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|  | **2016 King County Surface Water Design Manual (KCSWDM)****Building Permit Review Checklist****See the** [**Simplified Drainage Review Step-by-Step Guide**](https://www.sammamish.us/government/departments/public-works/stormwater-management-program/planning-development-construction-resources/) **for instructions.****See the KCSWDM Appendix C for requirements.** |
| **Item #** | **Description** | **Notes** |
| **Site Plan Requirements** |
| **Identification**  |
| 1 |[ ]  Name, address, and phone number of applicant  |  |
| 2 |[ ]  Parcel number  |  |
| 3 |[ ]  Dimension of all property lines, easements, and building setback lines  |  |
| 4 |[ ]  Street names and existing or proposed property address  |  |
| 5 |[ ]  Section, township, and range of proposal |  |
| 6 |[ ]  North arrow |  |
| 7 |[ ]  Legend if needed  |  |
| 8 |[ ]  Scale—use a scale that clearly illustrates drainage features and BMPs/measures (1"=20' is standard scale; minimum acceptable scale is 1"=50'). |  |
| **Building and Site Development Features** |
| 9 |[ ]  Footprint of all structures (existing and proposed)  |  |
| 10 |[ ]  Parking, roads, and driveways (existing and proposed)  |  |
| 11 |[ ]  Sport courts and any other paved or impervious surfaces (existing and proposed)  |  |
| 12 |[ ]  Pervious surface land cover (existing and proposed)  |  |
| 13 |[ ]  Location of any retaining walls and rockeries (existing and proposed)  |  |
| 14 |[ ]  Existing or proposed septic system, including all system components and both primary and reserve drainfields  |  |
| 15 |[ ]  Utility structures (poles, fire hydrants, etc.)  |  |
| 16 |[ ]  Existing wells or wells to be abandoned |  |
| **Topography** |
| 17 |[ ]  Corner elevations of the site/lot |  |
| 18 |[ ]  Benchmark (a permanent mark indicating elevation and serving as a reference in the topographic survey) |  |
| 19 |[ ]  Datum [assumed datum is acceptable in many cases (i.e., fire hydrant base = 100'); datum for projects in or near FEMA floodplain should be per the relevant Flood Insurance Rate Map (FIRM) (typically NGVD 1929, or NAVD 1988 on many recently updated maps, see https://msc.fema.gov/portal/search?AddressQuery=7732%2020th%20ave%20nw%2C%20seattle%20wa%2098117 ). Datum for projects in or near unmapped floodplain shall use NAVD 1988.]  |  |
| 20 |[ ]  Show 5-foot contours for all slopes steeper than 15% and delineate the top and bottom of these slopes |  |
| 21 |[ ]  For sites/lots that are 22,000 square feet and larger, show 2-foot or 5-foot contours as needed to design and demonstrate compliance with the minimum requirements and specifications for proposed flow control BMPs and ESC and SWPPS measures. |  |
| **Drainage Features and Critical Areas** |
| 22 |[ ]  Location of all existing and proposed ditches, swales, pipes, etc. |  |
| 23 |[ ]  Delineation of all streams, wetlands, lakes, closed depressions, or other water features (including any required buffer widths) |  |
| 24 |[ ]  Delineation of all flood hazard areas, erosion hazard areas, steep slope hazard areas, landslide hazard areas, and their buffers and building setback lines |  |
| 25 |[ ]  Delineation of all drainage easements, tracts, and right-of-way |  |
| 26 |[ ]  Delineation of all critical areas as shown on any recorded critical areas notice on title. |  |

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| **Information Specific to Flow Control BMPs** |
| 27 |[ ]  Location and dimensions of flow control BMP devices such as dispersion trenches, infiltration trenches, drywells, ground surface depressions, bioretention, permeable pavements, rain water storage tanks, and perforated pipe connections |  |
| 28 |[ ]  Delineation and dimensions of target impervious surface and new pervious surface |  |
| 29 |[ ]  Delineation and dimensions of vegetated flowpath segments if applicable |  |
| 30 |[ ]  Delineation of native vegetated surface to be created and preserved |  |
| 31 |[ ]  Setback lengths between flow control BMPs and any property line, structure, steep slope, stream, wetland, or septic system |  |
| **Construction Stormwater Pollution Prevention (CSWPP) Plan Requirements** |
| 32 |[ ]  Delineate proposed clearing limits (i.e. area to be disturbed) |  |
| 33 |[ ]  Show the type and location of ESC and SWPPS measures |  |
| 34 |[ ]  Include notes indicating the location of any significant offsite drainage features within 200 feet of the discharge point(s) for the site/lot, including streams, lakes, roadside ditches, etc. |  |
| 35 |[ ]  CSWPP Supervisor and contact information |  |
| **Written Drainage Assessment** |
| 36 |[ ]  Provide a narrative description of the proposed project |  |
| 37 |[ ]  Discuss any proposed changes to the project after preliminary approval |  |
| 38 |[ ]  A description of proposed flow control BMPs shown on the FCBMP site plan and how they were selected |  |
| 39 |[ ]  Supporting documentation (e.g. soil test pits, infiltration rates, geotechnical recommendations, etc.) where BMPs were not selected based upon determinations of infeasibility  |  |
| 40 |[ ]  A description of proposed ESC and SWPPS measures shown or noted on the plans and how they were selected |  |
| 41 |[ ]  A description of any necessary special studies or soils reports |  |
| 42 |[ ]  A description of any other information required by the Department of Community Development |  |
| **Additional Documents and Considerations** |
| 43 |[ ]  Geotechnical Report |  |
| 44 |[ ]  Draft Flow Control BMP Covenant and Grant of Easement |  |
| 45 |[ ]  Draft Stormwater Facility Information Form |  |
| 46 |[ ]  Traffic Concurrency Approved (applies only for vacant lots) |  |
| 47 |[ ]  Right-of-way (ROW) permit, when required |  |
| 48 |[ ]  Utility locations (gas, electric, water, sewer) – restoration requirements in ROW to be assessed under ROW permit |  |