



## Land Fill and Grade Application Information

This Hand-Out Has Important Information Regarding Application Requirements,  
Additional Permitting and Contacts.

### **SITE MUST BE FLAGGED AND/OR STAKED!**

*Fees will be imposed for additional site trips and inspections*

- All proposed project areas must be identified on site with clearly marked stakes and flagging PRIOR to submitting any permit application.
- Site location must be visible from road by address, name or flagging.
- If site was not flagged prior to submittal of your application, your permit will expire 180 days from complete application. Double site inspection fees may apply. Call the Land Fill and Grade Coordinator when site is flagged and ready to be inspected at (360) 778-5902.
- If there are locked gates or access codes the applicant must inform Whatcom County through the application process.
- Flagging or stakes must be left in place through final inspection of your permit.

### **QUESTIONS? CONTACT WHATCOM COUNTY NATURAL RESOURCES OFFICE (360) 778-5900**

Please be advised that staff have scheduled appointments and daily site inspections making their availability limited.

- **Land Fill and Grade** - General inquiries for permit requirements, application in-take, permit review, status and issuance.
- **Critical Areas – Wetlands, Streams, and Habitat Conservation Areas**– review, inspection, mitigation, and monitoring.
- **Critical Areas – Geology** – Geological Hazards – review, inspection, mitigation, and monitoring.
- **Stormwater** - Lake Whatcom, Lake Padden, Lake Samish, Drayton Harbor, Birch Bay and Phase II – may require review and inspection.
- **Cultural Resource Management** - properties located within 500 feet of known archaeological sites must be assessed for the presence of archaeological resources prior to the issuance of County development permits.

### **FILL, GRADE and CLEARING**

- Any amount fill, grade, or vegetation clearing within 300 feet of critical areas requires review and approval from Whatcom County prior to commencing any project work.
- Any fill or grade in excess of 50 cubic yards (approx. 5 dump trucks) requires a Land Fill and Grade Permit.
- Any material moved off-site in excess of 50 cubic yards **may require a separate Land Fill and Grade Permit**.
- Any activity that exposes more than 500 square feet of soil from October 1 and through May 31 OR that exposes more than 5,000 square feet of soil between June 1 and September 30 within the Lake Whatcom, Lake Samish or Lake Padden watershed requires a Land Fill and Grade Permit.
- Removal of vegetation, filling and grading **cannot start** before approval from Planning and Development Services. In the Lake Whatcom, Lake Samish and Lake Padden watersheds, Land Fill and Grade Permits will not be issued two weeks prior to the closure date of October 1.
- All building permits include a Land Fill and Grade Application as part of the application (unless no fill or grading proposed).

## **FOREST PRACTICES INFORMATION**

- As of August 1, 2022, Whatcom County will be the sole regulatory agency over all forest practices (as defined in Washington Administrative Code (WAC) 222-16-050) within Urban Growth Areas and Class IV – General (Conversion) Forest Practices countywide. DNR will retain regulatory jurisdiction over Class I, II, III, and IV – Special Forest Practices outside of Urban Growth Areas.
- If your project involves the harvest of forest land, complete the Clearing/Conversion section of this application, including the area of tree clearing and volume of timber harvest.
- For Department of Revenue reporting requirements, provide the Forest Tax ID of the timber owner. This ID can be obtained by calling the Tumwater Office of the Department of Revenue at 360-534-1324.

## **WORKING IN COUNTY/STATE ROAD RIGHTS-OF-WAY MAY REQUIRE ADDITIONAL PERMITTING!**

- Any work that utilizes a new or existing access off of a public road right-of-way may require a Revocable Encroachment Permit, Trail Permit, and/or a possible drainage study from Whatcom County's Engineering Division **(360) 778-6220**.
- For any work in the State highway right-of-way contact the Washington State Department of Transportation (WSDOT) at **(360) 788-2500**.

## **STATE ENVIRONMENTAL POLICY ACT (SEPA)**

- Fill and grade in excess of 499 cubic yards that is not associated with a single-family residence requires a SEPA determination.
- All Class IV Forest Practice Applications (FPAs) require a SEPA determination and a Whatcom County Forest Practices permit.
- Development proposed on a property with lands covered by water (wetlands, streams, flood zones) may also require a SEPA determination.

## **SHORELINE JURISDICTION**

### **WHATCOM COUNTY SHORELINE MANAGEMENT PROGRAM (360) 778-5900**

- If your lot is within the jurisdiction of the Shoreline Management Program you are required to obtain approval via a shoreline permit pursuant to WCC 23.60.01. This Land Fill and Grade Application **will not** be accepted. Please contact a shoreline administrator for proper permit application materials.

## **UTILITIES - BONNEVILLE POWER ADMINISTRATION EASEMENT**

- Whatcom County requires a letter of approval from Bonneville Power Administration (BPA) authorizing any filling, excavation, or clearing in their easement. **Contact BPA at (360) 568-2943 or (800) 836-6619.**

## **DIGGING - CALL BEFORE YOU DIG – IT'S THE LAW**

- For One Call Locates in Washington call **1-800-424-5555**. For additional information go to Washington Utilities Coordinating Council at <http://www.wucc.org>.



## Land Fill and Grade Submittal Checklist

Note: Submittal of an application does not vest the project to a submittal date or deem the application package complete.

- Completed Whatcom County Land Fill and Grade Application emailed as PDF to [epermits@co.whatcom.wa.us](mailto:epermits@co.whatcom.wa.us)
- NOTE:** Fees will be assessed in accordance with the Whatcom County Unified Fee Schedule (UFS) in effect at the time of application submittal. Please contact Planning and Development Services to determine project specific fees. Click [here](#) to see the 2019/2020 UFS.  
Per UFS 2843 all permits and applications are subject to a Technology fee. The fee is calculated on the permit/application fees due.  
Cash, check, or debit/credit cards are accepted for payment.
- Site plan with a north arrow and a scale consistent across the site (see Important information regarding application requirements above for site plan requirements).
- Written narrative describing the purpose of the proposed action and future plans.
- Whatcom County Health Department approved Septic Design (if applied for as part of Land Fill and Grade application).
- Zoning/Land Use consistency approval.
- Land Use Agreement (if proposed work is in an easement and/or on land owned by someone else).
- For any projects located within the Lake Whatcom, Lake Samish, or Lake Padden Watersheds, calculations showing the amount of existing tree canopy along with the amount of tree canopy to be removed (already asked for on the LFG application) must be submitted. Existing and proposed impervious surface calculations (including gravel driveways) must also be shown on the site plan.
- For any work located within a County Right-of-Way an Encroachment Permit is required.
- A completed State Environmental Policy Act (SEPA) Checklist (if applicable).

### SCALED SITE PLAN REQUIRED

- The following information must be put on the scaled site plan and be consistent across the site plan.
  - All buildings, existing and proposed.
  - Parking, access roads and driveways.
  - Critical areas (e.g.: wetlands, streams) located.
  - Ditches.
  - Property lines, corner pins.
  - Topography (contours, slope grade).
  - Utilities.
  - Erosion and Sedimentation Control Measures.
- Show any trees that are to be removed.
- *Incomplete or inadequate site plan can significantly delay processing.*

Please submit all documents via email to [epermits@co.whatcom.wa.us](mailto:epermits@co.whatcom.wa.us)



### Land Fill and Grade Application

For Administration Use

Permit#(s) _____ _____ _____	Date Stamp <div style="border: 1px solid black; width: 100%; height: 100%;"></div>
Received by: _____	
Receipt #: _____ Date Paid: _____ Total Fees: _____	
Reviews: <input type="checkbox"/> CA Wetland/HCA <input type="checkbox"/> CA Geo Hazards <input type="checkbox"/> Watershed <input type="checkbox"/> Fire <input type="checkbox"/> Public Works <input type="checkbox"/> Forest Practices <input type="checkbox"/> Flood	

**Applicant/Contact Name:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone # \_\_\_\_\_

Fax # \_\_\_\_\_ Email \_\_\_\_\_

**Property Owner Name** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone # \_\_\_\_\_

Fax # \_\_\_\_\_ Email \_\_\_\_\_

**Contractor Name** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone # \_\_\_\_\_

Fax # \_\_\_\_\_ Email \_\_\_\_\_

License # \_\_\_\_\_ Expires \_\_\_\_\_

**Parcel**

Job Site Address \_\_\_\_\_

Parcel Number \_\_\_\_\_

Parcel Size \_\_\_\_\_ Acres \_\_\_\_\_

Subdivision \_\_\_\_\_

Division \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_

## Project Description

Include all proposed work for this application (Include full project concept – continue on additional page if needed).

## Future Development / Building Plans

State what your known development and building plans are for the next 6 years. If unknown, please state so (continue on additional page if needed).

Note: Automatic calculations are not available

<b>FILL</b> The deposit of earth material by artificial means.						
BY FEET	Length (ft)	Width (ft)	Depth (ft)	Volume (ft <sup>3</sup> )	Divided By 27	= Cubic Yard
Septic	X	X	=		/ 27 =	CY
Driveway/Road/Parking	X	X	=		/ 27 =	CY
Building site	X	X	=		/ 27 =	CY
Other	X	X	=		/ 27 =	CY
<b>MATERIAL SOURCE:</b>					<b>TOTAL VOLUME:</b>	<b>CY</b>

<b>EXCAVATION</b> The mechanical removal of earth materials. Grading is an excavation or filling or combination thereof. Earth material is any rock, natural soil, fill, or any combination thereof.						
BY FEET	Length (ft)	Width (ft)	Depth (ft)	Volume (ft <sup>3</sup> )	Divided By 27	= Cubic Yard
Septic	X	X	=		/ 27 =	CY
Driveway/Road/Parking	X	X	=		/ 27 =	CY
Building site	X	X	=		/ 27 =	CY
Ditching/Trenching	X	X	=		/ 27 =	CY
Other	X	X	=		/ 27 =	CY
<b>MATERIAL DESTINATION:</b>					<b>TOTAL VOLUME:</b>	<b>CY</b>

<b>CLEARING / CONVERSION</b>		Defined as, "the destruction of vegetation by manual, mechanical, or chemical methods resulting in exposed soils."WCC20.97.053					
<b>TOTAL AREA TO BE CLEARED and/or GRUBBED, IN ACRES</b>							
<b>AREA OF TREE CLEARING, IN ACRES</b>							
<b>VOLUME OF TIMBER HARVEST, IN BOARD FEET</b>							
<b>TIMBER USE</b>	<b>Personal Use</b>	<b>%</b>	<b>Sell</b>	<b>%</b>	<b>Burn</b>	<b>%</b>	<b>Give Away</b> %
<b>Forest Tax ID</b>							



## Fee Responsibility

Venue and Jurisdiction: The parties hereto recognize and agree that the venue of any action involving their rights or obligations related to this application shall be in Whatcom County, and the parties' rights and obligations hereunder shall be determined, in accordance with the laws of the State of Washington.

Fee Guaranty: Notwithstanding that this application has been submitted in the name of a company, I personally guarantee payment of fees accrued according to the terms listed in the Whatcom County Unified Fee Schedule and that my personal guarantee is part of the consideration for review of the application.

I/we, \_\_\_\_\_, hereby certify that the above statements and the information contained in any papers or plans submitted herewith are true and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

I certify that I know or have satisfactory evidence that \_\_\_\_\_  
is/are the person(s) who appeared before me, and said person(s) acknowledged it to be his/her free and voluntary act for the uses and purposes mentioned in this instrument.

Dated \_\_\_\_\_

Notary Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Notary Public in and for the State of Washington

Residing at \_\_\_\_\_

My appointment expires: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**WHATCOM COUNTY**  
Planning & Development Services  
5280 Northwest Drive  
Bellingham, WA 98226-9097  
360-778-5900, TTY 800-833-6384  
360-778-5901 Fax



**Mark Personius, AICP**  
Director

### Agent Authorization

If you are authorizing an agent to apply for permits on your behalf you must complete this form and have it notarized, which will provide authorization for a designated agent to apply for permits on your behalf.

I/we, \_\_\_\_\_, the owner(s) of the subject property, understand that by completing this form I hereby authorize \_\_\_\_\_ to act as my agent. I understand that said agent will be authorized to submit applications on my behalf, and that any fees associated with submitted applications are due to me and not to the said agent. I also understand that once an application has been submitted that all future correspondence will be directed to the agent.

\_\_\_\_\_  
Property Address

\_\_\_\_\_  
Parcel Number

\_\_\_\_\_  
Property Owner Printed Name

\_\_\_\_\_  
Property Owner Printed Name

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

I certify that I know or have satisfactory evidence that \_\_\_\_\_ is/are the person(s) who appeared before me, and said person(s) acknowledged it to be his/her free and voluntary act for the uses and purposes mentioned in this instrument.

Dated \_\_\_\_\_

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Notary Public Printed Name

Notary Public in and for the State of Washington

Residing at \_\_\_\_\_

My appointment expires: \_\_\_\_/\_\_\_\_/\_\_\_\_