LANDSCAPING PROJECT GUIDELINES

Due to the various code requirements that could apply when considering site modifications, these guidelines have been assembled to assist homeowners and contractors in determining whether or not a permit is needed when contemplating a landscaping project. The following guidelines apply when contemplating a landscaping project that reaches beyond solely planting on private property. Where the scope exceeds this, a site plan must be submitted to the town for review. The building official will make the final determination on applicable permits, if any.

1. **SITE PLAN.** In order to determine if a permit is required, the building official must review the proposed work.

   Prior to submitting a permit application, prepare and submit a site plan that includes a descriptive narrative of the proposed work. The site plan should be drawn to scale, be provided with a north arrow, identify property lines, and address the items in these guidelines that may apply. Information should include new and existing fences, rockeries, retaining walls, decks, lawn and landscaping, cubic yards of cut and fill, structures, impervious surfaces, drainage, erosion control, water features, driveways, walkways, trees, artificial turf, fireplaces, utility installations, BBQs, play equipment, etc. Dimensions to structures from property lines must be provided. The building official will determine which, if any, permits are required. The site plan must provide a lot coverage calculation as identified under Item 7 below.

2. **GRADING.** A grading permit is the “catch all” mechanism for regulating site work that is not already required to have a building permit. A grading permit may be needed per BAVMC 15.05.010(3)(c) to grade, excavate, or conduct earthwork construction including fills and embankments. BAVMC 15.05.040(1)(e) exempts this requirement if there is movement of less than 50 cubic yards of earth materials which is less than 2’ in depth in any 12 consecutive months.

3. **BUILDINGS, STRUCTURES & WALLS.** Per BAVMC 15.05.010(3)(a) a building permit may be needed if the applicant intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure. Even short retaining walls could require a permit if they are over 4’ in height or supporting sloping soils; IRC R105.2. A permit could be required for decks, sheds, walls, pools, gazebos, and other structures. Regardless of whether a building permit is required or not, these items are regulated under the zoning code and must be reviewed for code compliance.

4. **MECHANICAL/PLUMBING WORK.** The town combines mechanical and plumbing permits. Per BAVMC 15.05.010(3)(d) or (e) a mechanical/plumbing permit may be needed if the applicant intends to erect, install, enlarge, alter, repair, remove, convert or replace any gas or mechanical system OR erect, install, repair, relocate, replace, add to use, or maintain a plumbing system. Permits maybe required for fire pits, fireplaces, fire bowls, BBQs, outdoor heaters, irrigation, pools, spas, etc.

5. **RIGHT-OF-WAY IMPACT.** The purpose of the ROW code in BAVMC 12.15 is to protect the rights-of-way for use by all town residents and to regulate the installation of plant materials, improvements and parking surface materials within the nonpaved portions of the right-of-way. Often, work in the planting strip (that portion of the town right-of-way lying between the edge of the travel lane or back of the sidewalk and private property) requires review. BAVMC 12.15.040 outlines what is allowed outright in the planting strip and what requires a permit. Since landscaping in the planting strip is regulated, proposed plantings must be identified by species. Per BAVMC 15.05.010(3)(h) a ROW permit may be needed if the applicant intends to install plant material, improvements, and parking surface materials within the nonpaved portions of the right-of-way.

6. **TREE PROTECTION.** Typically a grading or building permit can address tree-protection requirements, where applicable. However, a tree-removal permit may be needed per BAVMC 15.05.010(3)(i) if the applicant intends to remove a tree or causes the same to be done. The intent of the tree code in BAVMC 16.25 is to protect and preserve certain mature vegetation (“protected trees”) within the town.

7. **ZONING.** It is important the site plan submitted for review clearly identifies the following items so elements relating to the zoning code can be checked for compliance whether a permit is required or not. Following are typical items that must be evaluated; additional requirements are contained in BAVMC 18.10.

- Requirements for stormwater management in the Town of Beaux Arts Village are contained in BAVMC 13.15.
- All development and redevelopment projects are responsible for preventing erosion and the discharge of sediment and other pollutants into receiving waters by installing and maintaining proper erosion control devices during and after construction. These elements shall be located and detailed on the approved site plan prior to permit issuance. Please refer to the SWMM WW Volume I Section 2.5.2 for more information.
- In general, projects that result in <2,000 square feet of new plus replaced hard surface or have land disturbing activity <7,000 square feet do not require flow control or water quality treatment facilities. The Town reserves the right, however, to add this requirement if there are critical areas or known drainage and/or water quality complaints on or within 1/4 mile downstream of the proposed project.
- Projects that result in more than 2,000 square feet of new plus replaced hard surface or have land disturbing activity greater than 7,000 square feet will require installation of stormwater facilities in accordance with the 2012 DOE SWMM WW. This includes the preparation of stormwater site plans and a report from a licensed engineer which addresses the system’s design elements including, but not limited to, type, size, location, and future maintenance.
- All property owners are responsible for the maintenance, operation, or repair of stormwater drainage systems and BMPs where said facilities are for the specific benefit of privately owned property, or where said facilities were constructed or developed as part of an approved subdivision. The Town will review, inspect, and document all drainage facilities as part of the applicant’s building and/or grading permits as stated in BAVMC 13.15 and may ask for additional information or improvements to ensure those facilities are working properly.

9. **ELECTRICAL.** Electrical permits are issued by the Washington State Department of Labor & Industries.

10. **SUBMITAL.** Submit the site plan and provide any other supporting documentation to address the applicable items outlined in these guidelines. Please note these guidelines are intended to highlight only the common items typically applicable in a landscaping project. Refer to the full BAVMC for complete requirements. Additional information may be requested from the building official in order to provide a complete review.
11. FEES. Per the Town's Fee Schedule, fees may be assessed for review of your documents whether or not it is determined that a separate permit application is required to be submitted. Refer to BAVMC 15.05.020. It is recommended that complete information be submitted for initial review in order to limit staff time needed to understand the scope of your project.

12. ELECTRONIC REVIEWS. Please submit your document electronically. Refer to the Electronic Review Requirements and PDF Format Requirements forms on the Town website for complete information. The Deputy Clerk can provide a Dropbox link for electronic submittals.