



Full Stormwater Site Plan Counter Checklist

City of Kelso

This checklist includes the required information for submitting a **Full Stormwater Site Plan**. The Full Stormwater Site Plan fulfills Minimum Requirement #1 described in Chapter 2 of the Kelso Engineering Design Manual (KEDM). Instructions for preparing stormwater site plans are in Section 2.05 of the KEDM. Applications will not be processed until all of the following information is submitted and determined “counter complete” by City staff. A Full Stormwater Site Plan is organized into four separate documents as follows and shown in detail below:

1. Drainage Design Report
2. Stormwater Site Development Drawings
3. Construction Stormwater Pollution Prevention Plan
4. Long-Term Stormwater Site Management Plan

Element Complete



1. DRAINAGE DESIGN REPORT

Cover page with the following information:

- Name of Report
- Project name, and project number (if a city project)
- Project Address
- Name and mailing address of applicant/owner
- Name and contact information of engineer
- Date of submittal

Applicant Engineer’s Certification Statement with Engineer’s Seal

Maps

- Vicinity map
- Basin map
- Soils map

Project overview

Existing Conditions and Soils Description

Minimum Requirements Analysis

Land-disturbing Area and Surfaces Summary Table containing the following quantities:

- Existing hard surfaces
- New hard surfaces
- Replaced hard surfaces
- Vegetation converted to lawn or landscaping
- Native vegetation converted to pasture
- Total land disturbing activity
- Total Pollution Generating Hard Surfaces (PGHS)
- Total Pollution Generating Pervious Surface (PGPS) not including permeable pavements
- Total effective impervious surface

Refer to the Kelso Engineering Design Manual, online at www.kelso.gov/engineering/engineering-documents, for more information or clarification of stormwater requirements within Kelso. You may also contact the City of Kelso’s Engineering Department at (360) 423-6590 or at engineering@kelso.gov.

On-Site Stormwater Management Selection and Sizing

Is the project using List #2, List #3 or the LID Performance Standard?

- List #2
- List #3
- LID Performance Standard

Provide the following:

- Flow rates for the 2, 10, and 100-year return periods for pre-developed and developed conditions
- A table of pass/fail rates for each flow level
- A graph of flow rate vs percent time exceeding for pre-developed conditions and post-developed, mitigated conditions
- CD or USB of computer model input and output files

- List of BMPs Used in the Design**
- Runoff Treatment Analysis and Design**
- Conveyance System Analysis and Design**
- Ongoing Operations and Maintenance**
- Groundwater Monitoring Program**

Appendices

- Technical appendix that includes computations, data, charts, etc.
- Soils report

 2. STORMWATER SITE DEVELOPMENT DRAWINGS

Design Plans contain the following elements and formatting:

- Drawn to a minimum scale of 1" = 20' horizontally and 1" = 5' vertically
- On 22" x 34" sheets
- North arrow
- Scale bar

Title block including:

- Project name
- Owner name
- Engineering firm name
- Sheet title
- Sheet number
- Description and date of all revisions
- Seal of the Applicant Engineer

- Coversheet and/or Notes and Legend Sheet** with the following information:

- Project name, and project number (if applicable)
- Date
- Vicinity map, showing the location of the project and the nearest major street intersection
- Situs address, Assessor's Taxlot and/or Abbreviated Legal Description
- Name and mailing address of applicant/owner
- Name and contact information of engineer

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- Index of sheets
- Legend
- Notice to Excavators to Call for Locates
- Seal of the Applicant Engineer
- Survey**
- Stormwater Plans**
- Landscape Plans**
- Planting Plans**
- Profiles:** Existing and Proposed
- Stormwater Details**

3. CONSTRUCTION STORMWATER POLLUTION PREVENTION PLAN

- Narrative**
 - Project Description
 - Certified Erosion and Sediment Control Lead (CESCL), Identity and Contact Information
- Drawings**
 - Vicinity Map
 - Site Map(s)

4. LONG-TERM STORMWATER SITE MANAGEMENT PLAN

- Cover Sheet** with the following information:
 - Name of plan
 - Project name, and project number (if a city project)
 - Project address
 - Name and mailing address of applicant/owner
 - Name and contact information of engineer
 - Date of submittal
- Operations and Maintenance Summary**
- Stormwater Improvement Restrictive Covenants**
- Site Stormwater System Manual**
- Individual Lot Operation and Maintenance Instructions (for subdivisions)**
- Pollution Source Control Plan**