



PLANNING, COMMUNITY, & ECONOMIC DEVELOPMENT DEPARTMENT
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Complete Residential Stormwater Plan Checklist Minimum Requirements 1-5

Stormwater requirements are based on the 2012 Stormwater Management Manual for Western Washington (SWMMWW). A link is provided on the City of Anacortes website, under Planning Department, Stormwater Regulations, as well as under the Engineering Division of Public Works. Residential construction is exempt from additional stormwater provisions if it involves no expansion of hard surfaces, no use beyond that previously existing, and results in no significant adverse hydrological impact.

Building permit applications for lots that are part of a subdivision that was recorded no more than 10 years prior to the date of the complete building permit application may continue to use the stormwater codes in effect at the time the subdivision application was submitted, if stormwater was addressed at the subdivision/plat level. If construction has not started as of January 1, 2022, the site will be subject to the 2012/2014 manual.

If your project adds less than 2,000 sq. ft. of new plus replaced hard surface area, **AND** which disturbs less than 7,000 square feet of land, you must consider all 13 Elements of the Construction Stormwater Pollution Plan (SWPPP). Fill out the SWPPP Checklist and explain how the elements are considered, or describe how site conditions render the element unnecessary and the exemption from that element is clearly justified. You will not need to continue with this document.

If your project adds 2,000 sq. ft. or more of new plus replaced hard surface area, **OR** which disturbs 7,000 sq. ft. or more of land - **Minimum Requirements 1-5 of the SWMMWW** apply, and you can continue with this document. If adding 5,000 sq. ft. or more of new hard surfaces/ **OR** converting 32,670 sq. ft. or more of vegetation to lawn or landscaped area/ **OR** converting 108,900 sq. ft. or more of native vegetation to pasture – **Minimum Requirements 1-9 of the SWMMWW** apply. If Minimum requirements 1-9 apply, please see the Large Scale Stormwater Plan Checklist for additional submittal requirements.

Owner Name: _____ **Site Address:** _____

Brief Description of the Project:

Pre Developed Conditions & Runoff of the Site:

Developed Conditions & Runoff of the Site:

Summarize difficult site parameters, the natural drainage system, and drainage to and from adjacent properties, including bypass flows:

- **Hydrological Site Plan:** Collect and analyze information on existing conditions to aid in determining low impact development feasibility – which locations are most appropriate to evaporate, transpire, and infiltrate, with the following information:
 - **Survey by Land Surveyor, Engineer, or other qualified professional:** Show existing public and private development, utility infrastructure, hydrological features (seeps, springs, closed depression areas, drainage swales, streams, wetlands, and water body survey and classification report showing wetland and buffer boundaries), flood hazard areas, geological hazards, buffers, aquifer and wellhead protection areas, topographic features that may act as natural stormwater storage, infiltration, or conveyance. Include the natural receiving waters that stormwater runoff will either directly or eventually discharge. Show topography, display acreage and outlines of all drainage basins; existing stormwater drainage to and from the site; routes to existing, construction, and future flows at all discharge points; and the length of travel from the farthest upstream end of a proposed storm drainage system to any proposed flow control and treatment facility. Identify areas of potential erosion problems
 - Show contours as follows:**
 - Up to 10% slopes = 2 ft. contours
 - Over 10% to less than 20% slopes = 5 ft. contours
 - 20% or greater slopes = 10 ft. contours
 - Elevations at 25 ft. intervals
 - **Soils Report:** Done by a soil scientist certified by Soil Science Society of America, licensed sewage designer, or other suitably trained persons working under the supervision of a professional engineer, geologist, hydrologist, or any other professional supervised by an engineering geologist registered in Washington State. (Soils Report

must include details as listed on [Pg.79](#)). In addition, describe soils by name, erodibility, settleability, permeability, depth, texture, and soil structure.

Testing should occur between December 1 and April 1.

- **Soils Map:** Based on the report.
- **Preliminary Development Site Plan Layout:** Locate proposed buildings, roads, parking lots, landscaping features, on-site stormwater management BMPs (Determine BMPs starting on [Pg. 95](#). Suggested BMPs correlate with responses to the 13 elements of the SWPPP, [Pg. 237](#), and preliminary location of stormwater treatment and retention/detention facilities. Considerations are on [Pg. 83](#). These methods could reduce required facility sizes, but are not required for approval. Show existing and proposed contours, show all cut and fill slopes indicating top and bottom of slope catch lines, and identify developed condition drainage basins.
- **Survey of existing native vegetation cover:** This is only required if there are native soil and vegetation protection areas proposed for the site. Survey shall be done by a licensed architect, arborist, qualified biologist or project proponent identifying any forest areas on the site and a plan to protect those areas. The preserved area should be placed in a separate tract or protected through recorded easements for individual lots.
- **Vicinity Map:** Clearly locate the property, identify all roads bordering the site, show the route of stormwater off-site to the local natural receiving water, and show significant geographic features and sensitive/critical areas (streams, wetlands, lakes, steep slopes, etc).
- **Construction Stormwater Pollution Prevention Plan (SWPPP)** – The SWPPP shall be implemented beginning with initial land disturbance and until final stabilization. From October 1 through April 30, clearing, grading, and other soil disturbing activities shall only be permitted if shown that silt-laden runoff will be prevented from leaving the site through methods listed on [pg. 44](#). Best Management Practices (BMPs) Standards and Specifications are listed on [pg. 261](#). Please see [pg. 230](#) for details on using the Site Analysis to produce the following materials:
 - **Narrative:** Explain and justify the pollution prevention decisions made. This will contain concise information concerning existing site conditions, construction schedules, wet season construction activity, constraints, and other pertinent items that are not contained on the drawings. This is based on the 13 Construction Elements, which must be considered unless site conditions render the element unnecessary and the exemption is clearly justified. Elements listed on [pg. 44](#) & described in detail starting on [pg. 236](#).
 - **Drawings & Notes:** Where and when the BMPs should be installed, the performance the BMPs are expected to achieve, and actions that will be taken if the performance goals are not achieved. Show water quality monitoring locations.
 - **Special Reports & Studies:** Include any studies (i.e. wetlands delineation). If a facility is required and feasible for Minimum Requirement 5, a PIT Test must be done in the location that the facility location is proposed based on the preliminary development site plan layout.
- **Other permits:** Any other necessary permits as required by other regulatory agencies. Identify if those permits include conditions that affect the drainage plan, or contain more restrictive drainage-related requirements.

Prior to Final Stormwater Inspection

- **Permanent Stormwater Control Plan Drawing:** Select BMPs based on the Preliminary Development Site Plan Layout from the Site Analysis Summary. Provide a scale drawing of the

lot(s) and any public ROW that displays the location of On-Site BMPs and the areas served by them. These documents will be recorded and attached to a declaration of covenant and grant of easement associated with each lot that includes On-site BMPs. Provide design details, figures, and maintenance instructions for each BMP. Provide a written summary of how it complies with the applicable requirements.

Prior to Final Occupancy

- Operation & Maintenance Manual:** Include a manual for each flow control and treatment facility, including any distributed bioretention facilities that are used to help meet flow control and/or treatment requirements. The manual shall include a description of the facility, what it does, and how it works. It must also identify and describe the maintenance tasks, and the frequency of each task. The tasks and frequencies must meet the standards of the SWMMWW. Include a maintenance activity log that will indicate what actions will have been taken and where it should be kept and made available for inspection by the City.
- Declaration of Covenant for Privately Maintained Flow Control & Treatment Facilities and On-Site Stormwater Management BMPs:** Any flow control & treatment facilities and On-Site Stormwater management BMPs for which the applicant identifies operation & maintenance to be the responsibility of a private party must have a declaration of covenant and grant of easement. After City approval, the declaration of covenant and grant of easement must be signed and recorded. Design details, figures, and maintenance instructions for any BMP shall be attached. A map showing the location of newly planted and retained trees claimed as flow reduction credits shall also be attached.
- Record Documents:** Record total impervious surface area of the site and their locations with the county auditor.

By signing below, you are certifying that you have read and understand the stormwater requirements. Be sure that you have checked off all applicable boxes.

_____	_____
Applicant Signature	Date