



# Grading Permit Application

Planning & Development Services · 1800 Continental Place · Mount Vernon WA 98273  
 Voice 360-416-1320 · Inspections 360-416-1330 · www.skagitcounty.net/planning

Application #:
Date:

Owner Name: \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_

**APP PDS THE FOLLOWING MUST BE APPROVED BEFORE YOU APPLY FOR YOUR BUILDING PERMIT APPLICATION:**

		1. Lot Certification	<input type="checkbox"/> Approved and recorded under auditor # _____; OR <input type="checkbox"/> Approved, Lot Certification or RUE, file # _____ (recording fee will be applied)
		2. Critical Areas Review	<input type="checkbox"/> Project area approval letter, PL#: _____; OR <input type="checkbox"/> Protected Critical Area site plan, auditor # _____; OR <input type="checkbox"/> Completed with plat, PL#: _____, OR <input type="checkbox"/> Done with File # _____
		3. Shoreline	<input type="checkbox"/> Not required, project not in Shoreline Jurisdiction (map available at Permit Center); OR <input type="checkbox"/> Shoreline jurisdiction, meets <u>Shoreline Management Master Program</u> requirements; OR <input type="checkbox"/> Shoreline permit #: _____
		4. Access	<input type="checkbox"/> Access to existing private road: _____; OR <input type="checkbox"/> Access easement auditor # : _____; OR <input type="checkbox"/> Access to state highway, WSDOT permit attached; OR <input type="checkbox"/> Access permit file # _____; OR <input type="checkbox"/> Not required, access point unchanged since March 1 <sup>st</sup> , 1978; OR

**APP PDS COMPLETE THE FOLLOWING ITEMS AND ATTACH THEM TO YOUR APPLICATION:**

		5. Title Notices	<input type="checkbox"/> Required (attach title notice worksheet and applicable title notices)
		6. Floodplain Application	<input type="checkbox"/> Not required, not in Flood Hazard Area, Panel #: _____ Zone: _____; OR <input type="checkbox"/> In Flood Hazard Area, Panel #: _____ Zone: _____ BFE/Depth: _____ Velocity: _____; OR <input type="checkbox"/> Floodway (attach no-rise study if in Floodway)
		7. Impervious/Hard Surface Worksheet	<input type="checkbox"/> Required, attached.
		8. Construction Stormwater Pollution Prevention Plan (Construction SWPPP)	<input type="checkbox"/> Required, attached. <input type="checkbox"/> Deferring submittal. Projects that require coverage under the Ecology Construction General NPDES Permit (clearing, grading, and excavating activities that disturb one or more acres) may defer submittal. The Construction SWPPP must be submitted prior to permit issuance, and deferred submittal may delay your permit approval.
		9. Site Plan	<input type="checkbox"/> Required (attach 2 copies of your site plan)
		10. Cross Section Plan	<input type="checkbox"/> Required (attach 2 copies of showing dimensions of original and proposed grading; see sample drawing in packet)
		11. State Environmental Policy Act (SEPA) Checklist	<input type="checkbox"/> Required if project is >500 cubic yards OR if any work on land covered by water
		12. Fees	<input type="checkbox"/> Plan check fee (remaining fees will be collected at permit issuance)



# Grading Project Details Sheet

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Application #:
Date:

Property Owner			
Contact		Phone	Email
Parcel No(s)	Site Address		
Grading Type	<input type="checkbox"/> Residential Site Grading <input type="checkbox"/> Road Construction <input type="checkbox"/> Commercial Site Grading <input type="checkbox"/> Other: _____		
Purpose of Work			
Is grading related to another project?	<input type="checkbox"/> Yes, File #(s)		<input type="checkbox"/> No
Is the lot vacant?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you own adjoining land?	<input type="checkbox"/> Yes, Parcel(s): <input type="checkbox"/> No

### Grading Information

Proposed fill	cu yds	Proposed excavation	cu yds
Disturbed area amount	sq ft	Proposed clearing/grubbing	<input type="checkbox"/> Yes <input type="checkbox"/> No
Proposed tree removal	<input type="checkbox"/> Yes <input type="checkbox"/> No	Where will excavated material go?	

### Staff Use Only:

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### Background

A grading permit may be necessary whenever grading (any excavation or filling) is being done in Skagit County. Appendix J of the International Building Code sets forth rules and regulations to control excavation, grading and earthwork construction including fills and embankments, establishes the administrative procedure for issuance of permits and provides for approval of plans and inspection of grading construction. The following information is required for all applications. Use the attached checklist to determine if your application is complete. This checklist outlines a minimum amount of information needed for review of your application. Additional information, which may be required, can substantially reduce review time.

### Flood Hazard Area

Fill and grading is restricted in specific flood risk zones and areas of flood hazard. Engineering analysis may be required to determine impact on flood flows (water displacement). See Skagit County Code Title 14.34 - Flood Damage Prevention for details.

### Fill to Support a Structure

If the fill is intended to support a structure, you must submit construction details/plans of fill placement including type of materials, depth differences and expected bearing and lateral capacity after completion. Special inspection/compaction report from a qualified agency will be required at the time of building permit application. If the fill or grading is expected to be placed/excavated adjacent to an existing or proposed structure, an engineer's design illustrating that the building or structure is capable of withstanding additional loads is required.

### Tree removal and Forest Practices

Fill and grading activities are commonly associated with even minor logging activities. Individuals wishing to remove trees from their property should first check with the Department of Natural Resources (DNR) at (360) 856-3500 to determine if a Forest Practice Application (FPA) is required. If an FPA is needed, and if future plans include a single-family residence or some other type of development approval (such as a short plat, subdivision or Special Use Permit), then Skagit County's permit requirements must be applied as part of the FPA.

### Forest Practice Conversions

Permit requirements include fill and grading activities commonly associated with the early stages of development, Forest Practice Application (FPA) form to the DNR, (not the County). If future plans for the site include conversion for future development, a SEPA (State Environmental Policy Act) checklist must also be filed with the FPA. DNR has its own fee schedule.



# Contact Information & Signature Form

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Application #:
Date:

An application will not be accepted without this form. By signing this form, the undersigned certifies that the statements, answers, and information both on this form and the remainder of this permit application are true and correct to the best of his or her knowledge and belief.

## Property Owner

Name \_\_\_\_\_ Parcel(s) \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ Phone \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_ Email \_\_\_\_\_

## Contractor Same as property owner

Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ Email \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_ License # \_\_\_\_\_ Expires \_\_\_\_\_

## Contact Same as property owner Same as contractor

Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ Email \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_ License # \_\_\_\_\_ Expires \_\_\_\_\_

## Financing<sup>1</sup> None Lender below is providing construction financing Firm below has issued payment bond

Name \_\_\_\_\_ Mailing Address \_\_\_\_\_  
 Phone \_\_\_\_\_ City, State, Zip \_\_\_\_\_

- I am the owner of the subject property and I grant permission to field staff to enter the site to verify the presence or absence of critical areas and perform inspections of work proposed by this application; OR
- I have the consent of the owners of the subject property and have attached Agent Authorization Form(s) (SCC 14.06.090); OR
- This is a fire suppression permit, mechanical/plumbing permit, water review, or pre-development/pre-app meeting request; the property owner's authorization is not required.

Signature(s): \_\_\_\_\_

Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

<sup>1</sup> Required by RCW 19.27.095(2)(d) for building permit applications.  
Grading Permit Application



# Agent Authorization Form

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Application #:
Date:

Use this form to authorize someone other than the property owner to apply for permits.

## Project Site

Property Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

## Authorization Statement

I/we, as the owners of the property identified above, authorize \_\_\_\_\_ to act as agent to submit applications, receive correspondence regarding the application, and sign title notices on my/our behalf.

I/we grant permission to field staff to enter the site to verify the presence or absence of critical areas and perform inspections of work proposed by this application.

## Property Owner Signature(s)

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

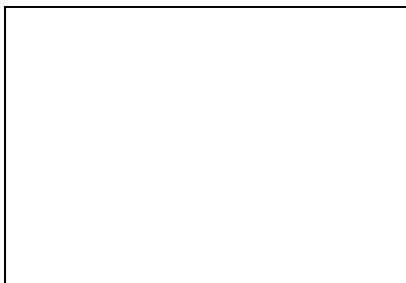
Company: \_\_\_\_\_

Date: \_\_\_\_\_

## Notarization

I certify that I know or have satisfactory evidence that \_\_\_\_\_ is/are the person(s) who appeared before me, and said person(s) 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.

Dated: \_\_\_\_\_



(Notary seal or stamp above)

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Printed Name of Notary Public

My appointment expires \_\_\_\_\_



# Title Notice Worksheet

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Application #:
Date:

This page describes title notice requirements. Use Skagit County's iMap tool to determine the zones applicable to your parcel ([www.skagitcounty.net/maps/imap](http://www.skagitcounty.net/maps/imap)). Complete your title notices and submit them with this worksheet and your building permit application. PDS will notarize and record your documents

## 1. Accessory Dwelling Unit (ADU)

- Are you proposing a new or modified ADU?
- No. Nothing further required. Go to question 2.
  - Yes. Complete and attach the ADU title notice.

## 2. Airport Environs Overlay (AEO)

- Q1.** Is your parcel within the Airport Environs Overlay?<sup>2</sup>
- No. Nothing further required. Go to question 3.
  - Yes. Which Airport Compatibility Zone (ACZ) is your parcel in?
    - ACZ 1. No recordings are required. Go to **Q2**.
    - ACZ 2-6. You must record certain title notices with the County Auditor. The Port of Skagit County will assist you with these notices and pay for the recordings. Call the Port at 360-757-0011 to schedule an appointment at the Port Administration Office. Provide the Auditor's File Number(s) for the documents that they record:

\_\_\_\_\_

- Q2.** If your project is anywhere in the AEO, does your proposed building height impede the contours shown on the AEO FAA Aeronautical Review Map?
- No. Nothing further required. Go to question 3.
  - Yes. Submit a Notice of Proposed Construction or Alteration (FAA Form 7460-1) to the FAA at least 45 days before the proposed start date of the proposed construction or alteration, and attach proof of your form submission (e.g., an email receipt)

## 3. Pipeline Safety

- Is your project area wholly or partially within 100 feet of any hazardous liquid or natural gas transmission pipeline as depicted on the Skagit County's pipeline map?<sup>3</sup>
- No. Nothing further required. Go to question 4.
  - Yes. Choose one:
    - Provide the Auditor's File Number of the document already recorded: \_\_\_\_\_; or
    - Complete and attach the Pipeline Safety title notice.

## 4. Special Flood Hazard Areas (SFHA)

- Is any part of your property within SFHA?
- No. Nothing further required. Go to question 5.
  - Yes. Choose one:
    - Provide the Auditor's File Number of the document already recorded: \_\_\_\_\_; or
    - Complete and attach the SFHA title notice.

## 5. Natural Resource Lands (NRL)

- Q1.** Are you proposing a new primary residence on land zoned Agricultural—Natural Resource Land (Ag-NRL)?
- No. Go to question **Q2**.
  - Yes. Is your parcel size greater than 1 acre?
    - No. Nothing further required. Go to question **Q2**.
    - Yes. You must demonstrate three years of income from **your own** commercial agricultural production on the parcel averaging at least \$100 per acre per year for the last three years.<sup>1</sup> And complete the **Accessory to Agriculture Production Affidavit** and a **Notice of Development Activity on Designated Agricultural Land**.

- Q2.** Is your parcel **outside of and immediately adjacent** to Secondary Forest, Rural Resource, or Natural Resource Industrial?

- No. Nothing further required. Go to question **Q3**.
- Yes. Is the proposed structure **within 200 feet** of Secondary Forest, Rural Resource, or Natural Resource Industrial?
  - No. Nothing further required. Go to question **Q3**.
  - Yes. Choose one:
    - Provide the Auditor's File Number of the document already recorded: \_\_\_\_\_; or
    - Complete and attach the 200' Waiver title notice.

- Q3.** Is your parcel **outside of and immediately adjacent** to Industrial Forest or Agriculture?

- No. Nothing further required.
- Yes. Is your proposed structure **within 200 feet** of Industrial Forest or Agriculture?
  - No. Nothing further required.
  - Yes. Choose one:
    - Provide the Auditor's File Number of the document already recorded: \_\_\_\_\_; or
    - Complete and attach the 200' Waiver title notice and;
      - Obtain adjacent landowner's approval; or
      - Obtain an Administrative Determination to reduce the setback by submitting a statement to PDS indicating that you were unable to obtain landowner's approval and the reasons why including dates and methods of contact.

<sup>1</sup> AOI August 25, 2009, revised May 14, 2010. Rental income is not considered agricultural income.

<sup>2</sup> SCC 14.16.210

<sup>3</sup> SCC 14.16.835



# Stormwater Review Worksheet

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 Reception 360-416-1320 · [pds@co.skagit.wa.us](mailto:pds@co.skagit.wa.us) · [www.skagitcounty.net/planning](http://www.skagitcounty.net/planning)

This worksheet is required if your project:

- Adds or replaces any amount of [hard surface](#)
- Creates any amount of [land disturbing activity](#)

Hard surfaces and land disturbing activity increase stormwater runoff, which can impact downstream properties. Your project size and location determine stormwater requirements. Answer the questions on the following pages to determine which stormwater requirements apply to your project.

## Part 1 Project Details

1. Use the Type of Hard Surface column to categorize surface areas. Use the blank fields, if needed. Include all hard surfaces, existing and proposed. **Ensure that information is consistent with your site plan and onsite conditions.**
2. Enter all existing hard surface areas in the second column. Enter all proposed hard surface areas in the third column. Add the total values of **each column separately**. If using the PDF form, totals will generate for you.
3. The Total New and/or Replaced (sq ft) and Total land-disturbing activity will be used in **Part 2**.

Type of Hard Surface	Existing (sq ft)	New and/or Replaced (sq ft)
Building + attached garage roof area <b>(include eaves)</b>		
Detached garage + carport roof area <b>(include eaves)</b>		
Accessory dwelling unit roof area <b>(include eaves)</b>		
Parking area + driveway <b>(include gravel surfaces)</b>		
Patio + deck area (covered or uncovered)		
Non-Res Buildings (i.e., commercial, industrial)		
Permeable pavement or vegetated roof		
Parking Lot		
Sidewalk		
<b>Totals for each column</b>		

### Land Disturbance and Lot Coverage Information

Excavation volume (cubic yards)	
Fill volume (cubic yards)	
Total land disturbing activity (sq ft)	
Total existing plus new/replaced hard surface (sq ft)	
Total lot size (sq ft)	
Percentage hard surface lot coverage (= total hard surfaces/total lot size)	

## Part 2 Stormwater Requirement Threshold Determination

Use the numbers and information you generated from **Part 1** to guide you through stormwater requirements for your project.

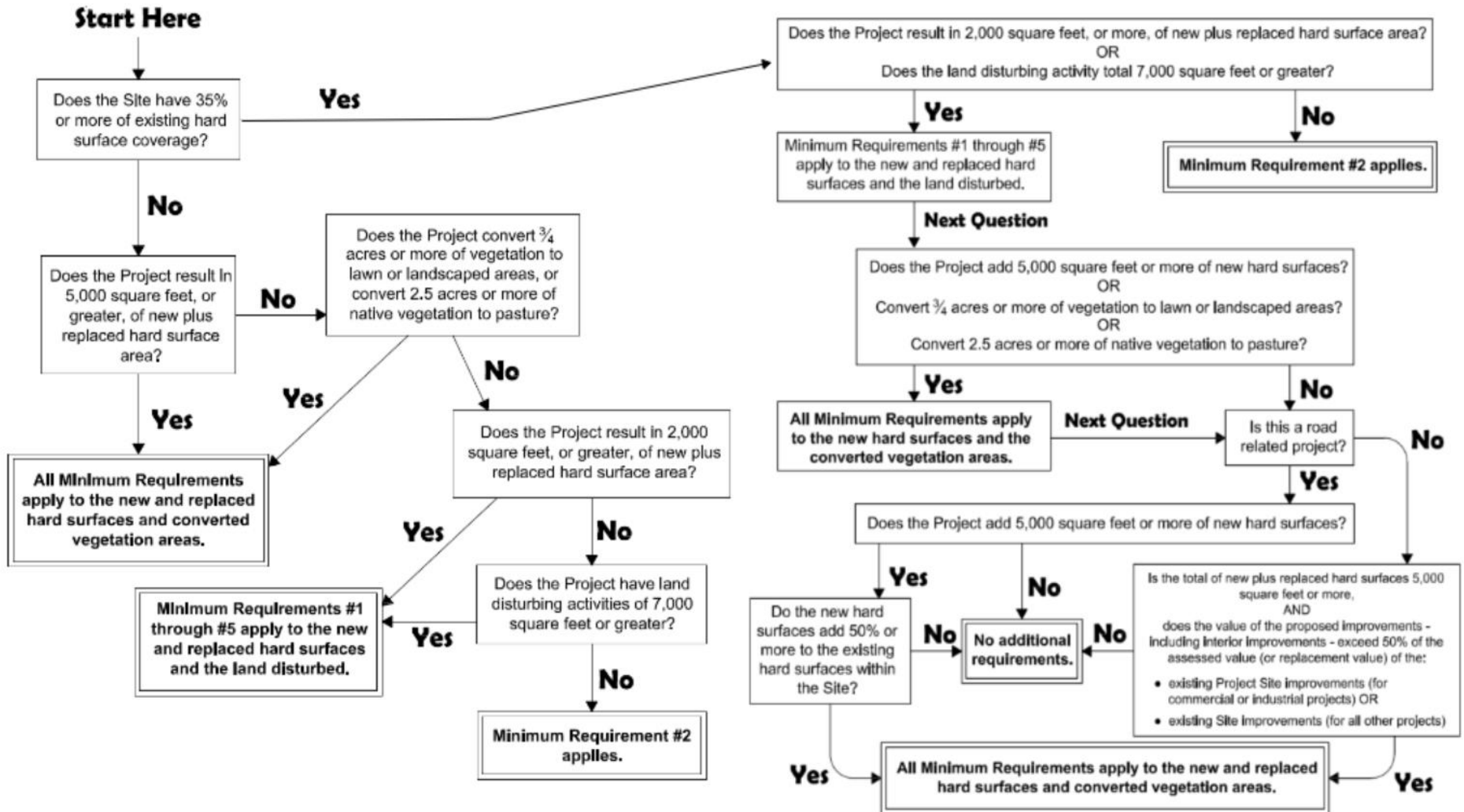
Q1: Is any portion of your project site within the County's NPDES Permit Area, within an Urban Growth Area, or is your project commercial, industrial, institutional, or multifamily residential?
<input type="checkbox"/> Yes. Go to Q2. <input type="checkbox"/> No. Go to Q3.
Q2: Does your project add 2,000 sq ft or more of impervious/hard surface <b>OR</b> include land disturbing activity of 7,000 square feet or more?
<input type="checkbox"/> Yes. Go to Flow Charts in <b>Part 4a</b> to determine which Minimum Requirements of the Stormwater Management Manual apply to this project. <input type="checkbox"/> No. Go to Q5.
Q3: Does your project include any of the following: <ul style="list-style-type: none"><li>• Add or replace 10,000 sq ft of hard surface?</li><li>• Convert 1.5 acres or more of vegetation to lawn?</li><li>• Convert 5 acres or more of vegetation to pasture?</li><li>• Result in 50% or greater hard surface coverage of the lot?</li><li>• Include fill or grade volumes of 500 cubic yards or more?</li></ul>
<input type="checkbox"/> Yes to <u>any</u> of the above questions – All nine Minimum Requirements apply. A stormwater site plan and drainage report prepared by a licensed engineer are required to demonstrate compliance. Turn in this worksheet and attach a drainage report. <input type="checkbox"/> No to <u>all</u> the above questions. Go to Q4.
Q4: Does your project propose 4,000 sq ft or more of new/replaced hard surface <b>OR</b> include land disturbing activity of 14,000 sq ft or more?
<input type="checkbox"/> Yes. Minimum Requirements #1-5 apply. Please refer to Guidance on Projects that Require only Minimum Requirements #1-5 in <b>Part 4a</b> <input type="checkbox"/> No. Go to Q5.
Q5: Is your project in the floodplain or coastal flood area (Special Hazard Flood Area/ SFHA)?
<input type="checkbox"/> Yes. Floodplain Low Impact Development (LID) Compliance is required. Complete <b>Part 3</b> , and continue to <b>Part 4b</b> <input type="checkbox"/> No. Turn in this worksheet after completing <b>Part 3</b> .

## Part 3 Construction Stormwater Pollution Prevention Plan (Construction SWPPP)

A Construction SWPPP is required to ensure your project includes proper methods to control erosion and sediment. PDS provides a Model Construction SWPPP, or you can draft your own consistent with the Stormwater Management Manual for Western Washington. **Make sure to add your Construction SWPPP elements to your Site Plan.** Choose one:

- I will use the Model Construction SWPPP (for non-civil engineered residential projects only). **Make sure to attach all 10 pages.**
- I will use a custom Construction SWPPP, which I have attached.
- I want to defer submittal of a Custom Construction SWPPP. Only projects that require coverage under the Ecology Construction General Stormwater Permit (clearing, grading, and excavating activities that disturb one or more acres) may defer submittal. The Construction SWPPP must be submitted prior to permit issuance. Deferred submittal may delay your permit approval. The County reviews the Construction SWPPP but has no role in review or issuance of the Ecology Construction General Stormwater Permit.

**Part 4a** Flow Chart for Determining Stormwater Minimum Requirements.



Guidance for complying with the Stormwater Management Manual is on the next page →.



## Part 4a Continued - Stormwater Management Manual Compliance

### Determination of Minimum Requirements:

Based on the flow chart on the previous page identify which Minimum Requirements apply to your project:

- My project is subject to Minimum Requirements **1 through 5 only**.
- My project is subject to Minimum Requirements **1 through 9**. A Drainage Report prepared by a licensed engineer is required to demonstrate compliance. Turn in this worksheet and attach a drainage report and engineered stormwater site plan.

### Guidance on Projects that Require only Minimum Requirements #1-5:

Minimum Requirement #5 in the Stormwater Management Manual requires Low-Impact Development techniques (BMPs) to manage stormwater onsite. Use the lists below to select LID techniques for managing stormwater onsite. You must include a narrative describing feasibility/infeasibility criteria used to choose BMPs from the list below\*. The narrative must address criteria specified in the [PDS Stormwater Sizing and Design Guidelines](#), the [Infiltration Test Worksheet](#), or Volume V of Stormwater Management Manual for Western Washington. Data to support your narrative may include septic soil logs, infiltration test results, a geo-technical report, or location of well protection areas.

\*For single family residential projects **outside** the NPDES Permit Area you may select any feasible BMPs from the list, except perforated stub-out connections, to manage stormwater onsite. A narrative describing infeasibility is not required for residential site outside the NPDES Permit area.

#### LID List #1 (Use for MR1-5 Projects)

Roof Areas	Lawn & Landscaped Areas	Other Surfaces
<input type="checkbox"/> <b>Choose from:</b> <input type="checkbox"/> Full Dispersion (BMP T5.30) or <input type="checkbox"/> Downspout Full Infiltration (BMP T5.10A) <input type="checkbox"/> <b>If above is infeasible:</b> <input type="checkbox"/> Rain Garden (BMP T5.14A) or <input type="checkbox"/> Bioretention (BMP T7.30)* <input type="checkbox"/> <b>If all the above are infeasible</b> use Downspout Dispersion System (BMP T5.10B) <input type="checkbox"/> <b>If all the above are infeasible</b> use Perforated Stub-out Connection (BMP T5.10C)	<input type="checkbox"/> Post-Construction Soil Quality and Depth (BMP T5.13)	<input type="checkbox"/> <b>First use</b> Full Dispersion (BMP T5.30) <input type="checkbox"/> <b>If above is infeasible:</b> <input type="checkbox"/> Permeable Pavement (BMP T5.15) or <input type="checkbox"/> Rain Garden (BMP T5.14) or <input type="checkbox"/> Bioretention (BMP T7.30) * <input type="checkbox"/> <b>If all the above are infeasible:</b> <input type="checkbox"/> Sheet Flow Dispersion (BMP T5.12) or <input type="checkbox"/> Concentrated Flow Dispersion (BMP T5.11)

\*Bioretention systems require a design prepared by a licensed engineer. Projects that must meet Minimum Requirements #1-5 only, typically use Raingardens rather than Bioretention. Raingardens do not require an engineered design.

#### LID List #3 For Flow Control Exempt\* Projects Only.

Roof Areas	Lawn & Landscaped Areas	Other Surfaces
<input type="checkbox"/> <b>First use</b> Downspout Full Infiltration (BMP T5.30) <input type="checkbox"/> <b>If above is infeasible</b> use Downspout Dispersion Systems (BMP T5.10B) <input type="checkbox"/> <b>If all the above are infeasible</b> use Perforated Stub-out Connection (BMP T5.10C)	<input type="checkbox"/> Post-Construction Soil Quality and Depth (BMP T5.13)	<input type="checkbox"/> Sheet Flow Dispersion (BMP T5.12) or <input type="checkbox"/> Concentrated Flow Dispersion (BMP T5.11)

\*To be Flow Control Exempt a site must drain directly or indirectly through an entirely constructed conveyance system to a Flow Control Exempt Water as identified in the Stormwater Management Manual. Confirm with PDS Stormwater staff that your project is Flow Control Exempt before using this table.

## Stormwater Minimum Requirements (MRs) as established in the 2019 Stormwater Water Management Manual for Western Washington

MRs 1-5 are applicable to both large and small projects.	MRs 6-9 applicable to large projects that require an engineered drainage plan.
1. <b>Stormwater Site Plan</b> – A site plan meeting all basic required site plan requirements plus showing temporary erosion and sediment control BMPs along with permanent stormwater management BMPs.	6. <b>Runoff Treatment</b> – is intended to reduce pollutant loads in stormwater runoff.
2. <b>Construction SWPPP</b> – intended to prevent water pollution and erosion during the construction process. See <b>Part 3</b> above.	7. <b>Flow Control</b> – is intended to prevent increases in runoff velocity to protect from increased rates of downstream erosion
3. <b>Source Control of Pollution</b> –refers to pollution prevention BMPs for a site in a developed state. Generally, not applicable to residential sites.	8. <b>Wetlands Protection</b> – intended to ensure that wetlands are protected from increased or reduced stormwater inputs, as well as pollution.
4. <b>Preservation of Natural Drainage Patterns and Outfalls</b> – predevelopment drainages such as ditches, swales, slopes must be preserved, or if altered, runoff direction and volume must be restored.	9. <b>Operations and Maintenance</b> – intended to ensure that stormwater BMPs and facilities are maintained and operated properly.
5. <b>Onsite Stormwater Management</b> – intended to reduce disruption to natural hydrological patterns. See <b>Part 4a</b> above	

### Part 4b Floodplain LID Compliance

#### Requirements:

- Complete the **Low Impact Development (LID) Checklist** in your [Floodplain Development Permit Application](#).
- Choose feasible BMPs for managing stormwater runoff from all new and replaced hard surfaces. LID techniques that use infiltration may not be feasible in portions of some floodplains because of high groundwater, soil quality, slope, drainage, and vegetative cover type. Even where infiltration is not feasible, other LID techniques may be used that focus on water quality (rainwater collection and reuse, vegetation retention, and bioswales). See the [Infiltration Test Worksheet](#) to determine through testing if infiltration is feasible.
- Use the [PDS Stormwater Sizing and Design Guidelines](#), or the Stormwater Management Manual for Western Washington for BMP sizing, location, and feasibility.
- Show stormwater BMPs on your Stormwater Site Plan.

**Hard surface** means an impervious surface, a permeable pavement, or a vegetated roof.

**Impervious surface** means a non-vegetated surface area that either prevents or slows the entry of water into the soil. A non-vegetated surface area increases the speed and volume of stormwater compared to naturally vegetated sites. Common impervious surfaces include, but are not limited to, rooftops, walkways, patios, driveways, parking lots, storage areas, concrete or asphalt paving, gravel roads, packed earthen materials, and oiled, macadam or other surfaces, which similarly impeded the natural flow of stormwater

**Land Disturbing Activity** means any activity that result in a change in soil cover (both vegetative and nonvegetative) or changing topography, including clearing, grubbing, grading, filling, and excavation.

**Low-Impact Development** is a stormwater and land use management strategy that strives to mimic pre-disturbance hydrologic processes of infiltration, filtration, storage, evaporation, and transpiration by emphasizing conservation, use of on-site natural features, site planning, and distributed stormwater management practices that are integrated into a project design.



# Model Construction SWPPP Worksheet

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Voice 360-416-1320 · Inspections 360-416-1330 · [www.skagitcounty.net/stormwaterpermitting](http://www.skagitcounty.net/stormwaterpermitting)

Application #:
Date:

## General Information

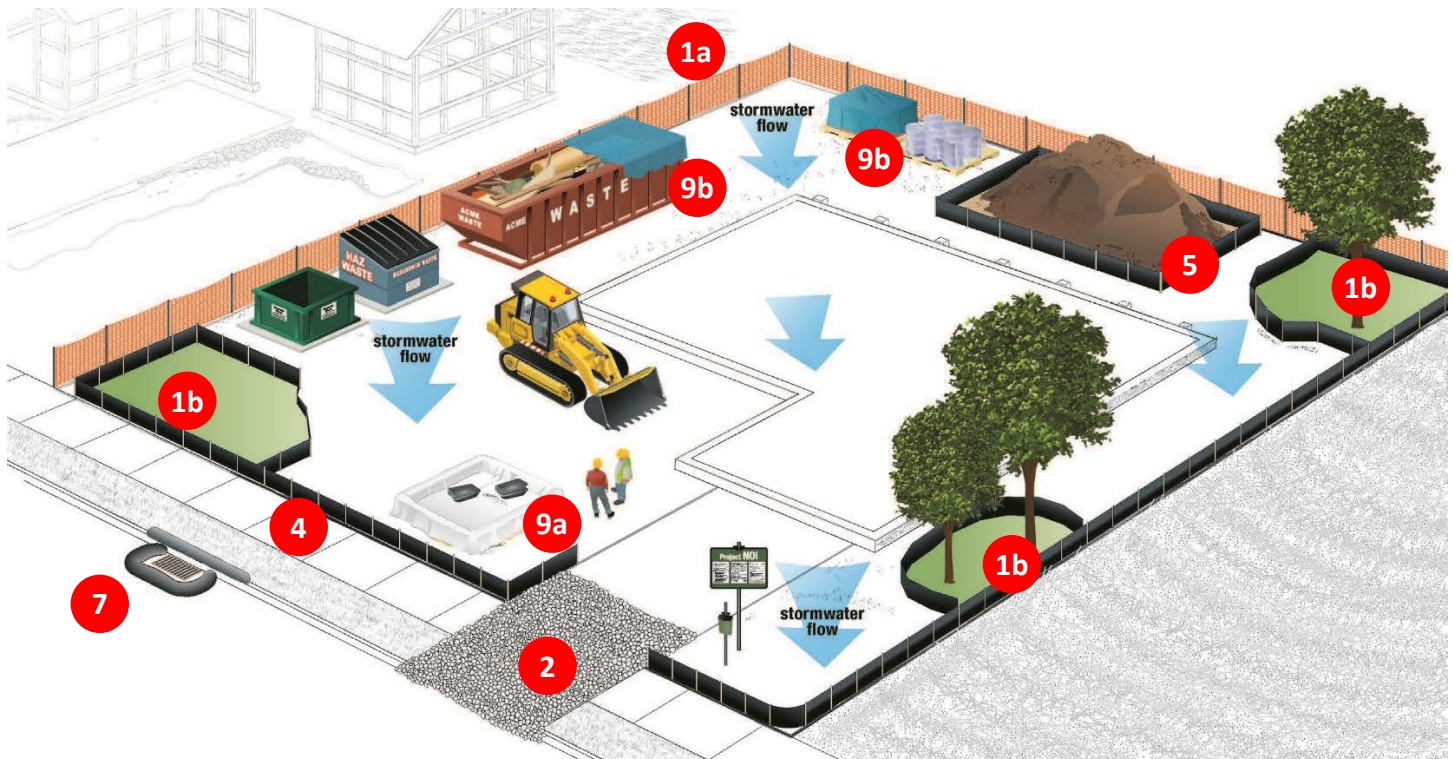
Project Name		Parcel Size	acres
Project Address			
Property Owner		Phone	
Site Contact		Phone	
Project Description	Describe the nature and purpose of the construction project. Include the total size of the area, any increase in existing impervious area; the total area expected to be disturbed by clearing, grading, excavation or other construction activities, including off-site borrow and fill areas; and the volumes of grading cut and fill that are proposed.		

## Site Conditions

- Adjacent Areas.** See the site plan, drainage plan, and construction drawings approved for the associated permit.
- Critical areas.** See the critical areas site plan approved for the associated permit. Attach a copy of your critical areas site plan.
- Attach a copy of your building/grading permit site plan. All Best Management Practices (BMPs) chosen from this packet **MUST** be drawn on your site plan and numbered accordingly.

## Best Management Practices Illustration

Turn the page to see information corresponding to each numbered circle below.



## About this Pollution Prevention Plan

This is Skagit County's model Construction Stormwater Pollution Prevention Plan ("Construction SWPPP") intended to ensure your construction project minimizes erosion and does not contribute pollution, including sediment, to stormwater. This Model SWPPP is primarily intended for single-family residential construction.

This plan uses certain Best Management Practices ("BMPs") from the Stormwater Management Manual. Some detailed descriptions are included; the remainder are available at [www.skagitcounty.net/stormwaterpermitting](http://www.skagitcounty.net/stormwaterpermitting). The listed BMPs are the minimum necessary; **if erosion occurs, you must add additional BMPs as necessary to control it.**

You should include your Construction SWPPP in your contract with your builder. You must keep a copy of this SWPPP on the construction site or within reasonable access to the site for construction and inspection personnel at all times.

Property owners and contractors are responsible for ensuring all aspects of BMPs are followed, including those not shown on the detail sheets. This Construction SWPPP should be considered a living document and must be updated as needed to reflect site conditions.

### 1 Preserve Vegetation/Mark Clearing Limits

Before any land disturbance, including clearing and grading, **clearly mark** all clearing limits, sensitive areas and their buffers, and trees that are to be preserved within the construction area. Retain natural vegetation in an undisturbed state to the maximum extent practical. Use these BMPs:

- C101 to preserve natural vegetation
- C102 to establish buffer zones around important vegetation you want to save
- **C103 High Visibility Fencing** to mark the boundaries of your buffers
- **C233 Silt Fence** to ensure sediment doesn't leave the site

### 2 Establish Construction Access

*Construction vehicles can damage or compact soils, create sediment pollution, or track sediment onto public roads.*

All equipment and vehicles that access the construction area **must** use an existing driveway or a stabilized construction entrance.

- Use BMP C105 Stabilized Construction Entrance wherever traffic will be entering or leaving a construction site if paved roads are within 1,000 ft of the site. Construct a 12-inch thick pad of 4-inch to 8-inch quarry spalls, a 4-inch course of asphalt treated base, or use existing pavement. Place a separation geotextile under the spalls to prevent

fine sediment from pumping up into the rock pad. Install the construction entrance prior to any vehicles entering the site, at the location shown on the site plan. Create only one construction entrance per site.

- Use BMP **C103 High Visibility Fencing** to restrict traffic to the construction entrance.
- Remove any sediment that is tracked onto pavement by shoveling or street sweeping, and remove the collected sediment or stabilize it on site.

### 3 Control Flow Rates (not shown)

*Stormwater on a cleared site can create significant flows that can damage downstream properties.*

Protect properties and waterways downstream of the project site from erosion and the associated discharge of turbid waters. If your project is required to control flow rates, you must use the following BMPs as shown on the approved site plan:

- C203 Water Bars
- **C209 Outlet Protection**
- **C235 Straw Wattles**

### 4 Install Sediment Controls

*When land is devegetated, stormwater can pick up sediment, a pollutant. BMPs can prevent sediment from leaving the site.*

You must install sediment controls before land disturbance to effectively minimize and control the discharge of pollutants and sediments.

Use and properly install BMP **C233 Silt Fence**. You *must* bury the filter fabric as shown in the diagram in order for the BMP to be effective. You *must* repair the silt fence if it is damaged.

Consider the following additional BMPs:

- C231 Brush Barrier
- C232 Gravel Filter Berm
- **C234 Vegetated Strip**
- **C235 Straw Wattles**

Note that C230 Straw Bale Barrier is no longer an approved BMP.

### 5 Stabilize Soils

*Leaving soils devegetated or exposed needlessly creates erosion and sediment problems.*

- Stabilize all exposed soils whenever construction work will stop for more than two days at a time during the wet season (October 1 to April 30) or 7 days the rest of the year (the dry season).



- Stabilize all exposed soils at the end of the shift before a holiday or weekend.
- Stabilize all exposed soils with either vegetation, mat coverings, mulching, or in those areas to be paved, a compacted base material.
- Use BMP C123 Plastic Covering over all stockpiles with plastic or burlap if left unworked. Place sand-filled burlap or geotextile bags every 3 to 6 ft along seams and tie them together with twine to hold them in place.
- If you excavate soil for the foundation, backfill that soil against the foundation and grade it to drain away from the building. Once the disturbed landscape areas are graded, you must seed or sod the grass areas.

Consider the following additional BMPs:

- C120 Temporary and Permanent Seeding
- C121 Mulching
- C122 Nets and Blankets
- C124 Sodding
- C125 Topsoiling/Composting
- C131 Gradient Terraces
- C140 Dust Control

## 6 Protect Slopes (not shown)

*Slopes can be especially vulnerable to erosion, but BMPs can mitigate sediment problems.*

Design and construct cut-and-fill slopes to minimize erosion. Use the following practices:

- Reduce continuous length of slope with terracing and diversions
- Reduce slope steepness
- Roughen slope surfaces
- Use BMP C123 Plastic Covering over all exposed slopes
- Use BMP C120 Temporary and Permanent Seeding as soon as possible on exposed slopes

Manage off-site stormwater (run-on) separately from stormwater generated onsite. Divert off-site stormwater or groundwater away from slopes and disturbed areas with interceptor dikes, pipes, or swales.

You may not create cut slopes over 4 feet high or slopes steeper than 2 feet horizontal to 1 foot vertical. Fill slopes may not exceed 4 feet high or 3 feet horizontal to 1 foot vertical. Slopes that exceed these criteria require engineering.

Consider the following additional BMPs:

- C121 Mulching
- C122 Nets and Blankets
- C124 Sodding
- C203 Water Bars
- C208 Triangular Silt Dike (Geotextile-Encased Check Dam)

## 7 Protect Drain Inlets

*Storm drains are designed to collect and transport clean stormwater, not water polluted with sediment or other pollutants. Storm drain inlets must be protected so that runoff does not enter the stormwater system without first being filtered or treated or both.*

- Use BMP **C220 Storm Drain Inlet Protection** to protect all proposed and existing storm drain inlets during construction so that stormwater runoff does not enter the stormwater conveyance system without first being filtered or treated (or both) to remove sediment or other pollutants.
- Clean or remove and replace inlet protection devices when sediment has filled one-third of the available storage (unless a different standard is specified by the product manufacturer).
- Keep all approach roads clean.
- Do not allow sediment and street wash water to enter storm drains without treatment.

## 8 Stabilize Channels and Outlets

*Stormwater channels and outlets can themselves erode unless stabilized with rock or other armoring.*

Design, construct, and stabilize all on-site conveyance channels to prevent erosion as needed. Use BMP **C209 Outlet Protection** to provide stabilization, including armoring material adequate to prevent erosion of outlets, adjacent streambanks, slopes, and downstream reaches at the outlets of all conveyance systems.

Consider the following additional BMPs:

- C122 Nets and Blankets
- C202 Channel Lining

## 9 Control Pollutants

*Waste materials, demolition debris, and other pollutants that occur onsite during construction can contaminate the stormwater system unless managed. Cement and related products can modify the pH of stormwater.*

Provide cover, containment, and protection from vandalism for all chemicals, liquid products, petroleum products, and other materials that have the potential to pose a threat to human health or the environment.

Anytime you pour concrete, perform washout of the concrete trucks following BMP C154 Concrete Washout Area at designated washout areas only. Locate washout areas at least 50 ft from sensitive areas such as storm drains, open ditches, or water bodies, including wetlands.

Clean contaminated surfaces immediately following any spill incident. Apply fertilizers and pesticides in a manner and at rates that will not result in loss of chemical via stormwater runoff.

Use the following additional BMPs:

- C151 Concrete Handling
- C152 Sawcutting and Surfacing Pollution Prevention
- C153 Material Storage, Delivery, and Containment

### 10 Control De-Watering (not shown)

*De-watering water extracted from foundations, vaults, or trenches, has similar characteristics to stormwater runoff at the site and can cause the same impacts unless properly managed.*

You may discharge clean, non-turbid de-watering, such as well-point ground water, to systems that are tributaries to, or directly into, surface waters if the de-watering flow does not cause erosion or flooding or interfere with the operation of the stormwater system.

Use the following BMPs:

- C220 Storm Drain Inlet Protection
- C236 Vegetative Filtration

### 11 Maintain BMPs (not shown)

*All temporary and permanent erosion and sediment control BMPs must be maintained and repaired as needed to assure continued performance of their intended function.*

During the dry season, inspect sediment control BMPs weekly or after a runoff-producing storm event. During the wet season, inspect BMPs daily. Use BMP C150 Materials on Hand to ensure you are ready for a heavy rain.

All temporary erosion and sediment control BMPs must be removed within 30 days after the County determines that the site is stabilized or after the temporary BMPs are no longer needed. Trapped sediment must be removed or stabilized on site. Disturbed soil areas resulting from removal of BMPs or vegetation must be permanently stabilized.

### 12 Manage the Project (not shown)

*Phasing a project, especially when revegetation occurs as part of each phase, can help prevent the transport of sediment from the site.*

- Fully implement this Construction SWPPP at all times.
- Modify this Construction SWPPP whenever there is a change in design, construction, operation, or maintenance at the construction site that has or could have a significant

effect on the discharge of pollutants to waters of the state.

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

### 13 Protect Low-Impact Development BMPs

*Low-Impact Development techniques can be damaged if they are compacted or accumulate sediment during construction.*

If there are any Low-Impact Development BMPs planned for the site:

- Use BMP **C103 High Visibility Fence** to exclude all construction and foot traffic from the infiltration, bio-retention, or rain garden areas.
- Protect all infiltration areas or bio-retention and rain garden BMPs from sedimentation through installation and maintenance of erosion and sediment control BMPs on portions of the site that drain into those areas.
- Use BMP **C233 Silt Fence** or **C234 Vegetated Strip** to control and avoid introducing sediment onto permeable pavements. Bury the bottom of the filter fabric at least 4 inches below the ground surface. **Backfill and tamp soil in place over the buried portion of the filter fabric, so that no flow can pass beneath the fence and scouring cannot occur.** Drive or place the fence posts into the ground at least 18 inches. A 12-inch minimum depth is allowed if topsoil or other soft subgrade soil is not present and 18 inches cannot be reached.
- If pavements are fouled with sediments or no longer pass an initial infiltration test, clean them using procedures from the Stormwater Manual or the manufacturer's procedures.

Consider the following additional BMPs:

- C102 Buffer Zones
- C208 Triangular Silt Dike
- C231 Brush Barrier

## Temporary Erosion and Sediment Control Material Suppliers

This list is not meant to be all-inclusive; other supply sources may be available. Not all supplies may be available from one source. It is the responsibility of the person(s) doing the work to ensure they have the supplies they need, and they are installed correctly.

### **ACF West**

Woodinville Corporate Center II  
Building A #400  
15540 Woodinville-Redmond Road  
Woodinville, WA 98072  
Phone: 425-415-6115 or 1-800-423-4567  
[www.acfwest.com](http://www.acfwest.com)

### **H.B. Jaeger**

1687 Port Drive  
Burlington, WA 98233  
Phone: 360-707-5958  
[www.hbjaeger.com](http://www.hbjaeger.com)

### **Ferguson Supply**

2010 Park Lane  
Burlington, WA 98233  
Phone: 360-707-2030  
[www.ferguson.com](http://www.ferguson.com)

### **Lefebber Turf Farm**

15195 State Route 536  
Mount Vernon, WA 98273  
Phone: 360-428-4054  
[www.lefeberturf.com](http://www.lefeberturf.com)



# Site Plan Requirements Checklist

Planning & Development Services · 1800 Continental Place · Mount Vernon WA 98273  
 voice 360-416-1320 · inspections 360-416-1330 · [www.skagitcounty.net/planning](http://www.skagitcounty.net/planning)

Application #:
Date:

## Instructions

Check the box when you have placed the element on your site plan. Staff cannot accept applications without each of the required elements. All elements are **required** to be shown regardless of project type. Use the site plan example provided as guidance for drawing your own site plan. All plans and details must be legible, clear, and drawn to scale. Staff will review your site plan against our latest aerial imagery to ensure your site plan matches.

APP PDS

APP	PDS	
		<b>1. Paper</b> <input type="checkbox"/> Size must be 8½" x 11" or 11" x 17" <input type="checkbox"/> Use a standard engineering scale with a minimum scale of 1" = 40'. Note: <ul style="list-style-type: none"> <li>If the project area is too large to fit on the page at the minimum scale, submit a view showing the proposed project area only and provide a separate overview of the entire property on the same page.</li> <li><b>All critical area, floodplain, grading, zoning and building site plans must be drawn to the same scale.</b></li> </ul>
		<b>2. Title Block</b> <input type="checkbox"/> Applicant's name <input type="checkbox"/> Site address <input type="checkbox"/> Parcel Number(s) <input type="checkbox"/> Date <input type="checkbox"/> Map scale (a graphic scale is preferred) <input type="checkbox"/> North arrow <input type="checkbox"/> Architect, engineer, and surveyor contact information, if applicable <input type="checkbox"/> DOE Construction General Stormwater Permit number, if required
		<b>3. Boundaries</b> <input type="checkbox"/> Property line dimensions of all relevant parcels <input type="checkbox"/> Easements (e.g., utility, drainage, dike, access, right-of-way, railroad) with Auditor's File Numbers <input type="checkbox"/> Dashed lines for the required setbacks from all property lines, critical areas, and shorelines <input type="checkbox"/> If within 200 feet of the ordinary high water mark (OHWM), show OHWM and setbacks from OHWM to all structures, including neighbors' structures, within 300 feet from both side of the property lines. <b>Please provide on a separate page.</b> <input type="checkbox"/> If within 500 feet of a dike or levee, show measurements from the landward toe of the dike to the project
		<b>4. Buildings</b> <input type="checkbox"/> Dimensions of ALL existing and proposed buildings on the parcels (including eaves) <input type="checkbox"/> Building labels by use (e.g., residence, garage) <input type="checkbox"/> Labeled decks, patios and porches. Show height and indicate covered/uncovered <input type="checkbox"/> Dimensions of ALL existing and proposed hard surfaces on the property, including sidewalks, parking areas, driveways, etc. <input type="checkbox"/> Retaining and landscape walls. Show height and type (e.g. concrete, masonry, rock, Ecology block, etc.)
		<b>5. Access</b> <input type="checkbox"/> Length/width of proposed and existing driveway and parking areas to public/private road connection point <input type="checkbox"/> Access easement and right-of-way width(s) and pavement width/location within the easement <input type="checkbox"/> Driveway grade in percent of slope, both in the direction of travel and the cross-slope <input type="checkbox"/> Location and size of any required turnouts <input type="checkbox"/> Driveway surface material (e.g., asphalt, pervious pavement, gravel) <input type="checkbox"/> Dimensions of bridges on driveway or private road leading to a public road
		<b>6. Wells and water lines</b> <input type="checkbox"/> Drinking water supply (existing and proposed, public or individual) <input type="checkbox"/> Existing and proposed wells. Show a 100' radius around each well <input type="checkbox"/> Public water mains <input type="checkbox"/> Water supply pipes to all buildings
		<b>7. Utilities</b> <input type="checkbox"/> Utility poles, drainage ditches, culverts (including those in right-of-way adjacent to site) <input type="checkbox"/> Below-grade pipes (e.g., water, sewer, telecom); include size, material type, and depth (if known) <input type="checkbox"/> Location of any existing or proposed fuel tank (e.g., propane, fuel oil) <ul style="list-style-type: none"> <li>Indicate above/below ground</li> <li>Show tank volume</li> </ul>



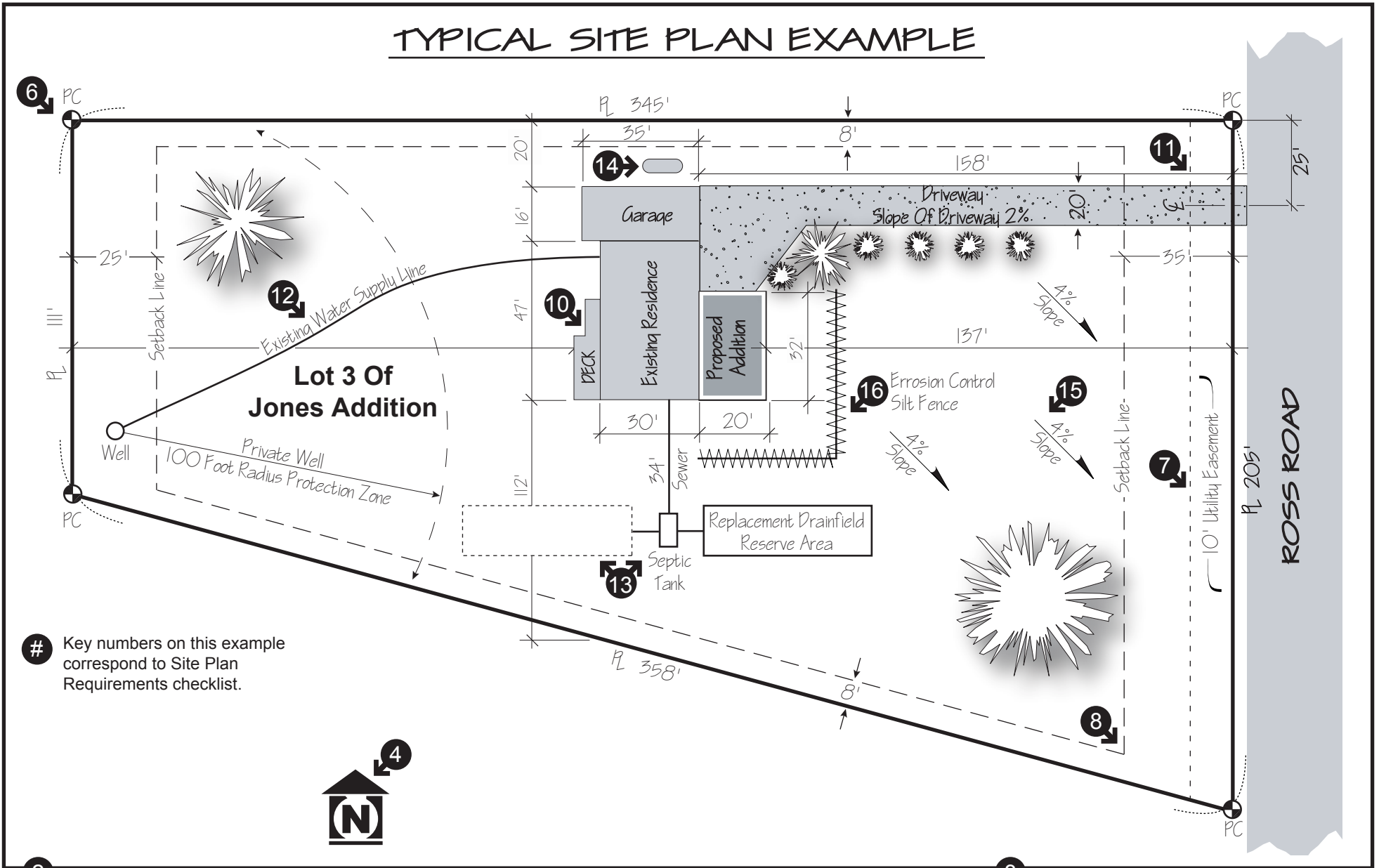
	<p><b>8. Septic/Sewer</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Method of sewage disposal</li> <li><input type="checkbox"/> For public sewer, show: <ul style="list-style-type: none"> <li><input type="checkbox"/> location of sewer main</li> <li><input type="checkbox"/> private pipes to buildings</li> </ul> </li> <li><input type="checkbox"/> For private septic, show existing and proposed: <ul style="list-style-type: none"> <li><input type="checkbox"/> Tanks (must be 5' from the building foundation, 5' from property lines, and 50' from any well)</li> <li><input type="checkbox"/> Drain fields (must be 10' from the building foundation, 5' from property lines and 100' from any well)</li> <li><input type="checkbox"/> Lines/pipes</li> </ul> </li> </ul>
	<p><b>9. Slope</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Existing slopes and area/depth of any proposed site grading or fill. Label existing slopes as "existing" or "Ex"</li> <li><input type="checkbox"/> Proposed final slope(s) of building site using contour lines or arrows to show direction and percent of slope(s). Percentage % of slope = rise (change in elevation) divided by run (distance) multiplied by 100.</li> <li><input type="checkbox"/> Identify any erosion or landslide areas and any potentially unstable slopes greater than 15%</li> </ul>
	<p><b>10. Stormwater and Temporary Erosion &amp; Sedimentation Control (TESC)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Location and dimensions of existing and proposed stormwater components, including but not limited to: <ul style="list-style-type: none"> <li><input type="checkbox"/> Infiltration or dispersion systems</li> <li><input type="checkbox"/> Stormwater ponds or other facilities such as raingardens or bio-retention</li> <li><input type="checkbox"/> Roof and footing drain lines, including specific downspout locations, if known</li> <li><input type="checkbox"/> Floor drains within the building, if connecting to the stormwater system or discharging to the outside</li> <li><input type="checkbox"/> Rainwater catchment systems</li> <li><input type="checkbox"/> Trees 12" diameter or larger, on or adjacent to the site, in the vicinity of stormwater components</li> </ul> </li> <li><input type="checkbox"/> Temporary erosion and sediment control ("TESC") techniques: <ul style="list-style-type: none"> <li><input type="checkbox"/> Work/clearing limits: a boundary defining the limit of the work area, and those areas to be protected. Examples of areas to be protected include trees, stormwater infiltration areas, and wetlands.</li> <li><input type="checkbox"/> Location &amp; type of TESC BMP: Show location of all applicable TESC best management practice (BMP) facilities. See also Stormwater Pollution Prevention Plan (SWPPP).</li> <li><input type="checkbox"/> Location of stabilized construction entrance; minimum of 25 feet long for residential projects, minimum 100 feet long for all other project types.</li> <li><input type="checkbox"/> Location of porta-pottie(s); should be at least 25 feet away from any storm inlets or critical areas</li> <li><input type="checkbox"/> Location of materials stockpiles, equipment and supply staging area. Areas to be used for septic drainfields and stormwater infiltration should be protected and avoided.</li> <li><input type="checkbox"/> Location of washout basin(s), e.g., concrete washout.</li> </ul> </li> <li><input type="checkbox"/> If you project proposes the following, a separate stormwater site plan must be prepared by a qualified professional and must include an offsite analysis. <ul style="list-style-type: none"> <li>• Land-disturbing activity greater than or equal to one acre;</li> <li>• Grading greater than or equal to 500 cubic yards;</li> <li>• Any improvements within County right-of-way for which the County will ultimately assume responsibility for maintenance.</li> </ul> </li> </ul>
	<p><b>11. Floodplain</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Method and location of Compensatory flood storage, if property is not protected by a dike/levee</li> <li><input type="checkbox"/> Statement that impervious surface does not exceed 10% of surface area of the portion of the lot in the SFHA unless demonstrated that there will be no net increase in the rate and volume of stormwater surface runoff that will leave the site or that the impact is mitigated</li> </ul>
	<p><b>12. Miscellaneous</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Mark all existing buildings and features with (E), proposed with (P), and future with (F)</li> <li><input type="checkbox"/> Draw clouds around any revisions from previous site plans you submitted for this application</li> <li><input type="checkbox"/> You may not discharge runoff directly onto the surface of a public road.<sup>1</sup></li> <li><input type="checkbox"/> You may not discharge runoff into County-owned roadside ditches without permission.</li> <li><input type="checkbox"/> You must direct runoff and infiltration away from septic drain fields.<sup>2</sup></li> <li><input type="checkbox"/> You must direct runoff to not adversely affect adjacent properties, or cause a significant adverse impact to down-gradient properties.<sup>3</sup></li> </ul>

<sup>1</sup> SCC 14.32.080(1)(c)

<sup>2</sup> SCC 14.32.080(1)(d)

<sup>3</sup> SCC 14.32.080(1)(e)-(f)

# TYPICAL SITE PLAN EXAMPLE



# Key numbers on this example correspond to Site Plan Requirements checklist.

<b>Name:</b> JOHN R. DOE	<b>Address:</b> 1142 CROFT ROAD SEDRO-WOOLLEY, WA	<b>Scale:</b> 1" = 40'
<b>Site Address:</b> 12345 ROSS ROAD	<b>Property ID#:</b> P12345	<b>Date:</b> 6/15/2004

# Typical Cross Sections Example

