



# Fact Sheet #5

## 2016 DRAINAGE DESIGN AND EROSION CONTROL MANUAL FOR THURSTON COUNTY

### Drainage Scoping Report

#### **What is a Drainage Scoping Report and When is it Required?**

The requirement for a Drainage Scoping Report is described in Volume I, Chapter 3, Section 3.2.2 of the 2016 Drainage Design and Erosion Control Manual (DDECM). This fact sheet outlines those requirements and describes the review process.

The Drainage Scoping Report and Scoping Meeting process is established to provide an early look at the conceptual design of a project prior to major effort or expense being incurred by an applicant and prior to an applicant making a commitment to a specific site plan approach.

A Drainage Scoping Report is required if your project exceeds thresholds for requiring Runoff Treatment (Minimum Requirement No. 6) and Flow Control (Minimum Requirement No. 7). Generally if your project exceeds 5,000 square feet of new impervious surface; or converts more than  $\frac{3}{4}$  acres of native vegetation to lawn or landscape; or converts more than 2.5 acres of native vegetation to pasture then a Drainage Scoping Report submittal is required.

The Drainage Scoping Report submittal, and the Thurston County acceptance, is required prior to submitting for project permits that require a drainage design. The permit assistance center will require completion of the Drainage Scoping Report process prior to submittal for permits. A pre-submittal meeting for the project may be held prior to completing the Drainage Scoping Report process.

#### **What Information Does the Applicant Need to Submit for a Scoping Report?**

The Drainage Scoping Report shall include the following:

1. A letter of transmittal and completed “Master Application Form” and “Drainage Scoping Report” application form (available on the Thurston County Web-site or at the Permit Assistance Center). Include the following information in either the letter or application forms:
  - Applicant, engineer and property owner contact information.
  - Parcel information to identify the property & its location.
  - All prior permits issued for the property within the previous 5-years. Thresholds are based on the current work as well as permits issued within 5-years prior to the new application.
  - A written description of the overall stormwater management strategy proposed for the site.

- Describe On-Site, Core Requirement #5, measures proposed or, if not proposed, why they are infeasible.
  - Estimated depth to seasonal high groundwater based on best available information.
  - List any critical areas as defined by TCC, Title 17 within 500-ft of the property.
2. Existing conditions site map, to scale, showing:
    - Existing drainage paths including off-site run-on from adjacent properties.
    - Site topography (at this stage, Thurston County geodata contours are adequate, however, if a site survey has been conducted this topographic information should be provided).
    - Soils information including NRCS soil types; test pit, boring, or drainfield investigation data; and if multiple soil types exist on the site show the approximate limits of each soil type.
    - Any existing critical areas as defined by Thurston County Code, Title 17 on the property, or within 200-ft of the property boundaries.
  3. If a redevelopment project submit preliminary cost estimates, the current assessed value of the existing improvements (excluding the land), and the amount of new, replaced, and existing impervious surface area. If the financial cap on retrofitting stormwater improvements may be applicable submit the proposed stormwater mitigation improvements and preliminary cost data for proposed stormwater mitigation improvements.
  4. A completed conceptual site plan, to scale, showing:
    - Existing site topography
    - Lot and building locations
    - Roads, driveways and other impervious surfaces.
    - Areas proposed for dispersion, open space, or tree preservation.
    - Areas of substantial grading.
    - Proposed on-site measures including how roof runoff will be managed.
    - Proposed location and type of stormwater flow control and treatment facilities.
    - Zoning & Land Use of the property and adjacent properties. Include limits on impervious surfaces, tree retention requirements, landscaping, etc. per Thurston County Zoning Code.
  5. A completed source control checklist (per Volume IV, Source Control of the DDECM).

Hydrologic modeling of the project is not required, however, proposed stormwater facilities should be shown at their approximately correct size and location based on the engineer's best estimate and experience.

## **What is the Review Process for the Drainage Scoping Report?**

The Thurston County Stormwater Utility and/or the Public Works Department, Development Review Group will review the Drainage Scoping Report submittal and prepare a response letter accepting the report and outlining known drainage requirements for the project as well as additional information, studies, recommendations, suggestions or additional requirements that might apply to the project. If there are substantial issues the County may require the Applicant to attend a Drainage Scoping Meeting to further clarify drainage design and erosion control requirements for the project prior to issuing an acceptance letter. Alternatively, the Applicant may request a Drainage Scoping Meeting at any

point in the process.

Thurston County will review the Drainage Scoping Report and provide an acceptance letter with comments and recommendations; however, acceptance by the County of the Drainage Scoping Report does not relieve the applicant or Project Engineer of responsibility for ensuring that the design of the project complies with normal engineering standards, the requirements of the Drainage Design and Erosion Control Manual or any other applicable federal, state, and local laws and codes.

Some of the items that the Drainage Scoping Report acceptance letter may address include, but are not limited to:

- Which of the twelve minimum requirements are likely to apply to the project. The Core Requirements are described in the DDECM, Volume I, Section 2.4.
- The suitability of proposed runoff treatment and flow control BMPs to the project and special studies, reports, or investigations that are likely to be required to support the proposed design.
- Justifications and/or variances likely to be required based on the Applicant's stormwater management approach.
- Whether a Basin Plan or TMDL is in effect for the proposed project location and whether special requirements may be associated with them.
- Whether the project is within a basin for a water body for which Phosphorous Control is required and whether phosphorous treatment will be required.
- Whether the project is subject to oil control or enhanced water quality treatment requirements.
- What aspects of the project will require additional justifications and/or require specific acceptance by the Manual Administrator. e.g. underground detention vault or tank proposed for use on a subdivision project.
- Whether special conditions might require special design requirements such as around airports or within a Well Head Protection Area.
- Identify known water quality or flooding issues in the vicinity of the project and additional requirements that may apply as a result.
- Designate whether the project is considered urban or rural based on the location of the NPDES Phase II stormwater permit and Urban Growth Area boundaries.
- Make a preliminary determination as to whether infiltration will be required for the project and what soils testing and geotechnical investigations will be required.
- Identify easements, agreements or special conditions that might be applicable to the project.

- List known Thurston County or other agency permits that may be applicable to the project, i.e. Ecology NPDES Construction Stormwater Permit, Industrial Permit, WDFW Hydraulic Project Approval, etc.. (Note: providing this information does not relieve the Project Engineer or applicant from identifying and applying for any other permits or approvals which may not be included in the County Response to the Scoping Report).
- Provide checklists that might be available to assist in preparation of project reports or facility design.
- Identify the minimum source control requirements based on the project type.
- For proposed infiltration facilities, whether a groundwater receptor characterization or mounding analysis may be required.
- Identify special requirements associated with off-site run-on, closed depression analysis, or discharges to wetlands.
- Conveyance system design and analysis requirements.
- Identify retrofit requirements. Based on the information submitted, the County will evaluate whether a retrofit of the entire site will be required (DDECM, Volume I, Section 2.3.2), if the financial cap on stormwater improvements is applicable and evaluate the proposed stormwater improvements proposed subject to the financial cap. Alternative stormwater BMPs may also be suggested to meet the requirement of the financial cap.

## **How do I Submit the Drainage Scoping Report for review and are there any Fees?**

The Drainage Scoping Report can be submitted at the Thurston County Permit Assistance Center, Building 1, 2000 Lakeridge Drive SW, Olympia, Washington. Inquire with the Permit Assistance Center regarding any fees required.

### **For More Information:**

Contact: Pat Allen, P.E., (360) 867-2078, [allenp@co.thurston.wa.us](mailto:allenp@co.thurston.wa.us)

Website: <http://www.thurstoncountywa.gov/sw/Pages/dm.aspx>