



DEVELOPMENT SERVICES DEPARTMENT
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CRITICAL AREA PERMITS

BACKGROUND AND PURPOSE

Critical Areas are defined as Aquifer Recharge Areas, Geologic Hazard Areas, Fish and Wildlife Habitat Conservation Areas, Streams, and Wetlands. Each of these different types of critical areas are regulated by the City through Mount Vernon Municipal Code Chapter (MVMC) 15.40, Critical Areas.

MVMC Chapter 15.40 requires a permit prior to any alteration of a property containing, or adjacent, to a critical area and associated buffer as defined in MVMC Chapter 15.40. Critical Area Permits can be combined and/or issued with other development permits or they can be issued as a standalone permit. Consulting with City staff is advisable to determine the best way to have your critical area permit processed.

EARLY CONSULTATION AND PRE-APPLICATION MEETING REQUIRED

Prior to submitting an application for a Critical Area Permit Applicants are required to apply for a Pre-application meeting through the Development Services Department (Department) to discuss the proposed project. The Department will provide assistance and detailed information on the City's land use permitting requirements and standards.

An applicant may ask for a waiver of any of the application materials outlined on the attached Submittal Requirements at their pre-application meeting; and the Department will review the applicant's request, and either approve or disallow the waiver, in writing.

COMPLETE APPLICATION REQUIRED

The City is not able to accept an application that does not have all of the required items listed on the following pages. To accept your application, each of the items must be submitted at the same time. However, if you have received a prior written waiver of a submittal item(s), please provide the signed waiver form in lieu of any submittal item not provided.

Please note that a pre-submittal meeting with a staff planner is necessary before the items in the submittal checklist (below) can be accepted by the Development Services Department.

PROCESS AND TIMING

The time it takes to approve a Critical Area Permit depends on how complex the application is and how quickly and completely responses are received from the Applicant when the Department asks for clarifications or additional information.

Critical Area Permits not subject to the SEPA process with simple mitigation plans and just one set of deficiency comments can be approved in four to six weeks. However, more complex projects subject to the SEPA process with complicated mitigation plans and many sets of deficiency comments can take three to four months to approve.

The purpose of this handout is to assist the public in complying with detailed permit submittal requirements. It is NOT a complete list of permit or code requirements and should NOT be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness and applicability to other codes. Only complete applications can be accepted by the City for review.

SUBMITTAL REQUIREMENTS FOR CRITICAL AREA PERMITS

An applicant may ask for a waiver of any of the following submittal application materials at their pre-application meeting; and the Development Services Department will review the applicant's request, and either approve or disallow the waiver, in writing.

One paper copy and one copy in an electronic format (complying with the City's Electronic Document Requirements that are summarized in a handout available on our Permit Portal) of each of the below-listed submittal items is required to be submitted to the City **AT THE SAME TIME**.

Application fees are required to be paid when an application is submitted to the City. The total fee amount will be determined at the pre-submittal meeting with a staff planner.

FORMS REQUIRED TO BE COMPLETED

MASTER LAND USE APPLICATION FORM AND AGENT AUTHORIZATION (IF APPLICABLE) FORMS

These are forms on which an applicant provides their name and contact information and the name and contact information of the property owner if it is not the applicant. The current owner(s) of the land must provide their notarized signatures on this form. These forms need to be downloaded from the City's Permit Portal.

REQUIRED TECHNICAL REPORTS/MATERIALS

CRITICAL AREA ASSESSMENTS/CLASSIFICATIONS/DELINEATIONS

At the pre-application meeting planning staff will determine if wetland, stream, habitat, or geotechnical assessments/classifications/delineation reports will be required.

CRITICAL AREA SUPPLEMENTAL AND/OR MITIGATION PLANS

At the pre-application meeting planning staff will determine if wetland, stream, habitat, or geotechnical supplemental and/or mitigation reports will be required.

DRAINAGE REPORT

A stormwater report that shows the proposed method(s) for receiving, handling, transporting surface water within the subject property in a manner consistent with the City's adopted stormwater standards. Drainage Reports are to be drawn to scale and stamped by a State of Washington licensed civil engineer.

PLANS PREPARED BY QUALIFIED PROFESSIONALS

SITE PLAN:

A plan drawn by a State of Washington licensed architect, engineer, surveyor, or other specifically approved by the Director, at a scale also approved by the Director containing all information requested by City of Mount Vernon submittal forms, including but not limited to:

- a. Scale and north arrow
- b. Location, identification, and dimensions of all buildings, property lines, setbacks, streets, adjacent streets, and easements
- c. Location and dimensions of existing and proposed structures, parking and loading areas, driveways, existing on-site trees, existing or proposed fencing or retaining walls, freestanding signs, easements, refuse and recycling areas, freestanding lighting fixtures, utility junction boxes, public utility transformers, storage areas, buffer areas, open spaces, curbs, gutters sidewalks, median islands, and street trees
- d. Location of all proposed improvements
- e. The location and dimensions of natural features and critical areas along with their buffers; such as streams, lakes, marshes and wetlands
- f. Existing utilities and connection to existing and/or new utilities

OTHER ITEMS & PROCESSES REQUIRED ON A CASE-BY-CASE BASIS

CONSTRUCTION RELATED PLANS

Plans that include the following list of information that will be dependent on the type of work that is being proposed within or near a regulated critical area and/or its associated buffer:

For buildings proposed on/near critical areas and/or their associated buffers:

- Existing and proposed building layout with square footages, occupancy group, and type of construction.
- Cross section details, showing typical foundation.
- Grading Elevations that show the pre- and post-developed contours on a site. The scale and spacing of the elevation information shall clearly show the information that is needed to review such a plan. The horizontal and vertical control datum shall be clearly shown.
- Engineered Grading Plans.
- Utilities plan and profile means a plan drawn at scale or size approved by the City clearly showing all existing (to remain) and proposed improvements, including but not limited to: all utilities (sanitary sewer, storm sewers, water, etc) curbs, gutters, sidewalks, median islands, street trees, fire hydrants, utility poles, refuse areas, freestanding lighting fixtures, utility junction boxes, public utility transformers, etc.. The finished floor elevations for each floor of proposed and existing (to remain) structures shall be shown. The horizontal and vertical control datum shall be clearly shown.

JARPA FORM

If a Joint Aquatic Resources Permit Application (JARPA) has been completed for other Federal/State agencies please provide a copy to the City.

MATERIALS TO PREPARE FINANCIAL SECURITIES

Financial securities (bonds or deposit in lieu of a bond) are required for most critical area permits depending on the type and extent of work proposed. The following list of materials assists CEDD staff in determining the amounts of these financial securities:

- Yearly monitoring cost estimate
- Overall cost of the critical area project including: plants, soil amendments, tree protectors, and the like

SEPA

At the pre-application meeting planning staff will determine if the SEPA process will be required. For additional information on the SEPA process you can download the SEPA instructions from the City's Permit Portal.

TITLE REPORT

A document prepared by a title insurance company documenting the ownership and title of all interested parties in the site, development or action that lists all encumbrances. The certificate or report shall be dated within 30 days prior to the submittal of a permit to the City. **COPIES OF ALL THE ENCUMBRANCES LISTED WITHIN THE CERTIFICATE OR REPORT SHALL BE PROVIDED.**

WETLAND BANK DOCUMENTATION

If a project plans on purchasing credits from a wetland bank a copy of the materials provided by the bank verifying the ability to purchase said credits is necessary