



CITY OF BUCKLEY ♦ PO BOX 1960 ♦ BUCKLEY, WA 98321  
360-829-1921 ♦ Fax 360-829-2659 ♦ www.cityofbuckley.com

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**GENERAL USE APPLICATION**

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| <input type="checkbox"/> LAND DISTURBING PERMIT  | <input type="checkbox"/> SIGN PERMIT   |
| <input type="checkbox"/> RIGHT-OF-WAY USE PERMIT | <input type="checkbox"/> DESIGN REVIEW |
| <input type="checkbox"/> CRITICAL AREAS PERMIT   | <input type="checkbox"/> CHANGE OF USE |

(Check all that apply)

**NO WORK OR ACTIVITY MAY BE STARTED WITHOUT APPROVAL AND ISSUANCE OF A PERMIT.**

1. Applicant/Property Owner: \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail address: \_\_\_\_\_

2. Contractor/Installer: \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contractor Lic. # \_\_\_\_\_

E-Mail address: \_\_\_\_\_

3. Project Location: \_\_\_\_\_

\_\_\_\_\_

4. Project Description/Activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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5. **Provide site plan and project design specifications**  check

6. **Commercial Uses** – Are you repurposing an existing building? Please describe your proposed use and planned improvements.

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7. Provide a complete environmental checklist for SEPA review\*:  check  
\*(if required by the City – unless exempt under WAC 197-11-800)

8. **\*If clearing, grading and/or filling:**

Estimate number of cubic yards: \_\_\_\_\_  
( ) Regraded ( ) Removed from site ( ) Imported to site ( ) Other  
Maximum height of fill \_\_\_\_\_ Maximum depth of cut \_\_\_\_\_  
Square footage of area to be covered with impervious surface \_\_\_\_\_

9. **\* If sign and/or fence:**

Setback distance from property line \_\_\_\_\_ Proposed height of structure (sign or fence) \_\_\_\_\_  
Application is for: Monument Sign  Wall Mounted Sign  Other   
Note: Sign must be designed for 90 mph wind and seismic zone 3: Exposure B  Exposure C

10. Describe and identify on site plan any streams, drainage course or wetlands known or suspected within 200 feet of the property:

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11. Identify whether the project will affect or impact the flow of stormwater across the property. If the project will impact a flow, please indicate on the site plan the current drainage pattern and how the project will affect the flow:

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12. Street Tree Planting, Trimming, Replacement and/or Removal.

a. Indicate the type and quantity of trees that need to be removed or trimmed.

Tree Type/Species - \_\_\_\_\_  
DBH\* - \_\_\_\_\_  
Height - \_\_\_\_\_  
Quantity - \_\_\_\_\_  
Removed or Trimmed \_\_\_\_\_

(\*Diameter breast height (DBH) means diameter of a tree trunk measured at at 4.5' above ground)

- b. **Please be sure to provide the justification for this tree removal or trimming proposal. Are the trees diseased or dangerous?**

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**Tree Replacement**

- c. **Please provide a site plan sketch depicting location of the trees to be planted, trimmed, replaced and/or removed.**

**13. GENERAL CONDITIONS:**

**Applicant shall:**

- a. Comply with all applicable city ordinances, City design and construction standards, specifications, policies and administrative procedures.
- b. Agree to defend, indemnify, and hold harmless the City of Buckley, its officers, employees and agents, from any and all suits, claims, causes of action or liabilities caused by or arising out of any activities conducted by the permittee resulting from issuance of the permit.
- c. Agree to maintain ingress and egress for vehicles and persons to abutting property at all times, unless written consent for an alternative plan is obtained from the City and impacted business or property owner.
- d. Agree to be responsible for providing adequate work zone safety controls for the protection of public pedestrians and vehicular traffic in and around the site.
- e. Agree to be responsible for restoration and clean-up of the street, sidewalk, curb and gutter and adjacent property to original or better condition immediately upon completion of the project.
- f. Agree to be responsible for providing a safe work environment for its employees according to OSHA and WISHA standards.
  - g. Agree to be responsible for all site security during non-construction hours including providing adequate warning devices and barriers to hazardous conditions.
  - h. Agree to be responsible for the protection of all foundations, buildings, fences, walls or other property likely to be damaged during the progress of the project and agree to be responsible for the repair of any damaged items.
- i. Agree to be responsible for the security and protection of any unguarded machinery, equipment, materials, or other device having the characteristic of an attractive nuisance likely to attract children and hazardous to their safety.
- j. Agree to be responsible for the location of all public and private utilities prior to any excavation work. **CALL FOR UTILITY LOCATES 1-800-424-5555 2 DAYS PRIOR TO DIGGING.**
- k. Agree to be responsible for protecting all public and private utilities from damage while excavation work is being done.
- l. Agree to be responsible for damage to private property due to damage to utilities, such as water pipes, sewer, gas pipe, electric conduit, or other utility.
- m. Agree that he/she has read and understood the City's Stormwater Sedimentation and Erosion Control Guidelines and agrees to comply with the provisions as outlined.
- n. Agree to obtain all other required local, State and/or Federal permits or licenses associated with this work.
- o. Traffic controls, signs, road obstructions, barricades, and traffic control plans shall be in accordance with Part VI of the Manual on Uniform Traffic Control devices.
- p. Be aware the City may require a performance bond to conduct work within the public right-of-way.
- q. Failure to comply with these conditions may result in a posting of a **Stop Work Order**, which will remain in-place until the issue(s) resulting in the posting of a **Stop Work Order** are resolved to the satisfaction of the Public Works and/or Building Department.
- r. Agree to provide access to site and building by City Staff if needed.

**Note: Please refer to the current Taxes, Rates and Fees schedule for the total fee associated with this permit for which the applicant is responsible.**

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not provide authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. I also acknowledge that it is my responsibility to maintain public streets free of dirt and debris.

\_\_\_\_\_  
**SIGNATURE OF APPLICANT\***

\_\_\_\_\_  
**DATE**

\* (Must be the owner of the property or have a documented legal ownership interest verified by the City)

**WORK AUTHORIZED BY THIS PERMIT MUST BE COMMENCED WITHIN 120 DAYS OF THE DATE OF ISSUANCE OR APPROVAL. THIS PERMIT EXPIRES 18 MONTHS AFTER ISSUANCE.**

**Agency Use Only:**

**SPECIAL CONDITIONS:** \_\_\_\_\_

Payment of permit fee of \$ \_\_\_\_\_ Receipt # \_\_\_\_\_.

\_\_\_\_\_  
**City Administrator** **Date**

\_\_\_\_\_  
**Public Works Director** **Date**

\_\_\_\_\_  
**City Planner** **Date**

\_\_\_\_\_  
**City Building Official** **Date** **Permit Expiration Date**

This permit is issued in conjunction with one or more of the following:

- Valid building permit       Utility extension       Property access road
- Conditional use permit       Approved short plat       SEPA approval
- Approved street, water, storm and sanitary sewer construction drawings for a preliminary plat or site plan;