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## Tips for a Successful Building Project

The Clyde Hill Building Department processes all project applications that are consistent with adopted zoning and development regulations. Use these tips to facilitate the permitting process for your project.

- **Review your Site History**

Research the history of your property. Check your title report for any easements, special conditions or restrictions related to the development of your property. The City does not have copies of these personal documents for your property, nor does the City enforce covenants or restrictions other than the City's own zoning and development regulations. You may need to work directly with an existing homeowner's association or your immediate neighbors to clarify easement or covenant matters.

The City does keep an individual 'street address' file for most lots in Clyde Hill with information on past development and activities that you may wish to review. The City can provide you with copies of this information for a modest fee.

- **Base your Project on an Accurate Site Plan**

Many times owners or designers inadvertently develop plans that are within the setbacks or are not consistent with the City's zoning regulations. When this happens your project will be slowed until this matter is resolved. To facilitate review, obtain a site survey of your property prepared by a registered Washington State land surveyor. Your survey must have two-foot contours and show all existing natural and built features. This site survey should be used as the basis for your site development plans.

- **Know your Original Grade**

All Clyde Hill zoning regulations use original grade as a basis for development. Original grade is defined as the grade of the property when the City was first incorporated in 1953.

Depending on your project, it may be necessary to obtain an original grade determination from the City prior to submission of a building permit. The City does this determination using a current, accurate survey that you submit with an Original Grade Permit Application. Using your survey in conjunction with maps and records, the City makes a final determination of the property's original grade. You must have these original grade contour lines on the site plan when you submit a building permit.

- **Comply with all City of Clyde Hill Requirements**

Review the zoning (Title 17) and building regulations (Title 15) included in the Clyde Hill Municipal Code (CHMC). After you have reviewed the code sections that pertain to your project, ask for clarification on those items you do not understand. The CHMC is available on the City's website or can be obtained at City Hall.

- **Know the Storm Water Requirements**

How you manage the storm water from your property is an integral part of your project and is your responsibility to control. Because of Clyde Hill's unique soil and topographic conditions, the manner in which you do this will impact your immediate neighbors and those down hill from you.

The City of Clyde Hill is mandated by the Federal government (Clean Water Act) and State government (State Waste Discharge General Permit for Discharges from Small Municipal Separate Storm Sewers in Western Washington) to apply storm water regulations for the protection of all.

Make sure you know the City's Stormwater regulations (CHMC Sections 15.04.010, 15.10.010 and 17.08.170) as an early step in your planning process. The City has also developed a detailed technical handout to assist engineers and architects facilitate this part of a project. The Clyde Hill regulations and handout are available on the City's website or can be obtained at City Hall.

- **Use Quality Design Professionals**

Use the highest quality design professionals, as this will be the single most important aspect of your project. The quality of the plans and project presentation reflects on the overall quality of the application. In addition, the Washington State Department of Labor and Industries (1-800-647-0982) maintains a database to assist you in determining if your prospective construction, electrical or plumbing contractor has met the legal requirements for operating in Washington State.

- **Respect the Character of the Neighborhood**

Give thoughtful consideration to the life of the project, the proposed land use and its impacts or contributions to the community. Remember, a proposed development does not stop at the property lines. Your development will impact the neighbors, sometimes significantly, such as by a decrease in their view. Communicate with your neighbors to eliminate surprises and to help ensure that your project is in harmony with the character of the neighborhood.

- **Plan Ahead**

Remember to provide adequate time to research, plan and design your project. Make sure you account for the time necessary to apply for, and obtain the appropriate approvals and permits from the City and other permitting agencies. Slowdowns occur when inadequate project information is provided. The permit review process can be very simple if you plan ahead and provide all reviewers with the required information.

**Please let the City Staff know if there is anything we can do to help!**