



**2021 King County Surface Water Design  
Manual (KCSWDM)  
Simplified Drainage Building Permit  
Review Checklist**

See the [Simplified Drainage Review Step-by-Step Guide](#)  
for instructions.  
See the KCSWDM Appendix C for requirements.

Item #	Description	Notes
<b>Site Plan Requirements</b>		
<b><u>Identification</u></b>		
1	Name, address, and phone number of applicant	
2	Parcel number	
3	Dimension of all property lines, easements, and building setback lines	
4	Street names and existing or proposed property address	
5	Section, township, and range of proposal	
6	North arrow	
7	Legend if needed	
8	Scale—use a scale that clearly illustrates drainage features and BMPs/measures (1"=20' is standard scale; minimum acceptable scale is 1"=50').	
<b><u>Building and Site Development Features</u></b>		
9	Footprint of all structures (existing and proposed)	
10	Parking, roads, and driveways (existing and proposed)	
11	Sport courts and any other paved or impervious surfaces (existing and proposed)	
12	Pervious surface land cover (existing and proposed)	
13	Location of any retaining walls and rockeries (existing and proposed). Provide top and toe elevations of any proposed retaining walls.	

14	Existing or proposed septic system, including all system components and both primary and reserve drainfields	
15	Utility structures (poles, fire hydrants, etc.)	
16	Existing wells or wells to be abandoned	
<b>Topography</b>		
17	Corner elevations of the site/lot	
18	Benchmark (a permanent mark indicating elevation and serving as a reference in the topographic survey)	
19	Datum [assumed datum is acceptable in many cases (i.e., fire hydrant base = 100'); datum for projects in or near FEMA floodplain should be per the relevant Flood Insurance Rate Map (FIRM) (typically NGVD 1929, or NAVD 1988 on many recently updated maps, see <a href="https://msc.fema.gov/portal/search?AddressQuery=7732%2020th%20ave%20nw%2C%20seattle%20wa%2098117">https://msc.fema.gov/portal/search?AddressQuery=7732%2020th%20ave%20nw%2C%20seattle%20wa%2098117</a> ). Datum for projects in or near unmapped floodplain shall use NAVD 1988.]	
20	Show 5-foot contours for all slopes steeper than 15% and delineate the top and bottom of these slopes	
21	For sites/lots that are 22,000 square feet and larger, show 2-foot or 5-foot contours as needed to design and demonstrate compliance with the minimum requirements and specifications for proposed flow control BMPs and ESC and SWPPS measures.	
<b>Drainage Features and Critical Areas</b>		
22	Location of all existing and proposed ditches, swales, pipes, etc.	
23	Delineation of all streams, wetlands, lakes, closed depressions, or other water features (including any required buffer widths)	
24	Delineation of all flood hazard areas, erosion hazard areas, steep slope hazard areas, landslide hazard areas, and their buffers and building setback lines	
25	Delineation of all drainage easements, tracts, and right-of-way	
26	Delineation of all critical areas as shown on any recorded critical areas notice on title.	

<b>Information Specific to Flow Control BMPs</b>		
27		Location and dimensions of flow control BMP devices such as dispersion trenches, infiltration trenches, drywells, ground surface depressions, bioretention, permeable pavements, rain water storage tanks, and perforated pipe connections
28		Detail for Stormwater BMP included on Site Plan
29		Delineation and dimensions of target impervious surface and new pervious surface
30		Delineation and dimensions of vegetated flowpath segments if applicable (Dispersal BMPs)
31		Delineation of native vegetated surface to be created and preserved (Native Growth Retention Credit)
32		Setback lengths between flow control BMPs and any property line, structure, steep slope, stream, wetland, or septic system
<b>Construction Stormwater Pollution Prevention (CSWPP) Plan Requirements</b>		
33		Delineate proposed clearing limits (i.e. area to be disturbed)
34		Show the type and location of ESC and SWPPS measures
35		Include notes indicating the location of any significant offsite drainage features within 200 feet of the discharge point(s) for the site/lot, including streams, lakes, roadside ditches, etc.
36		CSWPP Supervisor and contact information
<b>Written Drainage Assessment</b>		
37		Provide a narrative description of the proposed project
38		Discuss any proposed changes to the project after preliminary approval
39		A description of proposed flow control BMPs shown on the FCBMP site plan and how they were selected
40		Supporting documentation (e.g. soil test pits, infiltration rates, geotechnical recommendations, etc.) where BMPs were not selected based upon determinations of infeasibility

41		A description of proposed ESC and SWPPS measures shown or noted on the plans and how they were selected	
42		A description of any necessary special studies or soils reports	
43		A description of any other information required by the Department of Community Development	
<b>Additional Documents and Considerations</b>			
44		Geotechnical Report	
45		Draft Flow Control BMP Covenant and Grant of Easement	
46		Draft Stormwater Facility Information Form	
47		Traffic Concurrency Approved (applies only for vacant lots)	
48		Right-of-way (ROW) permit, when required	
49		Utility locations (gas, electric, water, sewer) – restoration requirements in ROW to be assessed under ROW permit	