



## Civil Submittal Handout

### Facility Extensions & Grading Permits

**Physical Address:**

Auburn City Hall Annex, 2<sup>nd</sup> Floor  
1 E Main St

**Mailing Address:**

25 W Main St  
Auburn, WA 98001

**Phone and Email:**

253-931-3090  
[permitcenter@auburnwa.gov](mailto:permitcenter@auburnwa.gov)

**Apply Online:** [www.MyBuildingPermit.com](http://www.MyBuildingPermit.com)

See Instructions Below

## BACKGROUND

The following information outlines the submittal requirements for the civil plan review to obtain a Grading Permit (GRA) and/or Facility Extension Agreement (FAC). Please review each item and provide all applicable elements to ensure a complete review. Incomplete submittals will not be accepted. The City will verify the completeness of the submittal packet, as identified below, at the time of application. Some of the requirements detailed herein are not required for Minor Grading Permits. If you believe your project qualifies for a Minor Grading Permit, please see the Minor Grading Permit Handout at [auburnwa.gov/forms](http://auburnwa.gov/forms) and discuss the scope of work with the Development Engineering team.

If you have any questions regarding the required items, please contact the Permit Center at [permitcenter@auburnwa.gov](mailto:permitcenter@auburnwa.gov) or Development Engineering at [development@auburnwa.gov](mailto:development@auburnwa.gov), or call 253-931-9020. If you have not yet done so consider applying for a [Pre-Application Meeting](#) with the City to gain a better understanding of required permits, and receive detailed input from City Staff, prior to your submittal.

The current City of Auburn Engineering Design Standards (DS), Engineering Construction Standards, and Surface Water Management Manual (SWMM) include further detail of the requirements outlined in this checklist. Electronic copies of these manuals can be viewed on the City of Auburn's Publications and Forms webpage at the following link: [Publications and Forms](#)

## INSTRUCTIONS

Apply online at [www.MyBuildingPermit.com](http://www.MyBuildingPermit.com) and follow the selection options below:

For projects requiring a Facility Extension, please select the following:

*Auburn → Clearing and Grading → Any Project Type → New → Site Development*

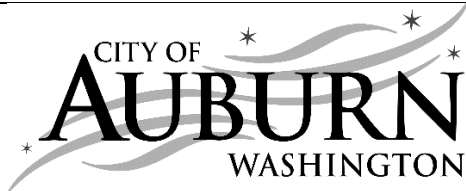
For a Grading Permit, please select the following:

*Auburn → Clearing and Grading → Any Project Type → New → Clearing and Grading*

The documents, files and associated formatting requirements outlined in the following checklist are required for a submittal to be considered complete and accepted for review. The required submittal documents will vary based on the scope of work. All submittal documents must be in stand-alone .pdf format. Reports and plans must be single pdfs and not require collation. All pdfs shall be named to clearly state the document type (example: SSP Report.pdf, Plans.pdf, Site Survey.pdf, etc.). Submittals must be made electronically through MyBuildingPermit.com. Review will not begin until all required submittal documents and files have been received and are considered complete by City Staff.

## EXPIRATION AND EXTENSIONS

During the development review and/or after FAC/GRA approval, if there has been no activity for 180 days, the permit application or permit shall be expired. To request an extension please contact [development@auburnwa.gov](mailto:development@auburnwa.gov).

	<h1>CIVIL APPLICATION CHECKLIST</h1>
<b>LAST UPDATE: March 2023</b>	<b>DEPARTMENT OF COMMUNITY DEVELOPMENT</b>

This checklist correlates to the City of Auburn Engineering Design Standards (DS). The applicant should read Chapter 1, *General Information*, Chapter 3, *Plan Preparation Requirements*, and any other applicable sections prior to proceeding with this checklist. Please note that the information contained in the Design Standards and this checklist does not address all situations and conditions that may be encountered. Specific provisions contained within the Design Standards and the checklist may not apply to all locations and conditions. These documents are intended to assist, but not substitute for, competent work by a Professional Civil Engineer.

The purpose of this checklist is to assist the applicant's engineer with preparing complete civil plans that are approvable by the City. It is recommended that the engineer review each item in this checklist prior to submittal. The City's Development Review Engineer will use this checklist to make a preliminary review of the plans and supporting data during intake to verify the scope of the proposed grading and facility extension(s) and check for completeness of the application. The City then has 28 calendar days from the date of initial submittal to determine if the application is complete. If the submittal is determined complete, the City's Development Review Engineer will verify the project plans and reports conform to the City's Design Standards. If deficiencies are identified during the review of the plans and reports, written comments and marked-up plans will be prepared and returned to the applicant upon completion of the plan review.

## A. SUBMITTAL DOCUMENTS AND FILES:

***The following files are required for all GRA/FAC applications and must be attached when applying through MyBuildingPermit.com:***

- ☐ Civil Plan Set (DS Chapter 3.02), including at a minimum:
  - ☐ Cover Sheet (DS Chapter 3.04.01)
  - ☐ Temporary Erosion and Sediment Control Plans (DS Chapter 3.04.02 and 5.01, and SWMM Vol. II)
  - ☐ Grading and Private Storm Drainage Plans (DS Chapters 3.04.03, 3.04.04, and SWMM)
- ☐ Stormwater Site Plan (SSP) Report (SWMM Vol. I, Appendix I)
  - ☐ Geotechnical Report, appended to SSP Report (DS Chapter 4.02.01, and SWMM)
- ☐ Site Survey (Existing Conditions/Topographic Map) stamped, signed, and dated by a Washington State Licensed Professional Land Surveyor, performed, and prepared per WAC 332-130-145. Survey shall be prepared using the correct City datum (NAVD 88 & NAD 83 (1991), State Plane Coordinate System) (DS Chapter 3.01 D)
- ☐ Title Report dated within 30 days of submittal (including all easements and agreements)
- ☐ Owner Letter of Authorization

***Note: AutoCAD Survey/Design Base Files (DS Chapter 3 Appendix F) AutoCAD files must be emailed to Development@auburnwa.gov prior to the submittal for second review.***

***Depending on the scope of work, the following files may be required:***

- ☐ Civil Plan Set components that may be required:
  - ☐ Site Plan Key Map, including on Cover Sheet (DS Chapter 3.04.01)
  - ☐ Landscape Plans (DS Chapter 3.04.10 and Chapter 10, ACC 18.50, Downtown Urban Center Design Standards, and/or Multi-Family & Mixed-Use Development Design Standards)
  - ☐ Utility Plans and Profiles, including drainage, water, and sewer (DS Chapters 3.04 and 6 through 8)
  - ☐ Street/Storm Plans and Profiles (DS Chapters 3, 6, 8 and 10)

- ☐ Street Pavement Design, CBR number or engineered pavement design per the latest "AASHTO Guide for Design of Pavement Structure" (required for public streets only) (DS Chapters 3, 4 and 10)
- ☐ Striping and Signing/Channelization Plans (required for public streets only) (DS Chapters 3 and 10)
- ☐ Sight Distance Plans (DS Chapter 3 and 10, and AASHTO "A Policy on Geometric Design of Highways and Streets", current edition)
- ☐ Illumination Plans (LED lighting required for all public and private streets). Photometric plans may also be required for illumination of private property. (DS Chapters 3 and 10, ACC 18.55)
- ☐ Signal Plans (if required by development conditions) (DS Chapters 3 and 10)
- ☐ Intersection Plans (required for all intersections) (DS Chapters 3 and 10)
- ☐ Critical Areas Reports (i.e., Wetland/Stream Mitigation Plan and Reports) (ACC16.10, SEPA MDNS Requirements)
- ☐ Letter summarizing any requested/granted deviations and/or street deferrals.

## GENERAL PLAN REQUIREMENTS

- ☐ In addition to the requirements outlined in Chapter 3 of the DS, the following general plan requirements have been reviewed and incorporated into the civil plans.
  1. The submitted civil engineering plans are neat, uncluttered, legible and in conformance with the requirements outlined in Chapter 1 and Chapter 3 of the DS.
  2. A title block has been provided along the right-hand edge on each plan sheet. The title block includes the development title, the name, address, and phone number of the firm preparing the plans, the name of the owner/applicant, a revision block, pages numbered out of total sheet count, and sheet titles (i.e., Grading, Erosion/Sedimentation Control, Road, Drainage, Water, Sewer, etc.)
  3. City of Auburn Engineering approval block B-3 (2" x 8.5") has been provided on the cover sheet and approval block B-1 (2" x 4") has been provided in lower right corner of each subsequent plan sheet, including the project reference number (FAC # or GRA#) in the approval block area. (DS, Chapter 3, Appendix A)
  4. Units of measure have been consistently indicated for all slope callouts as either % or ft/ft.
  5. Match lines with sheet numbers and stationing are provided.
  6. Roadway classifications have been labeled under each street name on all plan views.
  7. Plan sheets are 22" x 34", or a variation approved by the City prior to plan submittal.
  8. Lettering sizes are no smaller than 1/10 of an inch in height and are all uppercase.
  9. Existing and proposed features are shown with APWA lines and symbols, with existing features toned back (screening 45%) on the design sheets.
  10. A legend is included, defining all existing and proposed features, including line types, symbols and hatching. Hatching does not include dense patterns or dark shading.
  11. Current City of Auburn General Notes have been included on a single sheet. (DS, Chapter 3, Appendix B)
  12. Plan and profile scales are at a size that best utilizes paper space and provides the best overall view of the site areas, while maintaining the following minimum scales:
    - a. Site work horizontal scale: 1-in = 40-ft
    - b. Site work vertical scale: 1-in = 4-ft
    - c. Public facility work horizontal scale: 1-in = 20-ft
    - d. Public facility work vertical scale: 1-in = 2-ft
  13. City of Auburn Standard Details have been referenced by number, and not copied directly into the plan set. Details requiring modification have been included, with modifications explicitly called out and labeled, with the City Engineer's signature removed.
  14. All approved & proposed deviations from the City's Engineering Design and Construction Standards, street deferrals/fee-in-lieu improvements, and ADA maximum extent feasible determinations are shown on the plans with a call-out and description. (DS, Chapter 3, Appendix C)

15. All proposed and existing underground and overhead utilities are shown and labeled on the plans in gray scale. All utility relocations were coordinated and approved through the appropriate utility purveyor, including relocation of existing utility poles to meet current City and AASHTO horizontal clear zone requirements and vertical clearance requirements per WAC-468-34-290.
  16. Locations of mailboxes are appropriate for the size of the neighborhood, within an easy walking distance, and have appropriate ADA pathways for accessibility to the residences being served by the mailbox location(s). Postmaster approval block (4" x 2") has been provided on applicable sheet. (DS, Chapter 3, Appendix A)
- Note: Applicant must submit final drawings to Postmaster for approval prior to submitting to the City.

## B. COVER SHEET (ALWAYS REQUIRED)

☐ In addition to the requirements outlined in Chapter 3 of the DS, the following cover sheet requirements have been reviewed and incorporated into the civil plans.

1. The FAC# or GRA# is shown in one inch (1") bold lettering facing the right side of the cover sheet above the title block (on the cover sheet only). Placeholders for the first submittal formatted: **FACXX-XXXX** (for project involving public improvements) or **GRAXX-XXXX** (for private improvements only).
2. A vicinity map, including a north arrow, is shown covering an area of approximately five inches (5") square.
3. A general scaled site plan is included in an area approximately ten inches (10") square. The site plan must include site access, including adjacent driveways, roadways, and intersections that may have an impact on the location and type of site access.
4. A breakdown of surface area quantities is included in the following format:

### **STORM SYSTEM DEVELOPMENT CHARGE (ON-SITE AREAS ONLY)**

TOTAL EXISTING HARD SURFACE = \_\_\_\_\_ SF

TOTAL NEW HARD SURFACE = \_\_\_\_\_ SF

NET CHANGE = \_\_\_\_\_ SF

TOTAL HARD (NEW AND REMAINING EXISTING) SURFACE = \_\_\_\_\_ SF

*NOTE: "HARD SURFACE" IS DEFINED AS AN IMPERVIOUS SURFACE, A PERMEABLE PAVEMENT, OR A VEGETATED ROOF. OPEN, UNCOVERED, RETENTION/DETENTION FACILITIES, GRAVEL AREAS AND AREAS THAT HAVE NOT PAID SYSTEM DEVELOPMENT CHARGES ARE NOT CONSIDERED AS HARD SURFACES FOR THE PURPOSE OF SDC FEE CALCULATION.*

### **STORM PERMIT (ON AND OFF-SITE AREA)**

TOTAL DISTURBED AREA = \_\_\_\_\_ SF

TOTAL NEW & REPLACED HARD SURFACE = \_\_\_\_\_ SF

TOTAL NEW HARD SURFACE = \_\_\_\_\_ SF

*NOTE: "HARD SURFACE" IS DEFINED AS AN IMPERVIOUS SURFACE, A PERMEABLE PAVEMENT, OR A VEGETATED ROOF SUCH AS (BUT NOT LIMITED TO): ROOF TOPS, WALKWAYS, PATIOS, AND PERMEABLE OR IMPERVIOUS PAVEMENT.*

5. A breakdown of earthwork quantities is included in the following format:

### **EARTHWORK QUANTITIES (ON AND OFF-SITE)**

CUT = \_\_\_\_\_ CY

FILL = \_\_\_\_\_ CY

NET IMPORT/EXPORT (B-A) = \_\_\_\_\_ CY

TOTAL EARTHWORK (A+B) = \_\_\_\_\_ CY

6. Project site and personnel information is shown including the following:
  - a. Site addresses and parcel numbers (King and Pierce County Tax Assessor No.)
  - b. Owner/applicant address, contact person, email address and phone number.
  - c. Engineer/Surveyor/Architect address, contact person, email address and phone number.

- d. Elevations with City Datum (NAVD88), including callouts to benchmarks used for vertical control and City benchmark reference number(s).
  - e. Horizontal control datum, NAD83 (1991), as officially adjusted and published by the National Geodetic Survey, including callouts for monuments used for horizontal control. (WAC 332-160-060 and RCW 58.20)
  - f. Full legal description, including quarter section, section, township, and range.
  - g. Applicable project/plat name, lot numbers, site zoning and adjacent zoning.
7. Sheet index with reference to all civil plan sheets (i.e., Grading, Utilities, Landscape, Illumination, etc.)
  8. Applicable site information including the number of parking spaces required per ACC 18.52.020, and the number of standard and compact parking spaces proposed.
  9. Type of building construction as defined by the adopted International Building Code and the building height as defined in Appendix D of the International Fire Code.
  10. **Construction Sequence**, under a separate heading, including relative timing of key construction activities such as site clearing, erosion control placement, grading, temporary detention and water quality, permanent storm facilities, utilities, paving, etc. Indicate time limits of work located within the right-of-way.
  11. **Associated Permits**: A list of all required non-building related permits associated with the proposed project, including placeholders for unknown permits. City Staff will provide comments on the required permits during the 1<sup>st</sup> GRA/FAC review.
  12. City of Auburn Approvals block has been provided in lower right corner of the cover sheet (2.5" x 8"). Show project reference, (FAC# or GRA#) and number of sheets in the approval block. (DS, Chapter 3, Appendix A, Sample Block B-3)

### C. TEMPORARY EROSION AND SEDIMENT CONTROL (TESC) PLANS (ALWAYS REQUIRED)

- ☐ In addition to the requirements outlined in Chapter 3 of the DS, the following TESC Plan requirements have been reviewed and incorporated into the civil plans.

*The TESC Plan includes measures to address all 13 Elements of Construction Stormwater Pollution Prevention, in accordance with Volume II, Chapter 1 of the City of Auburn Surface Water Management Manual (SWMM):*

1. Clearing limits, critical areas and associated buffers, and "Significant trees" to be retained are clearly marked on the plans. Significant Trees are retained unless removal was specifically authorized per ACC 18.50.045.
2. Construction access is shown per City of Auburn Standard Details. A self-contained wheel wash or other mitigation measure may be required by the City during plan review or construction.
3. Onsite stormwater flow rates are controlled to protect properties, waterways, and infrastructure downstream of project site. Onsite conveyance channels have been designed to prevent erosion from the expected velocity of a 10-year, 24-hour frequency storm for the developed condition.
4. Exposed and unworked slopes are stabilized per the SWMM.
5. All pollutants will be handled and disposed of, including waste materials and demolition debris, in a manner that does not cause contamination of stormwater.
6. No discharge to the City or King County sewer system (storm or sanitary) are proposed unless approved by the City and King County in advance. Associated permit approvals are shown on the plans.
7. A phasing schedule has been provided for installing and removing TESC BMPs. Note: This schedule needs to be included within the Construction Sequence.
8. All Low Impact Development (LID) features and facilities, and storm drain inlets are required to be clearly marked and protected.
9. If used as a Demolition Plan, structures to be removed/demolished/remain are identified accordingly.
10. The required Grading and Erosion Control Notes have been provided on the TESC plans. (DS, Chapter 3, Appendix B)

***Does this project include the addition or replacement of 5,000-square feet or more of hard surface, or the clearing/disturbance of 1-acre or more of land, or earthwork quantities 500-cubic yards or greater?***

If yes, then a Construction Surface Water Pollution Prevention Plan (SWPPP) consistent with the current Washington State Department of Ecology SWPPP template is required. This can be appended to the SSP Report.

***Does this project include the addition or replacement of between 2,000- and 5,000-square feet of hard surface, clearing or disturbance of between 7,000-square feet and 1-acre of land, and earthwork quantities less than 500-cubic yards?***

If yes, then a Construction Surface Water Pollution Prevention Plan (SWPPP) Short Form is required. Available to download at [www.auburnwa.gov/forms](http://www.auburnwa.gov/forms). This can be appended to the SSP Report.

Note: The Construction Sequence provided in the SWPPP should be consistent with the Construction Sequence provided on the Cover Sheet. The SWPPP should be appended to the required Stormwater Site Plan (SSP) Report.

#### **D. GRADING PLAN**

☐ In addition to the requirements outlined in Chapter 3 of the DS, the following Drainage Plan requirements have been reviewed and incorporated into the civil plans.

Does this project include creation/replacement of 2,000-square feet of hard surface, disturbance of 7,000-square feet or greater, or earthwork quantities of 500-cubic yards or more? If yes, the following applies:

1. No fill or cut slopes proposed are steeper than two horizontal to one vertical (2:1) unless in accordance with an accepted geotechnical report sealed by a Washington State Licensed Professional Engineer or Licensed Geologist.
2. Existing trees are shown on the plans including evergreens six inches (6") in diameter or larger and deciduous trees four inches (4") or larger. Diameter is measured four feet (4') above existing ground. A tree retention/removal plan is included, with temporary tree protection methods specified on the plans.
3. Temporary detention facilities, including the control structure consistent with City of Auburn Standard Details and SWMM, are provided, including water surface elevations, sizes, and release rates for applicable design storm events.
4. Typical ditch sections and details are depicted with appropriate stabilization methods for temporary channels.
5. Existing topography has been screened back and overlaid by the proposed grades. At least one sheet showing all boundary survey information, (i.e., bearings, distances, lot sizes, etc.), has been provided.
6. Spot elevations have been provided for flat sites and ADA design, along property lines and thirty feet (30') beyond property lines, at least every fifty feet (50'), and parking lot spot elevations have been provided at all grade changes and along curbing.
7. Notes to protect and maintain erosion control facilities during grading operations have been provided.
8. Building Permit numbers or placeholders for retaining walls greater than four feet (4') in height (measured from bottom of wall footing to top of wall) or supporting any adjacent surcharge loads (fence, soil slopes, terraced walls, buildings, roadways, driveways, etc.) are included on the plans, and these retaining walls have been designed by a Structural Engineer.
9. Cross-sections for projects that propose grading activities within 10 feet of the property line, excavations over 5 feet or fill over 8 inches in depth or more are shown through the entire project site and a minimum of thirty feet (30') beyond property lines. A minimum of one cross-section each way has been provided, or as necessary to adequately represent the site.
10. Horizontal scale of cross-section matching the plan view of the site has been provided. Vertical scale is 1/10 of the horizontal scale.
11. Cross-sections through the temporary and permanent detention or infiltration facilities are shown and include inlet and outlet structures when applicable.

## E. STORM DRAINAGE PLANS AND PROFILES (PUBLIC & PRIVATE)

- ☐ In addition to the requirements outlined in Chapter 3 of the DS, the following Storm Drainage Plan and Profile requirements have been reviewed and incorporated into the civil plans.

Does this project propose extension of public storm or private on-site storm system? If yes, the following applies:

1. For public storm facilities located within private property, a minimum fifteen-foot (15') wide easement has been provided, or an easement width determined appropriate by the City based on the facility depth or other special circumstances.
2. Location and types of pumps, if applicable, are shown with the appropriate deviation request approvals.
3. Flow control, water quality, and/or LID facility location(s), length, width, slope, side slopes, and cross-section are provided, with details. Specific planting and seeding requirements have been provided as applicable.
4. Outside edges of stormwater facilities are located a minimum of 10 feet from adjacent structures and 5 feet from property lines or as required by SWMM.
5. Finished floor elevations are shown.
6. The controlling elevations of downstream storm drainage course have been shown to account for system capacity and seasonal design conditions.
7. Liners, if applicable, on the pond have been provided, with specifications, as recommended by a Geotechnical Engineer.
8. For public ponds, fencing of the pond facility at the 10-year water surface elevation has been provided.
9. Bypass surface and/or sub-surface flows have been addressed.
10. All private drainage facilities have been clearly identified on the plans and distinguished from public facilities. If a facility is proposed to be a joint public and private facility, justification for such a facility has been provided for City consideration. (Note: an agreement for joint facilities will be required if approved by the City.)
11. Detention vaults, if proposed, include separate building permits, and are designed by a Structural Engineer. The plans include a label referencing the required Building Permit for the vault.
12. Soil amendments are specified for all disturbed areas of sites in accordance with BMP T5.13 of Volume V of the SWMM.

***Note: Storm drainage located within the street right-of-way shall be shown on the street profile, all other storm drainage facilities shall have separate profiles.***

13. Storm plan views are provided above profiles on the same sheet with consistent scaling and orientation.
14. Structures are shown, including size, location, type, station, offset, rim and invert elevations, and type of lid or grate.
15. Pipes are shown, including material type, diameter, slope (% or ft/ft), and lineal footage.
16. All utility crossings are shown, and elevation, type, size, and minimum vertical separation are identified. Note that vertical separation is the measured distance between the outside face of pipe (not centerline).
17. Ditches are shown, where applicable, and indicate slope (% or ft/ft) and type.
18. Existing and finished grade along centerline is shown.
19. Connections to existing structures are shown.

## E. RETAINING WALL PLANS

- ☐ In addition to the requirements outlined in Chapter 3 of the DS, the following Retaining Wall Plan requirements have been reviewed and incorporated into the civil plans.

Does this project propose retaining walls in a City of Auburn owned Tract or right-of-way greater than 4 feet in height or walls supporting any adjacent surcharge loads such as fencing, soil slopes (2H:1V or greater), terraced walls, buildings, roadways, driveways, etc.? If yes, the following applies:

1. The proposed wall design is sealed by a Professional Structural Engineer licensed in Washington State.
2. Structural calculations and supporting geotechnical analysis are provided.

3. Design details include all applicable sections, surfacing, terracing, zone of influence for geogrids, easements, wall finish, etc.
4. Drainage facility, its conveyance and discharge system for the wall system has been shown.
5. Public or private ownership and maintenance responsibilities have been indicated on the plans.
6. Private walls, including all required appurtenances (geogrid, footings, drains, etc.) have adequate setbacks and easements for construction and future maintenance.
7. Walls over 2.5 feet with pedestrian areas adjacent to the top of wall have a minimum forty-two inch (42") guard rail per the International Building Code.

## **F. UTILITY PLANS**

- ☐ In addition to the requirements outlined in Chapter 3 of the DS, the following Utility Plan and Profile requirements have been reviewed and incorporated into the civil plans.

Note: If your project requires the construction of a new or modification of an existing utility facility (i.e., pump station, well house, etc.) contact the Development Engineering team to coordinate specification requirements.

Note: Placeholders for City Structure numbers shall be provided. City assigned identification numbers will be provided by the Development Review Engineer once the total number of structures proposed has been confirmed. The City IDs shall be incorporated into the plans upon resubmittal.

## **Sanitary Sewer Plans and Profiles**

- ☐ In addition to the requirements outlined in Chapter 3 of the DS, the following Sanitary Sewer Plan and Profile requirements have been reviewed and incorporated into the civil plans.

Does this project propose extension of public sewer system? If yes, the following applies:

1. Sanitary sewer pipe size, slopes, material, and direction of flow are shown, and is generally shown between 6 feet and 15 feet deep.
2. Sanitary sewer pipe is located properly within public right-of-way or an easement and located a minimum of 10 feet from waterlines and structures or five feet (5') from storm system. Note: separation is measured from the outside face of the pipes (not centerline).
3. Location of manholes are shown, indicating type, size, stationing, offset, rim, and invert elevations.
4. Knockouts in manholes for future connections have been provided. Note: pipe stubs are not generally required.
5. Side sewer length, slope (2% minimum), type and class of material, and inverts have been shown.
6. Stationing/offset or distances for side sewers from downstream manholes has been provided.
7. Separate side sewers are provided for each building and do not exceed 150 feet.
8. Sewer cleanouts are provided at the property line, every 100 feet, and for each change in direction totaling 90 degrees.
9. Easements for public sewer facilities located within private property have been provided.
10. Trash enclosure areas of proposed projects with similar land activities of those outlined in BMP S441 in the SWMM, (Hospitals, Schools, Restaurants, Grocery Stores, Markets, Living Centers, Clinics, etc.) include an appropriate oil/water separator and drain to the sanitary sewer, as required. Trash pads with surface areas of 200-ft<sup>2</sup> or greater include a roof enclosure.

***Note: for all projects that propose a sanitary sewer main extension, a sewer profile is required.***

11. Sewer plan views are provided above profiles on the same sheet with consistent scaling and orientation.
12. Structures are shown, including, size, type, station, offset, invert and rim elevations, and type of lid.
13. Pipes are shown, including diameter, material type and class, slope (% or ft/ft), and lineal footage.
14. All utility crossings are shown, and elevation, type, size, and minimum vertical separation are identified.  
Note that vertical separation is the measured distance between the outside face of pipe (not centerline).
15. Existing and finished grade along centerline has been provided.



## Water Plans and Profiles

- ☐ In addition to the requirements outlined in Chapter 3 of the DS, the following Water Plan and Profile requirements have been reviewed and incorporated into the civil plans.

Does this project propose extension of public water system? If yes, the following applies:

Note: If the 2018 International Fire Code requires a higher fire flow for this development than the City can supply with the existing water system, additional water system improvements maybe required. The applicant will need to pay to have the City's consultant perform hydraulic modeling for the development to determine whether the additional infrastructure upgrades are necessary.

1. Pipe material for all water mains has been specified as ductile iron pipe.
2. Minimum 42 inch and maximum 72 inch of cover over waterlines has been provided and identified on the plans.
3. Connection details to existing water mains have been provided.
4. Fire hydrants are installed in correct relationship to curb and include a minimum clear and level surface area of a minimum 60 inch radius around the hydrant, with hydrant spacing and building coverage per Chapter 7 of the DS.
5. Blowoffs are proposed where dead-end water mains are a diameter of six inches (6") or less, and hydrants are proposed where dead-end mains are over six inches (6") in diameter. Blowoffs are proposed at the low point of a depressed "sag" section of a water main, except where a fire hydrant is installed within 50 feet of said area.
6. Air vacs are located at each high point in the system, particularly at abrupt vertical changes greater than one pipe diameter, unless hydrant, lateral, PRV station, blow off, or service line is located within 50 feet.
7. Pressure reducing stations and associated valve, vaults and by-pass piping are provided as required.
8. Concrete blocking, mechanical or restrained joints are provided and reference the appropriate City of Auburn detail.
9. Easement width is a minimum 15 feet, or as required by the City for any special circumstances.
10. Minimum vertical and horizontal separation between potable and non-potable utilities is shown per Chapter 7 of the DS.
11. Meter size and service line size, including location has been sized per the current Uniform Plumbing Code (UPC) and called out on plans. Note: Minimum of one meter per lot.
12. The Cross Connection Control Notes have been provided on the plans. (DS, Chapter 3, Appendix B)
13. A backflow prevention assembly, type, and location has been identified for all domestic, fire sprinkler, and irrigation system connections.

***Note for all projects that propose a water main extension, a water profile is required.***

1. Water plan views are provided above profiles on the same sheet with consistent scaling and orientation.
2. Pipes and appurtenances (valves, fittings, bends, hydrants, blow offs, etc.) are shown, including size, type and class, and lineal footage.
3. All utility crossings are shown, and elevation, type, size, and minimum vertical separation are identified. Note that vertical separation is the measured distance between the outside face of pipe (not centerline).
4. Existing and finished grade along centerline has been provided.
5. Connections to existing structures has been provided.

## G. STREET PLANS & PROFILES

- ☐ In addition to the requirements outlined in Chapter 3 of the DS, the following Street Plan and Profile requirements have been reviewed and incorporated into the civil plans.

Does this project propose construction of, or improvements to, public streets, sidewalk, or associated elements? If yes, then the following applies:

1. Existing and proposed features are shown, including the following:
  - a. Centerline, pavement edges, and right-of-way lines.
  - b. Centerline bearings, tangent distances, horizontal curve data and stationing.
  - c. Contours, grades, and elevations.
  - d. Street names and street classifications.
  - e. Signs and traffic control devices (see channelization section of checklist).
  - f. Street luminaires, traffic signals, and traffic signal loop detectors located within the vicinity of the project (see Illumination section of checklist).
  - g. Storm drainage systems.
  - h. Sewers and water mains are shown using ghost lines. Crossings and minimum distances between utilities are identified.
  - i. Curbs, sidewalks, wheelchair ramps, and driveways (by station) are shown.
  - j. Monuments at all centerline intersections, cul-de-sacs, point of curvature and Point of Tangency (by station) are shown and labeled.
2. Pavement restoration limits are shown per City of Auburn Standard Details T-01 & T-02.
3. Telecommunication conduits have been provided for collector and arterial roads.
4. Commercial or industrial use driveways are not intersected by a parking aisle, parking space, or another access driveway for a minimum distance of 40 feet from the street right-of-way per ACC18.52.050, or a greater distance as determined by the City Engineer.
5. Turning templates for the proposed driveway apron and internal movements for the largest anticipated vehicle entering/existing the site are provided.

***Note for all projects that propose public street extension or construction, profiles are required.***

6. Profiles are drawn at 1" = 20' horizontal and 1" = 2' vertical scales.
7. Existing and centerline road grade are shown, including required landings at all intersections.
8. Existing and proposed drainage systems are shown.
9. Existing and proposed sewers and water mains are shown.
10. Finish grade elevations every fifty feet (50') and every twenty-five feet (25') for vertical curves along design centerlines are provided.
11. Vertical curve data is provided in profile section including curve length, elevation points, entering grade, exiting grade, K factor, stopping sight distance, design speed, algebraic grade difference, etc.

***Note for all projects that propose a public/private street extension or construction, Details & Cross-Sections are required.***

12. Intersection details are provided at a minimum scale of 1-in = 20-ft.
13. Typical roadway sections showing streetlight, street tree, pavement depths, widths and materials, cross slopes of pavement (%), centerline, dimensioned right-of-way lines, curb and gutter, sidewalks, planter areas, ditches, embankment and excavation slopes, rockeries, walls, etc. have been provided. Typical sections will be per station ranges and so labeled and are for full and half street improvements.
14. A pavement design detail has been provided for the soil conditions and street classification. Note: a site-specific pavement design is required for an arterial road.
15. For widening of existing roadways, the following note for pavement structures on the cross section has been included: "Match existing pavement structure depth or construct the proposed pavement structure depth, whichever is greater."
16. Sidewalk ramp details at a minimum scale of 1-in = 10-ft have been provided, including dimensions, slopes and spot elevations necessary to demonstrate ADA compliance. See WSDOT standard details.

## H. CHANNELIZATION PLANS

- ☐ In addition to the requirements outlined in Chapter 3 of the DS, the following Channelization Plan requirements have been reviewed and incorporated into the civil plans.

Does this project propose new, or modification to existing, paved widths or channelization? If yes, then the following applies:

1. Channelization plans are drawn at 1" = 40' scale, including information on pavement markings, lane configuration, street signage and traffic calming devices.
2. Street name, No Parking, and other traffic sign locations and details have been provided.
3. MUTCD street signs and the appropriate size have been provided.
4. Private access road sign locations and details, including addresses along the private tract have been provided and meet City of Auburn Standard Details.

## I. ILLUMINATION PLANS

- ☐ In addition to the requirements outlined in Chapter 3 of the DS, the following Illumination Plan requirements have been reviewed and incorporated into the civil plans.

Does this project include new public street lighting or require private on-site lighting? If yes, then the following applies:

1. Illumination plans are drawn at 1" = 40' scale, including street lighting per City of Auburn Design Standards 10.11, information on luminaires, service cabinets, junction boxes, power source, conduits, circuits, and wire.
2. Details for the location of service cabinets and power source location have been provided.
3. Street trees are located a minimum of twenty feet (20'), or at least half their mature canopy width, whichever is greater, from all streetlights and are not conflicting with driveways or utilities.
4. Supporting lighting calculations and layout have been provided. This can be provided as a separate exhibit.
5. A lighting design has been provided, if the project includes medians or non-standard roadway widths, and the standard spacing for luminaires does not apply.
6. A luminaire feature detail sheet has been provided.
7. Telecommunication conduit and associated appurtenances is proposed to be installed under the sidewalk.
8. Photometric plans for illumination of private property per zoning code ACC 18.55 have been provided.

## J. SIGHT DISTANCE PLANS

- ☐ In addition to the requirements outlined in Chapter 3 of the DS, the following Sight Distance Plan requirements have been reviewed and incorporated into the civil plans.

Does this project include new intersections of public streets, private streets, or private access driveways? If yes, the following applies:

Note: Sight distance plans may be required for existing intersections when projects propose additional traffic impact, as determined by the City.

1. A sight distance triangle has been graphically shown for all intersections and driveways in accordance with the current version of AASHTO A Policy on Geometric Design of Highways and Streets along with a pedestrian safety sight distance analysis per Section 10.08.06.
2. The Sight Distance triangles have been incorporated into a composite site plan that includes all above ground utilities, grading (such as landscape berms), channelization and vegetation/landscaping.
3. The area within the sight distance triangle is free from any sight-obscuring objects between three feet (3') and eight feet (8') above the ground.
4. All sight distance triangles are shown for their entire length.

5. Supporting calculations have been provided based on the design speed and grade conditions of the road.

## **K. LANDSCAPE PLANS**

- ☐ In addition to the requirements outlined in Chapter 3 of the DS, the following Landscape Plan requirements have been reviewed and incorporated into the civil plans.

Does this project include addition of street trees/landscaping within the public right-of-way or private on-site landscaping? If yes, then the following applies:

1. Landscaping is in accordance with Chapters 3 and 10 of the Engineering Design Standards and Auburn City Code 18.50 and 18.52.
2. Trees, shrubs, and ground cover are from the City approved lists shown in Section 10.09 of the Engineering Design Standards. Note: grass is the preferred ground cover in landscape strips adjacent to pedestrian walkway areas.
3. Root barriers consistent with City Standard Details have been provided on the plans for all trees planted within five-foot (5') landscape strips or within ten feet (10') of pavement and utilities to deflect roots downward and away from the sidewalks and underground utilities.
4. The location, species, condition, and size of planting materials are shown within a planting schedule on the plans.
5. Landscaping plans include the mature canopy width of proposed street trees, with street tree spacing distance of 1.5 times the mature canopy width.
6. Site preparation specifications (removal of construction debris, soil amendment, fertilizer etc.) are detailed on the plans.
7. The plans include location, species, and size of all existing trees and detail for the measures to be installed to protect trees during construction.
8. Label landscape area calculations as required by ACC 18.50.040, "Landscape Development Standards".
9. The plans show all existing and proposed landscaping, site features, utilities (above ground and underground), sight distance triangles, and driveways affecting the site on one overall plan sheet.
10. Landscaping is proposed in accordance with ACC 18.31.200 and the Downtown Urban Center Design Standards, and/or Multi-Family & Mixed-Use Development Design Standards as applicable.

## **L. TRAFFIC SIGNALIZATION PLANS**

- ☐ In addition to the requirements outlined in Chapter 3 of the DS, the following Signalization Plan requirements have been reviewed and incorporated into the civil plans.

Does this project include traffic signals? If yes, then the following applies:

1. A separate, detailed signalization plan is provided, drawn at 1" = 20' scale, per City of Auburn and Washington State Department of Transportation standards, including poles, bases, conduits, and traffic loops per Section 8-20 and 9-29 of the City of Auburn Engineering Construction Standards. Blown-up details at 1" = 10' scale are provided as necessary.
2. The signalization plan includes signal construction notes including those shown in DS, Chapter 3, Appendix B, itemizing, at a minimum, signal pole and foundation installation, controller cabinet and foundation installation, coordination of utility removal/relocation, coordination of connection of power and power source type, interconnect connections to other signals, and removal of existing signal and/or streetlight equipment.
3. The signalization plan includes displays for phase diagram and signal layout of all vehicle and pedestrian heads; detection loops, cameras, and pedestrian push button locations – all numbered; signal poles and associated equipment; controller and service location; power source location; wire schedule; junction box type and approximate location; existing and proposed intersection signing; and, proposed illumination design in the intersection vicinity.
4. A pole schedule plan is provided, which includes a signal standard detail chart, a pole orientation attachment and base detail, a pole foundation detail, and a signal standard detail.
5. A wiring diagram plan is provided.

## M. PHASING PLANS

- ☐ In addition to the requirements outlined in Chapter 3 of the DS, the following Phasing Plan requirements have been reviewed and incorporated into the civil plans.

Does this project include any anticipated privately owned construction or building occupancy phasing? If yes, then the following applies:

1. The plans include illustrative maps for each proposed phase, clearly depicting phase boundaries, in heavy lines, phase labels (alphabetical or numerical), roads, lots, infrastructure, easements, dedications and open space. The plan also illustrates proposed improvements which mitigate impacts associated with the unbuilt portions of the project, not within the boundaries of the subject phase. Previously established phases, including roads, lots, infrastructure, easements, dedications, and open space, are also shown on the map, shaded or gray scale. All phasing maps are drawn at the same scale.
2. The plans include a narrative description or table which describes each phase and its associated improvements. Each phase is comprised of a “stand-alone” development which meets or exceeds City standards and all other conditions of approval, even if subsequent phases are not constructed. The narrative also describes the proposed timeline for completion of the entire project, addresses emergency access, street improvements, and alternative construction access.