Planning and Community Development
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Stormwater Pollution Prevention Plan (SWPPP)
SUBMITTAL CHECKLIST

This form is for projects equal to or greater than 2,000 square feet of new and/or replaced hard surfaces or 7,000 square feet of land disturbances, and do not have previously approved drainage plans. See the 2019 Stormwater Management Manual for Western Washington for additional guidance and Best Management Practices (BMP) examples and illustrations.

1: SWPPP Plan

Using your site plan, mark and label the location where each BMP, as indicated in item 3 below, will be placed on your project site. Name the updated site plan **SWPPP Plan.**

2: Describe the key considerations for stormwater management during project construction.

Please identify streams, wetlands, roads, steep slopes, etc., adjacent to your project that may be impacted by rain runoff from your project.

- Does water from uphill of your project site run onto your project site? ☐Yes ☐ No
  If yes, describe: _____
- If water runs off your project site, will it flow into a wetland, stream, the lake, or down a steep slope? ☐Yes ☐ No
  If yes, list the name and/or type of water and the approximate distance to that water body or steep slope from your project site: _____

3: 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 those most commonly used. ***Select at least one item for each Element:***

- Element 1. Preserve vegetation/mark clearing limits:

Before beginning any activities, clearly mark all clearing limits, sensitive areas/buffers, and trees to be preserved within the construction area. Retain the duff layer, native topsoil, and natural vegetation in an undisturbed state to the maximum degree practicable.

☐ BMP C101: Preserving Natural Vegetation
☐ BMP C102: Buffer Zones
☐ BMP C103: High-Visibility Plastic or Metal Fence
☐ BMP C233: Silt Fence
☐ Not applicable to my proposed project. Explain: _____

- Element 2. Establish construction access:

Vehicles must not track dirt or debris onto the roadway. If this happens, the roadway must be cleaned thoroughly and immediately.

☐ BMP C105: Stabilized Construction Entrance/Exit
☐ BMP C107: Construction Road/Parking Area Stabilization
☐ Not applicable to my proposed project Explain: _____

- Element 3. Control flow rates:

Construct stormwater infiltration or detention BMPs as one of the first steps in grading. If permanent infiltration BMPs are used for temporary flow control during construction, protect these BMPs from siltation during the construction phase.

☐ BMP C203: Water Bars

☐ BMP C207: Check Dams

☐ BMP C209: Outlet Protection

☐ Not applicable to my proposed project. Explain: _____

- Element 4. Install sediment controls:

Minimize sediment discharges from the site.

☐ BMP C231: Brush Barrier

☐ BMP C232: Gravel Filter Berm

☐ BMP C233: Silt Fence

☐ BMP C234: Vegetated Strip

☐ BMP C235: Wattles

☐ BMP C240: Sediment Trap

☐ Not applicable to my proposed project. Explain: _____

- Element 5. Stabilize soils:

Minimize the amount of soil exposed, disturbance of steep slopes, soil compaction during construction activity and preserve topsoil. To prevent erosion, soils must not remain exposed and unworked for more than the following periods: During the dry season (May 1 - September 30): 7 days; during the wet season (October 1 - April 30): 2 days. Stabilize soil stockpiles from erosion, protect them with sediment trapping measures, and, where possible, locate them away from storm drain inlets, waterways, and drainage channels.

☐ 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 C130: Surface Roughening

☐ BMP C131: Gradient Terraces

☐ Not applicable to my proposed project. Explain: _____

- Element 6. Protect slopes:

Design and construct cut-and-fill slopes in a manner to minimize erosion. Divert off-site stormwater (run-on) or groundwater away from slopes and disturbed areas with interceptor dikes, pipes and/or swales. Place excavated material on the uphill side of trenches, consistent with safety and space considerations. Place check dams at regular intervals within constructed channels cut down a slope.

☐ 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

☐ Not applicable to my proposed project. Explain: _____

- Element 7. Protect drain inlets:

Protect all storm drain inlets so that stormwater runoff does not enter the conveyance system without first being filtered or treated to remove sediment. Clean or remove and replace inlet protection devices when sediment has filled one-third of the available storage.

☐ BMP C220: Storm Drain Inlet Protection

☐ Not applicable to my proposed project. Explain: _____

- Element 8. Stabilize channels and outlets:

Design, construct, and stabilize all on-site conveyance channels. Provide stabilization, including adequate armoring material, to prevent erosion of outlets, adjacent stream banks, slopes, and downstream reaches at the outlets of all conveyance systems.

☐ BMP C122: Nets and Blankets

☐ BMP C202: Channel Lining

☐ BMP C207: Check Dams

☐ BMP C209: Outlet Protection

☐ Not applicable to my proposed project. Explain: _____

- Element 9. Control pollutants:

Handle and dispose of all pollutants, including waste materials and demolition debris that occur on site in a manner that does not cause contamination of stormwater. Provide cover, containment, and protection from vandalism for all chemicals, liquid products, petroleum products, and other materials that potentially threaten human health or the environment. Clean contaminated surfaces immediately following any spill incident.

☐ BMP C151: Concrete Handling

☐ BMP C152: Sawcutting and Surfacing Pollution Prevention

☐ BMP C153: Material Delivery, Storage, and Containment

☐ Not applicable to my proposed project. Explain: _____

- Element 10. Control dewatering:

Do not route clean dewatering water through stormwater sediment BMPs. Other dewatering treatment or disposal options may include infiltration or dispersal over a vegetated path of at least 25'.

☐ BMP C236: Vegetative Filtration

☐ Not applicable to my proposed project Explain: No dewatering of the site is anticipated.

- Element 11. Maintain BMPs:

Maintain and repair all temporary and permanent erosion and sediment control BMPs as needed to assure continued performance of their intended function under BMP specifications. Remove all temporary erosion and sediment control BMPs within 30 days after achieving final site stabilization or after the temporary BMPs are no longer needed.

☐ BMP C150: Materials On Hand

☐ Not applicable to my proposed project. Explain: _____

- Element 12. Manage the project:

Inspect, maintain, and repair all BMPs as needed to assure continued performance of their intended function.

☐ The SWPP will always be implemented. The applicable erosion control BMPs shall be implemented in the following sequence:

a. Mark clearing limits.
b. Install stabilized construction entrance.
c. Install protection for existing draining systems and permanent drain inlets.
d. Establish staging areas for storage and handling of polluted materials and BMPs.
e. Install sediment control BMPs.
f. Grade and install stabilization measures for disturbed areas.
g. Maintain BMPs until site stabilization; only after stabilization has been obtained may they be removed.

- Element 13. Protect on-site stormwater management BMPs for runoff from roofs and other hard surfaces:

On-site stormwater management BMPs used for runoff from roofs and other hard surfaces include: full dispersion, roof downspout complete infiltration or dispersion systems, perforated stub out connections, rain gardens, bioretention systems, permeable pavement, sheet flow dispersion, and concentrated flow dispersion. Areas on site to be used for BMPs shall be protected from siltation and compaction during construction by sequencing the construction in a fashion to install BMPs and the latter part of grading operations, by excluding equipment from the BMPs and associated areas.

☐ 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
☐ Not applicable to my proposed project Explain: _____