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**DEPARTMENT OF COMMUNITY PLANNING
AND ECONOMIC DEVELOPMENT
STORMWATER UTILITY**

Creating Solutions for Our Future

Josh Cummings, Director

MEMORANDUM

TO: Thurston County Drainage Manual Users

FROM: Ryan Langan 
Thurston County Drainage Manual Administrator

DATE: October 23, 2018

SUBJECT: Checklist Submittal Requirements

SUMMARY

Effective immediately, the Drainage Design and Erosion Control Manual (DDECM) Administrator modifies DDECM Volume I, Section 3.2.2 to require that all projects that are required to submit a scoping report shall fill out and submit the appropriate checklists as identified in the Project Review Flowchart for Projects Triggering Core Requirements #1 - #11 (which can be found on the ThurstonStormwater.org website).

BACKGROUND

Thurston County requires that any project exceeding the thresholds of Volume I, Chapter 2 of the DDECM, for which Core Requirements #6 (Runoff Treatment), and/or #7 (Flow Control) apply, submit a Drainage Scoping Report prior to project application submittal. The intent of this requirement is to provide the applicant with recommendations of additional information, studies, suggestions, or requirements that might apply to the project and that should be included in the project submittal documents.

A Scoping Report Submittal is most important in projects that will require runoff treatment and flow control facilities. These projects are typically complex and require more studies and technical expertise to design a successful stormwater system. Thurston County has developed checklists to help guide designers and reviewers through the site design and best management practices (BMP) development process. For designers, the goal for the checklists is to provide complete project design and documentation packages and, for reviewers, the goal is to provide more consistent reviews between projects.



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The Drainage Manual Administrator has consulted with staff in the Stormwater Utility and the Development Review Division of the Public Works Department on this issue over the past few months and has concluded that the submittal requirements for projects requiring Drainage Scoping Reports should be changed to require that designers fill out and submit the appropriate checklists with the Drainage Report submittal.

CONCLUSIONS

Commencing immediately, all projects that are required to submit a scoping report shall fill out and submit the appropriate checklists as identified in the Project Review Flowchart for Projects Triggering Core Requirements #1 - #11. The flowchart and checklists can be found on the ThurstonStormwater.org website under the Engineering Drainage Manual tab.