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FOR INSPECTIONS, CALL:
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APPLICANTS AND CONTRACTORS:
Please code sales tax for project-related expenditures to the **TOWN'S SALES TAX REVENUE #1703.**

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 may be 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 rights-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.

- **Building setbacks** must be identified. BAVMC 18.10.080(1)-(3) establishes the following setbacks from the property lines (20' from the front, 10' from the sides, and 25' from the rear). While a site may have some existing nonconformities, setbacks must be identified for consideration of new work.
 - **The following structures may be allowed within all setback areas:** fences; retaining walls; rockeries up to 30 inches tall; ornamental landscape structures up to 30 inches tall, including ornamental pools of any depth; garden arbors up to nine feet tall and up to 18 inches in depth; eaves or roof overhangs up to 18 inches in depth; one chimney up to 18 inches in depth and no wider than six feet. See BAVMC 18.10.080(9)(a).
 - **Fences.** Per BAVMC 18.10.100, no fence shall be erected or constructed in the town that exceeds a height of six feet within the side or rear yards, nor a height of four feet six inches in the front yard, or incorporates the use of barbed wire or electrical charges, except that two feet of barbed wire may be used on top of a six-foot or higher solid or chain link fence surrounding public utility property.
 - **Structural lot coverage** is limited to 30 percent of the total building lot area per BAVMC 18.10.080(5). "Structural coverage" is defined in BAVMC 18.10.020 as the total horizontal area covered by buildings and structures, but not to include decks less than 30 inches high and other impervious surfaces.
 - **Lot coverage** is limited to 50 percent of the total building lot area per BAVMC 18.10.080(6). Lot coverage is defined in BAVMC 18.10.020 as the total horizontal area covered by buildings and structures, including pools, concrete slabs, black topping, gravel, crushed rock, pavers, or other impervious surfaces; and also including that area measured to the outermost parts of any structure, including, but not restricted to, porches, overhang portions of the roof, carports, garages and cantilevered portions.
 - **Impervious surface** is defined in BAVMC 18.10.020 as all of the following: the footprint of buildings and structures including all eaves; vehicular use areas including driveways, streets, parking areas whether constructed of gravel, pavers, pavement, concrete or other material that allows vehicular travel; pedestrian walkways; recreational facilities including patios, porches, sports courts, swimming pools, ornamental pools, hot tubs, and other similar facilities; landscaping or structural walls or rockeries; miscellaneous other hard surfaces, including decks, which prevent or impede the entry of water into the soil or cause water to run off the surface in greater quantities or at an increased rate of flow under natural conditions prior to development.
8. **STORMWATER.** The Town of Beaux Arts Village adopted the [Department of Ecology's Stormwater Management Manual for Western Washington](#) (DOE SWMM WW) dated August 2012.
- 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. **SUBMITTAL.** 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.