



# CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

116 UNION AVENUE · SNOHOMISH, WASHINGTON 98290 · TEL (360) 568-3115 FAX (360) 568-1375

## RETAINING WALL PERMIT APPLICATION

<b>Date:</b>	<b>Permit #</b>
<b>Job Address:</b>	
Land Use Designation:	<b>HISTORIC DISTRICT</b>
Property Tax #:	<input type="checkbox"/> YES <input type="checkbox"/> NO

<b>PROPERTY OWNER:</b>	<b>CONTACT/REPRESENTATIVE:</b> <input type="checkbox"/> <i>same as owner</i>
Name:	Name:
Address:	Address:
City/St/Zip:	City/St/Zip:
Phone:	Phone:
Cell Phone:	Cell Phone:
Email:	Email:

<b>CONTRACTOR:</b>		<b>Contact Name:</b>	
Address:		City/St/Zip:	
Phone:	Cell Phone:	Email:	
State License#:		Expiration Date:	
City Business License#:			

<b>TYPE OF WORK</b>		Value of Work:	
New Wall <input type="checkbox"/>	Replacement Wall <input type="checkbox"/>		
Type of Material:			
Wall Height:		Total Linear Feet:	
Describe Style:			
Base Fee: \$50.00	Total due:	Date of Receipt:	Receipt #:

Signature of Owner/Contractor or Authorized Agent \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Permit Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

*Construction permits obtained by an applicant or contractor who falsifies information will be forfeited.*



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## RETAINING WALL SUBMITTAL CHECKLIST

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RETAINING WALL SUBMITTAL REQUIREMENTS – Must be in accordance with the Snohomish Municipal Code (SMC) Chapter 14.240, Design Standards and Guidelines Outside the Historic District.

### ALL SUBMITTALS **MUST** BE COMPLETE

- Retaining Wall Permit Application
- Two (2) sets of a **Site Plan**, drawn to scale, showing:
  1. All property lines and their dimensions
  2. All easements, rights-of-way, and location of existing property lines  
*The property owner is responsible for verifying property lines and all setbacks (SMC 19.04.500B)  
Inaccurate information may result in requiring removal or relocation of the wall*
  3. Fifty (50) feet of adjacent property lines, measured from the proposed retaining wall
  4. Existing structures, fences, and walls, within fifty (50) feet of proposed retaining wall
  5. Existing topography, with contour lines at 2-foot vertical intervals  
*Topographical data obtained from public records is allowed*
  6. Location of retaining wall on the property, including dimensions of the wall
- Two (2) sets of **Wall Design Drawings** showing:
  1. Height of wall(s)
  2. Materials which will be used to construct the wall(s)
  3. Design of wall(s)
  4. A cross-section of the wall, and provisions for drainage
  5. Engineering details as appropriate to the project (walls 4 feet or higher)
- Retaining Wall Permit base fee: \$50