

SECTION 2

PLAN REVIEW PROCESS

The plan review process includes five major types of plans:

- 1) A Low Impact Development (LID) Site Assessment includes a planning stage feasibility study of the application of LID stormwater practices, hard-surface reduction, and soil- and vegetation preservation and management practices to the maximum extent feasible.
- 2) A Stormwater Site Plan (SSP) includes all requirements associated with grading operations, storm drainage design, and permanent stormwater control.
- 3) A temporary construction Stormwater Pollution Prevention Plan (SWPPP) includes all requirements associated with control of pollutants, erosion, sediment transport, siltation, site disturbance, project footprint, and phasing of work.
- 4) A Building Site Plan includes all site development requirements including access, parking, storm drainage control, utility service, and site layout.
- 5) A Facilities Extension Plan includes the installation or improvement of public facilities associated with transportation, water lines, sanitary sewers, and storm drainage systems.

2 - 01 PLAN TYPES

A. LID SITE ASSESSMENT

A LID SITE ASSESSMENT shall be performed when a Site Assessment and Development Permit is required for construction activities, or, a Preapplication Conference for a land use permit is required. The City's currently adopted LID manual, describes in detail the requirements for a LID Site Assessment and mapping process.

B. STORMWATER SITE PLAN (SSP)

A SSP is required when an application is made for site disturbance in excess of 7,000 square feet or new or replaced hard surfaces in excess of 800 square feet. Fill and grading that includes excavations and/or fills that exceed 50 cubic yards of earth when such work is not covered by a separate building permit require a grading permit and may also be subject to the requirements of a SSP if the above thresholds are exceeded or when required by the City engineer for connection to the City's storm drainage system

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A SSP, when required, shall be reviewed and approved concurrently with the issuance of a Building Permit, and before commencement of construction. Section 9 of this manual describes in detail the requirements for a SSP.

C. STORMWATER POLLUTION PREVENTION PLAN (SWPPP)

A SWPPP is required when an application is made for site disturbance in excess of 7,000 square feet or new or replaced hard surfaces in excess of 800 square feet. Fill and grading that includes excavations and/or fills that exceed 50 cubic yards of earth when such work is not covered by a separate building permit require a grading permit and may also be subject to the requirements of a SWPPP if the above thresholds are exceeded or when required by the City engineer. The SWPPP shall include all 13 elements required per the Department of Ecology's Stormwater Management Manual for Western Washington, 2014, Volume II.

D. BUILDING SITE PLAN

Is required with a separate SSP when associated with a Building Permit Application for all new commercial development and residential construction of more than four (4) units per lot or when required by the city engineer. The work covered by the Building Permit will include the building and grading work and drainage plan. A Facility Extension Agreement may be required in conjunction with a building site plan any time a public street or utility is to be constructed to serve the development (i.e., public street improvement, or public water system extension to provide fire hydrant service to on-site buildings).

An approved Building Site Plan is required prior to the issuance of a Building Permit and before commencement of construction. Section 4 of this manual describes in detail the requirements for a Building Site Plan.

E. FACILITIES EXTENSION PLAN

Is required in association with a Facilities Extension Agreement any time an applicant is required to install or improve a public facility consisting of sanitary sewers, water lines, storm drains and streets.

An approved Facilities Extension Plan, an executed Facilities Extension Agreement, and a written Notice to Proceed are required prior to receiving authority to commence with construction. Section 5 of this manual describes in detail the requirements for Facilities Extension Plan.

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2 - 02 ENVIRONMENTAL REVIEW

All applicants shall contact the City's Department of Planning and Community Development (DCD) to address SEPA requirements prior to submitting construction plans (i.e., LID site assessment, SSP, SWPPP, building site, facilities extension) to the City for review.

Although the SEPA process and the plan review process may run concurrently, applicants are encouraged to address SEPA requirements prior to plan submittal, due to the potential impacts said SEPA conditions may have on the development. If Mitigation Agreements or other documents are required as a condition of SEPA, it shall be the applicant's responsibility to insure that all such Agreements are executed, prior to final plan approval.

If required, the SEPA process shall be completed prior to final plan approval or the issuance of any construction permits.

All plans shall be in conformance with SEPA conditions, if required.

2 - 03 PLAN SUBMITTAL AND REVIEW PROCESS

The process for filing an application for a permit is described in the Building Permit Packet. This and other informational brochures are available upon request at DCD.

All applications and plans are to be submitted to the DCD for processing by applicable City departments.

1. Three (3) sets of construction plans (i.e., LID Site Assessment, SSP, SWPPP, Building Site, and Facilities Extension).
2. Three (3) sets of Storm Drainage Reports and Calculations.
3. Three (3) sets of Water Quality Control Reports and Calculations, if required, shall be submitted along with the appropriate Building/Fill and Grading permit application(s) to the DCD.

CADD drawings to be provide for all Facility Extensions conforming to City/ APWA standards. Additional sets of plans and calculations may be required from some projects. Plans shall meet the minimum requirements as stated in Section 3.

Applicants are encouraged to meet with the "Planner of the Day" prior to plan submittal. All plans submitted to the DCD will receive a preliminary review to make sure that they adequately address the minimum requirements of this manual and all applicable development requirements. Any such plans, not meeting these requirements, will be returned to the applicant or designated contact person as incomplete for review.

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Plan Review Checklists are available at the DCD as a guide to help the engineer in the plan preparation process. The City recommends that these checklists be used by the engineer to help facilitate the plan review process.

The city engineer may require drawings or calculations for review that are stamped by a Washington State licensed professional engineer. However, only the drawings and calculations submitted for final approval need to have the stamp signed and dated.

To help expedite the plan review process, the applicant should submit the following information if applicable along with the plan submittal:

1. Site survey prepared by a registered land surveyor (or other qualified professional).
2. The final soils report prepared by a registered professional soil scientist, locally licensed on-site septic designer, or other suitably trained person.
3. Survey of native vegetation cover by a licensed architect, arborist, qualified biologist, or project proponent if there are native soil and vegetation protection areas proposed for the site.
4. Permanent Stormwater Site Plan (SSP) and calculations.
5. Temporary construction Stormwater Pollution Prevention Plan (SWPPP).
6. The final biologist report including the wetland mitigation plan.
7. Approved traffic study.
8. A copy of the final SEPA determination.
9. A copy of the short plat.
10. A copy of the preliminary plat.

2 - 04 PLAN APPROVAL PROCESS

The City will review plans for conformance with City development requirements, standards, and policies. Red-line drawings and plan review comments will be returned to the applicant or the designated contact person for corrections. Plans shall be revised, by the applicant or applicant's design agent, to address all red-line comments and plan review checklist requirements. A minimum of three sets of revised drawings and the red-line comments shall be resubmitted to the City for approval. No red-line plans shall be used for construction unless so approved by the City.

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Prior to issuance of any construction permit and upon completion of the plan review process, the required construction plans need to be approved by all applicable City departments. Final reproducible approved drawings, digital copies, or mylars will be signed by the city engineer and shall remain on file with the City. The project engineer and owner may receive one copy each of the approved plans. Additional print copies may be purchased.

All proposed off-site public rights-of-way and easements to be dedicated to the City shall be dedicated prior to or as a condition of the final plan approval.

2 - 05 RECORD AS-BUILT DRAWINGS

The Permit Applicant (owner) is responsible for maintaining record drawings that will be provided to the City following completion of the construction. Developers, applicants, owners, engineers, and contractors need to be aware of the following requirements in order to satisfy this record drawing certification. A set of working drawings must be maintained on-site and updated daily with changes.

Record as-built drawings shall contain the same level detail and information as was provided in the construction plan set. Where grades, elevations, inverts, slopes, bearings, distances, stations, offsets, locations, quantities, and other measurements are provided on the construction set those same measurements shall be provided with corrected values on the record as-built drawings.

Upon completion of the project, the original signed digital copies or mylars are to be corrected to reflect all as-built conditions, certified as such by the developer/contractor and turned in to the City. It is recommended that the Record As-Built Drawings be reviewed by the city engineer prior to submitting the originals. For projects in the public right-of-way where AutoCAD is used, a copy of the CADD files shall be submitted to the City with the drawings. If other computer drafting programs are used an AutoCad format (DWG or DXF) format file shall be submitted to the City along with a Portable Document Format (PDF) file.

Record as-built drawings shall be considered an item on the contractor's punch list. Until all items on the punch list are completed, the project will not be sent to the City council for approval. Final acceptance will be withheld until the record as-built drawings are submitted and approved.