

Development Permit Process

UPON APPROVAL BY COMMUNITY DEVELOPMENT AND PUBLIC WORKS DEPARTMENTS OF THE CITY OF MAPLE VALLEY, A DEVELOPMENT, WHETHER RESIDENTIAL OR COMMERCIAL, IS REQUIRED TO PROVIDE THE FOLLOWING, PRIOR TO ISSUANCE OF A PERMIT AND THE COMMENCEMENT OF CONSTRUCTION:

RIGHT OF WAY AND SITE RESTORATION PHASE

1. The completed Right of Way and Site Restoration Security Information Data sheet, along with a approved copy of the Securities Quantity Worksheet; and,
2. The completed Right of Way and Site Restoration Security Agreement, including all required signatures and notarizations; and,
3. The completed Right of Way and Site Restoration Bond Agreement or Right of Way and Site Restoration Assignment of Bank Account, including all required signatures and notarizations; and,
4. The Cash Deposit to cover inspection and administrative costs; and,
5. A completed "Right of Entry", document, including legal description of property, all required signatures and recording numbers; and,
6. An Original "Certificate of Insurance" from the Contractor, naming the City of Maple Valley as Additional Insured, plus the rider and a copy of the Contractors Business License.
7. Schedule a Pre-Construction Meeting with the Public Works Inspector and Development Engineer. To schedule call (425) 413-8800 ext. 126

RESULT *Issuance of Development Permit & Construction can begin.*

COUNCIL APPROVAL PHASE

PRIOR to City Council Approval , the following is required:

1. Completion of all punch list items compiled from Final Inspection.
2. Two(2) set of Plat Mylars, signed and notarized . *Note: For Commercial Projects, As-Built Mylars are required at this time.*
3. All fees and charges PAID IN FULL.
4. Utility Installation Acceptance Letters from:
 - Fire Marshall
 - Water District
 - Sewer District
 - Telephone
 - Gas/Electric Provider
 - Cable Services

5. Easements, Deeds and/or Other Documents Completed and Recorded
6. Washington State Department of Transportation Project Acceptance Letter
7. Performance Security (Agreement, Bond and Cash Deposit) Established, if applicable, typically for the following items:
 - Final lift of Class B Asphalt Concrete.
 - Raising of Street Iron (ie: Manhole, Catch Basin, Water Valve, Monument, Etc. Lids).
 - Installation of Monuments.
 - And/Or any other agreed upon unfinished items.
8. Landscape Security (Agreement, Bond and Cash Deposit) Established, if applicable, typically for the following items:
 - Off-Site
 - Street Trees / Landscape Strip / Islands
 - Ponds
 - And/Or any other agreed upon unfinished items.

RESULT *Release of Right of Way and Site Restoration Security.*

MAINTENANCE PHASE

At the Conclusion and Acceptance of ALL Construction Items, the following is required:

1. Landscape Maintenance Agreement (One Year) and/or Cash Deposit Established, typically for the following items:
 - Off-Site
 - Street Trees / Landscape Strip / Islands
 - Ponds
 - And/Or any other agreed upon items.

Note: During the First Year of the Two-Year Maintenance Security , ALL Landscaping MUST be vigorously maintained by

a Licensed Landscape Maintenance Company per this agreement. At the conclusion of this Active Maintenance Period,

the Landscaping is still the developers responsibility until release of the 2-Year Maintenance Security.

1. Two-year Maintenance Security (Agreement, Bond & Cash Deposit) Established.
2. Final As-Built version of Technical Information Report (TIR).
3. One Set of As-Built Civil Drawings, on Mylar and on CD in a DWG or DXF format.

RESULT *Release of Performance Securities.*

FINAL ACCEPTANCE OF PUBLIC IMPROVEMENTS

Approximately 2 Months PRIOR to the end of the Two-Year Maintenance period, the following is required:

1. A final acceptance inspection checklist is compiled.
2. Any Items requiring repair or replacement must be completed.

Upon successful completion of the Two-Year Maintenance period, the Security is released and the Public

Improvements become the responsibility of the City.

RESULT *End of Project.*