

APPENDIX B

Additional Submittal Requirements

Note:

Some pages in this document have been purposely skipped or blank pages inserted so that this document will print correctly when duplexed.

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B-1. [Preliminary Drainage Control Review Submittal Requirements for Master Use Permits](#)

[Preliminary drainage control review is required for certain Master Use Permit \(MUP\) applications per SMC 22.807.020.A \(refer to *Volume 1, Section 8.1*\). The general submittal requirements are described in *Volume 1, Section 8.1*. However, different types of MUPs require different levels of drainage review and different levels of detail.](#)

[The following describes the specific submittal requirements and drainage review process for each type of MUP that will typically require drainage review.](#)

B-1.1. [Subdivisions and Short Plats](#)

B-1.1.1. [Subdivisions](#)

[“Full” Subdivisions per SMC 23.22 require a high level of detail for approval of Preliminary Drainage Control Review. Prior to Preliminary Plat Approval, a Preliminary Drainage Control Plan \(Plan\), Preliminary Drainage Report \(Report\), and all supporting documents as described in *Volume 1, Section 8.1* must be submitted and approved. The Plan and Report shall identify all BMPs necessary to meet the minimum requirements \(e.g., on-site stormwater management, flow control, water quality treatment, etc.\) including size and location. The level of detail required is the same as required for Standard and Comprehensive Drainage Control Review.](#)

[The Preliminary Drainage Control Plan approval does not constitute approval for construction. A Standard or Comprehensive Drainage Control Plan and Report must be submitted with a construction permit. Depending on the scope and location, required construction permit will be a Grading Permit, Building Permit, or a Seattle Department of Transportation \(SDOT\) Street Improvement Plan \(SIP\) Permit.](#)

[Subsequent construction permits in the subdivision must demonstrate with Standard or Comprehensive Drainage Control Plans that they are compliant with the intent of the approved Preliminary Drainage Control Plan.](#)

[Note: Additional requirements apply to permitting and construction of drainage control facilities and drainage systems that will be shared by multiple parcels, lots, tracts, etc., in the subdivision. Refer to *Section B-1.1.3*.](#)

B-1.1.2. [Short Plats](#)

[Short Plats \(a.k.a. Short Subdivisions\) per SMC 23.24 require a similar level of detail as full subdivisions for approval of Preliminary Drainage Control Review.](#)

[Deferred Drainage Plans for Some Projects: The requirement for a Preliminary Drainage Control Plan and Report may be deferred until the construction permit by the Director if all of the following conditions are met:](#)

1. The full development in the Short Plat, including all lots, parcels, and tracts, will not trigger flow control or water quality treatment or require a mainline extension,
2. The project has an approved offsite discharge point for drainage (e.g., Public Storm Drain),
3. The downstream drainage system has adequate capacity,
4. Drainage Condition #1 in Section B-1.1.4 is placed on the first sheet of the recorded plat.

Otherwise, a Preliminary Drainage Control Plan, Preliminary Drainage Report, and all supporting documents as described in Volume 1, Section 8.1 must be submitted and approved prior to approval of the Short Plat. Depending on the scope and location, this will require a Grading Permit, Building Permit, or an SDOT SIP Permit.

Subsequent construction permits in the short subdivision must demonstrate with Standard or Comprehensive Drainage Control Plans that they are compliant with the intent of the approved Preliminary Drainage Control Plan.

Note: Additional requirements apply to permitting and construction of drainage control facilities and drainage systems that will be shared by multiple parcels, lots, tracts, etc., in the Subdivision. Refer to Section B-1.1.3.

B-1.1.3. Shared Drainage Control Facilities and Systems for Subdivisions and Short Plats

Drainage control facilities and systems proposed on Preliminary Drainage Control Plans that will serve multiple parcels, lots, tracts, etc., in a Subdivision or Short Plat are subject to the following code requirement.

Stormwater Code Language	References
<p><u>SMC 22.805.010.D. Construction of drainage control facilities and drainage systems for plats.</u></p> <p><u>1. In the case of a subdivision under SMC chapter 23.22, drainage control facilities or drainage systems that are identified on the associated preliminary drainage control plan or the approved preliminary plat and will serve multiple proposed lots, parcels, or tracts shall either:</u></p> <p><u>a) be constructed prior to approval of the final plat; or</u></p> <p><u>b) if they will be constructed after approval of the final plat, the following must occur:</u></p> <ol style="list-style-type: none"> <u>1) the permits for the facilities or systems must be issued prior to issuance of the first building permit and prior to any other grading permit for other construction within the subdivision; and</u> <u>2) construction of the facilities or system must be complete before final approval of any other building permit within the subdivision, but in no event later than two years after final plat approval; and</u> <u>3) the recorded plat shall include these requirements as a condition.</u> <p><u>2. In the case of a of a short plat under SMC chapter 23.24, the following must occur:</u></p>	<ul style="list-style-type: none"> • <u>Volume 1, Section 8.1 – Preliminary Drainage Control Review</u> • <u>SMC 22.807.020.A – Thresholds for Drainage Control Review</u>

Final code language to be added to final manual

<p><u>a) permits for the drainage control facilities or drainage systems that are identified on the preliminary drainage control plan and will serve multiple proposed lots, parcels, or tracts must be issued prior to issuance of the first building permit and prior to any other grading permit for other construction within the short plat; and</u></p> <p><u>b) construction of the facilities or system must be complete before final approval of any other building permit within the short plat; and</u></p> <p><u>c) the recorded short plat shall include these requirements as a condition.</u></p>	
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B-1.1.4. Typical Drainage Conditions for Subdivisions and Short Plats

Subdivisions and Short Plats will require one or more drainage conditions. The applicable drainage conditions must be placed on the first sheet of the plat that will be recorded. The following are some of the typical drainage conditions that may apply. The conditions may require modifications per the reviewer and additional Drainage Conditions may apply as required by the Director.

Typical Drainage Condition #1. (Required on all Subdivisions and Short Plats): The subdivision of the property will not reduce the requirements of the Seattle Stormwater Code and the Seattle Side Sewer Code. The proposed parcels within this [subdivision/short plat] will meet the standards required by the higher area threshold of the entire property being subdivided rather than the standards required for each of the proposed parcels individually.

Typical Drainage Condition #2. (Required for all Subdivisions or Short Plats that require submittal of Preliminary Drainage Control Plans): Approval of the Preliminary Drainage Control Plans and Report reviewed with this Subdivision/Short Subdivision is preliminary. A Standard or Comprehensive Drainage and Wastewater Control Plan, a Construction Stormwater Control/Soil Amendment Plan, a Drainage Report (if triggered), and all supporting documents will be required for all future construction permits within this Subdivision/Short Subdivision.

Typical Drainage Condition #3 (Required if the Preliminary Drainage Control Plan shows drainage control facilities that will serve multiple lots, parcels, or tracts within the Subdivision/Short Subdivision): The permits for the drainage control facilities or systems that serve multiple lots, parcels, tracts, etc., must be issued prior to issuance of the first building permit and prior to any other grading permit for other construction within the subdivision; and construction of the facilities or system must be complete before final approval of any other building permit within the subdivision, [for full subdivisions but in no event later than two years after final plat approval].

Typical Drainage Condition #5 (Required if a Public Storm Drain mainline extension is required.): The public storm drain shall be extended across the full street frontage of the subdivision/short plat per SMC 22.805.020.L-N unless an adjustment or exception is approved by the Director per SMC 22.800.040.B or C. The permits for the public storm drain extension must be issued prior to issuance of the first building permit in the subdivision, and construction of the public storm drain must be completed before final approval of any building permit within the subdivision.

B-1.1.5. Easements for Subdivisions and Short Plats

[All lots, parcels, tracts must be demonstrated to have legal access for the proposed drainage features or conveyance systems that must cross the other lots, parcels, tracts within the subdivision and for all shared drainage facilities. Easements must be either established in the subdivision plat; or the previously recorded easement shall be shown and called out on the subdivision plat, including the King County recording number.](#)

[Note: Per SPU Policy DWW-160 “The City does not allow the use of an easement in lieu of an extension of the public storm or sewer system \(i.e., public sanitary sewer \[PSS\], public combined sewer \[PS\], public storm drain \[PSD\]\). Any adjustments or exceptions to this restriction must be authorized by the SPU General Manager/CEO or a designee.” A mainline extension may be required if there are any adjusted lots that abut a public place where there is no existing public drainage infrastructure.](#)

B-1.2. Unit Lot Subdivisions

[Unit Lot Subdivisions per SMC 23.22.062 and 23.24.045 typically have a building permit that is already issued or is being reviewed simultaneously with the Unit Lot Subdivision. If Standard or Comprehensive Drainage Review is already completed or in process for a Building Permit that includes all proposed development in the Unit Lot Subdivision, then the Drainage Control Plan and Drainage Report are not required to be submitted with the Unit Lot Subdivision submittal.](#)

[In the case where an application for a Building Permit that covers all development in the Unit Lot Subdivision has not been made, a Preliminary Drainage Plan and Drainage Report \(if required\), and all supporting documents must be submitted with the Unit Lot Subdivision application \(similar to Short Plats and Subdivisions\).](#)

Easements

[All unit lots must be demonstrated to have legal access for the proposed drainage features or conveyance systems that must cross the other unit lots within the subdivision and for all shared drainage facilities. Easements must be either established in the Unit Lot Subdivision or the previously recorded easement shall be shown and called out on the Unit Lot Subdivision plat, including the King County recording number.](#)

[Note: per SPU Policy DWW-160 “The City does not allow the use of an easement in lieu of an extension of the public storm or sewer system \(i.e., public sanitary sewer \[PSS\], public combined sewer \[PS\], public storm drain \[PSD\]\). Any adjustments or exceptions to this restriction must be authorized by the SPU General Manager/CEO or a designee.” A mainline extension may be required if there are any adjusted lots that abut a public place where there is no existing public drainage infrastructure.](#)

B-1.3. Lot Boundary Adjustments

[Preliminary Drainage Review for Lot Boundary Adjustments \(LBA\) per SMC 23.28 is limited to reviewing for adequacy of drainage.](#)

[If there is drainage infrastructure that is accessible to each adjusted lot and all lots that have street frontage have a public drainage system in their frontage or access directly to a receiving water, then a Preliminary Drainage Control Plan is not required.](#)

[However, if there is no available offsite point of discharge for some or all of the lots, then either:](#)

- [1. It must be demonstrated that an extension of a public drainage system is feasible and the following LBA Drainage Adequacy Condition #1 must be added to the first page of the recorded LBA plat,](#)

[or](#)

- [2. If an extension of a public drainage system is infeasible or the total potential new plus replaced hard surface on each adjusted lot is less than 5,000 square feet, a Preliminary Drainage Control Plan and associated documents may be submitted to demonstrate that the potential development on each lot can be constructed with infiltration or dispersion BMPs to meet the requirements of *Volume 1, Section 4.3.2.1.*](#)

[LBA Drainage Adequacy Condition #1 \(Required if a Public Storm Drain mainline extension is required\):](#) The public storm drain shall be extended across the full street frontage of the adjusted lots per SMC 22.805.020.L unless an adjustment or exception is approved by the Director per SMC 22.800.040.B or C.

[LBA Drainage Adequacy Condition #2. \(Required for all LBAs that require submittal of Preliminary Drainage Control Plans to demonstrate adequacy of drainage\):](#) A Preliminary Drainage Control Plan was submitted to demonstrate adequacy of drainage for the adjusted lots using [on-site infiltration or dispersion BMPs of all hard surfaces]. Approval of this plan is preliminary. A Drainage and Wastewater Control Plan, a Construction Stormwater Control/Soil Amendment Plan, a Drainage Report, and all supporting documents will be required for all future construction permits within each of the lots and must comply with the provisions of the Preliminary Drainage Control Plan.

[The level of detail required on the Preliminary Drainage Control Plan must include a Site Plan showing the proposed or potential development and the sizes and possible locations of stormwater BMPs that will manage the runoff fully on site.](#)

[Note: For the purposes of determining if the thresholds for Stormwater Code requirements are met, unlike in Short Plats and Subdivisions, each lot is considered separately unless the projects on the separate lots are closely related as described in *Volume 1, Section 2.1.*](#)

[Easements](#)

[All adjusted lots must be demonstrated to have legal access for the proposed drainage features or conveyance systems that must cross the other lots to reach street frontage where drainage infrastructure is located or will be extended or have access to a receiving water. Easements must be either established in the LBA; or the previously recorded easement shall be shown and called out on the LBA plat, including the King County recording number.](#)

Note: Per SPU Policy DWW-160, “The City does not allow the use of an easement in lieu of an extension of the public storm or sewer system (i.e., public sanitary sewer [PSS], public combined sewer [PS], public storm drain [PSD]). Any adjustments or exceptions to this restriction must be authorized by the SPU General Manager/CEO or a designee.” A mainline extension may be required if there are any adjusted lots that abut a public place where there is no existing public drainage infrastructure.

B-2. [Drainage Report Format/Content Requirements](#)

Drainage Reports are a required part of many Drainage Control Plans as indicated in [Volume 1, Chapter 8](#). The following table describes the typical, required elements and recommended format for Drainage Reports. Elements that are not applicable to a particular project may be indicated a “Not Applicable” in the Drainage Report. Additional information that is not included in this table may be as described in [Volume 1, Section 8.4](#).

Drainage Report Section		Stormwater Manual Reference	Submittal Notes	
1. Introduction	1.1. Project overview	Volume 1, Chapter 8	Narrative describing the project.	
	1.2. Existing and Proposed Conditions		Describe the existing and proposed conditions including a summary of existing hard surface area.	
2. Determining minimum requirements	2.1. Define the boundaries of the project site	Volume 1, Section 2.1	Include a vicinity map highlighting the project area	
			Include a description of the drainage basin(s) where the project is located and a map highlighting the areas in the project that are in different drainage basins (if applicable).	
			If there are multiple basins, include a table with area calculations and identification of drainage basins.	
	2.2. Identify the type of project	Volume 1, Section 2.2	The project will be classified as a specific project type; this will determine the minimum requirements.	
	2.3. Identify the receiving water and downstream conveyance		Volume 1, Section 2.3	Include at least one map that shows the existing drainage infrastructure per basin.
				Include a table or narrative describing the type of receiving water/s and types downstream conveyance systems per basin.
	2.4. Perform site assessment and planning	Volume 1, Section 2.4	The Drainage Report shall contain, at a minimum, the evaluation and conclusion of each of these items (Section 2.4.1 through 2.4.11) when applicable.	
	2.4.1. Project boundaries	Volume 1, Section 7.2		
2.4.2. Setbacks				
2.4.3. Location of buildings				
2.4.4. Foundation and footing drains				
2.4.5. Soil condition assessment and infiltration feasibility analysis	Volume 1, Section 7.3; Volume 3, Section 3.2			

Drainage Report Section		Stormwater Manual Reference	Submittal Notes
2. Determining minimum requirements (continued)	2.4.6. Environmentally critical areas (ECAs)	Volume 1, Section 7.4	
	2.4.7. Dewatering (Temporary and Permanent)	Volume 1, Section 7.5	Identify any temporary or permanent groundwater that the project will discharge and include estimates of the discharge rates from a licensed professional.
	2.4.8. Topography	Volume 1, Section 7.6	
	2.4.9. Site Assessment	Volume 1, Section 7.7	
	2.4.10. Landscaping principles	Volume 1, Section 7.8	
	2.4.11. Site design considerations and dispersion feasibility	Volume 1, Section 7.9 Volume 3, Section 3.2	
	2.5. Calculate land disturbing activity and new plus replaced hard surface	Volume 1, Section 2.5	Provide a map highlighting the project's new plus replaced hard surface and limits of disturbance per basin. Provide a color map that identifies different types of surfaces (i.e., hard vs. pervious) and area calculations.
	2.6. Calculate new plus replace pollution generating surface	Volume 1, Section 2.6	If water quality treatment is required, provide a map highlighting the pollution generating hard and pervious areas per basin and delineate the areas tributary to each Water Quality BMP.
2.7. Determine which minimum requirements apply	Volume 1, Section 2.7	Include a summary of all minimum requirements that apply.	
3. Minimum requirements for all projects	3.1. Maintaining natural drainage patterns	Volume 1, Section 3.1	The Drainage Report shall contain, at a minimum, an evaluation and conclusion of each of these items (Section 3.1 through 3.12) when applicable.
	3.2. Discharge point	Volume 1, Section 3.2	
	3.3. Flood-prone areas	Volume 1, Section 3.3	

Drainage Report Section		Stormwater Manual Reference	Submittal Notes
	3.4. Construction site stormwater pollution prevention control	Volume 1, Section 3.4; Volume 1, Chapter 8; Volume 2, Chapter 2	Include small- or large-project CSC checklist and CSC plan. A narrative is also required and a short narrative describing the selected BMPs and the results of any required calculations.
	3.5. Protect wetlands	Volume 1, Section 3.5	
3. Minimum requirements for all projects (continued)	3.6. Protect streams and creeks	Volume 1, Section 3.6	
	3.7. Protect shorelines	Volume 1, Section 3.7	
	3.8. Ensure sufficient capacity	Volume 1, Section 3.8	
	3.9. Install source control BMPs	Volume 1, Section 3.9; Volume 4, Section 1.6	Include the Worksheet for Identifying Applicable Source Control BMPs (Volume 4, Table 1)
	3.10. Do not obstruct water courses	Volume 1, Section 3.10	
	3.11. Comply with side sewer code	Volume 1, Section 3.11	Side sewers in ROW shall be shown on SIP plans but require a separate permit.
	3.12. Maintained and inspection	Volume 1, Section 3.12	
4. Minimum requirements base in project type	4.1. Soil amendment	Volume 1, Section 5.1	Include site plans highlighting the area requiring soil amendment (disturbed area)
	4.2. On-site Stormwater management	Volume 1, Section 5.2; Volume 3, Chapter 3	Include a narrative with a summary of the BMPs selected and describe any modeling required for the sizing of the BMPs or special considerations such as presettling. Describe in the infeasibility criteria for OSM BMPs that were not selected. Reference the appropriate Appendix of the Report for the OSM Calculator and any other required infeasibility documentation.
	4.3. Flow control	5.3.1. Wetland protection standard 5.3.2. Pre-developed forest standard	Volume 1, Section 5.3; Volume 3, Sections 3.4 and 4.1

Drainage Report Section			Stormwater Manual Reference	Submittal Notes
		5.3.3. Pre-developed pasture standard 5.3.4. Peak control standard		flow control BMP complied with SMC, Section 22.805.080. Include a map identifying the tributary area connected to the flow control BMP that specifies the amount of area been collected.
4. Minimum requirements base in project type (continued)	4.4. Water quality treatment	5.4.1. Basic treatment	<i>Volume 1, Section 5.4;</i> <i>Volume 3, Section 3.5</i>	
		5.4.2. Oil treatment		
		5.4.3. Phosphorus treatment		
		5.4.4. Enhanced treatment		
5. Conclusion				Describe the project and how each of the requirements were met, giving a summary of the problems and solutions proposed for this project.
Appendix A	Figures and Maps			
Appendix B	Construction Stormwater Control and Temporary Dewatering Calculations			
Appendix C	On-site Stormwater Management Workbook and any related documentation or calculations			Include the full workbook and any required documentation to justify infeasibility criteria selected (e.g., financial infeasibility criteria, rainwater demand analysis for rainwater harvesting, Geotechnical Engineering analysis and recommendations, etc.).
Appendix D	Flow Control Calculations (if required)			
Appendix E	Water Quality Calculations (if required)			
Appendix F	Landscape Management Plan (if required)			
Appendix G	Source Control Calculations (if required)			
Appendix H	Infiltration Checklist and Documentation			
Appendix I	Soil and Infiltration Investigation Documentation			Infiltration checklists and documentation. Groundwater investigation and estimated flowrate documentation. Geotechnical Report

Drainage Report Section		Stormwater Manual Reference	Submittal Notes
Appendix J	Inspections and Operations and Maintenance (O&M) Requirements and schedule		