

MEMORANDUM OF DRAINAGE CONTROL (MDC) INSTRUCTIONS

The primary purpose of the MDC is to notify current and future property owners that drainage control systems are installed on the property, typically as a result of a required Drainage Control Plan, and that property owners have maintenance and other responsibilities for constructed drainage control facilities. The MDC also grants the City of Seattle the right to inspect these facilities. A complete description of the MDC requirements for projects that require a Drainage Control Plan can be found in Seattle Municipal Code (SMC) Section 22.807.020.B.1.d.

Drainage Control Plans are typically reviewed and approved as part of a building, site work, or master use permit. Most Drainage Control Plans are required for construction projects that add or replace 750 or more square feet of new or replaced hard surface.

Step 1:

Upload a DRAFT of your prepared MDC and the associated exhibits required for your project for review to the Seattle Department of Construction and Inspections (SDCI) Permit Project Portal.

- Fill out the relevant sections completely.
- Do not write within the one-inch border.
- Font size must be at least 8-point.
- Documents must be single sided.
- Please refer to King County's "[Standard Formatting Requirements for Recording Documents](#)" for more information.

Step 2:

Once the drainage reviewer approves the draft, you will be notified through the Project Portal and directed to have the owner(s) sign, notarize, and record the original MDC with King County.

- Do not make any changes to the approved draft prior to recording or it will delay your permit issuance.

Contact information for the King County Recorder's Office:

Address: King County Administration Building, 500 Fourth Ave., Suite 430
Seattle, WA 98104.

Website: <http://www.kingcounty.gov/depts/records-licensing/recorders-office/recording-documents.aspx>.

Step 3:

Submit your signed, notarized and recorded MDC to SDCI:

Upload a PDF of the recorded MDC (with the recording number stamped on it) through the [Seattle Services Portal](#). Permit approval will not occur until the recorded MDC has been uploaded to the SDCI Project Portal.

Questions about the process? Contact:

The SDCI Drainage Desk at sidesewerinfo@seattle.gov or 206-685-5362.

Pg. 1 **“When Recorded, Return to”** - List the address where King County should mail the document after it is recorded.

Pg. 1 **“Grantor”** - List the name(s) of all owners of the parcel or property where the drainage system is located. List one name per numbered line. If you need more lines, mark the box and attach another page with the names of the additional owners. Number the additional attached page(s) as the last page of the document. On the first page fill in the number of the page on which the additional names of the Owners/Grantors is listed.

Pg. 1 **“Complete Legal Description”** - Fill in the complete legal description of the property that the Grantor owns that is covered by this agreement.

Pg. 1 **“Assessor’s Tax Parcel ID NO(S)”** - Fill in the tax parcel number(s) (as shown on the tax assessors’ statements) for all of the properties described above.

Pg. 1 **“Permit Street Address”** - Fill in the property address.

Pg. 1 **“Grantor’s Address”** - Fill in the mailing address for the Grantor.

Pg. 2 **“Permit #”** - Fill in the permit number that is associated with the approved drainage control system.

Pg. 2 **“This Drainage Control Plan has Stormwater Best Management Practices (BMPs) required for:**

On-site Stormwater Management **Flow Control** **Water Quality**
 Structural Source Control” -

On-Site Stormwater Management (OSM) *This is applicable to most projects.* Check the box if On-site Stormwater Management BMPs (OSM BMPs) are required.

Flow Control (FC) Projects with FC facilities are required to control the discharge and/or duration rate of stormwater from a site using infiltration and/or detention. Check the box if your project has this requirement.

Water Quality Treatment This most commonly applies to parcel based projects with 5,000 sf or more of new plus replaced pollution generating hard surface (e.g. parking lots) which will go to the separated storm system. Check the box if your project requires water quality treatment.

Structural Source Control This MDC section is *not* applicable to most projects and applies to the implementation of structural source control BMPs for all businesses and public agencies with specific pollution-generating activities per the Seattle Municipal Code (SMC) (i.e. outdoor storage facilities, gas stations, etc). (Note: Additional stormwater source control BMPs may be required by the SMC or other legal authority.) Check the box if your project requires Structural Source Control as defined here.

Pg. 2 "**Other drainage system items:**" - Check the appropriate box(es) if the Drainage Control Plan includes catch basins and/or pumps. Include the quantity.

Pg. 2 "**The following Exhibits are attached:**" - Check the box for the exhibits you have included:

Exhibit A On-site Stormwater Management Summary Sheet: Required for all projects. Exhibit A includes relevant information from the On-site Stormwater Management - List Approach Calculator included in the Drainage Control Plan that is being approved as part of a building, site work, or master use plan.

A completed Exhibit A can be found in the "MDC" tab of the On-site Stormwater Management - List Approach Calculator for the project. Print the "MDC" tab and include it as Exhibit A.

This Exhibit includes important information regarding which requirements from the Stormwater Code were applied to the project, and what Stormwater BMPS are being constructed to meet the requirements.

Exhibit B Flow Control Summary Sheet: Only for projects requiring Flow Control (See Exhibit A to determine if flow control is required).

Exhibit C Water Quality Treatment Summary Sheet: Only for projects with Water Quality BMPs (See Exhibit C to determine if water quality treatment is required).

Exhibit D Structural Source Control Summary Sheet: Only for projects with Structural Source Control (See Exhibit D to determine if Structural Source Control is required).

Exhibit __ Additional Legal Description: Attach this Exhibit if the legal description did not fit on page 1. This will be Exhibit B, C, D, or E, depending on which other Exhibits are required to be included.

Check the appropriate boxes above and attach the completed Exhibits after the notarized signature page.

Signatures, Acknowledgements and Notary pages. Each owner of property covered by this Agreement must complete the signature page and have a notary notarize the signature.

Individual Owners:

- If the owners are individuals, each owner must complete one of the signature blocks on the signature page marked "Individual." There are two signature blocks per page; if there are more than two individual owners, print out and complete additional pages as needed. Number any additional pages to follow consecutively after the first signature page.

- Print the owner's name and address on the lines labeled "Printed Name" and "Address."
- Have each person signing appear before a notary, and have the notary complete the notary block and notarize the document.
- Add the appropriate page number to the notary page.

Entity Owners:

- If any of the owners are entities rather than individuals, those owners must complete a signature block on the signature page entitled "CORPORATE , PARTNERSHIP, LIMITED LIABILITY COMPANY Or OTHER LEGAL ENTITY OWNER." Each entity owner must complete a signature block. There are two signature blocks per page; if there are more than two entity owners, print out and complete additional pages as needed. Number the additional pages to follow consecutively after the first entity signature page.
- For each entity owner, enter the date the document is signed on the Date line and the name of the entity owner on the signature line.
- Print the name of the entity Owner on the "Printed Name" line.
- Fill in the Address of the entity owner above the Address line.
- The person signing on behalf of the Owner should sign the line following "By:"
- Print that person's name on the line labeled "Printed Name."
- After "Its" indicate the title/authority of the person signing the document on behalf of the entity.
- Have each person signing appear before a notary, and have the notary complete the notary block and notarize the document.
- Add the appropriate page number to the notary page.

When Recorded, Return to:

MEMORANDUM OF DRAINAGE CONTROL

GRANTOR: 1) _____
2) _____
3) _____

Additional Owners/Grantors on page _____

GRANTEE: The City of Seattle

PROPERTY (COMPLETE LEGAL DESCRIPTION):

Additional Legal Description in Exhibit ____

Permit No.: _____

Property Street Address: _____

Grantor's Address: _____

City _____ State _____ Zip _____

ASSESSOR'S TAX PARCEL ID NO(S). _____

THIS Agreement is executed in favor of the City of Seattle (“City”) by the undersigned owner(s) (“Grantor”) of the real property described above (the “Property”), situated in City of Seattle, King County, State of Washington.

In consideration of the City’s granting a permit for the drainage system proposed by Grantor, and for the City’s allowing the connection thereof, if any, to the City’s drainage system, Grantor hereby agrees and covenants, pursuant to SMC 22.807.020, as follows:

The Drainage Control Plan for City permit #_____ includes the drainage system for the permit for the above described Property.

WHEREAS; the drainage control facilities, approved and required by said City permit are the key terms of the Property’s drainage control plan, which is documented in the Drainage Control Plan drawing(s) as amended by the construction as-built record drawing(s) on file with the City of Seattle.

Informational, as of 2017: The full approved plan and as-built record drawings are available on the City Permits and Property Records website. As of 2017, the website address is <http://web6.seattle.gov/dpd/edms/>. Email sidesewerinfo@seattle.gov or call the Drainage Review Desk at 206-684-5362 for assistance in finding a copy of the approved plan and as-built record drawing. Maintenance requirements for Stormwater Management Best Management Practices can be found in the City of Seattle Stormwater Manual, available on the City of Seattle Stormwater Code website.

This Drainage Control Plan has Stormwater Best Management Practices (BMPs) required for:

On-site Stormwater Management Flow Control Water Quality Structural Source Control

Other drainage system items:

Pump(s) Catch Basin(s) Other (describe) _____

The following attached Exhibits provide a summary of the BMPs on the approved Drainage Control Plan:

- Exhibit A On-site Stormwater Management Summary Sheet
- Exhibit B Flow Control Summary Sheet
- Exhibit C Water Quality Treatment Summary Sheet
- Exhibit D Structural Source Control Summary Sheet
- Exhibit __ Additional Legal Description

NOW THEREFORE; the Grantor, on behalf of Grantor and Grantor's heirs, successors and assigns, agrees to the following and hereby creates a covenant running with the land that shall be binding upon all parties and their heirs, successors and assigns forever:

The Grantor, on behalf of Grantor and Grantor's heirs, successors and assigns, agrees to and shall (1) inspect and maintain the above described drainage system in accordance with the provisions of Seattle Municipal Code (SMC) Chapters 22.800 – 22.808 and any other provisions applicable to the facilities, as now and hereafter in effect, (2) implement the terms of the drainage control plan required by the SMC, and (3) inform all future purchasers, successors and assigns of the existence of the drainage control facilities and other elements of the drainage control plan, the limitations of the drainage system, and of the requirement for the facilities' continued inspection and maintenance; and

The obligations of Grantor and each of Grantor's heirs, successors and assigns under this Memorandum of Drainage Control shall terminate when that person, sells, devises or transfers the Property, or his or her interest therein, unless the obligation arises out of a claim of negligence or intentional act of that person. Further, recording of this Memorandum of Drainage Control as required herein shall satisfy the obligations to inform under subsection (3) above.

The Grantor, on behalf of Grantor and Grantor's heirs, successors and assigns, hereby grants permission for authorized representatives of the City of Seattle to enter onto the Property for inspection, monitoring, correction or abatement of conditions related to the Property's drainage control plan, drainage control facilities, Chapters SMC 22.800 – 22.808 or any other SMC provision applicable to drainage control, as now and hereafter in effect; and

The Grantor, on behalf of Grantor and Grantor's heirs, successors and assigns, (1) agrees and acknowledges that the City is not responsible for the adequacy or performance of the drainage control plan or the drainage control facilities, (2) agrees to accept any and all risks of harm, loss, or damage related to the drainage control plan or the drainage control facilities and (3) hereby waives any right to assert any and all present and future claims against the City, whether known or unknown, for any harm, loss or damage occurring either on or off the Property, related to the drainage control plan, the drainage control facilities, or drainage or erosion on the Property, except only for such harm, damages and losses that directly result from the sole negligence of the City.

This Memorandum of Drainage Control shall be recorded in the real estate records of the Office of Records and Elections of King County, Washington. If any provision of this Memorandum is held invalid, the remainder of the Memorandum is not affected.

SIGNATURES, ACKNOWLEDGEMENTS AND NOTARY
INDIVIDUAL — attach more pages if needed

Date: _____

Owner/Grantor

Printed Name

Address

Address

State of Washington)
County of _____) ss

I certify that I know or have satisfactory evidence that

_____ is the person who appeared before me, and said person acknowledged that he/she signed this instrument and acknowledged it to be his/her free and voluntary act for the uses and purposes mentioned in the instrument.

Date: _____

NOTARY PUBLIC in and for the State of Washington

Residing at _____

My commission expires _____

PRINT NAME: _____

Notary Seal:

Date: _____

Owner/Grantor

Printed Name

Address

Address

State of Washington)
County of _____) ss

I certify that I know or have satisfactory evidence that

_____ is the person who appeared before me, and said person acknowledged that he/she signed this instrument and acknowledged it to be his/her free and voluntary act for the uses and purposes mentioned in the instrument.

Date: _____

NOTARY PUBLIC in and for the State of Washington

Residing at _____

My commission expires _____

PRINT NAME: _____

Notary Seal:

**CORPORATE OWNER. PARTNERSHIP OWNER. LIMITED LIABILITY COMPANY OWNER/OTHER
LEGAL ENTITY OWNER — attach more pages if needed**

Date _____

Owner/Grantor

Printed Name

Address

Address

By

Printed Name

Its

State of Washington)
) ss
County of _____)

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that he/she signed this instrument, on oath stated that he/she was authorized to execute the instrument and acknowledged it as the _____ (type of authority, e.g., partner, trustee, title of officer, personal representative, guardian, attorney in fact for a principal, etc.) of _____ (name of owner/entity on behalf of whom instrument was executed), to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Date: _____

NOTARY PUBLIC in and for the State of Washington

Residing at _____

My commission expires _____

PRINT NAME: _____

+Notary Seal:

Memorandum of Drainage Control

Exhibit A: On-site Stormwater Management Summary Sheet

This information is taken from the Drainage Control Plan approved as part of a building, site work or master use plan.

Project Information

Site Address 123 456th Ave.
 SDCI Project Number 6XXXXXX
 Project Type Parcel-Based

Total Site Area	5,000	sf
Total New plus Replaced Hard Surface Area	3,000	sf
Existing Hard Surface Area to Remain	0	sf
Total New and/or Replaced Lawn and Landscaping	1,000	sf
Undisturbed and protected site area	1,000	sf

Site Information

Approved Point of Stormwater Discharge Public Combined Sewer Main
 Drainage Basin Designated Receiving Water
 Approved Point of Wastewater Discharge Public Sanitary Sewer Main
 Approved Point of Sub-Surface Discharge Public Storm Drain Main
 Flow Control is required (See Exhibit B if required) No
 Flow Control Standard _____
 Water Quality Treatment is required (See Exhibit C if required) No
 Treatment Requirement(s) _____
 Structural Source Control is required (See Exhibit D if required) No

On-site Stormwater Management

Surface	Description	On-site BMP	<u>Contrib. Area (sf)</u>	<u>Facility Size (sf)</u>	<u>Facility Configuration</u>
1	Roof:West Roof	Infiltrating Bioretention	1000 sf	35 sf	Sloped sides 6 inch No Underdrain
2	Roof:East Roof	Vegetated Roof System	1000 sf	800 sf	4 inch Single-Course
3	Surface:Driveway	Permeable Pavement Surface	500 sf	500 sf	
4	Surface:Patio and Walkway	Sheet Flow Dispersion	500 sf	-	

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Exhibit B: Flow Control Summary Sheet

Flow Control (FC) Standards (Select all that apply)

- Wetland Protection Standard
- Pre-developed Forested Standard
- Pre-developed Pasture Standard
- Peak Control Standard

Flow Control BMPs used to meet FC Standards (Select all that apply)

- Detention Pond
- Detention Pipe
- Detention Vault
- Detention Cistern
- Other Detention Option (describe): _____
- Infiltration Trench
- Drywell
- Infiltrating Bioretention
- Permeable Pavement Facility
- Infiltration Basin
- Infiltration Chamber
- Full Dispersion
- Splashblock Downspout Dispersion
- Trench Downspout Dispersion
- Sheet Flow Dispersion
- Concentrated Flow Dispersion
- Rainwater Harvesting
- Vegetated Roof System
- Permeable Pavement Surface
- Non-infiltrating Bioretention
- Combined Detention and Wet Pond
- Combined Detention and Wet Vault
- Combined Detention and Stormwater Wetland
- Tree Planting and Retention

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Exhibit C: Water Quality Treatment Summary Sheet

Water Quality Treatment Requirement(s) (Select all that apply)

<input type="checkbox"/> Basic Treatment	<input type="checkbox"/> Enhanced Treatment
<input type="checkbox"/> Oil Control Treatment	<input type="checkbox"/> Phosphorus Treatment

WQ Treatment BMPs (Select all that apply)

<input type="checkbox"/> Basic Biofiltration Swale	<input type="checkbox"/> Splashblock Downspout Dispersion
<input type="checkbox"/> Wet Biofiltration Swale	<input type="checkbox"/> Trench Downspout Dispersion
<input type="checkbox"/> Continuous Inflow Biofiltration Swale	<input type="checkbox"/> Sheet Flow Dispersion
<input type="checkbox"/> Compost-amended Biofiltration Swale	<input type="checkbox"/> Concentrated Flow Dispersion
<input type="checkbox"/> Basic Filter Strip	<input type="checkbox"/> Permeable Pavement Surface
<input type="checkbox"/> Compost-amended Vegetated Filter Strip	<input type="checkbox"/> Non-infiltrating Bioretention
<input type="checkbox"/> Media Filter Drain	<input type="checkbox"/> Combined Detention and Wet Pond
<input type="checkbox"/> Basic or Large Sand Filter Basin	<input type="checkbox"/> Combined Detention and Wet Vault
<input type="checkbox"/> Sand Filter Vault	<input type="checkbox"/> Combined Detention and Stormwater Wetland
<input type="checkbox"/> Linear Sand Filter	<input type="checkbox"/> Bay Filter® (BaySaver Technologies, Inc.)
<input type="checkbox"/> Wet Ponds - Large or Basic	<input type="checkbox"/> MWSs - Linear Modular Wetland (Bio Clean Environmental Services, Inc.)
<input type="checkbox"/> Wet Vault	<input type="checkbox"/> Filterra ® System (CONTECH Engineered Solutions, LLC)
<input type="checkbox"/> Stormwater Treatment Wetland	<input type="checkbox"/> Filterra ® Bioscape (CONTECH Engineered Solutions, LLC)
<input type="checkbox"/> Oil/Water Separators - API Baffle Type	<input type="checkbox"/> Media Filtration System (CONTECH Engineered Solutions, LLC)
<input type="checkbox"/> Oil/Water Separators - Coalescing Plate	<input type="checkbox"/> StormFilter using PhosphoSorb Media (CONTECH Engineered Solutions, LLC)
<input type="checkbox"/> Infiltration Trench	<input type="checkbox"/> StormFilter using ZPG Media (CONTECH Engineered Solutions, LLC)
<input type="checkbox"/> Infiltrating Bioretention	<input type="checkbox"/> FloGard Perk Filter ® (Oldcastle Precast, Inc.)
<input type="checkbox"/> Permeable Pavement Facility	<input type="checkbox"/> ecoStorm plus (Watertectonics, Inc.)
<input type="checkbox"/> Infiltration Basin	<input type="checkbox"/> ecoStorm plus (Watertectonics, Inc.)
<input type="checkbox"/> Infiltration Chamber	
<input type="checkbox"/> Other (describe) _____	
<input type="checkbox"/> Other (describe) _____	

MEMORANDUM OF DRAINAGE CONTROL

Exhibit D: Structural Source Control Summary Sheet

Applies to the implementation of structural control BMPs for all businesses and public agencies with specific pollution-generating activities per SMC. Note: Additional stormwater source control BMPs may be required by the SMC or other legal authority.

Pollutant Structural Source Control Activities (Select all that are expected to apply)

The numbers in parentheses refer to the structural source control facilities (below) that typically apply to the activity.

<input type="checkbox"/> BMP 4: Proper Storage of Solid Waste (3, 4)	<input type="checkbox"/> BMP 21: Manufacturing Activities (1, 7)
<input type="checkbox"/> BMP 8: Cleaning or Washing of Vehicles and Equipment (1, 4, 7)	<input type="checkbox"/> BMP 22: Storage or Transfer of Leachable or Erodible Materials (1, 3, 5, 7)
<input type="checkbox"/> BMP 9: Loading and Unloading of Liquid or Solid Material (3)	<input type="checkbox"/> BMP 24: Recycling, Wrecking Yard, and Scrap Yard Operations (1, 3)
<input type="checkbox"/> BMP 10: Fueling at Dedicated Stations (1, 2, 3, 5, 6, 8)	<input type="checkbox"/> BMP 25: Portable Container Storage (1, 2, 5)
<input type="checkbox"/> BMP 11: Maintenance and Repair of Vehicles and Equipment (1, 2, 5)	<input type="checkbox"/> BMP 26: Storage of Liquids in Aboveground Tanks (2, 3, 7, 8)
<input type="checkbox"/> BMP 13: Concrete and Asphalt Mixing and Production (1, 3, 7)	<input type="checkbox"/> BMP 27: Lot Maintenance and Storage (8)
<input type="checkbox"/> BMP 15: Manufacturing and Post-processing of Metal Products (1, 7)	<input type="checkbox"/> BMP 35: Deicing and Anti-icing Operations for Airports and Streets (2, 7)
<input type="checkbox"/> BMP 16: Processing and Storage of Treated Wood (1, 2, 3)	<input type="checkbox"/> BMP 37: Maintenance and Operation of Railroad Yards (7, 8)
<input type="checkbox"/> BMP 17: Commercial Composting (7)	

Pollutant Structural Source Control Facilities (Select all that are expected to apply)

<input type="checkbox"/> 1. Cover (Roof, Awning, Canopy, Enclosure)	<input type="checkbox"/> 2. Containment Pad
<input type="checkbox"/> 3. Stormwater Exclusion/Diversion Controls - Berms, Dikes, Curbing	<input type="checkbox"/> 4. Wash Pad
<input type="checkbox"/> 5. Pave and Slope towards Approved Drain	<input type="checkbox"/> 6. Fixed Fueling Pad
<input type="checkbox"/> 7. Connect Drains to Sanitary, Treatment, or Blind Sump	<input type="checkbox"/> 8. Oil Removal System
<input type="checkbox"/> 9. Other (describe) _____	