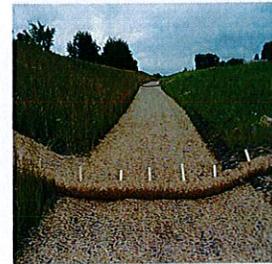


City of Bainbridge Island - Development Division  
**Stormwater Pollution Prevention Plan (SWPPP) Checklist:  
Projects Between 800 & 5,000 SF**

*For City Use Only:*  
*Date Stamp*

*For City Use Only:*

*Project Number:* \_\_\_\_\_



**Part 1**

Applicant's Name: \_\_\_\_\_

Applicant's Telephone #: \_\_\_\_\_

Applicant's Email Address: \_\_\_\_\_

Project street address or location: \_\_\_\_\_

**Project Description**

Total project area (SF or acres): \_\_\_\_\_

Total proposed disturbed area: \_\_\_\_\_

Total proposed (new + replaced) impervious area: \_\_\_\_\_

Total volume of proposed cut and fill (CY): \_\_\_\_\_

**Existing Site Conditions**

Describe the existing topography: \_\_\_\_\_

Describe the existing vegetation: \_\_\_\_\_

Describe any existing drainage features, including problematic areas (wet areas, streams, steep slopes): \_\_\_\_\_

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Describe any adjacent areas that might be affected by site disturbance:

- Steams       Wetlands       Roads       Pond  
 Residential Areas       Shoreline       Other

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**Part 2**

Every SWPPP must address the **12** required elements from the Washington State Department of Ecology [\*Stormwater Management Manual for Western Washington\*](#).

Check the suggested BMP you will use to satisfy the required element and identify location on the SWPPP plan. If an element does not apply to your proposal, provide a written justification identifying the reason an element is not applicable to the proposal.

1. **Mark the Area Disturbed by Construction Activity.** Describe the total disturbed area (grading, building pad, driveway, septic installation, etc.) and reference how you will clearly mark the area of disturbance.
- BMP C101 - Preserving Natural Vegetation
  - BMP C102 - Buffer Zones
  - BMP C103 - High Visibility Plastic or Metal Fence
  - BMP C104 - Stake and Wire Fence

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2. **Establish Construct Access.** Describe construction access.
- BMP C105 - Stabilized Construction Entrance
  - BMP C106 - Wheel Wash
  - BMP C107 - Construction Road/Parking Area Stabilization
  - Not applicable - Existing access will prevent tracking of sediment onto public right of way

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3. **Control Flow Rates.** If there is substantial grading and/or the potential for stormwater runoff to flow off site during construction then one of the two BMPs must be identified and shown on the site plan.

- BMP C240 - Sediment Trap
  - BMP C241 - Temporary Sediment Pond
  - Not applicable - Very little grading and/or site does not experience site runoff during storm events
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4. **Install Sediment Controls.** When there is grading on a site and the site is sloped, there is a potential for sediment to leave the site during storm events. Please identify a BMP below if your site has any slope to it.

- BMP C231 - Brush Barrier
  - BMP C232 - Gravel Filter Berm
  - BMP C233 - Silt Fence
  - BMP 234 - Vegetated Strip
  - BMP C235 - Straw Wattles
  - BMP C240 - Sediment Trap
  - BMP C241 - Temporary Sediment Pond
  - BMP C250 - Construction Stormwater Chemical Treatment
  - BMP C251 - Construction Stormwater Filtration
  - Site is flat and no potential for sediment to leave the site exists
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5. **Stabilize Soils.** All exposed soil must be protected from rainfall and wind erosion. From October 1 through April 30, no soil shall remain exposed and unworked for more than 2 days. From May 1 to September 30, no soils shall remain exposed and unworked for more than 7 days.

- BMP C120 - Temporary and Permanent Seeding
- BMP C121 - Mulching
- BMP C122 - Nets and Blankets
- BMP C123 - Plastic Covering
- BMP C125 - Topsoiling
- BMP C130 - Surface Roughening (continued below)

**Stormwater Pollution Prevention Plan (SWPPP) Checklist:  
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- BMP C131 - Gradient Terraces
  - BMP C240 - Sediment Trap
  - BMP C241 - Temporary Sediment Pond
  - BMP C240 - Sediment Trap
  - BMP C241 - Temporary Sediment Pond
- 
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**6. Project Slopes.** If the property has slopes, they must be protected from erosion if work is done on or near them.

- BMP C120- Temporary and Permanent Seeding
  - BMP C130 - Surface Roughening
  - BMP C131 Gradient Terraces
  - BMP C200 - Interceptor Dike and Swale
  - BMP C206 - Level Spreader
  - BMP C207 - Check Dams
  - BMP C208 - Triangular Silt Dike (Geotextile-Encased Check Dam)
  - Not Applicable - The property does not have any slopes nor are there any slopes within 100 Feet of the project boundaries
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**7. Protect Drain Inlets.** Storm drains shall be protected from sediment entering them.

- C220 - Storm Drain Inlet Protection
- Not Applicable - There are no storm drains on the property or within 100 feet of the stabilized construction access.

**8. Stabilize Channels and Outlets.** If temporary on-site conveyance channels are used, they must be stabilized to protect against erosion.

- BMP C202 - Channel Lining
- BMP C209 - Outlet Protection
- Not Applicable - Temporary on-site conveyance channels are not used for this project.

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9. **Control Pollutants.** All pollutants shall be handled and disposed of in a manner that does not cause contamination of stormwater. Please identify any BMP used for the project.

- BMP C151 - Concrete Handling
- CMP C152 - Sawcutting and Surfacing Pollution Prevention
- Above BMP not expected to be necessary, however all necessary precautions will be taken to ensure pollutants are handled and disposed of in a safe manner

10. **Control De-Watering.** If the site is expected to experience ponding and/or foundation is left in a manner that encourages water ponding, then the applicant shall make necessary plans to discharge the water in a manner that ensures it is safely cleaned before being discharged. Describe the plan for dewatering below.

- Not applicable. Site does not experience ponding and foundation will be kept dry such that water accumulation does not occur.

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11. **Maintain BMPs.** All temporary and permanent erosion and sediment control BMPs shall be maintained and repaired as needed to assure continued performance of their intended function.

- BMPs will be checked weekly and immediately after storm events.
- Other: \_\_\_\_\_

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12. **Managing the Project.** Phasing of the project is encouraged to prevent soils from being exposed for extended periods of time. Please describe how you will be planning your project to ensure that construction impact and soil exposure is limited.

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**Stormwater Pollution Prevention Plan (SWPPP) Checklist:  
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**FACT SHEET**

All projects that include earth disturbance or new impervious areas are required to comply with Bainbridge Island Municipal Code 15.20: Surface & Stormwater Management. The following fact sheet is intended to assist in the preparation of stormwater management documents that should accompany building permits.

**What is impervious surface?**

Impervious surface is the hard surface area which either prevents or retards the entry of water into the soil mantle present under natural conditions prior to development. Impervious surface is a hard 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, storage areas, sports courts, concrete or asphalt paving, gravel roads, packed earthen materials, and oiled, macadam or other surfaces which similarly impede the natural infiltration of stormwater.

**What is Onsite Stormwater Management?**

All projects which create or replace over 800 square feet of impervious surface are required to manage on-site stormwater through infiltration, dispersion or by use of rain gardens and other low impact practices.

**What are disturbed areas?**

Although a project may have limited impervious surfaces, the overall disturbed area of the site must be considered when developing a stormwater management plan. Disturbed areas are any places on the site where earth moving occurs, or where vegetation is removed to enable construction on the site or to create future landscaped areas such as lawns.

**Submittal Requirements:**

1. **Projects that create and replace greater than 800 square feet, but less than 5000 square feet of impervious surface and disturb less than one acre of land must submit:**
  - A Stormwater Pollution Prevention Plan (SWPPP) with a checklist (attached) or narrative and parcel plan that demonstrate the methods used to prevent erosion from construction activities and the discharge of sediment and

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other pollutants into receiving waters. This SWPPP does not need to be prepared by an engineer.

- A plan for onsite stormwater management. This plan does not need to be prepared by an engineer. A prescriptive plan is provided in the Surface & Stormwater Management (SSWM) Plan Worksheet. (In some circumstances, such as projects proposed in a critical area, the City may require engineering review).
2. **Projects that create or add more than 5000 square feet of impervious surfaces and/or disturb more than one acre of land must submit:**
- A SWPPP completed by an engineer.
  - An engineered stormwater drainage plan stamped by a Professional Engineer. This includes Single Family Residences and Duplexes.
3. **Projects with stormwater management already constructed, for example, an existing drainage system within a plat, must submit:**
- A Stormwater Pollution Prevention Plan (SWPPP) with a checklist (attached) or narrative and parcel plan that demonstrate the methods used to prevent erosion from construction activities and the discharge of sediment and other pollutants into receiving waters.
  - A plan showing the tightline or connection plan to the existing drainage system.

**Project Resources:**

Bainbridge Island Municipal Code (BIMC) Chapter 15.20 Surface and Stormwater Management - <http://www.codepublishing.com/wa/bainbridgeisland/>

Washington State Department of Ecology [Stormwater Management Manual for Western Washington](http://www.ecy.wa.gov/programs/wq/stormwater/manual.html) - <http://www.ecy.wa.gov/programs/wq/stormwater/manual.html>

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Kitsap County Low *Impact Development (LID) Guidance Manual* -  
[http://www.kitsaphba.org/LID/resources/Cookbook%20V%201\\_21%20070109.pdf](http://www.kitsaphba.org/LID/resources/Cookbook%20V%201_21%20070109.pdf)

Kitsap County BMP Sizing Tool (MS Excel) -  
[http://www.kitsapgov.com/dcd/dev\\_eng/Kitsap%20BMP%20Sizing%20Calculator%2003-10-10.xls](http://www.kitsapgov.com/dcd/dev_eng/Kitsap%20BMP%20Sizing%20Calculator%2003-10-10.xls)

If you have any questions regarding stormwater management and/or erosion control, a packet of information is included in all SFR packets. For further assistance, contact the City of Bainbridge Island Development Engineer at (206) 780-3783.