This submittal worksheet will help determine what onsite stormwater management and/or erosion control measures are required for your project. After a technical review of your application and this worksheet, additional information may be required in order to finish processing your permit.

Applicant Name: ___________________________ Assessor Tax Parcel #: ___________________________

Project Name: ____________________________ Contact email: ___________________________

All information in this worksheet is required to be filled out for your permit application to be accepted

**Section 1 - General Information**

1. **Total Disturbed Area**: __________ square feet  
   Disturbed area must be clearly shown on the submitted site plan. (This includes areas disturbed for installation of wells, septic drain fields, site preparation for structures, lawn and landscaped areas, and any additional clearing or logging.)

2. **Total Impervious Surface Area** (new and/or replaced): __________ square feet  
   (This includes all new or redeveloped driveways, patios, walkways, covered decks and structures.)

3. Information for the following 3 items may be found on the Kitsap County website (http://www.kitsapgov.com/dcd/) or from a Community Development Permit Technician.
   a. **Zoning Designation**: ______________________
   b. Property is in a mapped census defined urban area or an urban growth area.  
      □ YES  □ NO
   c. Property is in a mapped critical drainage area per Building Limitations Map, Critical Drainage Map, or KCSDM Figures 10.1, 10.2, or 10.3.:  
      □ YES  □ NO

4. Does your property have any of the following features? Check all that apply:
   □ a. Waterfront lot  
      □ i. Low bank (gentle slope, less than 8-foot drop to water)  
      □ ii. Moderate or high bank (gentle to steep slopes, greater than 8-foot drop to water)
   □ b. Slopes greater than 15% (this equals about a 5-foot drop across 33 feet of ground horizontally)
   □ c. Slopes greater than 30% (this equals about a 10-foot drop across 33 feet of ground horizontally)
   □ d. Lot less than 1 acre in size surrounded by existing homes in subdivision built prior to 1996.
   □ e. Areas of property that are depressions, bogs, seeps, or that have known wetlands or seasonal standing water
   □ f. Stream, creek, or ravine with running water at least part of the year
   □ g. A greater than 1-acre lot in a rural zone, AND contains at least one of items a-f.

5. Will any construction activity or land-disturbing activity, including cutting of trees, occur on or within 200 feet of any of the features noted in question 4?  
   □ YES  □ NO
Section 2 – Thresholds for Review
Stormwater management falls into one of three categories for review. Use the information above and the sections below to guide you to the appropriate review process for your project:

Levels of Review:
1. Site Development Activity Permit (SDAP) – See the Engineered Residential Drainage Worksheet
2. Engineered Small Site Review – See the Engineered Residential Drainage Worksheet
3. Non-Engineered Onsite Stormwater Management – See “Onsite Stormwater Management” Section, Below

SDAP and Engineered Small Site Review: If the answer to Section 1, # 3.c, and/or #5 is “YES”, STOP HERE. You must fill out the Engineered Residential Drainage Worksheet for a determination on whether an Engineered Small Site Review or an SDAP is required.

Onsite Stormwater Management
A. If the project disturbs less than 7,000 square feet of land and creates less than 2,000 square feet of new or replaced impervious surface area, then, in most cases, onsite stormwater mitigation and a stormwater pollution prevention plan (SWPPP) are not required. However, basic erosion and sediment control measures must still be implemented.

EXCEPTION: Development in critical drainage areas, based on site features identified in Section 1, may require an Engineered Small Site Review or Site Development Activity Permit.

Is your project above the thresholds identified above?
☐ YES – More than 7000 sq. ft. of disturbed area or more than 2000 sq. ft. of new or replaced impervious area; continue to item B. ☐ NO – Less than 7000 sq. ft. of disturbed area and more than 2000 sq. ft of new or replaced impervious area. The form is complete -Stop here.

B. If the new, replaced, or new plus replaced impervious surfaces total 2,000 square feet or more, or disturb 7,000 square feet or more of land you must prepare a Stormwater Pollution Prevention Plan (see below for details) as part of the Stormwater Site Plan. The SWPPP consists of both a plan and a narrative; the narrative includes a list of 12 erosion control elements that must be addressed. See attached SWPPP Plan Guide.

All developments that create or add 2,000 square feet or more of impervious surface shall mitigate those impervious surfaces to match the predevelopment condition groundwater recharge, using one or more of the stormwater mitigation Best Management Practices (BMPs) found in Chapter 5 of the Stormwater Design Manual.

The following SWPPP items must be submitted in order to begin processing your application:
☐ SWPPP narrative (2 copies)
☐ SWPPP drawings (2 copies on minimum 11” x 17” paper; drawn to scale. See SWPPP Brochure #53)
☐ Onsite Stormwater Management method, identified in Section 3, and shown on the SWPPP drawings.
☐ Soil Management Plan (2 copies). (Required for projects that disturb 7,000 square feet or more of area.) See Soil Management Plan Brochure # 54. The default pre-approved rates are:
  • In planting beds, place 3 inches of compost and till in to an 8 inch depth;
  • In turf areas, place 1.75 inches of compost and till in to an 8 inch depth.
Section 3 - Identify Onsite Stormwater Management

Stormwater Runoff Mitigation
There are several ways to mitigate stormwater runoff. Typical methods of providing stormwater management include the following Best Management Practices (BMPs).

Indicate which method you will use, and then use the checklist below the method to show compliance with code requirements for the chosen option.

☐ Infiltration Pit/Trench       ☐ Rain Garden       ☐ Dispersion Trench       ☐ Other*

*For alternate options, please refer to the Kitsap County Stormwater Design Manual (KCSDM) and Kitsap County Low Impact Design (LID) Manual.

Infiltration Pit/Trench (KCSDM Figure 5.1 shows a typical downspout infiltration trench system)
☐ Location of infiltration pit/trench shown on SWPPP drawing and universal site plan.
☐ Soil Analysis Required - A soil analysis in the immediate area where the infiltration trench is proposed is a required permit submittal item. A soil sample must be obtained at a depth between 3.5 and 4 feet below the ground surface. The analysis, performed by a soils laboratory, determines the percent of soil retained by a #200 sieve. This information is used to determine the size of the trench.
☐ Distance from existing grade to hardpan (or seasonal high water table) is: ________ feet (Note: You must have a minimum 12” to hardpan or seasonal high water from the trench bottom in order to use this option.)
☐ All infiltration pits shall be located at least 10 feet from any structure, property line, or sensitive area.
☐ All infiltration systems must be at least 200 feet from the top of any sensitive area steep slope. This setback may be reduced based on a geotechnical evaluation, but in no instances may it be less than the required buffer width.
☐ Infiltration pits shall not be built on slopes over 20%. A geotechnical analysis and report is required if the infiltration pit is to be built on a slope between 15% and 20%.
☐ For sites with septic systems, infiltration systems must be down-gradient of the drainfield unless the site topography clearly prohibits subsurface flows from intersecting the drainfield. Down-gradient individual home infiltration systems must be at least 10 feet from any primary or reserve drainfield. See Kitsap County Health District Regulations for more details on setbacks to on-site sewage systems and wells.
☐ Maximum length of trench must not exceed 100 feet from the inlet sump.
☐ Minimum spacing between trench centerlines must be 6 feet.
☐ If installed in fill material, fill is placed and compacted under the direct supervision of a geotechnical engineer or professional civil engineer with geotechnical expertise. (Additional infiltration rate testing and reporting is required)
☐ Trenches may be located under pavement if a small yard drain or catch basin with grate cover is placed at the end of the trench pipe such that overflow would occur out of the catch basin at an elevation at least one foot below that of the pavement, and in a location which can accommodate the overflow without creating a significant adverse impact to downhill properties or drainage systems. This is intended to prevent saturation of the pavement.

Rain Garden
☐ Location of raingarden shown on SWPPP drawing and universal site plan.
☐ Soil Analysis Required - A soil analysis in the immediate area where the raingarden is proposed is a required permit submittal item. A soil sample must be obtained at a depth between 3.5 and 4 feet below the ground surface. The analysis, performed by a soils laboratory, determines the percent of soil retained by a #200 sieve. This information is used to determine the size of the raingarden.
☐ Distance from existing grade to hardpan (or seasonal high water table) is: ________ feet (Note: You must have a minimum 12” to hardpan or seasonal high water from the trench bottom in order to use this option.)
☐ All raingardens shall be located at least 10 feet from any structure, property line, or sensitive area.
☐ All raingardens must be at least 200 feet from the top of any steep slope (30% or greater). This setback may be reduced based on a geotechnical evaluation.
☐ Rain gardens shall not be built on slopes over 20%. A geotechnical analysis and report is required if the infiltration pit is to be built on a slope steeper than 15%.
☐ For sites with septic systems, rain gardens must be located at least 30 feet away from both the primary and reserve drainfield.

**Dispersion Trench**

☐ Location of dispersion trench (For every 700 square feet of rooftop area; 10 lineal feet of trench length is required) shown on SWPPP drawing and universal site plan.
☐ Distance from existing grade to hardpan (or seasonal high water table) is: ______ feet (Note: You must have a minimum 12” to hardpan or seasonal high water from the trench bottom in order to use this option.)
☐ Dispersion trenches require that a certain percentage of the property be left in a natural vegetative state. (See the Kitsap County LID Manual Table 5.1 for guidance.)
☐ Vegetative dispersion area must not exceed 15% slope.
☐ Dispersion trench must be oriented parallel to topographic contours.
☐ **A site plan (8 ½” x 11”) is required which clearly shows the area preserved in a natural vegetative state.** This site plan will accompany a covenant (prepared by DCD) which states you are preserving this area for stormwater mitigation. This covenant must be recorded prior to final inspection.

**Other** Describe the options you wish to use. Refer to the [Kitsap County Low Impact Design (LID) Manual](#) for guidance and requirements:

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

For additional information please visit our [website](#) or ask at the front counter for these informational brochures:

#53 Construction Stormwater Pollution Prevention Plan (SWPPP)
#54 Soil Management Plans
#57 Site Development Activity Permit (SDAP)

If you have questions on any of the information provided, please feel free to call (360) 337-5777 to email us a [help@kitsap1.com](mailto:help@kitsap1.com) to submit your question regarding application assistance. An Engineering Technician will reply to your questions within 3 business days.