

RETAINING WALL APPLICATION PACKET



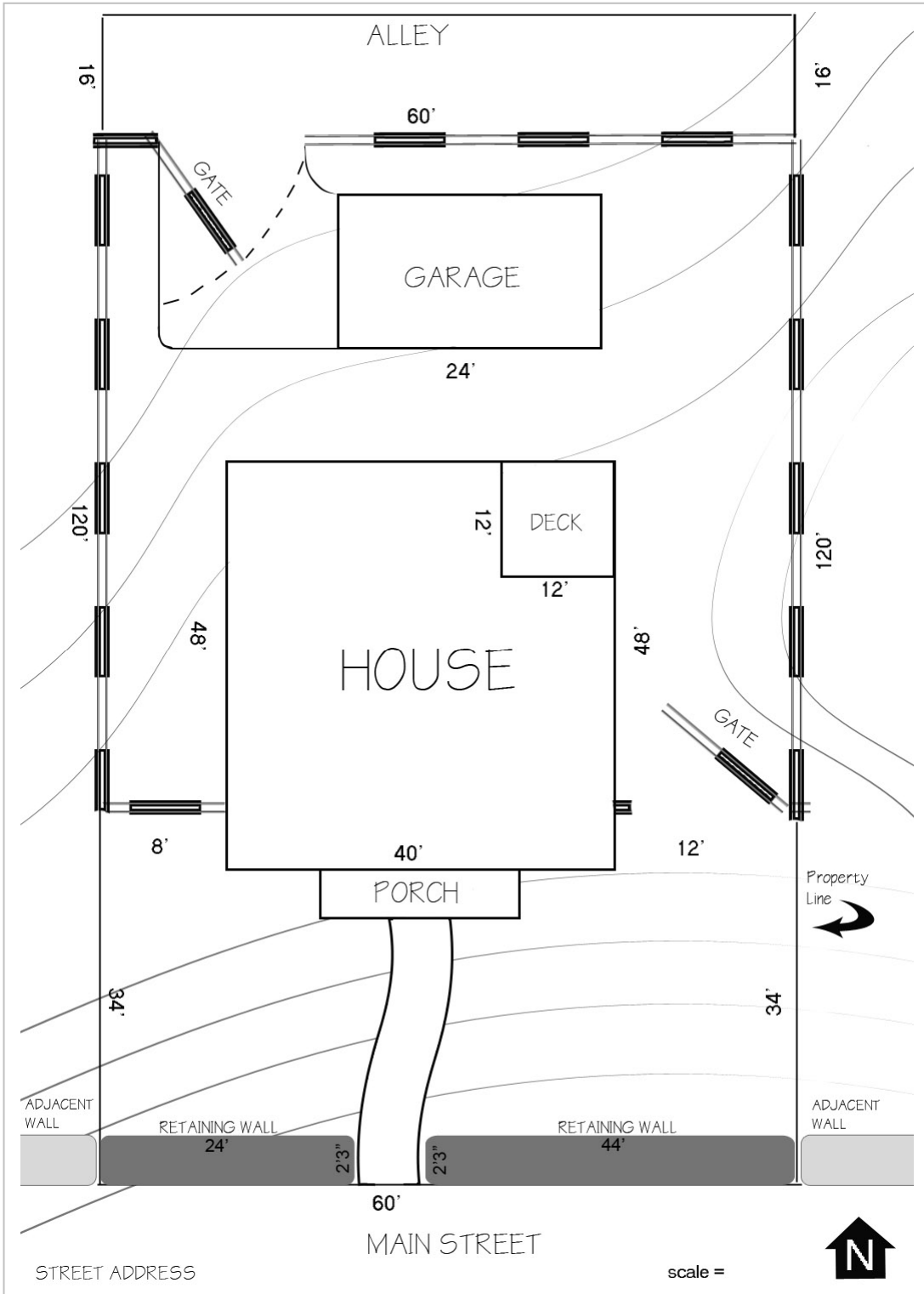
CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

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

Sample Site Plan

The property owner is responsible for establishing all property lines; a record of survey may be required. Property corners shall be staked. The owner is responsible for providing evidence of compliance.



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RETAINING WALLS

For more information, refer to Snohomish Municipal Code Section 14.240.060

RETAINING WALLS OVER 30 INCHES IN HEIGHT MAY REQUIRE APPROVED FALL PROTECTION

WHAT IS A RETAINING WALL?

A retaining wall is a structure that holds back soil or rock from a building, structure, or area. Retaining walls resist the lateral displacement of soil, and prevent downslope movement, or erosion.



DO RETAINING WALLS REQUIRE A PERMIT?

Retaining walls that are 2 feet in height or less do not require a permit. Greater than 2 feet, but less than 4 feet, a construction permit is required.

DO RETAINING WALLS HAVE SETBACK REQUIREMENTS?

No. Pursuant to SMC 14.240 (Ordinance 2133, 2007), retaining walls do not have to meet regular setback requirements and may terminate at a property line, provided that they abut a retaining wall on the adjacent property, and are structurally independent from such walls.

DO I NEED TO HIRE AN ENGINEER?

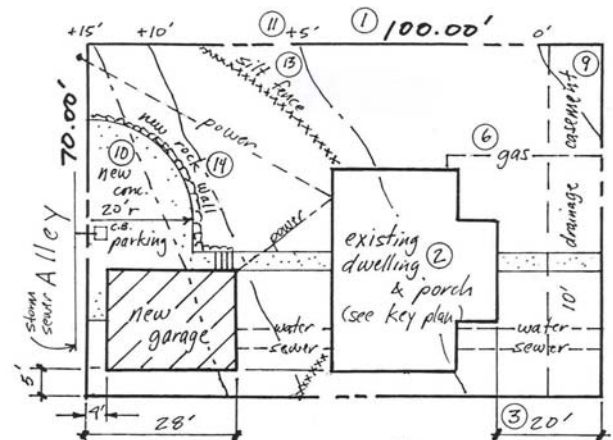
If your retaining wall will be 4 feet in height or taller, you will need to hire an engineer. Structurally engineered details must be included in your submittal.

ARE THERE DESIGN REQUIREMENTS?

Yes. Retaining walls must meet design standards set forth in *Design Standards and Guidelines for the City's Historic District*, and *Design Standards and Guidelines for Areas Outside of the Historic District*. Both are available for review at Snohomish City Hall.

CAN I DRAW MY OWN SITE PLAN?

Your site plan does not have to be professionally drawn, ONLY if the retaining wall is 4 feet in height or less. You may draw your own site plan, as long as it is readable, and contains all the details required to complete the review (see checklist).



Example of an acceptable hand-drawn site plan



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RETAINING WALL PERMIT APPLICATION

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

PROPERTY OWNER:	CONTACT/REPRESENTATIVE: <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:

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

TYPE OF WORK		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

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

THE CITY OF SNOHOMISH ENFORCES THE FOLLOWING CODES AND DESIGN REQUIREMENTS

<p>National Electrical Codes enforced by Washington State Department of Labor & Industry</p> <p>2006 International Building Code 2006 International Residential Code 2006 International Mechanical Code 2006 Uniform Plumbing Code 2006 International Fire Code 2005 National Electric Code 2006 Washington State Energy Code 2006 Washington State Ventilation & Indoor Air Quality Code</p>	<p>Washington State Amendments</p> <p>WAC 51-50 WA State Building Code WAC 51-51 WA State Residential Code WAC 51-52 WA State Mechanical Code WAC 51-54 WA State Fire Code WAC 51-56 WA State Plumbing Code WAC 51-57 WA State Plumbing Standards WAC 51-11 WA State Energy Code WAC 51-13 WA State Ventilation and Indoor Air Quality Code WAC 296-46A Safety Standards - Installing Electric Wires & Equipment</p>
<p>City of Snohomish Local Regulations</p> <p>Snohomish Municipal Code Snohomish Public Works Design and Construction Standards Snohomish Historic District Design Standards Snohomish Design Standards and Guidelines Outside the Historic District</p>	<p>City of Snohomish Design Requirements</p> <p>Design Wind Speed: 80 mph (Exposure B or C depending on location) Ground Snow Load: 30 psf (Uniform snow load cannot be reduced) Snowdrift: 25 psf ground snow loads shall be considered Seismic Zone: D₂, E Rainfall: 2 inches/hour for roof drainage design Frost Line Depth: 18 inches Geo-Technical Report: A soils report from a geo- technical engineer may be required for residential construction.</p>

ALL SUBMITTALS MUST BE COMPLETE

**For any questions that you might have regarding your permit or project,
please contact our Permit Coordinator at (360) 568-3115.**

USEFUL LINKS:

REFERENCE ITEM	LINK
Snohomish Municipal Code	http://www.ci.snohomish.wa.us/MunicipalCode.htm
Land Use Map	http://www.ci.snohomish.wa.us/MapLandUse.htm
Snohomish Comprehensive Plan	http://www.ci.snohomish.wa.us/ComprehensivePlan.htm
Application Forms	http://www.ci.snohomish.wa.us/FormsApplications.htm
City of Snohomish Design Standards and Guidelines Outside the Historic District	http://www.ci.snohomish.wa.us/PDFs/DesignStandards.pdf
Snohomish Historic District Design Standards	http://www.ci.snohomish.wa.us/PDFs/DesignStandardsHistoricDistrict.PDF
Endangered Species Act Response Planning	http://snoedc.com/pdfs/Snohomish_ESA_Strategy_060704b.pdf

For more information, visit Snohomish City Hall at 116 Union Avenue any time from 9:00 a.m. until 5:00 p.m. Monday through Friday, excluding holidays. You may also contact Planning & Development Services at (360) 568-3115.