

## Supplemental Guidance and Project Forms for Minimum Requirements #1-9

The following provides supplemental guidance and a general outline for Minimum Requirement (MR) #1-9 Stormwater Site Plans (SSP). This document is not exhaustive, and it is the applicant's responsibility to meet the requirements of Ecology's Stormwater Manual for Western Washington, current edition (herein, Manual), the [Everett Municipal Code](#), and the City of Everett [Design and Construction Standards and Specifications for Development \(DCSS\)](#). **Project forms are attached to the end of this guidance document and shall be submitted with the Public Works Permit application.**

(Note: See the [Small Project Site Plan/Report](#) for MR #1-5 projects.)



### STORMWATER SITE PLAN COVER SHEET

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- Project Name
- Project Location
- Owner and Applicant Contact Information
- Date Prepared
- Professional Engineer Certification and Stamp
- Leave sufficient blank space for City stamping and signature.



### EXECUTIVE SUMMARY

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- Provide a brief overview of the project.
- Summarize the applicable Minimum Requirements and Best Management Practices (BMPs) applied to the project.



### APPLICABILITY OF MINIMUM REQUIREMENTS

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- Describe the factors considered to determine Minimum Requirement applicability.
- Include a copy of the appropriate Manual Flow Chart for Determining Requirements for New or Redevelopment, and identify the decision path for determining the requirements.

- If applicable, provide a summary of and supporting documentation for the value-based threshold determination for redevelopment.

Note: For commercial and industrial redevelopment projects, the value-based threshold compares the project improvements (including interior work) to the assessed or replacement value of existing Project Site improvements. The Project Site includes the portion of a parcel, building, etc. within the project boundary (e.g., limits of area subject to land disturbing activities, new/replaced hard surfaces, and interior improvements).



## MINIMUM REQUIREMENT #1

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### Existing Conditions

- Provide a narrative discussion of existing site conditions.
- Attach the site survey showing existing conditions.
- Include a drainage map/figure showing existing conditions, drainage patterns, and threshold discharge area (TDA) boundaries.
- Attach the geotechnical report. Key information to include:
  - Characterize site soils
  - Pilot infiltration test results (if required)
  - Depth to the seasonal high ground water or hydraulic restricting layer
  - Address potential impacts from shallow lateral flow (interflow) from infiltrating BMPs
  - Address setback requirements and analyze potential impacts to steep slopes and retaining walls. (Review the setback requirements for BMPs in the Manual and in the DCSS.)
  - Report to be stamped and signed by qualified soils professional, or a note shall be included that the geotechnical report was conducted under supervision of the qualified Civil PE.
- Check [WDFW mapping](#) to determine if the site has identified fish passage barriers (e.g., culverts) that could be replaced as part of the project.

Note: Some site information may be available on the [Map Everett Online Map Viewer](#) or the City's [Digital Records Center](#) (see "Address Search"). This information may be outdated and should not be used in place of a site survey.



### Off-Site Analysis

- Describe and include a figure showing the downstream flow path.
  - The downstream analysis should extend along the flow path from the project site to a minimum of one quarter mile.
  - Identify the first receiving water body (i.e., wetland, stream, Sound) which runoff from the project site first reaches, regardless of the distance from the site. (This is to determine Minimum Requirement #8 applicability.)
  - Assess potential off-site water quality, erosion, slope stability, and drainage impacts associated with the project, and describe the proposed mitigation measures.
- Describe whether any upstream runoff will flow to the site and how it will be addressed in the design. Flow through from upstream properties, wetlands, or streams shall not be blocked by the project. The project shall not adversely impact downgradient properties.
- Evaluate and mitigate any conveyance system capacity problems, localized flooding, erosion, slope stability, or similar issues. Check the [City of Everett Surface Water Comprehensive Plan](#) to determine if the site flows to identified capacity issues.



### Developed Conditions

- Describe the project's developed conditions.
- Briefly describe how the Minimum Requirements will be met.
- Describe how any site issues will be addressed (e.g., steep slopes, capacity issues, fish passage barriers, etc.)
- Provide a drainage map for project developed conditions showing TDA boundaries, sub-basins, upstream runoff flowing through the site, and project areas bypassing runoff treatment and/or flow control. Label surface types and total areas for each.



## **MINIMUM REQUIREMENT #2**

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- Small MR #1-9 projects that do not require flow control, runoff treatment, or infiltration to mitigate effective hard surface may use the Construction Stormwater Pollution Prevention Plan (SWPPP) Form attached below. All other projects shall provide a narrative SWPPP. The SWPPP shall explain and justify the pollution prevention decisions made for the project.
- Submit the form or narrative SWPPP as a separate, stand-alone document. For the narrative SWPPP, include a cover page with sufficient blank space for City stamping and signature.
- For both the SWPPP and TESC plans, list the 13 Construction SWPPP Elements and indicate the applicable Construction Stormwater BMPs for each, unless site

conditions render the Element unnecessary. Include any site-specific notes for the Element such as those from the geotech report or special considerations for disposal of construction water.

- Call-out the Construction Stormwater BMPs on the TESC plans and include BMP details. Refer to the DCSS 200 series standard drawings for erosion control.
- If chemical treatment other than CO<sub>2</sub>, dry ice, or food grade vinegar is used, formal written approval from Ecology is required. A copy of the Ecology approval notification shall be submitted to the City prior to initiating chemical treatment.
- Attach sizing calculations for TESC ponds if being used during construction. Verify that the correct method (e.g., the Rational Method or Single Event Hydrograph Method) per Manual BMP design criteria is used. Refer to the DCSS for guidance on the Rational Method and Single Event Method, including tabled values for intensity coefficients and design storm precipitation for use in Everett. (Note: WWHM2012 cannot be used to size TESC ponds.)
- If a project intends to use a permanent detention BMP to handle construction water, indicate this in the SWPPP and TESC plans. Include a note that before the facility is brought into regular operation, the facility shall be cleaned and then be inspected and approved by the City. Indicate how the detention BMP will be dewatered during construction. This may include showing how permanent flow control orifices will be plugged and use of a temporary flow control structure per BMP C241. (Proprietary detention systems shall not be used during construction.)
- If any of the following are applicable, include the respective notes (or similar) on the SWPPP and TESC plans:
  - Construction water from Baker Tanks (without an orifice) or from pumping TESC ponds shall be hauled offsite for proper disposal or the site may submit an Industrial Discharge Approval Request Form to discharge to sewer, if approved. The request must be submitted well in advance of wet weather.
  - If using Baker Tanks, a sufficient number of tanks shall be kept onsite for dewatering and stormwater prior to dewatering activities or wet weather.

Note: If the project requires an Ecology Construction Stormwater General Permit, the SWPPP prepared for the Ecology permit may be submitted to the City for review. However, it must meet all Manual and City requirements.



### MINIMUM REQUIREMENT #3

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- All known, available, and reasonable Source Control BMPs shall be applied to projects. Source Control BMPs shall be selected, designed, and maintained in accordance with the requirements in the Manual and DCSS.

- Complete the Source Control BMPs form, except for single-family projects.
- Describe all anticipated activities that will occur on the site, even if those activities will be conducted by a tenant or other parties.
- Describe any Structural BMPs and show them on the civil plans where appropriate.

Note: MR #3 BMPs are not to be confused with Construction Stormwater BMPs. Any construction related BMPs should only be included with the SWPPP for MR #2.

If a project requires an Ecology Industrial Stormwater Permit, the applicant may submit source control information associated with that permit. However, all Manual and City requirements must be addressed in the provided materials.

Examples of DCSS structural source control requirements include but are not limited to:

- Enclosing commercial, industrial, and multi-family dumpster areas and routing to sewer, with Industrial Pretreatment review and approval.
- Enclosing vehicle washing areas and routing to sewer, with Industrial Pretreatment review and approval.
- Routing covered fueling island areas to sewer, with Industrial Pretreatment review and approval.



## MINIMUM REQUIREMENT #4

- Describe the existing natural drainage patterns and if the project will cause any changes. All discharges from the Project Site shall occur at the natural location to the maximum extent practicable.
- Project runoff shall not adversely impact downstream receiving waters or downgradient properties. Provide a discussion on this.
- Refer to outfall design criteria in the Manual and DCSS. Describe any outfall designs in the SSP and include related calculations and plans to support that the outfall criteria are met.
- If a project has multiple TDAs, the TDA boundaries may be shifted, but the total runoff areas in each TDA must be maintained, unless otherwise approved by the Surface Water Manager.



## MINIMUM REQUIREMENT #5

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- Indicate if the LID Performance Standard or the List Approach will be used to comply with Minimum Requirement #5.
- If applicable, attach modeling results for the LID Performance Standard.
- For the List Approach, discuss LID BMP feasibility, in order, for each surface type. The project shall use the first feasible LID BMP for each surface type. Keep in mind that “Other Hard Surfaces” may include sidewalks, roadways, driveways, patios, etc. LID BMP feasibility shall be discussed for each of these surfaces ([see Ecology clarification](#)).
- If an LID BMP is deemed infeasible, cite specific infeasibility criteria from the Manual or setback issues per the DCSS. If [Map Everett](#) shows that the project is in the Infiltration Infeasibility Area, no additional infeasibility discussion is required.
- Describe the overflow route for LID BMPs and clearly show this on plans or a separate figure. If the LID BMP plugs or fails, overflowing runoff shall not adversely impact public safety, onsite structures, or other properties.
- Verify that the LID BMP design meets Manual and DCSS requirements and include appropriate details in the civil plans. Details for some LID BMPs can be found in the DCSS 400 series standard drawings. BMP T5.13 details are included in the DCSS 200 series standard drawings.
- Include applicable specifications in the plans such as those for bioretention soil media and plantings.
- Attach supporting geotechnical information (e.g., pilot infiltration testing, infiltration rate calculations, depth to groundwater or hardpan). Where an infiltrating BMP is feasible but there is a relatively shallow restrictive layer, the geotechnical report shall address whether infiltrated water will flow along the restrictive layer and cause issues onsite or impact adjacent properties.
- Infiltration BMPs receiving non-roof runoff shall have upstream Ecology-approved pretreatment.
- Underground infiltrating BMPs (except that for single-family roof) such as an infiltration trench or vault may need to be registered as an underground injection control well (UIC) with the [Washington Department of Ecology’s UIC Program](#). If required, a copy of the UIC registration approval notice shall be attached to the SSP. These BMPs will need to meet treatment requirements for UICs as defined in the Manual.

**Note:** If using BMP T5.10A: Downspout Full Infiltration, the project must meet the specified design criteria for the BMP (e.g., separate trenches for each pipe length at the specified spacing and dimensions). If modeling is used to size an infiltration trench, the design must meet the requirements for

BMP T7.20: Infiltration Trenches. BMP T7.20 sizing requires a site-specific infiltration rate, typically determined from pilot infiltration testing. BMP T5.10A and BMP T7.20 have different separation to groundwater requirements.

Stating that soils have low infiltration rates is inadequate to demonstrate that an LID BMP is infeasible. Appropriate infiltration test data must be provided to demonstrate that infiltration rates are below the infeasibility threshold for the BMP. The geotech could also identify whether the site has hardpan, which depending on depth, may indicate insufficient separation to a restrictive layer.

BMPs using compost are not allowed if the project drains to Silver Lake.



## MINIMUM REQUIREMENT #6

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- Indicate the required level of treatment for each TDA and describe the Runoff Treatment BMPs that will be used.
- Verify that design criteria are met per requirements in the Manual and DCSS. Verify that the selected treatment BMP is allowed by the DCSS.
- Attach modeling results, sizing calculations, and site-specific plans (including those for proprietary BMPs).
- Attach traffic studies or similar documentation, where appropriate, to determine if oil control is required for commercial, industrial, and roadway-related projects.
- If using a proprietary treatment technology, include the Ecology General Use Level Designation (GULD) letter, and provide any documentation that is required by Ecology's Conditions of Use. This may include a site plan review letter from the manufacturer.

**Note:** Phosphorus treatment is not presently required in the City of Everett.

BMPs using compost are not allowed if the project drains to Silver Lake.

Frontage improvements, pavement maintenance, and utility work are considered to be part of the project hard surfaces, and MR #6 requirements shall be addressed for PGIS in these areas. (Show these areas on the basin maps.) Utility and pavement maintenance exemptions only apply if those are standalone activities and not part of a larger project.

Runoff draining to UIC wells may require a different water quality treatment BMP selection process than MR #6.



## MINIMUM REQUIREMENT #7

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- Describe the Flow Control BMPs for each TDA. Indicate if there are any bypasses to flow control. Indicate if there is flow through from upstream runoff. Show bypassing areas on the basin maps.
- If the project area totals are below the flow control TDA thresholds for effective impervious surface or converted vegetation, attach modeling results to determine if flow control is required due to a 0.15 cfs increase in the 100-yr flow frequency for the developed project as compared to existing conditions at the time of application.
- Attach modeling results to demonstrate compliance with the Flow Control Performance Standard. Modeling should include bypasses as well as any flow through going to flow control structures.
- Additional flow control requirements may be determined by the City on a case-by-case basis if there are downstream capacity issues. For example, the project may be required to provide modeling to show that developed project conditions will not exceed the 100-yr peak flow from existing conditions.
- Provide sizing calculations not otherwise addressed by the model (e.g., flow splitters, other calculations indicated in the Manual).
- Describe the overflow route for open-air storage facilities when capacity is exceeded or if the facility plugs or fails.
- Provide structural plans and calculations as required by the Manual, DCSS, or the City Building Official.
- Address detention vault/tank flotation if high or perched groundwater is present. Provide buoyancy calculations, a description of design considerations and related plans, or a geotechnical letter/report addressing this.
- Provide pertinent supporting information used to calculate flow control modeling inputs (e.g., infiltration rate testing and calculations, void space calculations for proprietary flow control BMPs).
- Stormwater facilities which infiltrate stormwater by means of an underground facility such as an infiltration trench or vault may need to be registered as an underground injection control well (UIC) with the Washington Department of Ecology's UIC Program. If required, a copy of the UIC registration shall be attached to the SSP.
- Infiltration BMPs receiving non-roof runoff shall have upstream Ecology-approved pretreatment. Also, provide runoff treatment as defined in the Manual or for UICs.
- Contact the Stormwater Reviewer for a copy of Ecology guidance if the project is having difficulty achieving the 0.5-inch minimum orifice size.



Note: The City does not generally accept stormwater pumps. However, if allowed, provide information to describe how the pumps meet the Flow Control Performance Standard and requirements in the DCSS.

Frontage improvements, pavement maintenance, and utility work are included with project hard surfaces, and MR #7 requirements should be addressed for effective impervious surface in these areas. Utility and pavement maintenance exemptions only apply if those are standalone activities and not part of a larger project.



## MINIMUM REQUIREMENT #8

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- Summarize the wetland characteristics, describe the project's wetland protection level requirements, and attach supporting wetland studies.
- Describe how the project meets each criterion listed under I-C.2 General Protection and I-C.3 Protection from Pollutants.
- Where required, the project shall attempt to meet both the Minimum Requirement #7 Flow Control Performance Standard and the Minimum Requirement #8 Wetland Hydroperiod Protection requirements. If the project cannot meet both requirements, maintaining the wetland hydroperiod takes precedence. The SSP shall clearly document why the project cannot meet both requirements and provide supporting iterative modeling data. It may be possible to provide limited flow control and also meet wetland hydroperiod protection standards; contact the Stormwater Reviewer for further guidance.



**For Method 1 projects,** clearly describe all monitoring and evaluation procedures used according to the Manual I-C.5. This should include the following:

- Describe how wetland bathymetry was determined and provide a figure of the contours or other relevant data or calculations.
- Provide a map indicating hydroperiod and flow monitoring locations. Describe why these locations were selected and the type of equipment used. Describe the flow monitoring approach. Provide all monitoring data.
- Indicate if groundwater flow is a significant characteristic. Provide information on groundwater influence, if applicable.
- Describe how the SSD table was developed and include any supporting information.
- Provide modeling results and the completed Ecology Excel sheet as referenced in the online interactive Ecology Manual. Include a figure showing all modeling inputs as well as the entire contributing area to the wetland vs. the project contributing area. Verify compliance with the Method 1 Hydroperiod Protection Criteria.



**For Method 2 projects**, provide modeling results and verify compliance with the Method 2 Hydroperiod Protection Criteria. Provide a figure indicating the onsite and offsite contributing area to the wetland.

Note: Minimum Requirement #8 applies to TDAs whose stormwater discharges to a wetland, either directly or indirectly through a conveyance system. MR #8 may apply even if the wetland is offsite.



## MINIMUM REQUIREMENT #9

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- Submit the Operation and Maintenance Manual separately from the SSP as a stand-alone document. Include a cover page with blank space for City stamping and signature.
- Identify the party (or parties) responsible for maintenance and operation.
- For each BMP used to meet MR5: On-Site Stormwater Management, MR6: Runoff Treatment, MR7: Flow Control, and/or MR8: Wetlands Protection:
  - Describe each BMP, its function, and how it works.
  - Identify and describe maintenance tasks and the frequency of each task. The maintenance tasks and frequencies shall meet the standards established in the Manual and DCSS. Clearly describe how each BMP will be accessed for routine maintenance as well as repair.
  - Include manufacturer recommended operation and maintenance information for proprietary BMPs.
  - Include a figure of the stormwater system layout and BMP details as needed.
- Include a recommended format for a maintenance activity log.
- Prominently indicate where the Operation and Maintenance Manual should be kept and that it must be made available for inspection by the City.



## EQUIVALENT AREAS

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Minimum Requirements may be met for an equivalent area with similar flow and pollution characteristics. Refer to the Manual for additional guidance. Verify that the following key information is provided:

- Clearly describe the runoff characteristics of the project area and its equivalent area.
- Provide a table comparing the area totals for the project area not being controlled and its equivalent area. List the totals by surface type and indicate if the surface is ineffective or effective impervious and/or pollutant generating.

- Provide a figure to identify the project area not being controlled and its equivalent area.

Note: City owned property, including right of way, may only be used as equivalent area with approval and may not always be approved. A hold harmless agreement with the City may be required if public runoff is used as the equivalent area and it enters the project's private stormwater system. Contact the Stormwater Reviewer to receive a copy of the City's Hold Harmless Template.



## CONVEYANCE ANALYSIS

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- Provide calculations for the project's conveyance analysis per DCSS requirements.
- Attach any related conveyance modeling, if applicable.

Note: The City has prepared a rainfall record which shall be used for dynamic modeling and is available upon request.



## BACKWATER ANALYSIS

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- A backwater analysis may be required for a proposed or existing pipe system if the ability of the pipe system to convey the peak rate of runoff from the 25-year design storm event may be affected by tailwater conditions anywhere in the pipe system, or as otherwise determined by the City (e.g., known system capacity issues).
- Provide the backwater analysis calculations per DCSS requirements, and attach any related modeling, if applicable.



## OTHER PERMITS & STUDIES

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- List other permits that are required for the project (e.g., Ecology stormwater permits, WDFW HPA, MTCA, JARPA, UIC, etc.). Attach the approval notices for these permits. Generally, the approval notices must be submitted to the City prior to Public Works Permit issuance.
- List other studies associated with the project for stormwater (e.g., wetland studies), and attach the applicable reports.



## STORMWATER COVENANT

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- Provide a draft of the appropriate stormwater covenant with the Public Works permit application. As a condition of the permit, the form shall be recorded with Snohomish County and a copy shall be submitted to the City.

- The [Small Project Declaration of Covenant for Inspection and Maintenance of Onsite Stormwater BMPs](#) form shall be used for projects that only have MR #5 BMPs and are not taking credit for infiltration to reduce the amount of effective hard surface to get below Minimum Requirement #7 TDA thresholds. Otherwise, projects shall use the [Declaration of Covenant for Inspection and Maintenance of Stormwater Facilities](#) form.
- Include an abbreviated legal description on the first page and the full legal description in Exhibit A. An abbreviated legal description of the property means lot, block, plat, or section, township, range, and quarter/quarter section, and reference to where the full legal description is included [RCW 65.04.045]. Abbreviation Options:
  - PTN of Quarter Section, Section, Township, and Range [PTN is the abbreviation for Portion]. For example: PTN of NW Quarter Section, Section 36, Township 9, Range 5E, WM.
  - List the lot number and the plat or short plat for the abbreviated description. For example: Lot 12 of XYZ Plat.
- For the Stormwater Site Plan exhibit, clearly show and label all stormwater conveyance pipes, structures, and stormwater facilities.

# REQUIRED FORM: Submittal Checklist

The following information shall be included with the SSP to be considered a complete application. Otherwise, the project may be denied for drainage review. Review of the following may generate City comments that must be addressed prior to permit approval.

Submittal Checklist	
<b>Stormwater Site Plan</b>	
<input type="checkbox"/>	Include the Flow Chart for Determining Requirements for New Development or Redevelopment. Show the decision path to identify applicable Minimum Requirements.
<input type="checkbox"/>	Complete the Project Totals form (all projects) and Source Control BMP form (if required). Attach these forms to the SSP.
<input type="checkbox"/>	Describe how the project meets all Minimum Requirements. Provide conveyance and backwater analyses, as required. Attach all supporting information: modeling, calculations, GULD letters, etc. Indicate first receiving waterbody.
<input type="checkbox"/>	Include both an existing and a developed basin map. Identify TDA boundaries, project sub-basins, bypassing areas, and upstream runoff areas flowing through the project. Label surface types and total areas for each of these.
<input type="checkbox"/>	Attach a copy of the signed geotechnical report.
<input type="checkbox"/>	Attach a copy of related permit approval letters, if applicable (e.g., Ecology General Construction Stormwater Permit, JARPA, HPA). Indicate if the project has other regulatory requirements such as Ecology industrial stormwater permits or MTCA.
<input type="checkbox"/>	Not applicable
<input type="checkbox"/>	Does the application involve an Underground Injection Control (UIC) well? If so, the Public Works Permit will not be issued until registration with the Washington State Department of Ecology is provided along with associated documents. For further information, refer to <a href="#">Ecology's Online UIC Injection Well Registration website</a> .
<input type="checkbox"/>	Not applicable
<input type="checkbox"/>	Attach a copy of related studies (e.g., wetland studies) or adopt by reference for larger documents submitted separately, if applicable.
<input type="checkbox"/>	Not applicable

## Submittal Checklist

### Additional Submittals

- Provide separate civil plans showing site grading, the stormwater system layout, maintenance access, and site-specific BMP details. Show stormwater-related tracts, easements, and setbacks.
- Provide the Construction SWPPP form or narrative as a stand-alone document and attach applicable BMP sizing calculations. Provide associated TESC plans.
- Submit the Operation and Maintenance Manual as a stand-alone document.
- Submit a draft of the [Declaration of Covenant for Inspection and Maintenance of Stormwater Facilities](#) form as a stand-alone submittal. Projects only applying Onsite Stormwater BMPs may use the [Small Project Declaration of Covenant for Inspection and Maintenance of Onsite Stormwater BMPs](#) form.

# REQUIRED FORM: Project Area Totals

Duplicate this form if a project has multiple TDAs. Refer to Manual glossary for definitions.

Item	Area
<b>TDA Name:</b>	
Project Totals for New and Redevelopment MR Applicability	
Site Area	(sf)
Existing Site Hard Surface Area	(sf)
Land Disturbing Activities	(sf)
Converted Vegetation Area (Vegetation to Lawn/Landscape)	(ac)
Converted Vegetation Area (Vegetation to Pasture)	(ac)
New Hard Surface Area	(sf)
Replaced Hard Surface Area	(sf)
Project Totals for MR #6 Applicability	
New & Replaced PGIS Total	(sf)
Surface Type:	(sf)
Surface Type:	(sf)
Surface Type:	(sf)
Surface Type:	(sf)
New & Replaced PGPS Total	(sf)
Surface Type:	(ac)
Surface Type:	(ac)
Project Totals for MR #7 Applicability	
New & Replaced Effective Impervious Surface Total	(sf)
Surface Type:	(sf)
Surface Type:	(sf)
Surface Type:	(sf)
Surface Type:	(sf)
MR #7 Applies due to Converted Vegetation Threshold (see totals above)	<input type="checkbox"/> Yes <input type="checkbox"/> No
MR #7 Applies due to Project Increase to 100-yr Flow to Existing Runoff Conditions at Time of Application	<input type="checkbox"/> Yes: _____ cfs increase <input type="checkbox"/> No: _____ cfs increase <input type="checkbox"/> Other Threshold Applies

**Note: Frontage improvements shall be included in the project area totals and MR #1-9 design considerations. Include utility work and pavement maintenance that is part of a larger project.**

# OPTIONAL FORM: Construction Stormwater Pollution Prevention Plan (SWPPP)

Small projects may use this form as the Construction SWPPP if the project does not include flow control, infiltrating BMPs to mitigate effective impervious surface, or runoff treatment. **All other projects shall submit a narrative SWPPP.** The Construction SWPPP is required to be kept by the contractor performing the work at the job site for reference, and the SWPPP shall be updated as needed throughout the duration of construction.

Project Site Information	
Project Name:	
Project Address:	
Public Works Permit Number (if assigned):	
Contact Information	
Prepared by:	Date:
Primary contact name:	Primary contact phone:
	Primary contact email:



## Task 1: Describe the key considerations for stormwater management during project construction.

Describe the nature and purpose of the construction project:  
 Refer to Map Everett for readily available information: [www.everettwa.gov/MapEverett](http://www.everettwa.gov/MapEverett)

Describe the adjacent areas, including streams, lakes, wetlands, residential areas, and roads that might be affected by the construction project:



Will upstream drainage areas affect the construction site?

Yes  No

If yes, describe:

Will drainage go from the construction site into a receiving water body?

Yes  No

If yes, list the name and/or type of water body that drainage will discharge to and the approximate distance to that water body: \_\_\_\_\_

Will critical areas that receive runoff from the site up to one-quarter mile away:

Critical Area	Receives Runoff from Site	Describe special requirements or provisions for working near or within this area
Geologic Hazards	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Wetlands	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Streambanks	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other:	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Are there areas on the site that have potential erosion problems?

Yes  No

If yes, describe these areas and how they will be mitigated during construction:

Describe the location(s) where surface water leaves the site under existing conditions and during construction:



## Task 2: Select Construction Best Management Practices (BMPs) to be used on your project.

Each of the **13 Elements** below must be considered in the SWPPP. The Best Management Practices (BMPs) listed on this form are commonly used to satisfy each requirement and are accepted by the Washington State Department of Ecology. For a complete selection of BMPs, refer to Volume II of Ecology's Stormwater Management Manual for Western Washington, current edition. Select at least one item for each Element:

### Element 1. Preserve vegetation/mark clearing limits:

- BMP C101: Preserving Natural Vegetation
- BMP C102: Buffer Zones
- BMP C103: High Visibility Plastic or Metal Fence
- BMP C233: Silt Fence
- Other Per the SWMMWW: \_\_\_\_\_
- Not applicable to my proposed project
- Explain: \_\_\_\_\_

### Element 2. Establish construction:

- BMP C105: Stabilized Construction Entrance/Exit
- BMP C106: Wheel Wash
- BMP C107: Construction Road/Parking Area Stabilization
- Other Per the SWMMWW: \_\_\_\_\_
- Not applicable to my proposed project
- Explain: \_\_\_\_\_

### Element 3. Control flow rates:

- BMP C203: Water Bars
- BMP C207: Check Dams
- BMP C209: Outlet Protection
- BMP C235: Wattles
- BMP C240: Sediment Trap
- BMP C241: Temporary Sediment Pond
- Other Per the SWMMWW: \_\_\_\_\_
- Not applicable to my proposed project
- Explain: \_\_\_\_\_

### Element 4. Install sediment controls:

- BMP C231: Brush Barrier
- BMP C232: Gravel Filter Berm
- BMP C233: Silt Fence

- BMP C234: Vegetated Strip
- BMP C235: Wattles
- BMP C240: Sediment Trap
- BMP C241: Temporary Sediment Pond
- Other Per the SWMMWW: \_\_\_\_\_
- Not applicable to my proposed project  
Explain: \_\_\_\_\_

**Element 5. Stabilize soils:**

- BMP C120: Temporary and Permanent Seeding
- BMP C121: Mulching
- BMP C122: Nets and Blankets
- BMP C123: Plastic Covering
- BMP C124: Sodding
- BMP C125: Topsoiling/Composting
- BMP C126: Polyacrylamide for Soil Erosion Protection
- BMP C130: Surface Roughening
- BMP C131: Gradient Terraces
- Other Per the SWMMWW: \_\_\_\_\_
- Not applicable to my proposed project  
Explain: \_\_\_\_\_

**Element 6. Protect slopes:**

- BMP C120: Temporary and Permanent Seeding
- BMP C121: Mulching
- BMP C122: Nets and Blankets
- BMP C123: Plastic Covering
- BMP C124: Sodding
- BMP C130: Surface Roughening
- BMP C204: Pipe Slope Drains
- BMP C207: Check Dams
- BMP C208: Triangular Silt Dike (Geotextile Encased Check Dam)
- Other Per the SWMMWW: \_\_\_\_\_
- Not applicable to my proposed project  
Explain: \_\_\_\_\_

**Element 7. Protect drain inlets:**

- BMP C220: Storm Drain Inlet Protection
- Other Per the SWMMWW: \_\_\_\_\_
- Not applicable to my proposed project  
Explain: \_\_\_\_\_

**Element 8. Stabilize Channels and Outlets:**

- BMP C122: Nets and Blankets
- BMP C202: Channel Lining
- BMP C207: Check Dams
- BMP C209: Outlet Protection
- Other Per the SWMMWW: \_\_\_\_\_
- Not applicable to my proposed project  
Explain: \_\_\_\_\_

**Element 9. Control pollutants:**

- BMP C151: Concrete Handling
- BMP C152: Sawcutting and Surfacing Pollution Prevention
- BMP C153: Material Delivery, Storage, and Containment
- BMP C154: Concrete Washout Area
- BMP C250: Concrete Stormwater Chemical Treatment
- BMP C251: Construction Stormwater Filtration
- BMP C252: High pH Neutralization Using CO2
- BMP C253: pH Control for High pH Water
- Other Per the SWMMWW: \_\_\_\_\_
- Not applicable to my proposed project  
Explain: \_\_\_\_\_

**Element 10. Control dewatering:**

- BMP C236: Vegetative Filtration
- Other Per the SWMMWW: \_\_\_\_\_
- Not applicable to my proposed project  
Explain: \_\_\_\_\_

**Element 11. Maintain BMPs:**

- BMP C150: Materials On Hand
- BMP C160: Certified Erosion and Sediment Control Lead (CESCL not required on-site for <1 acre)
- Other Per the SWMMWW: \_\_\_\_\_
- Not applicable to my proposed project  
Explain: \_\_\_\_\_

**Element 12. Manage the Project:**

- BMP C150: Materials On Hand
- BMP C160: Certified Erosion and Sediment Control Lead (CESCL not required on-site for <1 acre)
- BMP C162: Scheduling
- Other Per the SWMMWW: \_\_\_\_\_

- Not applicable to my proposed project  
Explain: \_\_\_\_\_

**Element 13. Protect low impact development:**

- BMP C102: Buffer Zones
- BMP C103: High Visibility Plastic or Metal Fence
- BMP C200: Interceptor Dike and Swale
- BMP C201: Grass-Lined Channels
- BMP C207: Check Dams
- BMP C208: Triangular Silt Dike (Geotextile Encased Check Dam)
- BMP C231: Brush Barrier
- BMP C233: Silt Fence
- BMP C234: Vegetated Filter Strip
- Other Per the SWMMWW: \_\_\_\_\_
- Not applicable to my proposed project  
Explain: \_\_\_\_\_

\*Note: Include note to establish and protect BMP T5.13 soils.  
Include Standard Drawings 202 and/or 203.



**Task 3: Construction SWPPP Drawings**

Provide a Temporary Erosion and Sediment Control (TESC) plan for your project.

- Show all BMPs selected above to satisfy the 13 Elements on your TESC Plan.
- Refer to City of Everett Public Works Standard Plan 103 -TESC Plan Example <https://www.everettwa.gov/DocumentCenter/View/7040>

# REQUIRED FORM: Source Control BMPs

This form is required for projects related to commercial properties, industrial properties, multifamily properties, boatyards, and sand and gravel mining operations. This form is not required for single family residential sites (i.e., parcels with less than four dwelling units). Select the Source Control BMPs that are relevant to the project. The Manual Volume IV and DCSS includes additional Source Control BMPs that should be listed below where applicable. Structural BMPs should also be described below and shown on the project plans.

General Information	
<b>Responsible Party for Implementing Source Control BMPs</b>	
Name	
Contact Information	
<b>Describe Site Activities</b>	

Activity Code	Type of Activity	Check if This Activity Will Occur On Site
<b>IV-1</b>	<b>Source Control BMPs Applicable to all Sites</b>	
S410	Correcting Illicit Connections to Storm Drains	<input checked="" type="checkbox"/> <b>IV-1 BMPs are Applicable to All Sites</b>
S453	Formation of a Pollution Prevention Team	
S454	Preventative Maintenance/Good Housekeeping	
S455	Spill Prevention and Cleanup	
S456	Employee Training	
S457	Inspections	
S458	Recordkeeping	
<b>IV-2</b>	<b>Cleaning or Washing</b>	
S431	Washing and Steam Cleaning Vehicles/Equipment/Building Structures	<input type="checkbox"/>
S434	Dock Washing	<input type="checkbox"/>
S441	Potable Waterline Flushing, Water Tank Maintenance, and Hydrant Testing	<input type="checkbox"/>
<b>IV-3</b>	<b>Roads, Ditches, and Parking Lot</b>	
S405	Deicing and Anti-Icing Operations for Airports	<input type="checkbox"/>
S406	Streets and Highways	<input type="checkbox"/>
S415	Maintenance of Public and Private Utility Corridors and Facilities	<input type="checkbox"/>
S416	Maintenance of Roadside Ditches	<input type="checkbox"/>
S417	Maintenance of Stormwater Drainage and Treatment Systems	<input type="checkbox"/>
S421	Parking and Storage of Vehicles and Equipment	<input type="checkbox"/>
S430	Urban Street	<input type="checkbox"/>
<b>IV-4</b>	<b>Soil Erosion, Sediment Control, and Landscaping</b>	
S407	Dust Control at Disturbed Land Areas and Unpaved Roadways and Parking Lots	<input type="checkbox"/>
S408	BMPs for Dust Control at Manufacturing Areas	<input type="checkbox"/>
S411	Landscaping and Lawn/Vegetation Management	<input type="checkbox"/>
S425	Soil Erosion and Sediment Control at Industrial Sites	<input type="checkbox"/>
S435	Pesticides and an Integrated Pest Management Program	<input type="checkbox"/>
S444	Storage of Dry Pesticides and Fertilizers	<input type="checkbox"/>
S449	Nurseries and Greenhouses	<input type="checkbox"/>
S450	Irrigation	<input type="checkbox"/>

Activity Code	Type of Activity	Check if This Activity Will Occur On Site
<b>IV-5</b>	<b>Storage and Stockpiling</b>	
S427	Storage of Liquid, Food Waste, or Dangerous Waste Containers	<input type="checkbox"/>
S428	Storage of Liquids in Permanent Aboveground Tanks	<input type="checkbox"/>
S429	Storage or Transfer (Outside) of Solid Raw Materials, Byproducts, or Finished Products	<input type="checkbox"/>
S455	Temporary Fruit Storage	<input type="checkbox"/>
<b>IV-6</b>	<b>Transfer of Liquid or Solid Materials</b>	
S409	Fueling at Dedicated Stations	<input type="checkbox"/>
S412	Loading and Unloading Areas for Liquid or Solid Material	<input type="checkbox"/>
S419	Mobil Fueling of Vehicles and Heavy Equipment	<input type="checkbox"/>
S426	Spills of Oil and Hazardous Substances	<input type="checkbox"/>
S439	In-Water and Over-Water Fueling	<input type="checkbox"/>
<b>IV-7</b>	<b>Other Source Control BMPs</b>	
S401	Building, Repair, and Maintenance of Boats and Ships	<input type="checkbox"/>
S402	Commercial Animal Handling Areas	<input type="checkbox"/>
S403	Commercial Composting	<input type="checkbox"/>
S404	Commercial Printing Operations	<input type="checkbox"/>
S413	Log Sorting and Handling	<input type="checkbox"/>
S414	Maintenance and Repair of Vehicles and Equipment	<input type="checkbox"/>
S418	Manufacturing Activities - Outside	<input type="checkbox"/>
S420	Painting/Finishing/Coating of Vehicles/Boats/Buildings/Equipment	<input type="checkbox"/>
S422	Railroad Yards	<input type="checkbox"/>
S423	Recyclers and Scrap Yards	<input type="checkbox"/>
S424	Roof/Building Drains at Manufacturing and Commercial Buildings	<input type="checkbox"/>
S432	Wood Treatment Areas	<input type="checkbox"/>
S433	Pools, Spas, Hot Tubs, and Fountains	<input type="checkbox"/>
S436	Color Events	<input type="checkbox"/>
S438	Construction Demolition	<input type="checkbox"/>
S440	Pet Waste	<input type="checkbox"/>
S442	Labeling Storm Drain Inlets On Your Property	<input type="checkbox"/>
S443	Fertilizer Application	<input type="checkbox"/>



Activity Code	Type of Activity	Check if This Activity Will Occur On Site
S446	Well, Utility, Directional and Geotechnical Drilling	<input type="checkbox"/>
S447	Roof Vents	<input type="checkbox"/>
S451	Building, Repair, Remodeling, Painting, and Construction	<input type="checkbox"/>
S452	Goose Waste	<input type="checkbox"/>
<b>List Other Applicable Source Control BMPs, including those required by the City of Everett DCSS:</b>		
<b>Describe Structural Controls: (Also show on plans.)</b>		