



## PLANNING, COMMUNITY, & ECONOMIC DEVELOPMENT DEPARTMENT

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# CLEARING & GRADING INFORMATION

The following information applies to projects that require a separate permit. If an application has been approved for a building permit or preliminary plat, a separate permit is not required.

## WHEN IS A PERMIT NEEDED?

A clearing and grading permit may be necessary whenever clearing (destruction and removal of vegetation) or grading (excavation and/or filling) is being done in the City of Anacortes.

Some types of work are exempt from needing a clearing and grading permit, including:

- Removal of trees and ground cover in emergency situations involving immediate danger to life or property.
- Removal of dead or diseased trees or ground cover.
- Removal of 6,000 sq. ft. or less of trees or groundcover on a lot that contains an existing permitted building.

**NOTE:** Exempt clearing does **NOT** include the use of a bulldozer or similar mechanical earthmoving equipment **AND** exempt clearing is **NOT** for the purpose of developing the property with substantial permanent improvements such as roads, driveways, utilities, or buildings.

## WHAT IS THE PROCESS, COST, AND SUBMITTAL REQUIREMENTS FOR A CLEARING AND GRADING PERMIT?

**STEP 1:** Review AMC 19.78 and determine if your project needs a permit. The City offers an optional pre-application meeting process that allows you to obtain early feedback from city staff about your proposal, before submitting your formal application.

**STEP 2:** Prepare the [Clearing & Grading Permit Application](#) and provide documents outlined in the application checklist.

**STEP 3:** Once ready, submit your application to PCED. After your application is determined to be complete, staff will review your application and plans to make sure they conform to City of Anacortes codes. You will be notified if you need to make corrections.

**STEP 4:** Once reviewed, staff can issue the approval. Prior to issuance, payment of all fees is required. Fees are calculated based on the cubic yards of material along with 3<sup>rd</sup> party review fees, if applicable.

## ARE THERE CODE REQUIREMENTS?

Clearing and grading activities may be subject, but not limited to: AMC 19.70, Critical Areas Regulations; AMC 18.04, State Environmental Policy Act; AMC 19.76, Stormwater; AMC 19.78 Clearing and Grading; Anacortes Shoreline Master Program; and the International Building Code provisions for "Excavation and Grading".

## ARE OTHER PERMITS REQUIRED?

Individuals wishing to remove trees from their property should first contact the Department of Natural Resources (DNR) at 360-856-3500 to determine if a Forest Practice Application (FPA) is required.

Depending on the size of the area of disturbance, a Construction Stormwater General Permit may be required for the Department of Ecology.

## SHORELINES & CRITICAL AREAS

The removal or trimming of trees within 200 ft. of a shoreline is strictly regulated by the Anacortes Shoreline Master Program and disturbance of trees or vegetation located within a critical area is regulated under AMC 19.70 Critical Areas Regulations - **These activities almost always require a permit and PCED approval.**

## WHEN IN DOUBT...GIVE US A CALL!

Check with PCED if you are unsure whether you need a permit. Getting the correct information and permits **before** the work commences will most definitely be easier than having to get a permit **after** the work is already done - *not to mention, after the fact permits are **DOUBLE** the cost!*

For more detailed information, please review [AMC 19.78 Clearing and Grading](#)