



**CITY OF TUMWATER**  
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 Email: [cdd@ci.tumwater.wa.us](mailto:cdd@ci.tumwater.wa.us)  
 (360) 754-4180

**RETAINING WALL  
 Submittal Checklist**

TUM -	DATE STAMP
RCVD BY	

**APPLICANT INFORMATION** *(please print neatly)*

NAME OF APPLICANT: \_\_\_\_\_

**SUBJECT PROPERTY INFORMATION**

ADDRESS OF PROPERTY (COMPLETE): \_\_\_\_\_

In order to install a retaining rockery or keystone wall, a submittal shall consist of all items on this checklist unless waived by Staff.

<b>A. APPLICATION AND REQUIRED COPIES</b>	<b>N/A</b>	<b>Provided</b>		<b>Staff</b>
1. Provide a complete and signed (by owner or authorized representative) application and applicable fee.		<input type="checkbox"/>		<input type="checkbox"/>
2. Two copies of all drawings.		<input type="checkbox"/>		<input type="checkbox"/>
<b>B. SITE PLAN (ENGINEERING SCALE)</b>	<b>N/A</b>	<b>Provided</b>		<b>Staff</b>
1. The site plan(s) shall be fully dimensioned showing two-foot elevation lines, with all structures and retaining walls shown.		<input type="checkbox"/>		<input type="checkbox"/>
2. Draw plan to scale of 1" = 10' or larger.		<input type="checkbox"/>		<input type="checkbox"/>
3. List complete parcel number(s) and indicate total square-footage of the site.		<input type="checkbox"/>		<input type="checkbox"/>
4. Show: Date, north arrow and scale.		<input type="checkbox"/>		<input type="checkbox"/>
5. Provide a description of the work being done.		<input type="checkbox"/>		<input type="checkbox"/>
<b>C. FOR WALLS FOUR FEET AND HIGHER OR ANY WALL SUPPORTING A SURCHARGE</b>	<b>N/A</b>	<b>Provided</b>		<b>Staff</b>
1. Provide:				
a. Structural engineer's stamped and signed plans and calculations.		<input type="checkbox"/>		<input type="checkbox"/>
b. Dimensioned footing and wall plans.		<input type="checkbox"/>		<input type="checkbox"/>
c. Dimensioned cross section of footing and wall.		<input type="checkbox"/>		<input type="checkbox"/>
d. Details of reinforcement.		<input type="checkbox"/>		<input type="checkbox"/>
e. Setbacks from property lines, rights-of-way and building.		<input type="checkbox"/>		<input type="checkbox"/>
f. Drainage details for retaining wall, including location where drainage from wall will be discharged.		<input type="checkbox"/>		<input type="checkbox"/>
<b>D. ADDITIONAL INFORMATION</b>	<b>N/A</b>	<b>Provided</b>		<b>Staff</b>
1. Installation of engineered retaining, rockery or keystone walls requires full-time inspection by a WABO-registered special inspector. Provide information on special inspection company and special inspector who will be performing the inspections.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Retaining Wall Submittal Checklist

<b>E. ELECTRONIC SUBMITTAL</b>	N/A	Provided	<b>Staff</b>
1. Compact disc (CD) or USB drive containing all of the plans, reports, etc. as outlined under A through D above, in PDF-file format. Maximum format shall be 300 dpi. Note: Please do not include the application or submittal checklist in electronic format.		<input type="checkbox"/>	<input type="checkbox"/>

I verify that all required documents associated with this application have been submitted.

\_\_\_\_\_  
Signature of Applicant/Representative

\_\_\_\_\_  
Date