Prior to scheduling a scoping meeting for stormwater, sanitary sewer, a traffic impact analysis, and/or solid waste, the following information shall be submitted to the Engineering Plans Examiner for each of the appropriate required meetings for your project. Once the Plans Examiner has received the information, scoping meeting/s will be scheduled.

INFORMATION NEEDED FOR A STORMWATER SCOPING MEETING

1. Site plan (to scale) with 2-foot interval elevation contours that show the proposed site improvements and stormwater facility location.
2. Data that shows the proposed new impervious area and disturbed pervious area in square feet. If it’s a redevelopment project, the current project site impervious area (square feet), assessed value of the existing site improvements and the estimated cost of the new improvements are also needed.
3. A map showing the route and conveyance systems to the natural receiving water body or publicly-owned stormwater facility from this site.

INFORMATION NEEDED FOR A SANITARY SEWER SCOPING MEETING

1. Description of the scope of the project. (Number and type of residences or size and type of commercial building.
2. Site plan (to scale) with 2-foot interval elevation contours, property lines and location of nearest existing sewer utilities.

INFORMATION NEEDED FOR A TRAFFIC IMPACT ANALYSIS SCOPING MEETING

1. Retain qualified traffic engineer with a professional engineer’s license.
2. Prior to scoping meeting provide CP&D a TIA scoping letter to include the following:
   a. Proposed use and size.
   b. Trip generation per City of Olympia Transportation Impact Fee Program Update.
   c. Site Plan to include:
      i. Proposed public street access
      ii. On-site parking location
      iii. Internal street network
      iv. The location of any off-site adjacent or cross street driveway/s or street intersection/s.
   d. Provide a PM peak hour project trip assignment based on the Thurston Regional Transportation Demand Model
      i. You may contact Thurston Regional Planning Council at (360) 956-7575 for details.
      ii. Indicate geographic distribution for north, south, east, and west.
   e. Provide project year of occupancy.

INFORMATION NEEDED FOR A SOLID WASTE SCOPING MEETING

1. Size and/or number of units, type and use of proposed building.
2. Dumpster site locations on street and site plans indicating proposed means of access (see Chapter 8 for turning movement templates).
3. Dumpster types and sizes depicting:
   a. Containers
   b. Compactors
   c. Drop Boxes