DIVISION 2
APPLICANT'S CHECKLIST

CITY OF LYNDEN
Lynden, Washington

Project Number: ________________________________

Location: ____________________________________

Applicant: ___________________________ Phone: __________________

Applicant's Engineer: __________________ Phone: __________________

Contractor: ___________________________ Phone: __________________

Description of Project: ___________________________________________

1. **PRELIMINARY DESIGN**

<table>
<thead>
<tr>
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<th>REQUIRED</th>
<th>DATE</th>
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<tbody>
<tr>
<td>A.</td>
<td>Pre-application meeting held with city. (Planning Dept.)</td>
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<td>B.</td>
<td>SEPA checklist (CAO, if applicable) submitted to city by applicant.</td>
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<td>C.</td>
<td>[Stormwater Site Plan (SSP) Checklist](Available at Planning Desk)</td>
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<td>D.</td>
<td>Completed construction agreement submitted to city by applicant.</td>
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<td>E.</td>
<td>Preliminary design plan submitted to city by applicant.</td>
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<td>F.</td>
<td>Addendum to City's comprehensive report, if applicable</td>
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<td>G.</td>
<td>Submit street names for city approval.</td>
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<td>H.</td>
<td>Completed latecomers application submitted to city by applicant.</td>
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2. **PLAN REVIEW OR DESIGN**

A. Plan review deposit fee paid by applicant at time of plan submittal.
   - Residential - $200 per lot/unit, $2,000 minimum.
   - Business, Commercial & Industrial - 2% of civil construction estimate, or $2,000 minimum.

B. Submittal, by applicant, of three (3) sets of preliminary plans and construction contract documents, with cover letter addressing project and engineering cost estimates.

   1. Drawings stamped by a licensed engineer.
   2. Drawings stamped "Preliminary."
   3. Plan and profile drawings complete and in accordance with Division 3 – Construction Plan Requirements.
   5. Details of construction.
   6. Prepared by licensed engineer in accordance with the requirements outlined herein and submitted (as necessary):
      a. Hydrologic Analysis
      b. Traffic impact study submitted.
      c. Soils study.
      d. Road design – minimum city standard.
      e. Illumination design.
      f. Bikeway path (if required).
      g. Structural, foundation and stability calculations for retaining walls, bridges, embankments, etc.
      h. Others:
         (1) 
         (2) 
   7. Letter from fire marshal documenting fire flow requirements for improvement.
C. Notice to applicant of any additional materials or information needed for the process to continue.

D. City proceeds with review.

E. Submittal of plans and specifications to DOH (if applicable).

F. Submittal of plans and specifications to DOE (if applicable).

G. Submittal of plans and specifications to WSDOT (if applicable).

H. Submittal of plans to Whatcom Transportation Authority.

I. Comments received by Whatcom Transportation Authority.

3. REQUIRED PRIOR TO BEGINNING CONSTRUCTION

A. Submittal of performance bond by applicant for all work to be completed within the city right-of-way (Section K-11 of Agreement to Construct Improvements).

B. Submittal of certificate of insurance by applicant (Agreement to Construct Improvements).

C. Federal, state, county, and city permits acquired by applicant:
   2. Wetlands Permit – Army Corps of Engineers Section 404 Permit & Section 10 Permit.
   4. Street Obstruction Permit – City of Lynden
   5. Fill and Grade Permit – City of Lynden
   7. Others:
      a. __________________________________________
      b. __________________________________________
D. Third party easements obtained by applicant and submitted to the city (Section N-14 of Agreement to Construct Improvements) and/or proposed drainage easements endorsed by affected property owners and recorded. All necessary easements recorded by applicant and delivered to the city.

E. Initial deposit - $350.00/lot – deposit for project inspection costs (minimum $5,000 charge) prior to pre-construction meeting.

F. Plans and specifications approved by city and letter sent to applicant.

4. CONSTRUCTION, PHYSICAL COMPLETION OF IMPROVEMENTS

A. City approves construction start. Drawings stamped "Approved"

B. Hold harmless letter to city if construction is to start prior to agency approvals.

C. Pre-construction meeting held by applicant.

D. Traffic Control Plan (during construction) submitted by applicant, and approved by city.

E. Construction information submitted by applicant and approved by city.
   1. Material and equipment specifications.
   2. Approval of sources.
   3. Concrete mix design.
   4. Asphalt mix design.

F. Construction stakes in place by applicant a minimum of 2 days prior to construction.

G. Property boundary stakes in place by applicant.

H. Erosion and sediment control facilities in place.

I. Preconstruction photographs completed by city.

J. Plug or tightline bypass inspected and approved.

K. Letter from applicant's geotechnical engineer certifying sub grade material prior to placement of asphalt.

L. City inspects project (ongoing).
M. Pressure test completed and passed.
N. Bacterial test completed and passed.
O. Air test, lamp, and mandrel completed and passed.
P. Construction soil testing completed and passed.
Q. Sub grade testing and proof-rolling complete.
R. Asphalt testing completed and passed.
S. Concrete testing completed and passed.
T. Certificate of compliance submitted for all redi mixed concrete.
U. Catch basins pumped after construction.
V. Existing control survey monuments raised to new finished surface.
   New survey control monuments established.
W. Punch list submitted to applicant.
X. Punch list items inspected. Revised items submitted to applicant.
Y. Final inspection and approval.
Z. Notification of Substantial Completion.

ZAA. Recommendation for final plat approval to City Council.

5. AFTER CONSTRUCTION, COMPLETION OF CONTRACT

A. Easement restoration releases signed by all property owners
   affected by the work, and submitted to the city.

B. As-builts, operations and maintenance manual, and easements
   submitted to city by applicant for review.

C. As-builts, operations and maintenance manual, and easements
   returned to applicant's engineer for revisions as required.

D. Easements signed by applicant, recorded and returned to city.

E. Dedication of city right-of-way, as necessary.

F. Mylar copy submitted to city of Land Corner Record or Record of
   Survey as filed by Licensed Land Surveyor.
G. Executed bill of sale delivered to city.

H. As-buils approved.

I. Operations and maintenance manual approved.

J. All applicant expenses brought current and paid.

K. Execute maintenance bond by applicant (Section M-13 of Agreement to Construct Improvements).

L. Execute performance bond in lieu of construction by applicant (Section L-12 of Agreement to Construct Improvements).

M. Release of performance bond to city.

N. Begin two-year warranty period.

O. City accepts title to improvement.

P. Reconciliation of fees and charges.

Q. Execution and recording of payback agreement by city.

R. Letter sent to applicant stating project has been awarded final acceptance.

6. **WARRANTY PERIOD**

A. Warranty inspection completed by city just prior to end of 2 years.

B. Applicant makes warranty corrections as required.

C. City makes final acceptance.

D. Two (2) year maintenance bond for 10% of project.

E. City executes Release of Encumbrance and record for payment fees.

F. Release excess fees to applicant.

***PROJECT COMPLETE***

City of Lynden Representative

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