



Drainage Control Plans

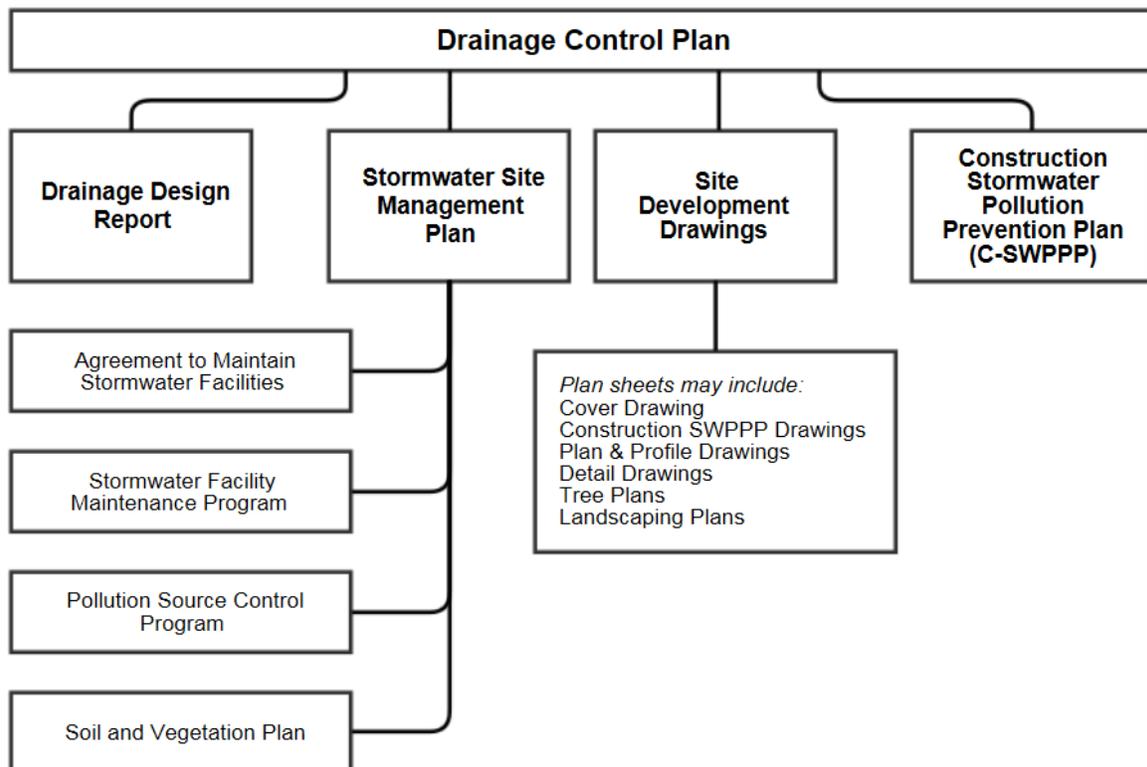
A **Drainage Control Plan** is the comprehensive submittal package containing all of the technical information, analysis, site development drawings, reports, and long-term maintenance requirements for a project. Information provided in the plan is necessary for the City of Olympia to evaluate a proposed project for compliance with the stormwater requirements of the **2016 City of Olympia Drainage Design and Erosion Control Manual (DDECM)** and the Washington State Department of Ecology Phase II Western Washington Municipal Stormwater Permit.

Full Drainage Control Plans are required when a project exceeds the applicable thresholds in Volume I, Section 2.4 of the DDECM (Refer to Guide Sheet 1A to determine if a project needs a full Drainage Control Plan or may submit an Abbreviated Drainage Plan). Drainage Control Plans fulfill all nine of the Core Requirements of the DDECM. Drainage Control Plans are very technical in nature, and therefore must be prepared and sealed by a Washington State licensed civil engineer.

This guide sheet briefly explains the components of a Drainage Control Plan further described in detail in Volume I, Chapter 3 of the DDECM. The content checklists included in this guide sheet should be used by applicants prior to any application intake meeting with Community Planning & Development to ensure a complete plan and expedient design review.

What is in a complete Drainage Control Plan?

The content of a complete Drainage Control Plan will vary with the type and size of the project and individual site characteristics, but all Drainage Control Plans are based on the framework of four elements: a Drainage Design Report, Stormwater Site Management Plan, Site Development Drawings, and a Construction Stormwater Pollution Prevention Plan. Each of these elements is a separate document, but together makes up a complete Drainage Control Plan.



Drainage Design Report

A **Drainage Design Report** is a major component of the Drainage Control Plan submittal and essential to the design of stormwater facilities. Drainage Design Reports must be prepared by a licensed civil engineer and complement the Site Development Drawings by providing necessary sizing calculations and feasibility analysis for the proposed facilities. The report requirements are outlined in detail in DDECM, Volume I, Section 3.3.3. A content checklist has been included with this guide sheet to assist with preparing a complete report.

Site Development Drawings

Nearly all land use and construction permit approvals from the City of Olympia require a set of plans depicting proposed site improvements. While building plans are typically prepared by an architect and/or structural engineer, site plans and construction plans showing stormwater facilities (e.g., pipes, inlets, detention or infiltration facilities, and water quality treatment measures) must be prepared by a licensed civil engineer. The **Site Development Drawings** for a project should work closely with the Drainage Design Report to provide the engineering justification and constructability for facilities meeting the requirements of the DDECM and the City's Engineering Design and Development Standards (EDDS). A content checklist for stormwater related site development drawings is included with this guide sheet to assist in preparing a complete plan set. Preparation of other plan sheets must also conform to Chapter 3 of the EDDS.

Construction Stormwater Pollution Prevention Plan (C-SWPPP)

All land disturbing projects and projects creating hard surfaces – such as pavements, roofs, etc. – must address stormwater runoff from construction areas. Sediment from soil erosion, waste concrete, and other construction materials that may enter stormwater are considered pollutants and must be managed properly. The **Construction Stormwater Pollution Prevention Plan** or C-SWPPP for a project outlines all the necessary methods for properly managing stormwater during construction phases when the site is less than stable. Additional guidance for preparation of C-SWPPPs can be found in Guide Sheet 2A.

Stormwater Site Management Plan

Once a project is complete and stormwater facilities are constructed, they must be routinely inspected and maintained to assure their proper design function. A **Stormwater Site Management Plan** identifies the area and facilities requiring routine maintenance and specifies methods for preventing pollution from entering stormwater. The plan contains instructions for facility inspection and maintenance, and a legal agreement between the property owner(s) and the City of Olympia ensures the facility will continue to remain functional in the future. A content checklist for Stormwater Site Management Plans has been included with this guide sheet to assist in development of an accurate and useful plan.

Application Intake

Please use the attached *Drainage Control Plan – Intake Checklist* to confirm all necessary components of the Drainage Control Plan are included with your submittal. Missing or incomplete items may result in the denial of your application by Community Planning and Development.

Complete Drainage Control Plan requirements are listed in Volume I, Chapter 3 of the DDECM.

Revised 11/29/16

For more information or clarification of stormwater requirements within the City of Olympia:

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olympiawa.gov/ddecn





Drainage Control Plan Intake Checklist

Staff Use	Permit Number:	Date Received by City:
Project Information		
Project Name:		
Site Address:		
Assessor's Parcel Numbers:		
Applicant Information		
Name:		
Email:		
Phone:		
Authorized Representative or Engineer		
Name:		
Company:		
Email:		
Phone:		

Drainage Control Plan Completeness Checklist

Applicant Use	Plan Component	Staff Use
<input type="checkbox"/>	Site Development Drawings (<i>i.e. site plans, construction plans, etc.</i>)	<input type="checkbox"/>
<input type="checkbox"/>	Drainage Design Report	<input type="checkbox"/>
<input type="checkbox"/>	Stormwater Site Management Plan (<i>Engineering Permit review only</i>)	<input type="checkbox"/>
<input type="checkbox"/>	Construction Stormwater Pollution Prevention Plan (<i>incl. both narrative & plans</i>)	<input type="checkbox"/>
<input type="checkbox"/>	Stormwater Scoping Meeting notes (<i>as prepared by City staff</i>)	<input type="checkbox"/>

Comments (staff use only):



Drainage Control Plan Drainage Design Report – Content Checklist

Drainage Design Reports must follow the format and content requirements of *Section 3.3.3 Drainage Control Plan – Drainage Design Report Requirements* in Volume I of the 2016 Drainage Design and Erosion Control Manual (DDECM). The content checklist below is provided to assist applicants and engineers in preparing a complete report that addresses these requirements. Some items listed in Section 3.3.3 may not appear in this list but are still required. It is the project engineer’s responsibility to prepare a report meeting the requirements of the DDECM. The engineer should verify all items have been addressed or included in the report.

Project Name: _____ **Date:** _____

<i>Applicant Use</i>	<i>Item Description</i>	<i>Staff Use</i>
GENERAL REPORT FORMAT		
<input type="checkbox"/>	Cover sheet and/or title page with project information, applicant name, engineer contact information	<input type="checkbox"/>
<input type="checkbox"/>	Project Engineer’s Certification statement, with seal and signature of engineer	<input type="checkbox"/>
<input type="checkbox"/>	Table of Contents	<input type="checkbox"/>
<input type="checkbox"/>	Existing and proposed drainage basin maps included with TDAs identified	<input type="checkbox"/>
<input type="checkbox"/>	Work maps (e.g., soil maps, offsite basin maps, conveyance maps, etc.)	<input type="checkbox"/>
<input type="checkbox"/>	Schedule of structures, pipe, and proposed facilities (table format)	<input type="checkbox"/>
<input type="checkbox"/>	All 14 sections and relevant appendices are correctly named and included in the report	<input type="checkbox"/>
SECTION 1 – PROPOSED PROJECT DESCRIPTION		
<input type="checkbox"/>	Description of permit application	<input type="checkbox"/>
<input type="checkbox"/>	Address, parcel numbers, zoning, and abbreviated legal description for the project parcel	<input type="checkbox"/>
<input type="checkbox"/>	Summary of development thresholds and how project meets applicable Core Requirements	<input type="checkbox"/>
<input type="checkbox"/>	Discussion and justification for LID BMP selection or infeasibility to meet Core Requirement #5	<input type="checkbox"/>
<input type="checkbox"/>	Brief project description of the entire development project	<input type="checkbox"/>
<input type="checkbox"/>	Tabulation of existing and proposed hard surfaces, pollution generating surfaces, converted vegetation areas, and undisturbed areas by threshold discharge area (TDA)	<input type="checkbox"/>
<input type="checkbox"/>	Summary of proposed conveyance system and sizing	<input type="checkbox"/>

<i>Applicant Use</i>	<i>Item Description</i>	<i>Staff Use</i>
SECTION 2 – EXISTING CONDITIONS DESCRIPTION		
<input type="checkbox"/>	Existing site inventory and analysis (per Section 3.4.1, Volume I, DDECM)	<input type="checkbox"/>
<input type="checkbox"/>	LID feasibility evaluation for the project site	<input type="checkbox"/>
<input type="checkbox"/>	Discussion of existing drainage patterns and discharge from the site	<input type="checkbox"/>
<input type="checkbox"/>	Proximity to aquifer recharge or wellhead protection areas	<input type="checkbox"/>
<input type="checkbox"/>	Proximity and setbacks to critical areas (streams, wetlands, steep slopes, shorelines, etc.), including both onsite and nearby offsite areas	<input type="checkbox"/>
<input type="checkbox"/>	Offsite drainage to or through the project	<input type="checkbox"/>
<input type="checkbox"/>	References to other reports and impacts to site design or stormwater	<input type="checkbox"/>
SECTION 3 – SOILS INVESTIGATION		
<input type="checkbox"/>	Soil testing procedure and evaluation complies with Chapter 3, Volume III, DDECM	<input type="checkbox"/>
<input type="checkbox"/>	Geotechnical or soils evaluation of the site included in the appendix	<input type="checkbox"/>
<input type="checkbox"/>	Discussion of SCS/NRCS soil series mapping and Hydrologic Soil Group	<input type="checkbox"/>
<input type="checkbox"/>	Soil reports completed by a qualified professional (Ch. 3, Volume III, DDECM)	<input type="checkbox"/>
<input type="checkbox"/>	Design infiltration rates determined by grain size analysis and correct equations and factors (i.e. K_{sat} , K_{equiv} , f_{design})	<input type="checkbox"/>
<input type="checkbox"/>	Depth to groundwater (i.e. any saturated soil stratum) identified on soil logs	<input type="checkbox"/>
<input type="checkbox"/>	Depth to confining soil layers identified on logs or in report	<input type="checkbox"/>
<input type="checkbox"/>	Estimate of water holding capacity of infiltration soils included	<input type="checkbox"/>
<input type="checkbox"/>	Identification of proposed native soil and vegetation protection areas (SVPAs) on site	<input type="checkbox"/>
<input type="checkbox"/>	Identification of any steep slopes, contaminated soils, or other sensitive soil areas	<input type="checkbox"/>
<input type="checkbox"/>	Discussion of soil suitability for proposed LID, treatment, or flow control BMPs	<input type="checkbox"/>
SECTION 4 – WELLS AND SEPTIC SYSTEMS		
<input type="checkbox"/>	Report presence of existing wells and septic systems in proximity to the site	<input type="checkbox"/>
<input type="checkbox"/>	Address methods for decommissioning wells or septic systems	<input type="checkbox"/>
<input type="checkbox"/>	Address setbacks for wells and septic systems from stormwater facilities	<input type="checkbox"/>

Applicant Use	Item Description	Staff Use
SECTION 5 – FUEL TANKS		
<input type="checkbox"/>	Any existing fuel tanks are discussed in the report	<input type="checkbox"/>
<input type="checkbox"/>	Any existing fuel tanks are located on the site development drawings	<input type="checkbox"/>
<input type="checkbox"/>	Address methods for tank removal or abandonment and coordination with Thurston County Environmental Health	<input type="checkbox"/>
SECTION 6 – SUBBASIN DESCRIPTION		
<input type="checkbox"/>	Description of offsite drainage tributary to the project	<input type="checkbox"/>
<input type="checkbox"/>	Description of the drainage system between the site and receiving waters or closed depression	<input type="checkbox"/>
<input type="checkbox"/>	Description of predeveloped and post developed drainage basins are analyzed for the project (reference work map and basin delineations)	<input type="checkbox"/>
<input type="checkbox"/>	Existing and proposed drainage basin maps are provided and summarized in the body of the report	<input type="checkbox"/>
SECTION 7 – FLOODPLAIN ANALYSIS		
<input type="checkbox"/>	FEMA FIRM panel and zone designation included	<input type="checkbox"/>
<input type="checkbox"/>	Base flood elevation reported (if known)	<input type="checkbox"/>
<input type="checkbox"/>	Discussion of any known flooding issues in the area and the extent	<input type="checkbox"/>
SECTION 8 – AESTHETIC CONSIDERATIONS FOR FACILITIES		
<input type="checkbox"/>	Report and plans address landscape planting requirements for facilities	<input type="checkbox"/>
<input type="checkbox"/>	Discussion of trees, fencing, or other screening requirements for facilities	<input type="checkbox"/>
<input type="checkbox"/>	Discussion of long-term maintenance needs of vegetation proposed for the entire stormwater management site	<input type="checkbox"/>
<input type="checkbox"/>	Discussion of Soil and Vegetation Protection Areas	<input type="checkbox"/>
<input type="checkbox"/>	Landscape plans for vegetated facilities included in report	<input type="checkbox"/>
<input type="checkbox"/>	Planting list for ponds, bioretention, etc. checked against DDECM/EDDS list	<input type="checkbox"/>

Applicant Use	Item Description	Staff Use
SECTION 9 – FACILITY SELECTION AND SIZING		
<input type="checkbox"/>	Applicable structural Source Control BMPs from Volume IV are identified in the report and shown on the site development drawings	<input type="checkbox"/>
<input type="checkbox"/>	Pre-developed and Post-developed drainage basins summarized with total and land coverage areas in body of report	<input type="checkbox"/>
<input type="checkbox"/>	Each detention and/or infiltration facility has a stage/storage volume table in the body of the report	<input type="checkbox"/>
<input type="checkbox"/>	Discussion of how flow control facilities comply with Core Requirement #7	<input type="checkbox"/>
<input type="checkbox"/>	Discussion of LID facility sizing to meet Core Requirement #5 (<i>mandatory list or performance standard based selection</i>)	<input type="checkbox"/>
<input type="checkbox"/>	Calculations for stormwater facilities are included in report and keyed to work map or site development drawings	<input type="checkbox"/>
<input type="checkbox"/>	WWHM2012 modeling included in appendix for all basins/facilities (<i>must include at minimum report print out generated from the program; screen shots alone are not acceptable</i>)	<input type="checkbox"/>
<input type="checkbox"/>	WWHM2012 model includes most current Thurston County precipitation data and uses 15 minute time steps	<input type="checkbox"/>
<input type="checkbox"/>	Pre- and Post-developed drainage basins modeled in WWHM use the same naming convention as the work map or basin maps	<input type="checkbox"/>
<input type="checkbox"/>	Assumptions for sizing facilities have been stated for each design	<input type="checkbox"/>
<input type="checkbox"/>	Digital copies of the WWHM file are included with the report (.wh2, .WDM, . whm)	<input type="checkbox"/>
<input type="checkbox"/>	Pre-developed condition is modeled as forested in WWHM	<input type="checkbox"/>
<input type="checkbox"/>	All infeasibility criteria for LID facilities have been evaluated	<input type="checkbox"/>
<input type="checkbox"/>	Calculation and summary of disturbed pervious and converted native vegetation areas	<input type="checkbox"/>
<input type="checkbox"/>	Listing and discussion of all BMPs proposed for flow control and treatment for the project	<input type="checkbox"/>
<input type="checkbox"/>	Address selection of treatment facilities using the water quality menus of Chapter 3, Volume V, DDECM. Includes description of water quality treatment method and how basic or enhanced treatment is being achieved	<input type="checkbox"/>
<input type="checkbox"/>	Description of lot coverage and stormwater facilities proposed for each lot in a subdivision (residential or commercial)	<input type="checkbox"/>
<input type="checkbox"/>	Discussion of facility setbacks from basements, crawl spaces, steep slopes, etc.	<input type="checkbox"/>

Applicant Use	Item Description	Staff Use
SECTION 10 – CONVEYANCE SYSTEM ANALYSIS AND DESIGN		
<input type="checkbox"/>	Conveyance calculations summarized in body of report (table)	<input type="checkbox"/>
<input type="checkbox"/>	Calculations keyed to pipes and structures listed on plans by same name/callout	<input type="checkbox"/>
<input type="checkbox"/>	Flow rates, velocity, and depth included for each reach analyzed	<input type="checkbox"/>
<input type="checkbox"/>	Hydraulic grade, invert, and rim elevations identified for catch basins and manholes (with backwater analysis)	<input type="checkbox"/>
<input type="checkbox"/>	Inlet capacity flow calculations included in report	<input type="checkbox"/>
SECTION 11 – OFFSITE ANALYSIS & MITIGATION		
<input type="checkbox"/>	Discussion of offsite conditions and proposed mitigation methods	<input type="checkbox"/>
<input type="checkbox"/>	Nearest receiving surface water identified on map and in narrative	<input type="checkbox"/>
<input type="checkbox"/>	Stream basin or watershed where the project is located	<input type="checkbox"/>
<input type="checkbox"/>	Offsite analysis extends ¼ mile downstream	<input type="checkbox"/>
<input type="checkbox"/>	Offsite conveyance map showing downstream flow path is included	<input type="checkbox"/>
<input type="checkbox"/>	Evaluation of existing downstream drainage courses, channels, and/or pipes have been checked for capacity issues	<input type="checkbox"/>
<input type="checkbox"/>	Areas of localized flooding/ponding are identified	<input type="checkbox"/>
<input type="checkbox"/>	Potential erosion impacts at outfalls and discharge points are identified	<input type="checkbox"/>
<input type="checkbox"/>	Address water quality standards and restrictions for receiving waters (e.g. 303d listings, TMDLs, etc.)	<input type="checkbox"/>
<input type="checkbox"/>	Date and time of field inspection of downstream drainage course	<input type="checkbox"/>
SECTION 12 – UTILITIES		
<input type="checkbox"/>	Proposed and existing utilities are described for the project	<input type="checkbox"/>
<input type="checkbox"/>	Potential conflicts between existing utilities and stormwater improvements identified	<input type="checkbox"/>
<input type="checkbox"/>	Presence of onsite sewage systems (OSS) identified and decommissioning discussed	<input type="checkbox"/>

Applicant Use	Item Description	Staff Use
SECTION 13 – COVENANTS, DEDICATIONS, EASEMENTS, AGREEMENTS		
<input type="checkbox"/>	Describe maintenance agreements and Stormwater Site Management Plans prepared for the project (do not include plans or agreements in the report)	<input type="checkbox"/>
<input type="checkbox"/>	The Program Operator for maintenance activities is identified	<input type="checkbox"/>
<input type="checkbox"/>	Dedication of tracts or easements for stormwater management are described in the report and shown on plans and work maps	<input type="checkbox"/>
<input type="checkbox"/>	Discussion of any non-stormwater related dedications required for the project	<input type="checkbox"/>
SECTION 14 – OTHER PERMITS OR CONDITIONS		
<input type="checkbox"/>	Discussion of all City of Olympia permits and reviews required for the project	<input type="checkbox"/>
<input type="checkbox"/>	Discussion of permits or reviews required by other agencies or jurisdictions	<input type="checkbox"/>
<input type="checkbox"/>	Discussion of legal conditions placed on the project (e.g. conditions of land use approval from the hearings examiner decision)	<input type="checkbox"/>
APPENDIX		
<input type="checkbox"/>	Hydrologic and hydraulic modeling program output reports included	<input type="checkbox"/>
<input type="checkbox"/>	Geotechnical reports and soil investigation results included	<input type="checkbox"/>
<input type="checkbox"/>	Any wetland or critical areas reports and studies with stormwater design impacts are included	<input type="checkbox"/>
<input type="checkbox"/>	Supporting calculations for summary design data provided in the body of the report is included	<input type="checkbox"/>
<input type="checkbox"/>	Environmental assessments or investigations are included	<input type="checkbox"/>
<input type="checkbox"/>	Additional specifications or data supporting the design of BMPs identified in the report and on plans	<input type="checkbox"/>



Drainage Control Plan Site Development Drawings – Content Checklist

Site Development Drawings must follow the format and content requirements of *Section 3.3.2 Drainage Control Plan – Site Development Drawing Requirements* in Volume I of the 2016 Drainage Design and Erosion Control Manual (DDECM). The content checklist below is provided to assist applicants and engineers in preparing a stormwater design drawings that address the requirements of that section. Site Development Drawings for construction purposes (i.e., construction drawings or construction plans) submitted to the City of Olympia for permit review shall also conform to the design and drafting requirements found in Chapter 3 of the City of Olympia Engineering Design and Development Standards (EDDS). It is the project engineer’s responsibility to prepare plans conforming to all City standards (DDECM and the EDDS). *Drafting standards and requirements found in the EDDS shall prevail where there is conflict with this checklist.*

Project Name: _____ **Date:** _____

<i>Applicant Use</i>	<i>Item Description</i>	<i>Staff Use</i>
GENERAL DRAWING REQUIREMENTS <i>(applies to all sheets)</i>		
<input type="checkbox"/>	All final design, construction drawings shall be stamped, signed, and dated by a licensed professional engineer	<input type="checkbox"/>
<input type="checkbox"/>	Vertical datum based on NAVD88	<input type="checkbox"/>
<input type="checkbox"/>	All sheets shall have a north arrow, scale, a benchmark and datum reference, the section, township, and range. Each set of drawings shall have a legend to define map symbols. North arrow should point to the top or to the left of the sheet	<input type="checkbox"/>
<input type="checkbox"/>	Right-of-way, easements, tract lines, and dimensions for all existing and proposed facilities including proposed roads and intersecting roads, properly dimensioned lot lines, lot numbers, location, and dimension of all tract and easement areas	<input type="checkbox"/>
<input type="checkbox"/>	Parcel boundaries, street alignments, and horizontal control shall include bearings, distances and stationing as appropriate	<input type="checkbox"/>
<input type="checkbox"/>	All topographic features within project limits and sufficient area beyond to resolve questions of setback, slope, drainage features and paths, access onto abutting property, and road continuations	<input type="checkbox"/>
<input type="checkbox"/>	All ditch flow lines, all drainage structures with invert elevations, utility locations, fences, structures, existing curbing and approaches, pertinent trees and shrubbery, and other appurtenances, which would affect the construction of the project	<input type="checkbox"/>
<input type="checkbox"/>	Identification of all existing public roads and adjoining subdivisions when it is pertinent to the scope of the project	<input type="checkbox"/>
<input type="checkbox"/>	Existing features shall be screened back or shaded so as to distinguish from proposed improvements	<input type="checkbox"/>
<input type="checkbox"/>	Standard City of Olympia stormwater, clearing and grading, and temporary erosion and sedimentation control notes (found in EDDS Chapter 3)	<input type="checkbox"/>

Applicant Use	Item Description	Staff Use
COVER DRAWING		
<input type="checkbox"/>	A simple vicinity map, with north arrow oriented to the top of the sheet, showing project site, existing public road system and any other pertinent information	<input type="checkbox"/>
<input type="checkbox"/>	An overall site plan or location map showing the project site (when applicable)	<input type="checkbox"/>
<input type="checkbox"/>	The applicant and project engineering firm's names, address, telephone number, email address, current owner, and parcel numbers	<input type="checkbox"/>
<input type="checkbox"/>	An index table of drawings	<input type="checkbox"/>
<input type="checkbox"/>	Title block descriptive of project	<input type="checkbox"/>
DRAINAGE/GRADING/EARTHWORK DRAWINGS		
<input type="checkbox"/>	The project's existing and proposed storm drainage along with easements, tracts, drainage facilities, all buffer and screening areas, Soil and Vegetation Protection Areas, offsite and onsite existing drainage courses, flow dispersal areas and path dimensions, delineated wetlands, and associated buffers	<input type="checkbox"/>
<input type="checkbox"/>	Areas of possible significant environmental concern (gullies, ravines, swales, wetlands, steep slopes, estuaries, springs, creeks, lakes, etc.). For natural drainage features, show direction of flow	<input type="checkbox"/>
<input type="checkbox"/>	100-year floodplain boundary (if applicable)	<input type="checkbox"/>
<input type="checkbox"/>	Soil logs, soil log locations, and soils within the project site as verified by field testing (and documented in Drainage Design Report Section 3)	<input type="checkbox"/>
<input type="checkbox"/>	Wells and wellhead protection areas – existing and proposed, onsite and on adjacent properties (both of record and not of record) within specified setbacks	<input type="checkbox"/>
<input type="checkbox"/>	Existing and proposed utilities (other than stormwater)	<input type="checkbox"/>
<input type="checkbox"/>	Existing paved and hard surfaces, including roads, roofs, and driveways	<input type="checkbox"/>
<input type="checkbox"/>	Lot dimensions and areas, property lines, parcel numbers, and ownership	<input type="checkbox"/>
<input type="checkbox"/>	Topographic information including contour lines of the property in its existing condition (confirmed with field survey data)	<input type="checkbox"/>
<input type="checkbox"/>	Topographic features that may act as natural stormwater storage, infiltration, or conveyance	<input type="checkbox"/>
<input type="checkbox"/>	Proposed grades and contours	<input type="checkbox"/>
<input type="checkbox"/>	Grading/clearing setbacks from property lines per OMC Section 16.48	<input type="checkbox"/>

Applicant Use	Item Description	Staff Use
PLAN AND PROFILE DRAWINGS		
<input type="checkbox"/>	Original surface grade profile at 100-foot stations and at significant ground breaks and topographic features	<input type="checkbox"/>
<input type="checkbox"/>	Typical roadway/storm drainage cross-sections when applicable	<input type="checkbox"/>
<input type="checkbox"/>	Final surface and storm drain profile with stationing the same as the site/grading plan sheets	<input type="checkbox"/>
<input type="checkbox"/>	Plan and profile view scales shall be consistent with the requirements of Chapter 3 of the Engineering Design and Development Standards	<input type="checkbox"/>
<input type="checkbox"/>	Type of structure and structure number (and matches Drainage Design Report)	<input type="checkbox"/>
<input type="checkbox"/>	Stationing/offsets on profile (coordinates on plan view)	<input type="checkbox"/>
<input type="checkbox"/>	Rim and invert (in and out) for all structures	<input type="checkbox"/>
<input type="checkbox"/>	Pipe length, size, material, and slope	<input type="checkbox"/>
<input type="checkbox"/>	Utility crossings shown on profile view and plan view	<input type="checkbox"/>
<input type="checkbox"/>	Structure information only shown on profile view	<input type="checkbox"/>
DETAIL DRAWINGS		
<input type="checkbox"/>	All applicable standard notes from the City of Olympia Engineering Design and Development Standards (EDDS)	<input type="checkbox"/>
<input type="checkbox"/>	A minimum of two cross-sections of each retention/detention pond and bioretention area showing original property lines, slope catch points, and all other pertinent information to adequately construct the pond or bioretention area	<input type="checkbox"/>
<input type="checkbox"/>	Details of flow control structures proposed to meet Core Requirement #7 and #8 depicting size, elevation, and orientation of all orifices, weirs, risers, etc.	<input type="checkbox"/>
<input type="checkbox"/>	Details of all facilities intended for treatment of stormwater to meet Core Requirement #6. All pertinent flow direction, elevations, and pipe invert information should be included on the detail	<input type="checkbox"/>
<input type="checkbox"/>	Details of all onsite stormwater management BMPs that are used to help achieve compliance with Core Requirement #5. If distributed bioretention areas and/or storage below permeable pavement are used, provide details to confirm accurate facility representation in the runoff models (submitted as part of Drainage Design Report Section 9). Downspout infiltration and/or dispersion details should be included with appropriate sizing notes/schedule for residential lots	<input type="checkbox"/>
<input type="checkbox"/>	Identify locations and approximate size of all permeable pavement surfaces and bioretention areas to be installed, including those that will be installed on individual lots	<input type="checkbox"/>

Applicant Use	Item Description	Staff Use
DETAIL DRAWINGS (Continued)		
<input type="checkbox"/>	Identify locations and species types for newly planted or retained trees for which impervious surface reduction credits are claimed. Supporting areas such as the flow paths for dispersion BMPs shall also be shown on the drawings	<input type="checkbox"/>
<input type="checkbox"/>	Standard open conveyance system (e.g., swales, ditches, etc.) cross-sections if applicable	<input type="checkbox"/>
<input type="checkbox"/>	Right-of-way cross-sections as required by the City	<input type="checkbox"/>
<input type="checkbox"/>	Construction recommendations from a soils report if applicable	<input type="checkbox"/>
<input type="checkbox"/>	Construction sequencing notes for protection of LID facilities and tree protection	<input type="checkbox"/>



Drainage Control Plan Stormwater Site Management Plan – Content Checklist

Stormwater Site Management Plans must follow the format and content requirements of *Section 3.3.5 Drainage Control Plan – Stormwater Site Management Plans* in Volume I, and Chapter 2 of Volume IV within the 2016 Drainage Design and Erosion Control Manual (DDECM). The content checklist below is provided to assist applicants and engineers in preparing a complete Stormwater Site Management Plan that addresses these requirements. It is the project engineer’s responsibility to prepare a report meeting the requirements of the DDECM. The engineer should verify all items have been addressed or included in the report.

Project Name: _____ **Date:** _____

<i>Applicant Use</i>	<i>Item Description</i>	<i>Staff Use</i>
REQUIRED PLAN COMPONENTS		
<input type="checkbox"/>	Cover Sheet	<input type="checkbox"/>
<input type="checkbox"/>	Agreement to Maintain Stormwater Facilities	<input type="checkbox"/>
<input type="checkbox"/>	Pollution Source Control Program	<input type="checkbox"/>
<input type="checkbox"/>	Stormwater Facility Maintenance Program	<input type="checkbox"/>
COVER SHEET and AGREEMENT TO MAINTAIN STORMWATER FACILITIES		
<input type="checkbox"/>	Cover sheet includes date prepared, project name, and contact information for person or firm responsible for preparation of the Stormwater Site Management Plan	<input type="checkbox"/>
<input type="checkbox"/>	Agreement uses current template and language (Appendix IV-H, 2016 DDECM)	<input type="checkbox"/>
<input type="checkbox"/>	Program Operator or property owner clearly identified	<input type="checkbox"/>
<input type="checkbox"/>	Full legal description for the property or properties that include stormwater facilities or areas	<input type="checkbox"/>
<input type="checkbox"/>	Agreement signed by program operator or property owner and notarized	<input type="checkbox"/>
<input type="checkbox"/>	Formatting meets Thurston County Auditor requirements for recorded documents	<input type="checkbox"/>
POLLUTION SOURCE CONTROL PROGRAM		
<input type="checkbox"/>	Program narrative uses current template and language (Appendix IV-B, 2016 DDECM)	<input type="checkbox"/>
<input type="checkbox"/>	Site-specific pollution generating activities have been identified and included on the activity worksheet	<input type="checkbox"/>
<input type="checkbox"/>	Applicable/Mandatory source control BMPs are identified in the program	<input type="checkbox"/>

Applicant Use	Item Description	Staff Use
POLLUTION SOURCE CONTROL PROGRAM <i>(continued)</i>		
<input type="checkbox"/>	Copies of source control BMPs from Volume IV are included in the program	<input type="checkbox"/>
<input type="checkbox"/>	Operational source control practices are summarized in the program	<input type="checkbox"/>
<input type="checkbox"/>	Structural source control BMPs are described in the program and shown on site maps in the plan	<input type="checkbox"/>
<input type="checkbox"/>	An Emergency Spill Control Plan is included in the program document (if required)	<input type="checkbox"/>
<input type="checkbox"/>	An Integrated Pest Management Plan (IPMP) is include in the program document (if required)	<input type="checkbox"/>
<input type="checkbox"/>	Program includes instructions and requirements for pollution prevention training for employees and annual reporting to the City of Olympia	<input type="checkbox"/>
STORMWATER FACILITY MAINTENANCE PROGRAM		
<input type="checkbox"/>	Maintenance program includes cover sheet with project or plat name, tax parcel numbers containing stormwater facilities to be maintained, and Program Operator identified	<input type="checkbox"/>
<input type="checkbox"/>	Program uses current template and language (Appendix IV-I, 2016 DDECM)	<input type="checkbox"/>
<input type="checkbox"/>	Program includes facility inspection checklists for the site (Appendix IV-J, 2016 DDECM)	<input type="checkbox"/>
<input type="checkbox"/>	Project key map is included with location of facilities and stormwater management areas clearly identified	<input type="checkbox"/>
<input type="checkbox"/>	Itemized list of stormwater facilities and components found on site (e.g. quantity of catch basins, pipe, treatment vaults, ponds, etc.)	<input type="checkbox"/>
<input type="checkbox"/>	Program includes an itemized annual cost of maintenance for the management site, and replacement costs (stormwater facilities only)	<input type="checkbox"/>
<input type="checkbox"/>	Program includes narrative for management site including description of stormwater system, and description of receiving waters for stormwater leaving the site	<input type="checkbox"/>
<input type="checkbox"/>	Program includes special instructions or attachments for emerging technologies (e.g., those BMPs not explicitly described in Appendix IV-J of the DDECM, such as water quality treatment media filters)	<input type="checkbox"/>
<input type="checkbox"/>	Soil and Vegetation Protection Areas are shown on the key maps	<input type="checkbox"/>
<input type="checkbox"/>	All areas designated for stormwater flow dispersion are delineated on the key map and located within an easement or separate tract	<input type="checkbox"/>