



PLANNING & DEVELOPMENT SERVICE

1800 Continental Place • Mount Vernon, WA 98273
Inspections 360.416.1330 • Office 360.416.1320

Floodplain Development Permit Submittal Checklist

Approved before Floodplain permit application:

- Lot Certification**
 - Approved and recorded under Auditor File # _____; OR
 - Approved Lot Certification or RUE, File # _____ (recording fee will be applied)

Submitted before or with a Floodplain permit application:

- Floodplain Permit Application and Fees** Completed and signed.
- Ownership Certificate**
 - Needed only if application not signed by property owner.
- Critical Areas Review and Fees**
 - CAO floodplain checklist
 - CAO number PL _____
- Site/Drainage Plan** 2 copies, 8 1/2 x 11" (11 x 17", max)
See the enclosed example. Plan **must** include all 12 items to be complete.
- Low Impact Development (LID) Checklist**
- Habitat Impact Assessment checklist**
- Access Permit Application**
 - ___ Existing - Permit Number _____; **OR,**
 - ___ Private Road (no permit required); **OR,**
 - ___ State Road (permit from DOT); **OR,** ___ County Road (permit required).

Application Fee: _____
Special Flood Hazard Area Title Notice Fee: _____

Application will expire 6 mo from this date:

Accepted by _____

Permit Number _____

Zoning / Setbacks _____

Flood Plain/Floodway _____

Notes:



Skagit County Planning & Development Services
 1800 Continental Place Mount Vernon WA 98273
 Inspections (360)336-9306 Office (360)336-9410 Fax (360)336-9416

Floodplain Development Permit Application

Owner: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Applicant/Contact: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Site Address: _____

City: _____ Zip: _____

Parcel: _____ Sec: _____ Twp: _____ Rng: _____

Will there be imported fill? _____ If so,

Roads/driveways _____ cu. yards

Pads for building support _____ cu. yards

Backfill/landscaping _____ cu. yards

Will there be excavation and removal from parcel?

All sources and areas _____ cu. yards

Complete Project Description: _____

Is residential construction intended? _____ If so,

New _____ sq.ft. Garage _____ sq. ft.

Unfinished _____ sq.ft. Carport _____ sq. ft.

Addition _____ sq.ft. Deck _____ sq. ft.

Remodel _____ sq.ft. Repair _____ sq. ft.

Other – Describe _____ sq. ft.

Foundation lineal feet _____ sq. ft.

Is commercial construction intended? _____ If so,

New _____ sq. ft. Addition _____ sq. ft.

Remodel _____ sq. ft. Repair _____ sq. ft.

Will there be new impervious surfaces? _____ If so,

Roads/driveways _____ sq. ft.

Buildings _____ sq. ft.

Patios/other _____ sq. ft.

I certify that all of the property subject to this application is either in exclusive ownership of the applicant or that the applicant has submitted the application with the consent of all owners of the property. I certify that the information provided in this application is true and correct and I understand this information will be relied upon during review and decision making. I grant permission to field staff to enter the property.

Owner/Agent: _____ Date: _____

OWNERSHIP CERTIFICATION

I, _____, hereby certify that I am the major property owner or officer of the corporation owning property described in the attached application, and I have familiarized myself with the rules and regulations of Skagit County with respect to filing this application for a _____ and that the statements, answers and information submitted presents the argument on behalf of this application and are in all respects true and correct to the best of my knowledge and belief.

Parcel # _____ Application # _____

Site Address: _____

City, State, Zip: _____

Phone: (_____) _____

Signature(s):

for: _____
(corporation or company name, if applicable)

STATE OF WASHINGTON)
) ss.
COUNTY OF SKAGIT)

On this day personally appeared before me _____, known to be the individual(s) described in and who executed the within and foregoing instrument, and acknowledged that they signed the same as their free and voluntary act and deed, for the uses and purpose therein mentioned.

Given under my hand and official seal this _____ day of _____, _____.

Notary's Signature _____

Notary Public in and for the State of Washington residing at _____.

My Commission Expires _____



Site Plan Requirement Checklist

Site plan must be prepared on 8 1/2" x 11" *or* 11" x 17" paper.

***The first 7 requirements of the Drainage Plan may be met by utilizing a third copy of this site plan.**

- 1. **Title Block**
Indicate applicant's name, site address, Assessor's Tax Account # and Property ID # (P#) for the subject property.
- 2. **Scale**
Indicate map scale. Use any appropriate scale and note it on your site plan. Example - Scale: 1" = 40'
- 3. **North Arrow**
Show an arrow indicating the ↑ NORTH direction.
- 4. **Property Boundaries/Easements**
Show property lines and all easements (*utility, drainage, dike, access, railroad, etc.*). Indicate site dimensions and names of adjacent roads.
- 5. **Driveway**
Show entire length and width of driveway in feet. Indicate grade of driveway in percent (%) of slope. Turnouts are required every 300 feet. To create a turnout the road shall be widened to 20 feet in width for a distance of 30 feet in length to allow for vehicles to pull over and allow emergency vehicles to proceed.
- 6. **Building Footprint**
Show location, dimensions and setbacks of all existing and proposed buildings or structures. If this project includes an addition, please clearly show the addition different from the existing building. Identify each building by its use (*residence, garage, etc.*). Indicate roof overhang lines and any decks, porches or retaining walls.
- 7. **Impervious Surface**
Indicate the amount of **new** impervious area. Impervious areas include the square footage of new building roof area, parking area, patios and any new driveway.
- 8. **Setbacks**
Indicate the building setbacks from all property lines with a dashed line. Include shoreline setbacks when applicable.
- 9. **Approved Water Source, Well Location or Water Lines**
Indicate the drinking water supply (*existing and/or proposed, public or individual*). Show all rainwater collection systems, private well(s), public water mains and water supply pipes to all buildings.
- 10. **On-Site Septic System Location or Sewer Lines**
Indicate method of sewage disposal: Private septic - show existing and proposed on-site sewage system(s). Include drainfield replacement area(s). (Tanks are required to be 50' and drainfields 100' from a well.) Public sewer - indicate location of sewer main and private pipes to building.
- 11. **Propane**
Show the location of the propane tank (if any).
- 12. **Slope**
Indicate slope (elevation change) of building site. Use contour lines or arrows to show direction and percent (%) of slope(s). Identify any erosion or landslide areas as well as any potential unstable slopes greater than 15%.
Percentage % of slope = Rise (drop in height) divided by Run (distance) multiplied by 100.

OTHER FEATURES TO INCLUDE ON YOUR SITE PLAN IF APPLICABLE:

- Shorelines**
For shoreline properties, show the ordinary high water mark (OHWM) and setbacks from OHWM to all structures, including neighbor's, within 300 feet from both side property lines.
- Dike District**
Show both measurements from the water ward side and the landward side of the dike and distance to project.

See Example



Low Impact Development in Special Flood Hazard Areas

Permit # _____ Applicant: _____

All projects in Skagit County flood areas must incorporate Low Impact Development (LID) techniques. Listed below are fundamental LID measures and minimum guidelines. Some LID techniques may not be suited for your site, for help in determining what techniques are feasible for your site, refer to the websites at the end of the next page or to our common LID feasibility information sheets **Please indicate the proposed methods for each section. Be sure to include the method option by the applicable corresponding numbered item.** (i. ii. lii...)

After completing this checklist, please indicate all proposed LID techniques for this site along with all applicable Temporary Erosion and Sedimentation Control (TESC) methods on the site drainage plan.

Section 1) ROOF RUNOFF: *Infiltration, Dispersion, or Rainwater Catchment systems *base must be 12" above seasonal high water table

Check here if there are no new, or replaced roof areas

A **Downspout Dispersion (Splash blocks or pads)** – With a minimum 50 foot vegetated flowpath measured from the splashblock to the downstream property line, structure, slope over 15%, stream, wetland, or other impervious surfaces.

- i. On undisturbed native landscape (*areas that are still forest or prairie*)
- ii. On amended landscape areas (*consists of tilled or scarified soils to a minimum of 8" and provided with the organic content needed to restore the topsoil to native conditions and re-vegetated*)

B **Downspout Infiltration Drywell** – At least 4' in diameter well of drain rock, with 1' of suitable cover material and deep enough to contain capacity as determined by site soil type (*one drywell for up to 1,000 square feet of roof area*).

- i. In coarse sands and cobbles – 60 cubic feet of rock ($\approx 2 \frac{1}{4}$ cubic yards)
- ii. In medium sand – 90 cubic feet of rock ($\approx 3 \frac{1}{2}$ cubic yards)- **Ecology does not validate finer soils**

C **Downspout Infiltration Trench** – A below grade trench, 2' wide, 2' deep filled 18" with drain rock and 6 inches of suitable cover material, minimum length per 1,000 square feet of roof determined by soil type, indicate as follows:

- i. In coarse sands and cobbles – 20 lineal feet per 1,000 square feet of roof area
- ii. In medium sand – 30 lineal feet per 1,000 square feet of roof area
- iii. In fine sand, loamy sand – 75 lineal feet per 1,000 square feet of roof area
- iv. In sandy loam – 125 lineal feet per 1,000 square feet of roof area
- v. In loam – 190 lineal feet per 1,000 square feet of roof area

D **Downspout Dispersion Trench** – A perforated drain in a rock filled trench. Minimum 18" deep, 24" wide and 10 feet long per 700 square feet of roof. A level overflow outlet disperses to adjacent vegetated surface, with a minimum flow path of 25 feet between outlet overflow and any property line, structure, stream, wetland, or impervious surface.

- i. On undisturbed native landscape (*areas that are still forest or prairie*)
- ii. On amended landscape areas (*consists of tilled or scarified soils to a minimum of 8" and provided with the organic content needed to restore the topsoil to native conditions and re-vegetated*)

E **Rain garden/Bioretention** – Roof runoff is conveyed through pipes or open ditches to an on-site facility for infiltration. Sized and/or designed as indicated below.

- i. Rain garden sized per Rain Garden Handbook for Western Washington
- ii. Rain garden sized per GSI-Calc
- iii. Engineered bioretention facility

F **Downspout rainwater catchment system** – Storage tanks or cisterns sized to handle annual rainfall amounts for annual re-use. Overflow runoff must also be considered.

Continue to next page...

Section 2) HARD SURFACES: Gravel, Concrete, Asphalt, etc. Check if no new or replaced hard (impervious) surfaces

- A** **Sheet flow Dispersion** – Surface runoff flows un-concentrated to adjacent vegetated surface with a minimum flowpath of 10 feet for up to 20 feet of hard surface, provide an additional 10 feet for each additional surface up to 20 feet
- On undisturbed native landscape (*areas that are still forest or prairie*)
 - On amended landscape areas (*consists of tilled or scarified soils to a minimum of 8” and provided with the organic content needed to restore the topsoil to native conditions and re-vegetated*)
- B** **Concentrated flow dispersion** – Surface runoff diverted by berms, ditches, or other conveyance methods to a vegetated area with a flowpath of at least 50 feet between the discharge point and any property line, structure, steep slope, stream, lake, wetland, or other impervious surface.
- On undisturbed native landscape (*areas that are still forest or prairie*)
 - On amended landscape areas (*consists of tilled or scarified soils to a minimum of 8” and provided with the organic content needed to restore the topsoil to native conditions and re-vegetated*)
- C** **Rain garden/Bioretenion** – Surface runoff conveyed through pipes or ditches to an on-site facility for infiltration.
- Rain garden sized per Rain Garden Handbook for Western Washington
 - Rain garden sized per GSI-Calc
 - Engineered bioretention facility
- D** **Permeable Pavement** – Allows infiltration below grade through pavers, porous concrete or asphalt, or grid systems
- Below grade infiltration rate per Low Impact Development Technical Guidance Manual
 - Under-drains conveyed to drainage facility

Section 3) DISTURBED AREAS: From Clearing, Grading, Construction, Stockpiling, Utilities, Equipment, Vehicles, etc.

- A** Areas disturbed from construction or grading activities are tilled or scarified to a depth of 8” and provided the organic content needed to restore the topsoil to native conditions.
- B** Interior work, work within existing impervious areas etc., no ground disturbance
- C** Converted to “cleared areas” and LID incorporated as indicated in section 4 below
- D** No areas disturbed from clearing, grading, construction, stockpiling, utilities, equipment or vehicles, etc.

Section 4) CLEARED AREAS: Native areas converted to yard or pasture Check here if no new cleared areas

- A** **Cleared area dispersion** – Stormwater runoff from cleared areas of up to 25 feet sheet flows through at least 25 feet of vegetated surface that is less than 15% slope and meets one of the following:
- On undisturbed native landscape (*areas that have never been developed such as forest or prairie*)
 - On amended landscape areas (*consists of tilled or scarified soils to a minimum of 8” and provided with the organic content needed to restore the topsoil to native conditions and re-vegetated*)
 - And* 1 additional foot of dispersion area is provided for each 3 feet of additional area cleared (250’ max)
- B** **Rain garden** – Surface runoff is directed to an on-site facility for infiltration.
- Rain garden sized per Rain Garden Handbook for Western Washington
 - Rain garden sized per GSI-Calc

Section 5) CHECKLIST COMPLETENESS:

- All sections including locations, slopes, and lengths are shown on the drainage/TESC site plan submitted.
- Each lettered option chosen (A, B, C...) also indicates subsequent Roman numeral choice. (I, II, III)

If any other form of low impact development is proposed in addition to, or in lieu of the above common techniques, please indicate on your site plan. Design guidelines and feasibility criteria can also be found in the **Stormwater Management Manual for Western Washington**: <http://www.ecy.wa.gov/programs/wq/stormwater/manual.html>

Low Impact Development Technical Guidance Manual: http://www.psp.wa.gov/LID_manual.php

Rain Garden Handbook: <https://fortress.wa.gov/ecy/publications/publications/1310027.pdf>

Information about your soil type available at the Web Soil Survey site: <http://websoilsurvey.nrcs.usda.gov/app/>

- Check here if this is part of a larger development that has an existing engineered infiltration facility designed to include this phase of construction.



Planning & Development Services

Habitat Impact Assessment Checklist

Pursuant to Skagit County Code 14.24 and 14.34

This checklist is for all development proposals within the Special Flood Hazard Area (SFHA) or 100-year floodplain. It is used to help project proponents and the County determine when a project needs further analysis regarding potential adverse effects on Endangered Species as required by the Endangered Species Act (ESA).

Planning & Development Services staff can provide technical assistance in answering the following questions.

Section: _____ Township: _____ Range: _____ Parcel Number: _____ Related Permit: _____

Site Address: _____

Project Description: _____

Name of nearest waterbody: _____

Distance of project to nearest waterbody: _____

1) What is the current land use adjacent to the nearest waterbody? (*residential, agricultural, forestry, etc*)

2) What type of vegetation is between your project and the nearest waterbody? (*forest, shrub, grass, etc*)

3) What type of vegetation will be removed from your project site?

4) How much new impervious surface will your project create onsite? (*driveway, parking, roof area, etc*)

5) Does your project include any excavation? If so, how much? (*in cubic yards*)

6) Does your project include placement of fill material? If so, how much (*in cubic yards*)

7) Please describe how your project has been designed to have no effect on runoff filtration.

8) Please describe how your project has been designed to have no effect on flood storage.

9) Please describe how your project has been designed to have no effect on flood conveyance.

10) Will your project introduce any nutrients or contaminants to the nearby waterbody? (*fertilizers, storm water runoff, etc*)

11) Please describe how your project has been designed to have no effect on shade along or over any nearby streams.

12) Please describe how your project has been designed to have no effect on wildlife habitat.

I understand that if the information on this form is later determined to be incorrect, the project or activity may be subject to conditions or denial as necessary to meet the requirements of SCC 14.24 or SCC 14.34.

Applicant's Signature

Date