

Form B109d – SWPPP Narrative Worksheet

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Stormwater Pollution Prevention Plan Narrative

Minimum Requirement #2

All new development and redevelopment projects are responsible for preventing erosion and the discharge of sediment and other pollutants from leaving the site during all construction phases of a project. Every project that proposes greater than 800sf of new plus replaced hard surface is required to have a Construction Stormwater Pollution Prevention Plan (SWPPP) that addresses the **13** required elements from the Washington State Department of Ecology Stormwater Manual ([SWMMWW](#)) Minimum Requirement #2 (MR#2).

This narrative worksheet is based on those 13 elements and the most common Best Management Practices (BMPs) that are generally associated with each element. In the case of smaller projects or those with minimal soil disturbance on site, the project is required to consider and comply with the 13 elements of the SWMMWW, however, this form may be submitted in lieu of a full Pollution Prevention Plan.

For each element on the following pages, check off the suggested BMP(s) you will use to satisfy the required element. Depending on the conditions of the site, the project may also be required to show these elements on the submitted site plan to ensure that pollutants do not enter sensitive water bodies or flow across steep slopes. **If an element does not apply to your proposal, provide a written justification identifying the reason an element is not applicable to the proposal.** You may also clarify specific elements in the spaces provided under each set of BMPs. For reference, each BMP contains a clickable link that directs to the associated BMP documentation in the SWMMWW.

Please note that this abbreviated SWPPP worksheet shall only be used on projects that trigger minimum requirements #1-5 and are not within the zone of influence of a critical area per BIMC 16.20.190 unless otherwise allowed by Public Works Engineering. See the flow charts linked below to determine the SWMMWW (Stormwater Manual) minimum requirements for your project.

[Flow Charts for Determining Stormwater Requirements](#)

Projects that require a civil-engineered plan shall submit a complete SWPPP, including narrative and drawings, that demonstrate how each of the 13 elements has been considered and where they will be implemented on site as applicable per the [SWMMWW Volume 1-3.4.2](#).

ELEMENT 1: PRESERVE VEGETATION/MARK CLEARING LIMITS

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 Fence](#)
- [BMP C233 – Silt Fence](#)

ELEMENT 2: ESTABLISH CONSTRUCTION ACCESS

Describe how construction access will be stabilized to reduce sediment trackout from the site.

- [BMP C105 – Stabilized Construction Entrance](#)
- [BMP C106 – Wheel Wash](#)
- [BMP C107 – Construction Road/Parking Area Stabilization](#)

ELEMENT 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 C203 – Water Bars](#)
- [BMP C207 – Check Dams](#)
- [BMP C209 – Outlet Protection](#)
- [BMP C235 – Wattles](#)
- [BMP C240/C241 – Sediment Trap/Sediment Pond \(Temporary\)](#)

ELEMENT 4: INSTALL SEDIMENT CONTROLS

When there is grading on a site with the presence of slopes, 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 C234 – Vegetated Strip](#)
- [BMP C235 – Wattles](#)
- [BMP C240/C241 – Sediment Trap/Sediment Pond \(Temporary\)](#)

ELEMENT 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 soil 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 C124 – Sodding](#)
- [BMP C125 – Topsoiling/Composting](#)
- [BMP C140 – Dust control](#)

ELEMENT 6: PROTECT 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 C121 – Mulching](#)
- [BMP C122 – Nets and Blankets](#)
- [BMP C123 – Plastic Covering](#)
- [BMP C124 – Sodding](#)
- [BMP C130 – Surface Roughening](#)
- [BMP C207 – Check Dams](#)
- Not Applicable – There are no slopes within 100 Feet of the project boundaries

ELEMENT 7: PROTECT DRAIN INLETS

Existing and proposed storm drains shall be protected from sediment entering them.

- [BMP C220 – Storm Drain Inlet Protection](#)
- Not Applicable – No storm drains on site or within 100 feet of project boundaries

ELEMENT 8: STABILIZE CHANNELS AND OUTLETS

If temporary on-site conveyance channels are used, they must be stabilized to protect against erosion.

- [BMP C122 – Nets and Blankets](#)
- [BMP C202 – Riprap Channel Lining](#)
- [BMP C207 – Check Dams](#)
- [BMP C209 – Outlet Protection](#)
- Not Applicable – No on-site conveyance channels are proposed.

ELEMENT 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](#)
- [BMP C152 – Sawcutting and Surfacing Pollution Prevention](#)
- [BMP C153 – Material Delivery, Storage, and Containment](#)
- [BMP C154 – Concrete Washout Area](#)
- Above BMPs are not expected to be necessary, however, all necessary precautions will be taken to ensure pollutants are handled and disposed of in a safe manner.

ELEMENT 10: CONTROL DEWATERING

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.

- [BMP C203 – Water Bars](#)
- [BMP C236 – Vegetative Filtration](#)
- Not Applicable. Site does not experience ponding and foundation will be kept dry such that water accumulation does not occur.

Describe the plan for dewatering below as applicable:

ELEMENT 11: MAINTAIN BMPS

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

- BMPs will be checked weekly and immediately after storm events.
- Other (Describe Below):

ELEMENT 12: MANAGING THE PROJECT

Element 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.

ELEMENT 13: PROTECT LOW IMPACT DEVELOPMENT BMPS

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.