



Stormwater Scoping Meetings

When it comes to managing stormwater runoff from your site, the costs for construction and long-term maintenance may catch you by surprise. The planning phase of any project is critical to identify issues and identify effective solutions for managing stormwater so your project can be a success.

Stormwater Scoping Meetings are an opportunity for you and design professionals to meet with City staff to discuss your project and learn more about the stormwater requirements for your project. During a Stormwater Scoping Meeting, you will receive feedback from Community Planning & Development staff and the City's stormwater engineer from the Public Works – Water Resources section. City staff will assist you in identifying project requirements and potential issues; staff will not provide or suggest a stormwater design for your project.

Anyone can complete the application and schedule a Stormwater Scoping Meeting. However, some projects are very complex and require design by a Washington State licensed professional engineer. If your project requires an engineered design and report, it is best to work with your engineer when completing the application and include them when attending a scoping meeting.

Stormwater Scoping Meetings are required for some projects and optional for others. If your project is required to complete a full Drainage Control Plan (see Guide Sheet 1A) addressing all nine Core Requirements of the 2016 Drainage Design and Erosion Control Manual, a Stormwater Scoping Meeting is required. *Proof that you or your engineer has attended a scoping meeting must be presented during your application intake meeting in Community Planning & Development when submitting a Drainage Control Plan.*

Step 1: Complete the application form

Fill in the Stormwater Scoping Meeting Application and provide answers to all questions as they relate to your project. Completing the form will require you to calculate existing and proposed land cover areas within the *project limits*. The *project limits* are defined as that portion of a property or properties subject to land disturbing activity, new hard surface, or replaced hard surfaces. The requirements of the City of Olympia Drainage Design and Erosion Control Manual (DDECM) are evaluated based on the thresholds of new or replaced hard surface and the amount of land disturbance and hard surface proposed by the project.

Step 2: Prepare additional items for your application

The following information about your project should be included with your application. Please provide the application and these two supporting documents in digital format (e.g., Microsoft Word document or a PDF copy). A hard copy may be submitted at the permit counter in Community Planning & Development, but electronic copies are preferred. *Applications submitted without a site plan or project narrative will not be accepted.*

- A **Conceptual Site Plan** that includes (where applicable):
 - Parcel boundary, right-of-way lines, and easements
 - Existing site topography – *Thurston County Geodata contours are generally acceptable (www.geodata.org)*
 - The project parcel(s) and locations of existing and proposed buildings
 - Roads, driveways, parking lots, and other hard surfaces – *both existing and proposed*
 - Areas proposed for clearing of native vegetation
 - Areas for stormwater dispersion, open space, or tree preservation
 - Areas of substantial grading and earthwork
 - Preliminary soils information/mapping (e.g., NRCS soil series and hydrologic soil group)

- Proposed areas and location of Low Impact Development (LID) features, flow control facilities, and runoff treatment facilities
 - Mapped or known critical areas onsite or in proximity of the site (e.g., steep slopes, wetlands, streams, groundwater protection areas, etc.)
 - Location of offsite drainage courses or downstream discharge points/outfalls
 - Location of private and public stormwater infrastructure
- A **Project Narrative** that describes:
 - The zoning, use, and type of development proposed (e.g., single-family residential, multi-family, commercial, industrial, etc.)
 - Expected Core Requirements triggered and methods of onsite stormwater management (LID), flow control, and runoff treatment (DDECM, Volume I, Sections 2.4 and 2.5)
 - Discussion of maximum hard surface and maximum impervious surface coverage allowed per Title 18 of the Olympia Municipal Code
 - Information regarding onsite soils – *a full site soil investigation is not required at this phase*
 - Discussion of feasibility for stormwater facilities, specifically on-site LID stormwater practices and assessment of infiltration potential on the site
 - Project phasing and timing of clearing, grading, demolition, and construction of improvements
 - On a previously developed site, discuss any permits or work (site work, interior improvements, and their value) occurring after Jan. 1, 2000
 - Any existing stormwater facilities or improvements onsite
 - On redevelopment projects, include discussion of the value of proposed improvements and assessed value of existing improvements on the site

Step 3: Schedule and attend your meeting with staff

Stormwater Scoping Meetings are scheduled each week for Thursday mornings on the second floor of City Hall in the Community Planning & Development department. Meetings should be scheduled at least one week in advance.

To schedule a Stormwater Scoping Meeting, please submit your application, site plan, and project narrative to contact staff identified below. City staff will coordinate with you to confirm your appointment time.

Physical Address: City of Olympia - City Hall
 Community Planning & Development
 Second Floor
 601 4th Avenue East
 Olympia, WA 98501

More information on the Stormwater Scoping Meeting requirement and the submittal Drainage Control Plans and Abbreviated Drainage Plans can be found in Volume I, Chapter 3 of the 2016 DDECM.

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To submit your application and schedule a Stormwater Scoping Meeting, please contact:

Tiffani King, Engineering Plans Examiner
 City of Olympia Community Planning & Development
 tking@ci.olympia.wa.us
 360.753.8257
 olympiawa.gov/ddecn





Stormwater Scoping Meeting Application

Project Information

Project Name:

Site Address:

Assessor's Parcel Numbers:

Applicant Information

Property Owner (or Purchaser) Name:

Email:

Phone:

Authorized Representative or Engineer

Name:

Company:

Email:

Phone:

Project Narrative

Please address each item from Step 2 of Guide Sheet 1B. Include additional sheets if necessary.

Application Attachments

Please list the attachments included with your application. At minimum, your application must include a conceptual site plan depicting your proposed project.

Has this project been previously reviewed during a presubmission conference with the City of Olympia? <i>(If yes, please attach meeting notes to this application)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this a redevelopment¹ project or new development²? <i>(See definitions for these project types below)</i>	<input type="checkbox"/> New Development <input type="checkbox"/> Redevelopment
What type of project is being proposed?	<input type="checkbox"/> Clearing/Grading <input type="checkbox"/> Single Family Residential <input type="checkbox"/> Commercial/Industrial <input type="checkbox"/> Multifamily Residential <input type="checkbox"/> Residential Subdivision/Plat
Is this a road construction project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there existing stormwater facilities or constructed stormwater conveyances on the site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Total site area <i>(Include the area of all parcels that contain the project activity or construction; Use the area of right-of-way for road projects)</i>	sq. ft.
Total area of construction, clearing, grading, or development activity <i>(Area of the project limits including all areas being disturbed)</i>	sq. ft.
Amount of existing impervious surface³ on the site	sq. ft.
Amount of new plus replaced hard surface⁴ within the project limits	sq. ft.
Area of soil and native vegetation areas <u>to remain undisturbed</u> within the parcel(s)	sq. ft.
Amount of native vegetation converted to landscape or turf within the project limits	sq. ft.

Definitions

¹ Redevelopment

On a site that is already substantially developed (i.e., has 35% or more of existing hard surface coverage), the creation or addition of hard surfaces; the expansion of a building footprint or addition or replacement of a structure; structural development including construction, installation or expansion of a building or other structure; replacement of hard surface that is not part of a routine maintenance activity; and land disturbing activities.

² New Development

Land disturbing activities, including Class IV -general forest practices that are conversions from timber land to other uses; structural development, including construction or installation of a building or other structure; creation of hard surfaces; and subdivision, short subdivision and binding site plans, as defined and applied in Chapter 58.17 RCW. Projects meeting the definition of redevelopment shall not be considered new development.

³ Impervious Surface

A non-vegetated surface area which either prevents or retards the entry of water into the soil mantle as under natural conditions prior to development. A non-vegetated surface area which causes water to run off the surface in greater quantities or at an increased rate of flow from the flow present under natural conditions prior to development. Common impervious surfaces include, but are not limited to, roof tops, walkways, patios, driveways, parking lots or storage areas, concrete or asphalt paving, gravel roads, packed earthen materials, and oiled, macadam or other surfaces which similarly impede the natural infiltration of stormwater.

⁴ Hard Surface

An impervious surface, a permeable pavement, or a vegetated roof.

