



# CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

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

## 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 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?

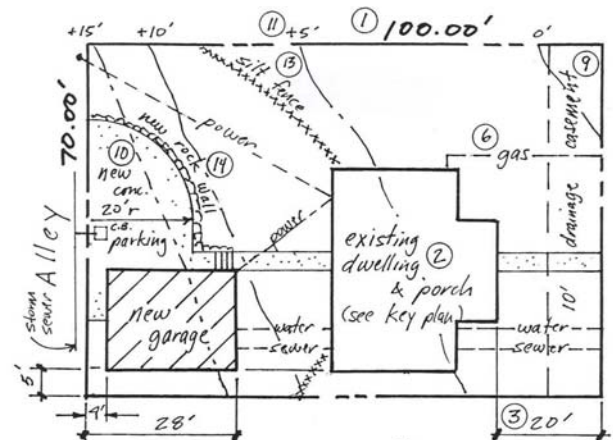
If your retaining wall will be 4 feet in height or taller, you will need to hire an engineer. Structurally engineered details must be included in your submittal.

#### 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

<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