



CONSTRUCTION PLAN SUBMITTAL CHECKLIST

All materials must comply with City of Lake Stevens Engineering Design and Development Standards (EDDS), City of Lake Stevens Municipal Code (LSMC), the most recently adopted version of the Department of Ecology's Stormwater Management Manual for Western Washington (SWMM), and the Low Impact Development Technical Guidance Manual for Puget Sound (LID). Any deviations shall include a separate application for a deviation request (permit) and applicable fees.

Required Submittal Items

- 1.) A completed [Type I application](#) per Table [LSMC 14.16A-II](#)
- 2.) Hearing Examiner's Decision and/or other administrative decision with conditions
- 3.) SEPA Checklist and DNS (Determination of Non-Significance); if a previous SEPA decision was issued, please include a copy (Any project including >100 cubic yards of grading requires SEPA review.)
- 4.) Final Critical Areas Study and/or Mitigation Plan per [LSMC 14.88](#)
- 5.) Approved ROW (Right of Way) dedication, frontage improvements, and setbacks (e.g., sidewalks, planter strips, power lines, etc.)
- 6.) Final Stormwater/Drainage Report per [LSMC 11.06](#)
- 7.) Geotechnical Report
- 8.) Traffic Mitigation Worksheet or Traffic Impact Analysis (as applicable)
- 9.) Intake Fee (See current Fee Schedule or contact Planning Department: 425-622-9400)

Once your online submittal is accepted, you will be invoiced

- Residential 1-9 lots
- Residential 10+ lots
- Commercial/Non-residential
- Additional Reviews

Required Construction Plan Items, [LSMC 14.16A.130](#)

- 1.) Construction Plan Review Application and Construction Plan Submittal Checklist
- 2.) Complete construction plans that include, at a minimum, a Cover Sheet, Clearing and Grading Plan, SWPPP, Drainage Plan, Signage and Striping Plan, Sanitary Sewer and Water Plans (approved by purveyor), Roads and Transportation Plans, Landscape Plan, and Construction Notes

- 3.) Phasing Schedule (as applicable)
- 4.) Revised Stormwater/Drainage Report (as applicable)
- 5.) Revised Geotechnical Report (as applicable)
- 6.) Final Critical Areas Study and/or Mitigation Plan (as applicable)
- 7.) Traffic Mitigation Worksheet or Traffic Study (as applicable and not previously approved)
- 8.) Estimates for Financial Securities (bonds) per LSMC 14.16A.180 are to be approved by staff before submitting the security mechanisms (performance bonds)
- 9.) Performance Security for frontage improvements and erosion control (TESC), [LSMC 14.16A.130\(5\)](#)
- 10.) Maintenance Security for Stormwater Facility (ies) and Road improvements, etc. per LSMC 14.16A.130(e)
- 11.) Performance Critical Areas Security (e.g., Performance and Maintenance & Monitoring)
- 12.) Other materials required by the Public Works Director or Planning Director

Minimum Requirements for Plans

- 1.) Sheet size shall be 24-inches x 36-inches unless otherwise requested
- 2.) Construction plans shall be drawn to common engineering scale not more than 1-inch = 20 feet or less than 1-inch = 50 feet
- 3.) The vertical to the horizontal scale shall be 1V:10H

Cover Sheet Requirements and Approvals Required

- 1.) Provide a preliminary plat map that complies with requirements outlined in the “Master Permit Application for Land Use Development Submittal Checklist”
- 2.) Provide a Vicinity Map with north arrow and scale
- 3.) Provide name, address and phone number of applicant or developer, engineer, architect, contractor(s), etc.
- 4.) Provide Section, Township, Range, Tax Account Number(s), and Legal Descriptions of existing and proposed lots and adjacent properties
- 5.) Provide a Sheet Index
- 6.) Provide a horizontal and vertical datum or basis for elevation and the benchmark used for elevation control (NAD 83 and NAVD 88 datum only)
- 7.) Provide title block containing the name, address and telephone number of the applicant(s) and all owners
- 8.) Provide title blocks on the right margin, including engineering firm, land surveyor Page 2 of 8 Page 3 of 8 project name, sheet title, and numbering (sheet X of X)
- 9.) Project title and City Project Number
- 10.) Professional engineer's seal, signature, date of signature, and expiration date (final plans only)

- 11.) Acknowledgement block for City Engineer (attached) located in lower right corner
- 12.) Approval block for Fire Marshal on Water Plans or other applicable plans
- 13.) Approval block for Postmaster on applicable plans
- 14.) Approved sewer plans from the Lake Stevens Sewer District
- 15.) Approved water plans from Snohomish County PUD
- 16.) For each standard detail in the engineered construction drawings plan set, include the corresponding city of Lake Stevens Standard Detail number from the EDDS, Subarea Plan or other source. When possible, correlate the standard detail number to the plan view sheets
- 17.) All details, cross-sections, and profiles must be labeled, identify scale and reference a source or corresponding EDDS detail and reference corresponding plan sheets.
- 18.) Roads and general lot layout must conform to the approved preliminary plat map or approved site plan
- 19.) Construction Plans must comply with the Hearing Examiners Decision or Notice of Preliminary Approval
- 20.) Notes and specifications must be provided, in their entirety, directly from EDDS, WSDOT Standard Specifications, manufacturer specifications, LID specifications, and materials specifications. At a minimum, plan sets must contain the following EDDS notes:
 - General Notes
 - Storm Drainage Notes
 - Site Grading & TESCP Notes
 - Temporary Gravel Construction Entrance Notes
 - Hydro-seeding General Notes
 - Biofilter Swale Planting Notes
 - Standpipe & Sedimentation Pond Maintenance Notes
 - Maintenance of Silt Barrier Notes
 - Construction sequence and schedule
- 21.) Note on all sheets: "The Contractor shall verify the location of all existing utilities prior to any construction. Agencies involved shall be notified within a reasonable time prior to the start of construction." Provide a prominent note "Call 1-800-424-5555 Before You Dig"
- 22.) Complete legend for line types, hatches, and symbols on ALL plans and profiles

Topographic Information

- 1.) Show onsite benchmark locations and provide descriptions
- 2.) Existing contours are to be shown, as dashed lines, at a minimum of 5-foot intervals. Also, show enough topographic details offsite to resolve questions of slope, setbacks, drainage, etc.

- 3.) Proposed contours are to be shown, as solid lines, at the same intervals as existing contours. Spot elevations may be required to illustrate adequate drainage on flat sites
- 4.) All property lines are to be shown with bearings, distances, and ties to controlling corners or subdivision corners
- 5.) Show location, size and type of any existing or proposed structures, impervious areas, drainage facilities, wells, drain fields, drain field reserve areas, roads, pavement, striping, signs, easements, setbacks, and utilities on the site. Clearly differentiate between proposed and existing elements
- 6.) Property lines are to be shown with bearings, distances, and ties to controlling corners or subdivision corners. Show existing and proposed drainage pattern(s), storm drainage and LID facilities (e. g. ditch lines, culverts, catch basins, French drains, surface drainage or sheet flow arrows). Clearly differentiate between proposed and existing
- 7.) Show locations of all property boundaries and easements onsite and within 50 feet of site boundaries
- 8.) Show locations of critical areas, including fish and wildlife conservation areas, frequently flooded areas, geologically hazardous areas and wetlands onsite and within 150 feet of the site boundaries
- 9.) Show locations of all setbacks and buffers from critical areas, property lines, structures, and utilities
- 10.) Show locations of all existing and proposed native growth protection areas (NGPAs) or native growth easements (NGPAEs) on the site
- 11.) Show locations of all significant trees and vegetation to be retained with appropriate tree protection areas demarcated
- 12.) Show locations of existing and proposed structures and improvements on the subject property, including:
 - Driveways
 - Parking areas
 - Parking spaces (dimensioned)
 - Solid waste facility (dimensioned)
 - Landscape/retaining walls
 - Fences
 - Mechanical equipment
- 13.) Show boundaries or limits of site disturbance, clearing, and grading
- 14.) Show existing wells, drain fields and drain field reserve areas located within the distances of concern
- 15.) Show locations and types of all existing and proposed water quality and source control Best Management Practices (BMPs)

- 16.) Show location and type of existing and proposed water quality control facilities or measures such as detention ponds, rain gardens, roof gardens or other BMPs. Provide high water elevations for the design of infiltration systems, if any
- 17.) Grading setback details are to include 1/2 height of fill, 1/5 height of cut, and 2 feet minimum

Grading Plan

- 1.) Provide cut volumes and fill volumes in cubic yards.
- 2.) Depict locations considered for cut and fill calculations.
- 3.) Provide finished floor elevations, if applicable.
- 4.) Provide lot areas, if applicable.

Construction Stormwater Pollution Prevention (SWPPP)

The SWPPP will comply with all criteria outlined in Vol. 1, Ch. 32 of the Stormwater Management Manual (SWMM). For Low-Impact Development (LID) developments, the SWPPP will also comply with the LID Manual.

- 1.) Address all 12 Elements of the SWPPP
- 2.) Show location and type of proposed measures (BMPs) for Temporary Erosion and Sedimentation Control (TESC) or SWPPP as contained in Vol. 2 of the Dept. of Ecology (DOE) Stormwater Management Manual for Western Washington
- 3.) Provide details and notes for erosion control
- 4.) Reference all applicable BMP numbers
- 5.) Show locations of temporary stockpiles
- 6.) Show all construction BMPs and reference or provide standard detail.
- 7.) Show construction site access
- 8.) Show flow arrows or paths for stormwater control during construction
- 9.) Show drain inlet protections
- 10.) Show how soils, slopes, channels and outlets will be stabilized
- 11.) Control sources of pollution
- 12.) Control dewatering (sites requiring dewatering will need to develop a dewatering plan)

Drainage / Stormwater Plan

The Drainage Plan and stormwater design will comply with Section 5 of the EDDS, Title 11 of the LSMC, the SWMMWW and the LID Manual.

- 1.) Provide spot elevations/flow arrows/contours for stormwater flow at post-development construction

- 2.) Convey or control water from proposed and existing roads and/or adjacent properties
- 3.) Show locations of emergency overflows and bypasses. / Show roof drains and yard drains
- 4.) Provide a 15' minimum drainage easement for open channel storm drainage facilities and closed storm drainage facilities
- 5.) Provide a 15' minimum building setback line from the top of the bank of a defined channel. / Provide a 10' minimum building setback for closed drainage systems
- 6.) If a drainage easement is to run along a lot line within a subdivision, the easement may straddle the lot line provided the drainage facilities can be located entirely along one lot
- 7.) Access is to be provided for inspection and maintenance purposes for drainage structures that are to be located within an easement
- 8.) No storm sewer pipe within a drainage easement shall have its centerline closer than 5' to a rear or side property line
- 9.) Minimum storm sewer pipe diameter in right of way and between catch basins and/or manholes shall be 12"
- 10.) 24" pipe cover is preferred for storm drain systems. Alternative pipe material and City approval will be required for pipes with less than 24" of cover
- 11.) Show all sizes, pipe materials and structures
- 12.) Show direction of pipe flow
- 13.) Show pipe's invert, slope, length, type, and catch basin grate's elevation on plan view
- 14.) Show existing and proposed storm drainage system profile(s) with pipe size, slope, catch basin type, location, station, rim and invert elevations
- 15.) Provide energy dissipation at outfalls
- 16.) STORMWATER SITE PLAN (DRAINAGE REPORT) The Stormwater Site Plan shall comply with Volume 1 of the SWMM. The City REQUIRES the use of their Stormwater Site Plan Template

The Stormwater Site Plan will be submitted in the following format per the most current DOE manual adopted by the City:

- 1.) Section 1 Project Overview – Provide a project description, pertinent details, and proposed land uses
- 2.) Section 2 Existing Conditions Summary – Address subject matter outlined in Volume 1, Chapter 3.1.1 in the SWMMWW. Provide a figure that illustrates the subject matter
- 3.) Section 3 Offsite Analysis Report – Address subject matter outlined in Volume 1, Chapter 3.1.3 in the SWMMWW. Provide a figure that illustrates the subject matter

- 4.) Section 4 Minimum Requirements – Address all applicable Minimum Requirements in Volume 1, Chapter 2 of the SWMMWW. Show how you arrived at the requirements by including Figure 2.2 or 2.3
- 5.) Section 5 Stormwater Control Plan – Address subject matter outlined in Volume 1, Chapter 3.1.5 in the SWMM. Discuss the following information:
 - Existing Site Hydrology
 - Developed Site Hydrology
 - Treatment and Flow Control Needed
 - Performance Standards and Goals per Volume 1, Chapter 4 of the SWMMWW for BMP and Facility Selection Process. Include Figure 4.1 from the SWMM showing your selection process.
 - Flow Control System
 - Water Quality System
 - Conveyance System Analysis
- 6.) Section 6 Stormwater Pollution Prevention Plan – Address all 12 Elements outlined in Volume 1, Chapter 3.1.6 and Volume 1, Chapter 2 of the SWMMWW
- 7.) Section 7 Special Reports and Studies – Address subject matter outlined in Volume 1, Chapter 3.1.7 in the SWMMWW
- 8.) Section 8 Other Permits – Address subject matter outlined in Volume 1, Chapter 3.1.7 in the SWMMWW
- 9.) Section 9 Operations and Maintenance Manual - Address subject matter outlined in Volume 1, Chapter 3.1.7 in the SWMMWW
- 10.) Hydrologic Analysis and Flow Control Design shall be analyzed using the most recent version of the Western Washington Hydrology Model
- 11.) Include all computer-generated reports, sources, references, tables, graphs, aerials, maps, and calculations used for all design and analysis in appendices

Roads and Transportation Plan

Road and transportation design shall comply with EDDS and Title 14 of the LSMC.

- 1.) Travel and parking lane(s) must be labeled on the roadway sections
- 2.) Provide typical roadway sections; identify street names and classifications
- 3.) Provide road alignment with 100-foot stationing and stationing at points of curve (PCs) and points of tangency (PTs) with bearing and distances on centerlines
- 4.) Provide right of way lines and widths for existing and proposed roads and intersecting roads
- 5.) Provide channelization plan and match or tie into existing channelization
- 6.) Provide a signalization plan
- 7.) Provide street Illumination if applicable; PUD submittal may be required

- 8.) Provide curve data with radius, delta, arc length, and tangent distance for all curves.
These may be shown on a curve table.
- 9.) Show details for frontage improvements and overlays
- 10.) Show limits of existing and proposed paving including grinds and overlays
- 11.) All new residential access streets shall have traffic calming devices
- 12.) Provide mailbox location and detail with local Postmaster approval
- 13.) Rock facings over 4' in height are to be designed by a Geotechnical Engineer and are subject to approval by the Public Works Director or Designee
- 14.) Minimum road grade is to be 0.5%
- 15.) Grades are to be shown to the third decimal place and as a percentage
- 16.) Vertical curves are to show elevations and stations of vertical points of intersection (PIs), PC(s), PT(s), sag (low point) and crest (high point)
- 17.) Super elevation criteria/data is required to be shown for all roads greater than 25 MPH design speed
- 18.) Include sight distance triangles at each roadway intersection. EDDS provide design standards for the sight distance triangles