

Appendix A Stormwater Site Plan Short Form

This Stormwater Site Plan Short Form may be used if the proposed drainage system is a non-engineered design and project quantities are within or below the following thresholds:

- The project adds or replaces between 2,000 and 5,000 square feet of impervious surface
- The project clears or disturbs between 7,000 and 1 acre of land.

If the project quantities exceed any of the above thresholds, prepare a formal Stormwater Site Plan per Volume 1, Chapter 4 of the City of Tacoma Stormwater Management Manual.

Environmental Services may also require additional information if warranted by project parameters.

Chapter 1 – Project Overview

Work Order/Building Permit Number(s): _____

Associated Permit Number(s): _____

Applicant Name: _____

Applicant Address: _____

Applicant Phone Number: _____

Applicant E-mail: _____

Property Owner: _____

Property Owner Address: _____

Property Owner Phone Number: _____

Property Owner E-mail: _____

Project Address: _____

Parcel Number: _____

Size of Parcel (acres or square feet): _____

Identify other permits required or associated with the subject parcel (e.g. hydraulic permits, Army Corps 404 permits, wetlands, work order, short plat, boundary line adjustment, etc.). Provide Permit numbers if available: _____

Brief description of the project to include the following:

Current site condition and/or use: _____

Proposed site condition and/or use: _____

Have any other site improvements (include all new impervious surfaces and areas cleared) occurred on the site after January 1, 2003? List square footages and description: _____

Project impacts. Please fill in the following table (include onsite and offsite):

Threshold Discharge Area ID:	Onsite	Offsite
Total new impervious surfaces (ft ²)		
Total replaced impervious surfaces (ft ²)		
Total new pollution generating pervious surfaces (PGPS) (ft ²)		
Total new pollution generating impervious surfaces (PGIS) (ft ²)		
Total replaced pollution generating pervious surfaces (PGPS) (ft ²)		
Total replaced pollution generating impervious surfaces (PGIS) (ft ²)		
Native vegetation converted to lawn/landscape (ft ²)		
Total effective impervious surface (ft ²)		
Total disturbed area (ft ²)		

Chapter 2 – Existing Condition Summary

Existing Site Conditions (Check all that apply)

- Describe the existing site conditions. (Check all that apply)

☐ Forest

☐ Pasture/prairie grass

☐ Pavement

☐ Landscaping

☐ Brush

☐ Trees

☐ Other
- Describe how surface water (stormwater) drainage flows across/from the site. (Check all that apply)

☐ Sheet Flow

☐ Gutter

☐ Catch Basin

☐ Ditch/Swale

☐ Storm sewer pipes

☐ Stream/Creek

☐ Other
- Describe, discuss and identify the following for the project site:
 - Topography – is the site: ☐ Flat ☐ Rolling ☐ Steep
 - Natural and man-made drainage patterns (which direction does stormwater flow and how): _____

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-
- c. Are there any known historical drainage problems such as flooding, erosion, etc.
-
-
-
- d. Existing utilities (Check all that are on the site and show on site map with legend)
- ☐ Storm ☐ Water ☐ Sewer ☐ Other _____
- e. Are sensitive and critical areas present on or near the site (i.e. vegetative buffers, wetlands, steep slopes, floodplains, geologic hazard areas, streams, creeks, ponds, ravines, springs, etc.)?
- ☐ Yes (show on site map) ☐ No
- f. Are existing fuel tanks present on the site?
- ☐ Yes (show on site map) ☐ No
- g. Is this site within the South Tacoma Groundwater Protection District (on GovMe or SWMM Volume 1, Chapter 2, Figure 1 - 2)?
- ☐ Yes ☐ No
- h. Is the site within the aquifer recharge area (on GovMe under Building and Land Use/ Critical Areas)?
- ☐ Yes ☐ No
- i. Are groundwater wells present onsite and/or within 100 feet of the site?
- ☐ Yes (show on site map) ☐ No
- j. Are septic systems present onsite and/or within 100 feet of the site?
- ☐ Yes (show on site map) ☐ No
- k. Are there existing public and/or private easements on the project site?
- ☐ Yes (show on site map & provide recording numbers) ☐ No
4. Provide a soils report to identify the following:
- a. Date of soil investigation: _____
- b. Soil type and/or infiltration rate: _____

NOTE: To use the pre-sized facilities in Volume 3, Chapter 2, soils need to be classified as outlined in Volume 3, Section 2.4).

- c. Groundwater elevation: _____
- d. Location of test pits (show on site map).
- e. Attach the soils report (with soil log) to this document.

Adjacent Areas

1. Check any adjacent areas that may be affected by site disturbance and describe in item 2 below (check all that apply):

☐ Streams* ☐ Lakes* ☐ Wetlands* ☐ Steep Slopes*

☐ Residential Areas ☐ Roads ☐ Ditches, pipes, culverts

☐ Other _____

** If site is on or adjacent to a critical area, the City of Tacoma may require additional information, engineering, and other permits to be submitted with this short-form.*

2. Describe how and where surface water enters the site from upstream properties:

Describe how and where surface water exits the site:

Chapter 3 – Offsite Analysis

1. Describe the downstream drainage path leading from the site to the receiving body of water. (Minimum distance of ¼-mile (1320 feet)) {E.g. water flows from site, into curb-line to catch basin at intersection of X and Y streets. A 12-inch pipe system conveys water another 1000 feet to a ravine/wetland.}

2. Investigate the drainage system ¼ mile downstream from the project by site visit, including the following items:

- a. Problems reported or observed during the site visit:

- b. Existing/potential constrictions or capacity deficiencies in the drainage system:

- c. Existing/potential flooding problems:

- d. Existing/potential overtopping, scouring, bank sloughing, or sedimentation:

- e. Qualitative data on features such as land use, impervious surface, topography, soils, presence of streams, and wetlands:

- f. Information on pipe sizes, channel characteristics and drainage structures:

- g. Date and weather at the time of the inspection (was it raining during site visit?):

Chapter 4 – Permanent Stormwater Control Plan

(see Volume 1, Section 3.4.5)

1. How will the stormwater from rooftops be managed? (See Volume 3, Chapter 2).
Stormwater from rooftops must be managed onsite if feasible:

2. How will the stormwater from other impervious surfaces (driveways, sidewalks, paths, sports courts, etc) be managed? (See Volume 3, Chapter 3). Stormwater from other impervious surfaces must be managed onsite if feasible:

3. How will areas disturbed during construction that will be lawn/landscaping or other pervious surfaces be mitigated? The applicant shall choose one of the implementation options described and indicate that method. (See BMP L613, Volume 3, Chapter 4):

Conveyance System (*Piping of Stormwater*) Analysis and Design

- Show the proposed conveyance system on a project site plan.
- Identify pipe sizes, types and slopes (pipes must meet the requirements described in Volume 3, Chapter 10).

Chapter 5 – Discussion of Minimum Requirements

1. Check the minimum requirements that apply to the project. Refer to the flowchart (see SWMM Volume 1, Chapter 3) for determining minimum requirements.

- ☐ MR #1 – Preparation of Stormwater Site Plans
- ☐ MR #2 – Construction Stormwater Pollution Prevention
- ☐ MR #3 – Source Control of Pollution
- ☐ MR #4 – Preservation of Natural Drainage Systems and Outfalls
- ☐ MR #5 – Onsite Stormwater Management
- ☐ MR #6 – Runoff Treatment
- ☐ MR #7 – Flow Control
- ☐ MR #8 – Wetlands Protection
- ☐ MR #9 – Basin/Watershed Planning
- ☐ MR #10 – Operation and Maintenance
- ☐ MR #11 – Offsite Analysis and Mitigation
- ☐ MR #12 – Financial Liability

NOTE: If MR #6, 7 or 8 apply – this short form cannot be used.

2. Describe how each of the minimum requirements will be satisfied.

Chapter 6 – Operation and Maintenance Manual

1. Describe the onsite storm system. Include each type of facility, including its function and operation. Include any manufacturer's documentation.

2. Indicate the person or organization responsible for maintenance of the onsite storm system, including phone number and address.

3. Note where the Operation and Maintenance manual is to be kept. Note that it must be made available to the City for inspection.

4. Attach the maintenance schedules from Volume 1, Appendix C for all facilities used on the site, or create maintenance schedules.
5. Provide a sample maintenance activity log indicating emergency and routine actions to be taken. Attach to this document.

Chapter 7 – Construction Stormwater Pollution Prevention Plan

The Construction Stormwater Pollution Prevention Plan Short-Form may be used – Please refer to the SWMM Volume 2, Appendix C.

Drawings Required

- Vicinity Map –GovMe map may be used for an SSP or provide the nearest cross-streets on the site plan with a North arrow.
- Site Map showing new and existing improvements and Grading Plan (this may be on a 8 ½ " x 11" or 11" x 17" sheet). Include as much detail as possible, including:
 - Elevation contours
 - All existing improvements (including utilities)
 - All proposed improvements

Prepared By:

Date Prepared: