at 1/4"=1' or larger, Identify building materials and colors.
14. 8 1/2 x 11 inch reduction of all drawings.
15. Draft of proposed Conditions, Covenants and Restrictions related to the maintenance of open space and commonly-owned improvements.
16. SEPA checklist, if required
17. Prestamped #10 envelopes addressed to all property owners within 300 feet of the parcel(s) being developed and one list of the names and addresses.
18. Title report, not more than 30 days old, showing restrictions, if any, presently encumbering the land.
19. Water and sewer availability letter from the City of McCleary.
20. Any other information deemed pertinent by the City.
21. *= Scale shall be 1"=20', 30' or 50' with bar scale directly below the North Arrow. Any variation to the scale must be approved by the City in advance of plan submittal.



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Excavation Permit Application

Required for all work opening, excavating or under City Right-of-Way.

Fees:

Permanent surface excavation (30 feet or less): \$121.00

Traveled surface excavation (30 feet or less): \$121.00

Non-traveled surface excavation (30 feet or less): \$89.00

Driveway culvert installation(30 feet or less): \$89.00

For excavations in excess of 30 feet up to 200 feet add \$1.00 per foot.

For excavations in excess of 200 feet, add \$0.50 per foot.

Example: Excavate 250 lf in Non-traveled surface: \$87.00 (for the 1st 30 feet) + \$170.00 (170 feet x \$1.00) + \$25.00 (50 feet x \$.50) = total \$282.00

Total Additional Footage charge \$ _____

Total Fee: \$ _____

Upon issuance of the permit, the City shall be reimbursed at the rate of \$40 per hour for such time as is utilized by City employees in carrying out any inspection, other than the initial on-site inspection, as the responsible official of the City determines are necessary to insure restoration of the right-of-way. The time utilized in any follow up inspection shall be rounded up to the next quarter hour.

General Information:

Applicant Name: _____

Address: _____

Phone: _____ Cell/Other: _____ Fax: _____

Contractor: _____

Address: _____

Phone: _____ Cell/Other: _____ Fax: _____

Description of the nature and purpose of the proposed excavation: _____

Total lineal footage to be excavated: _____

Date excavation is to begin: _____

Date excavation is to be completed: _____

Required Plans:

- Applicants are required to attach to this application plans showing the extent of the proposed excavation work, the dimensions and elevations of both the existing ground prior to said excavation and the proposed excavated surfaces, the location of the excavation work and any other relevant information for the city to evaluate in regards to the impact on the City right-of-way.

Other Requirements:

- Attached is a detailed list of the ordinances regulating the work for which this permit is issued, and that all work done will be in conformance therewith.

Applicants Signature: _____

Date: _____

Form Incomplete _____ date / initials	Form Complete _____ date / initials
Excavation Permit Approved	
<input type="checkbox"/> Yes	
<input type="checkbox"/> No	
Director of Public Works	Date

The undersigned applicants agree that, if the request for utility service is granted, the following terms and conditions shall govern the relationship between the City of McCleary and the Applicants, their heirs, successors, and assigns:

A. The Applicants and their heirs, successors, and assigns, shall comply fully with all Ordinances and Resolutions of the City, both existing and hereafter adopted or amended, pertaining to the City's utility systems.

B. To pay any and all rates and charges before delinquency as the same may be fixed from time-to-time.

C. Until and unless specifically otherwise authorized by the City in writing, to utilize the utility services only for the provision of service to a single family residence with appurtenant uses.

D. In the event the City, in its sole discretion, furnishes utility service to the land described above, if currently outside of the McCleary city limits, then in consideration and as a condition of such furnishing of utility service, the undersigned, and each of them for himself, herself, or themselves, and for their successors in interest, commit and covenant to the City and to the present and future owners of any property affected by the furnishing of City utility services to which this covenant relates, that they shall:

1) Pay such connection fees and capacity charges as may be required by the City as of the date that the connection is made.

2) Whenever so requested, sign any letter, notice, petition, or other instrument initiating, furthering, or accomplishing the annexation of the land described herein to the City. They recognize that such annexation would normally involve the assumption by the area to be annexed of its pro rata portion of any existing indebtedness, the application to the area to be annexed of the City's comprehensive plan and land use controls, and such other conditions as the City may from time-to-time lawfully impose.

a. The Applicants further agree that this covenant shall be binding upon the Applicants, their heirs, successors, and assigns, and shall run with the land.

b. The Applicants further agree that, in the event upon request, they or their heirs, successors, or assigns, fail to execute the Petition for Annexation which may be requested by the City, then this Application for utility service may be attached to such petition by and as the equivalent of the Applicants' signature in support of such Petition for Annexation.

c. The Applicants further understand and agree that, in the event there is non-compliance with the provisions of this covenant by the Applicants, their heirs, successors, or assigns, or as a result of an order of any court having jurisdiction in such matter at the time that such Petition for Annexation is submitted to the City Council or at any time prior to the completion of the annexation, then in the sole discretion of the City, utility service then being provided by the City shall be subject to termination by the City in recognition that, but for the covenant contained within this paragraph, the City would not have provided or be providing the utility service anticipated upon approval of this agreement.

d. The Applicants acknowledge that the City has given the Applicants notification of its intent at a time in the future to consider annexation of the subject property.

I/we have read the foregoing application, know the contents thereof, and believe that factual statements contained therein and provided by us to be true, and do sign this Application on this the day of _____ in the year of _____.

Applicant _____

STATE OF WASHINGTON)

GRAYS HARBOR COUNTY)

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that _____ signed this instrument and acknowledged it to be of his, her, their voluntary act for the uses and purposes mentioned in the instrument.

DATED this _____ day of _____, in the year of _____.

Utility Charges :

- Electric -
 1. Application Fee (Amount will be deducted from the total work order amount if the service is installed).
 2. Work Order - This is the amount to be paid by the applicant for the Light & Power Department to install the service.
 3. There is no fee to connection to the power system.

- Water -
 1. Application Fee (Amount will be deducted from the total work order amount if the service is installed).
 2. Work Order - This is the amount to be paid by the applicant for the Water Department to install the service from the Main to the Meter. (Res 580)
 3. Water Connection Fee per current fee schedule. Must be paid within 30 days of permit issuance.
 4. Meter Set Fee per current fee schedule.

- Sewer -
 1. No Application Fee
 2. Work Order - No work order is required as the work must be performed by the applicant and approved by the Public Works Department.
 3. Sewer Connection Fee per current fee schedule. Must be paid within 30 days of permit issuance.
 4. Excavation Permit per current fee schedule if connection is not at property line and work must be performed in the City's Right of Way.

- Storm -
 1. No Application Fee
 2. Work Order - No work order is required as the work must be performed by the applicant and approved by the Public Works Department.
 3. Storm Connection Fee per current fee schedule. Must be paid within 30 days of permit issuance.

Note: Utility charges will begin at the following times:

Temporary Electricity: As soon as the temporary electric meter is installed on the temporary pole.

Permanent Electricity: As soon as the permanent electric meter is installed on the structure.

Water: As soon as the water meter is installed.

Sewer: As of the date the Certificate of Occupancy is issued by the Building Department.

Stormwater: As of the date the Certificate of Occupancy is issued by the Building Department.

The City of McCleary

UTILITY CUSTOMER ACCOUNT APPLICATION



Please fill in the form, **SIGN** and return to us WITH AN ENLARGED LEGIBLE COPY OF YOUR PHOTO ID OR DRIVERS LICENSE. If submitting this form in person we can make the copy for you. If you have any questions contact us at (360) 495-3667 ext 102 or by email to christianem@cityofmcclary.com



I _____, applicant of legal age, hereby make application for utility services at the address listed below,

with an **effective date** of _____ from the City of McCleary subject to all of the provision of City resolutions establishing policies and rates, which are by this reference incorporated into and made a part of this application. This application: when accepted by the City, becomes a contract committing the Applicant /Customer to pay for the utility services furnished in accordance with the applicable rate schedules, including minimum charges, and for any unpaid service and charges previously rendered to the Applicant / Customer by the City of McCleary.

If your payment is not received by the 15th of the month, it becomes delinquent on the 16th and is subject to a 5% penalty.

Service Address:		Service Location #	
Name		Phone / Cell Number	
Mailing Address		Social Security Number	
City	State	Zip Code	
Email Address	Drivers License Number	State	
Employer		Work Phone Number	
Do you currently have, or had in the past, a utility account with the City of McCleary?		YES	NO
If yes, please list the address and name(s) on the Utility Account:			
Owner Name		Phone Number	
Owner Address		City	

As owner of the above named property, I agree to abide by McCleary Municipal Codes, State of Washington RCW 35.21 and 35.67, and all other pertinent City Codes and RCWs as they now stand or are hereafter amended. The City may shut off and not restore utilities until all delinquent charges are paid in full and may also employ other legal remedies to collect the unpaid amount. Per Resolution 631, **the City of McCleary will not collect a utility deposit.** The Owner/Landlord of a property is responsible to collect any and all deposits, including Utility Deposits, at their discretion.

Owner Signature	Date
Applicant Signature	Date

Completed forms shall be submitted to City Hall 100 S. 3rd Street, McCleary WA 98557

Confidentiality Note: This document contains information belonging to the City of McCleary which is confidential and/or legally privileged. The information is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or the taking of any action in reliance on the contents of this information is strictly prohibited. If you have received this in error, please immediately notify us by telephone to arrange for return of the document to us.

FOR STAFF USE ONLY			
Date Received _____	Staff Member Signature _____		
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Revised 10/9/13

Chapter 3 - Flow Control Design

This chapter presents methods, criteria, and details for hydraulic analysis and design of flow control facilities and roof downspout controls. *Flow control facilities* are detention or infiltration facilities engineered to meet the flow control standards specified in Volume I. *Roof downspout controls* are infiltration or dispersion systems for use in individual lots, proposed plats, and short plats. Roof downspout controls are used in conjunction with, and in addition to, any flow control facilities that may be necessary. Implementation of roof downspout controls may reduce the total effective impervious area and result in less runoff from these surfaces. Ecology’s Western Washington Hydrology Model (WWHM) incorporates flow credits for implementing two types of roof downspout controls. These are:

1. If roof runoff is ***infiltrated*** according to the requirements of this section, the roof area may be discounted from the total project area used for sizing storm water facilities. This is done by clicking on the “Credit” button in the WWHM and entering the percent of roof area that is being infiltrated.
2. If roof runoff is ***dispersed*** according to the requirements of this section on single-family lots greater than 22,000 square feet, and the *vegetative flow** path is 50 feet or larger through undisturbed native landscape or lawn/landscape area that meets BMP T5.13, the roof area may be modeled as grassed surface. This is done by clicking on the “Credits” button in the WWHM and entering the percent of roof area that is being dispersed.

This chapter also provides a description of the use of infiltration facilities for flow control. Additional design considerations and general limitations of the infiltration facilities and small site BMPs are covered in Volume V.

Roof downspout controls and small site BMPs should be applied to individual commercial lot developments when the percent impervious area and pollutant characteristics are comparable to those from residential lots.

3.1

Roof Downspout Controls

This section presents the criteria for design and implementation of roof downspout controls. *Roof downspout controls* are simple pre-engineered designs for infiltrating and/or dispersing runoff from roof areas for the purposes of increasing opportunities for groundwater recharge and reduction of runoff volumes from new developments.

Selection of Roof

Downspout

Controls

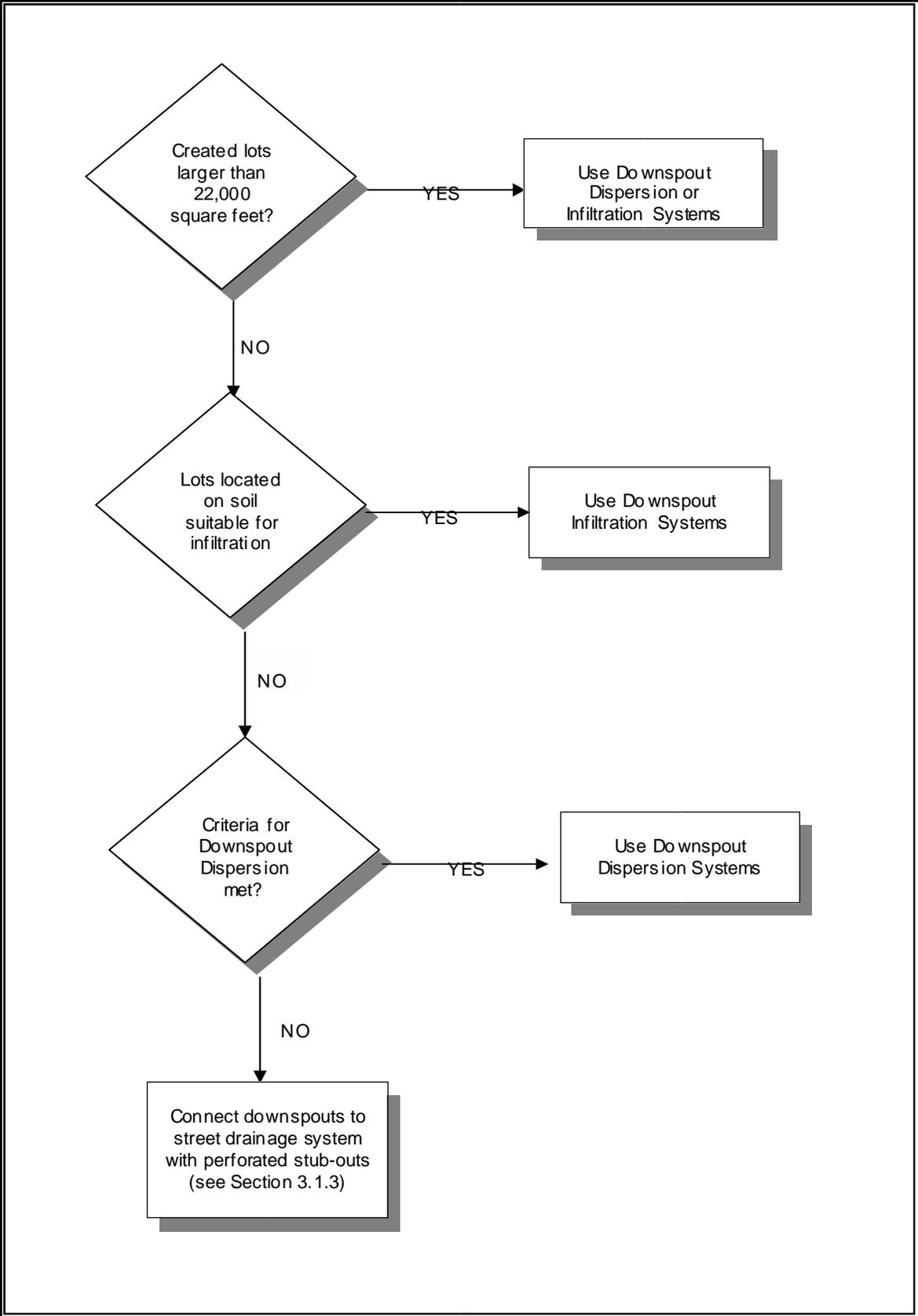
Large lots in rural areas (5 acres or greater) typically have enough area to disperse or infiltrate roof runoff. Lots created in urban areas will typically be smaller (about 8,000 square feet) and have a limited amount of area in which to site infiltration or dispersion trenches. Downspout infiltration should be used in those soils that readily infiltrate (coarse sands and cobbles to medium sands). Dispersion BMPs should be used for urban lots located in less permeable soils, where if infiltration is not feasible. Where dispersion is not feasible because of very small lot size, or where there is a potential for creating drainage problems on adjacent lots, downspouts should be connected to the street storm drain system, which directs the runoff to a storm water management facility.

Where roof downspout controls are planned, the following three types must be considered in descending order of preference:

1. Downspout infiltration systems
2. Downspout dispersion systems
3. Downspout perforated stub-out connections

Figure 3.1 illustrates, in general, how roof downspout controls are selected and applied in single-family subdivision projects. However, local jurisdictions may adopt approaches that are more specific to their locality. Where supported by appropriate soil infiltration tests, downspout infiltration in finer soils may be practical using a larger infiltration system.

Note: Other innovative downspout control BMPs such as rain barrels, ornamental ponds, downspout cisterns, or other downspout water storage devices may also be used if approved by the reviewing authority.



3.1.1 Downspout Infiltration Systems

Downspout infiltration systems are trench or drywell designs intended only for use in infiltrating runoff from roof downspout drains. They are not designed to directly infiltrate runoff from pollutant-generating impervious surfaces.

Application

The following apply to parcels as described in Volume I:

1. Single family subdivision projects subject to Minimum Requirement #7 for flow control (Volume I) must provide for individual downspout infiltration systems on all lots smaller than 22,000 square feet if feasible. Local governments may specify a different lot size that is more appropriate - based on local soil and slope conditions and rainfall. Concentrated flows may not be directed to adjoining lots. They must be dispersed and retained on the building lot to the maximum extent possible.
2. The feasibility or applicability of downspout infiltration must be evaluated for all subdivision single-family lots smaller than 22,000 square feet. The evaluation procedure detailed below must be used to determine if downspout infiltration is feasible or whether downspout dispersion can be used in lieu of infiltration.
3. For subdivision single-family lots greater than or equal to 22,000 square feet, downspout infiltration is optional, and the evaluation procedure detailed below may be used if downspout infiltration is being proposed voluntarily.
4. If site-specific tests indicate less than 3 feet of permeable soil from the proposed final grade to the seasonal high groundwater table, then a downspout dispersion system per Section 3.1.2 may be used in lieu of infiltration.
5. On lots or sites with more than 3 feet of permeable soil from the proposed final grade to the seasonal high groundwater table, downspout infiltration is considered feasible if the soils are outwash type soils and the infiltration trench can be designed to meet the minimum design criteria specified below.

Note: If downspout infiltration is not provided on these lots, then a downspout dispersion system must be provided per Section 3.1.2.

**Flow Credit for
Roof Downspout
Infiltration**

If roof runoff is infiltrated according to the requirements of this section, the roof area may be discounted from the project area used for sizing stormwater facilities. This is done by clicking on the "Credit" button in WWHM and entering the percent of roof area that is being infiltrated.

***Procedure for
Evaluating
Feasibility***

1. A soils report must be prepared by a professional soil scientist certified by the Soil Science Society of America (or an equivalent national program), a locally licensed onsite sewage designer, or by other suitably trained persons working under the supervision of a professional engineer, geologist, hydrogeologist, or engineering geologist registered in the State of Washington to determine if soils suitable for infiltration are present on the site. The report must reference a sufficient number of soils logs to establish the type and limits of soils on the project site. The report should at a minimum identify the limits of any *outwash type soils* (i.e., those meeting USDA soil texture classes ranging from coarse sand and cobbles to medium sand) versus other soil types and include an inventory of topsoil depth.
2. On lots or sites with no outwash type soils, a downspout dispersion system per Section 3.1.2 may be used in lieu of infiltration.
3. On lots or sites containing outwash type soils (coarse sand and cobbles to medium sand), additional site-specific testing must be done. Individual lot or site tests must consist of at least one soils log at the location of the infiltration system, a minimum of 4 feet in depth (from proposed grade), identifying the SCS series of the soil and the USDA textural class of the soil horizon through the depth of the log, and noting any evidence of high groundwater level, such as mottling.

Note: This testing must also be carried out on lots or sites where downspout infiltration is being proposed in soils other than outwash.

4. If site-specific tests indicate less than 3 feet of permeable soil from the proposed final grade to the seasonal high groundwater table, then a downspout dispersion system per Section 3.1.2 may be used in lieu of infiltration.
5. On lots or sites with more than 3 feet of permeable soil from the proposed final grade to the seasonal high groundwater table, downspout infiltration is considered feasible if the soils are outwash type soils and the infiltration trench can be designed to meet the minimum design criteria specified below.

**Design Criteria
for Infiltration**

Trenches

Figure 3.2 shows a typical downspout infiltration trench system, and Figure 3.3 presents an alternative infiltration trench system for sites with coarse sand and cobble soils. These systems are designed as specified below.

General

1. The following minimum lengths (linear feet) per 1,000 square feet of roof area based on soil type may be used for sizing downspout infiltration trenches.

Coarse sands and cobbles	20 LF
Medium sand	30 LF
Fine sand, loamy sand	75 LF
Sandy loam	125 LF
Loam	190 LF

2. Maximum length of trench must not exceed 100 feet from the inlet sump.
3. Minimum spacing between trench centerlines must be 6 feet.
4. Filter fabric must be placed over the drain rock as shown on Figure 3.2 prior to backfilling.
5. Infiltration trenches may be placed in fill material if the fill is placed and compacted under the direct supervision of a geotechnical engineer or professional civil engineer with geotechnical expertise, and if the measured infiltration rate is at least 8 inches per hour. Trench length in fill must be 60 linear feet per 1,000 square feet of roof area. Infiltration rates can be tested using the methods described in Section 3.3.
6. Infiltration trenches should not be built on slopes steeper than 25 percent (4:1). A geotechnical analysis and report may be required on slopes over 15 percent or if located within 200 feet of the top of steep slope or landslide hazard area.
7. Trenches may be located under pavement if a small yard drain or catch basin with grate cover is placed at the end of the trench pipe such that overflow would occur out of the catch basin at an elevation at least one foot below that of the pavement, and in a location which can accommodate the overflow without creating a significant adverse impact to downhill properties or drainage systems. This is intended to prevent saturation of the pavement in the event of system failure.

***Design Criteria for
Infiltration Drywells***

Figure 3.4 shows a typical downspout infiltration drywell system. These systems are designed as specified below.

General

1. Drywell bottoms must be a minimum of 1 foot above seasonal high groundwater level or impermeable soil layers.
2. If using drywells, each drywell may serve up to 1000 square feet of impervious surface for either medium sands or coarse sands.
3. Typically drywells are 48 inches in diameter (minimum) and have a depth of 5 feet (4 feet of gravel and 1 foot of suitable cover material).
4. Filter fabric (geotextile) must be placed on top of the drain rock and on trench or drywell sides prior to backfilling.
5. Spacing between drywells must be a minimum of 4 feet.

Downspout infiltration drywells must not be built on slopes greater than 25% (4:1). Drywells may not be placed on or above a landslide hazard area or slopes greater than 15% without evaluation by a professional engineer with geotechnical expertise or a licensed geologist, hydrogeologist, or engineering geologist, and with jurisdiction approval.

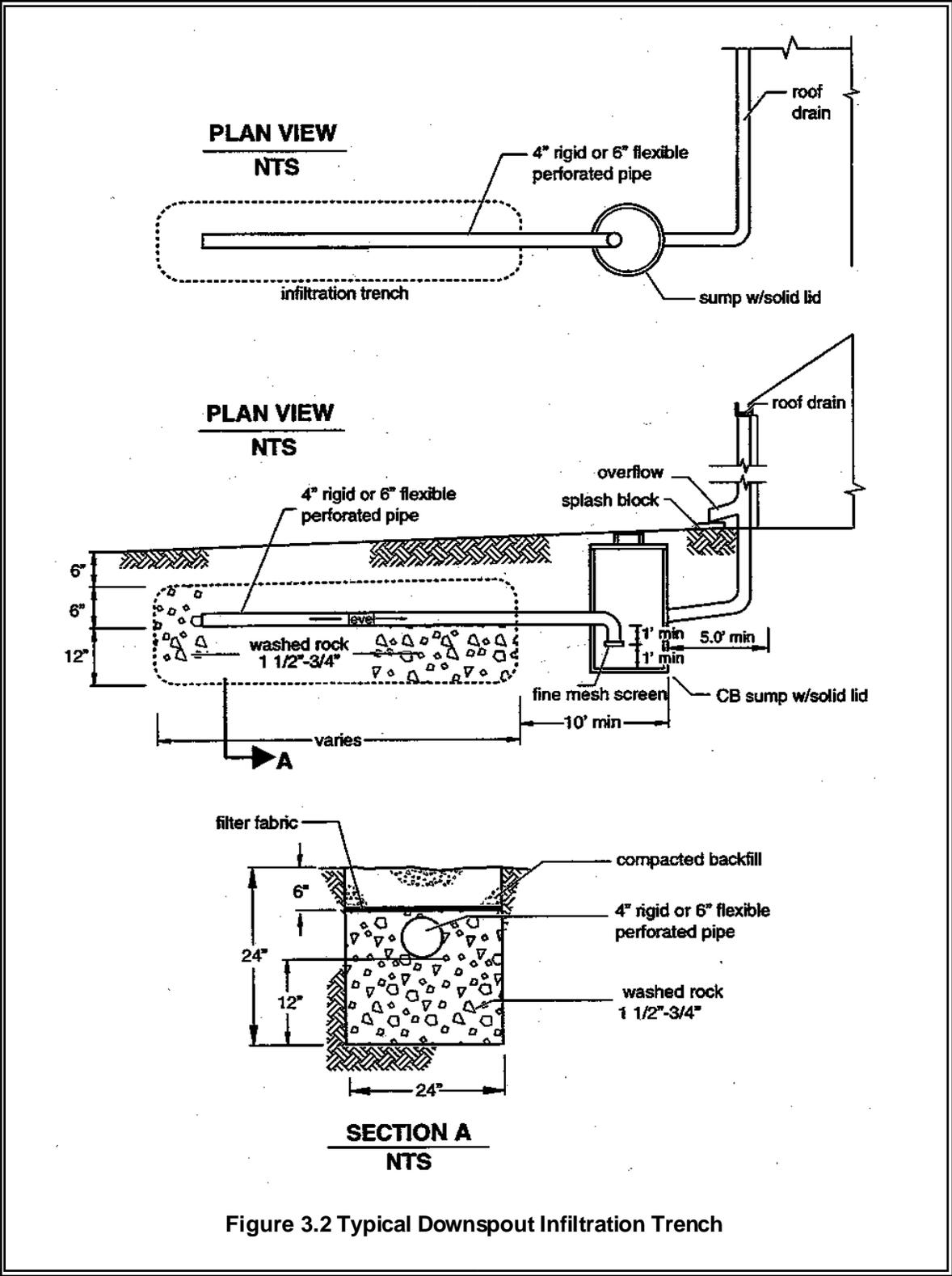
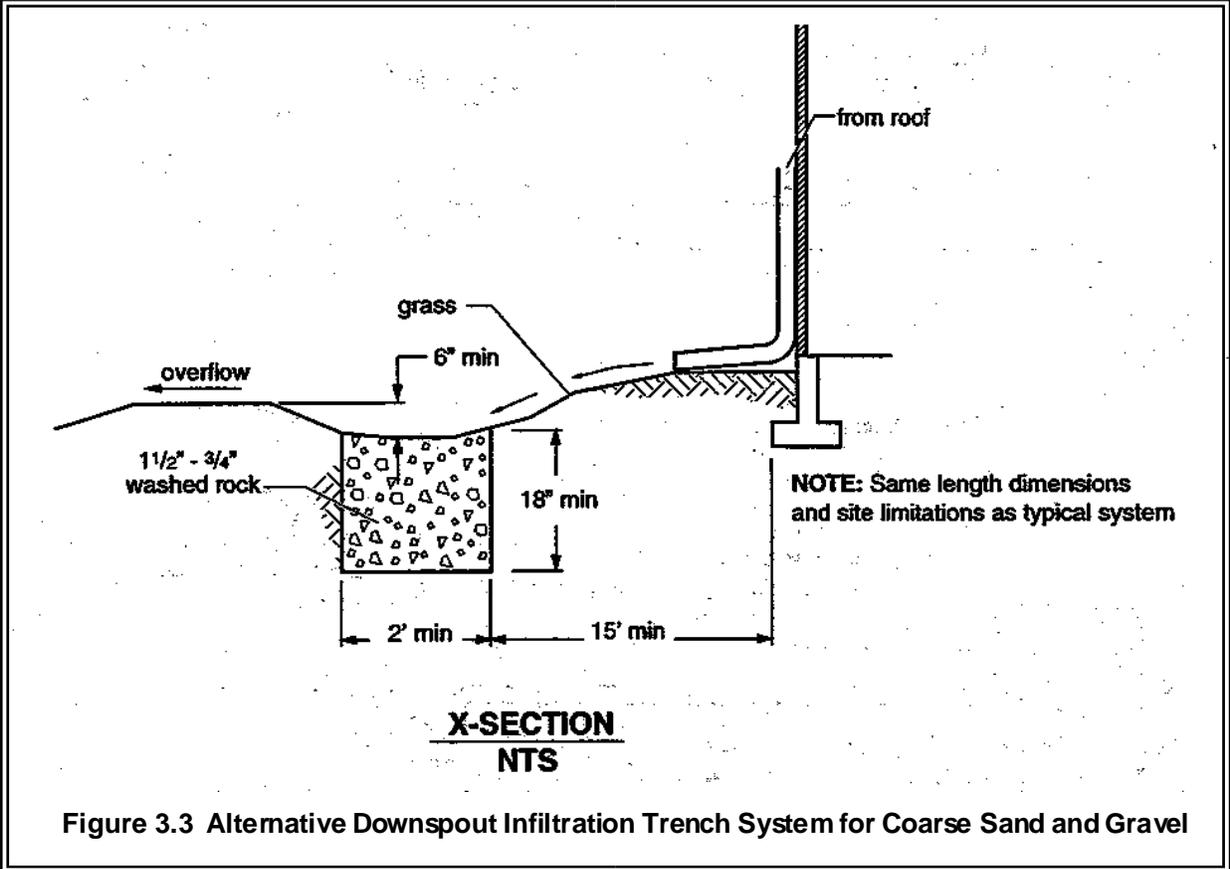
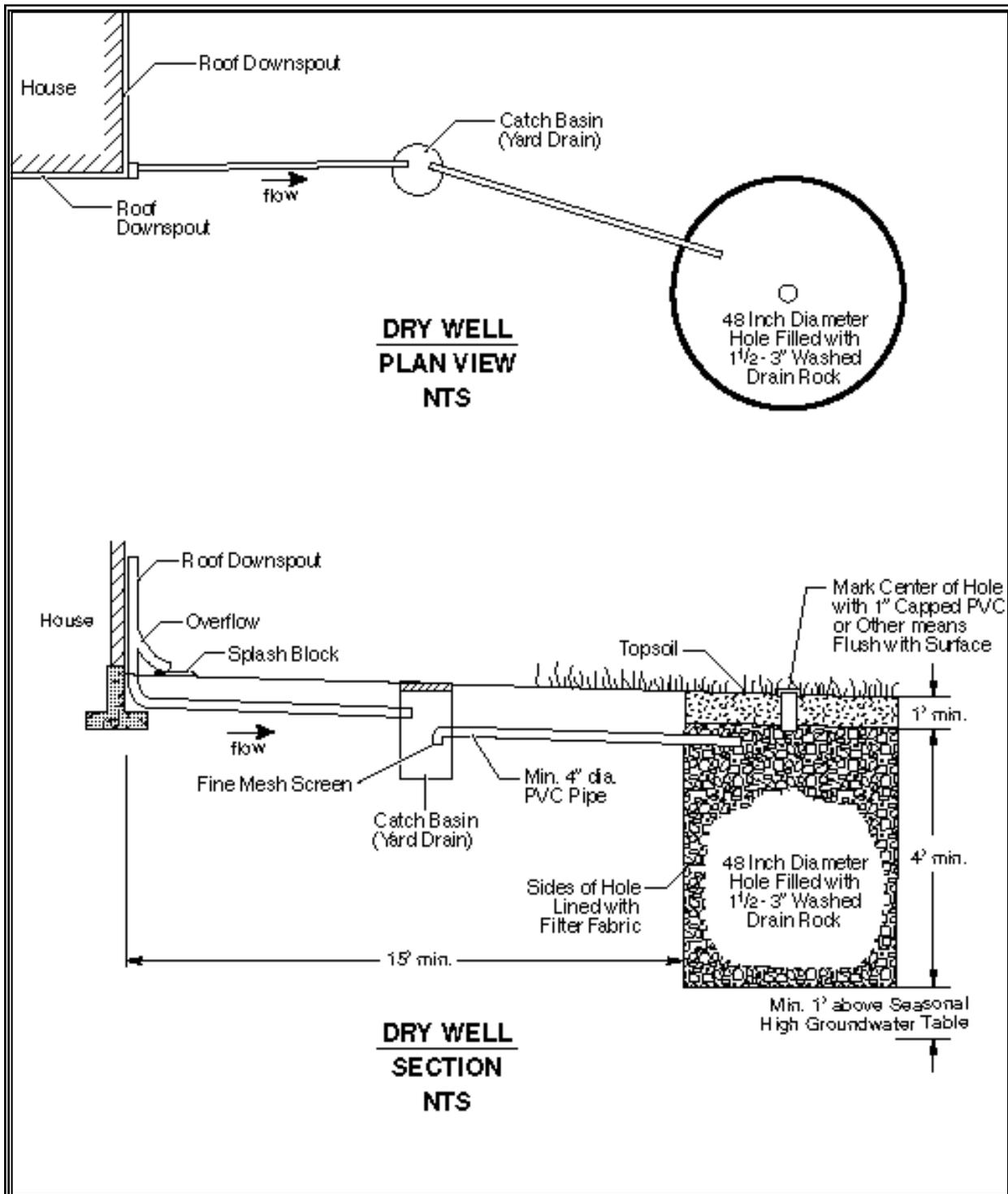


Figure 3.2 Typical Downspout Infiltration Trench





Setbacks

Local governments may require specific setbacks in sites with steep slopes, land slide areas, open water features, springs, wells, and septic tank drain fields. Adequate room for maintenance access and equipment should also be considered. Examples of setbacks commonly used include the following:

1. All infiltration systems should be at least 10 feet from any structure, property line, or sensitive area (except steep slopes).
2. All infiltration systems must be at least 50 feet from the top of any sensitive area steep slope. This setback may be reduced to 15 feet based on a geotechnical evaluation, but in no instances may it be less than the buffer width.

For sites with septic systems, infiltration systems must be downgradient of the drainfield unless the site topography clearly prohibits subsurface flows from intersecting the drainfield.