

CITY OF MERCER ISLAND

DEVELOPMENT SERVICES GROUP

9611 SE 36TH STREET | MERCER ISLAND, WA 98040

PHONE: 206.275.7605 | www.mercergov.org

Inspection Requests: Online: www.MyBuildingPermits.com VM: 206.275.7730



SECTION A: SMALL PROJECT STORMWATER SITE PLAN/REPORT

Narrative and Plan Submittal

Instructions: This is a template for a simplified Stormwater Report. This form or an equivalent must accompany your Building Permit Application if the answer is "Yes" to each statement below. If "No" is the answer to one or more of the statements below, a full Drainage Report is required and the project does not qualify for use of the Small Project Stormwater Site Plan/Report template.

Select "yes" or "no" for each statement below. Answer "yes" if the statement accurately describes your project.

Yes	No	Statement
		This project disturbs less than 1 acre and is not part of a larger common plan of development.
		This project converts less than 3/4 acre to lawn or landscape areas.
		This project will create, add, or replace (in any combination) 2,000 square feet or greater, but less than 5,000 square feet, of new plus replaced hard surface OR will have a land disturbing activity of 7,000 square feet or greater OR will result in a net increase of impervious surface of 500 square feet or greater.
		This project will not adversely impact a wetland, stream, water of the state, or change a natural drainage course.

Basic Project Information

Project Name: _____

Site Address: _____

Total Lot Size: _____

Total Proposed Area to be Disturbed (including stockpile area): _____ sq ft

Total Volume of Proposed Cut and Fill: _____ sq ft

Total Proposed New Hard Surface Area: _____ sq ft

Total Proposed Replaced Hard Surface Area: _____ sq ft

Total Proposed Converted Pervious Surface Area
(Native vegetation to lawn or landscape): _____ sq ft

Net Increase in Impervious Surface: _____ sq ft



CITY OF MERCER ISLAND

SECTION A: SMALL PROJECT STORMWATER SITE PLAN/REPORT

Minimum Requirement #1 : Preparation of Stormwater Site Plan

Written Project Description:

4/23/2026

Calculate new or replaced areas by surface type:

Lawn or Landscape Areas: _____ sq ft	Roof Area: _____ sq ft
Other Hard Surface Areas:	
Driveway: _____ sq ft Patio: _____ sq ft Sidewalk: _____ sq ft	
Parking Lot: _____ sq ft Other: _____ sq ft	

Attach Drainage Plan

Drainage Plan shall include the following:

- Scaled drawing with slopes, lot lines, any public-right-of-way and any easements, location of each on-site stormwater management BMP selected above and the areas served by them, buildings, roads, parking lots, driveways, landscape features, and areas of disturbed soils to be amended.
- The scaled drawing must be suitable to serve as a recordable document that will be attached to the property deed for each lot that includes on-site BMPs. Document submittal must follow the “Standard Formatting Requirements for Recording Documents” per King County: www.kingcounty.gov/depts/records-licensing/recorders-office/recording-documents.aspx
- Identify design details and maintenance instructions for each on-site BMP, and attach them to this Small Project Stormwater Site Plan/Report.



CITY OF MERCER ISLAND

SECTION A: SMALL PROJECT STORMWATER SITE PLAN/REPORT

Minimum Requirement #2 : Construction Stormwater Pollution Prevention

- Complete Section B of this submittal package: Construction Stormwater Pollution Prevention Plan Narrative (SWPPP)
- Attach construction SWPPP

Minimum Requirement #3 : Source Control of Pollution

This section contains practices and procedures to reduce the release of pollutants. Provide a description of all known, available and reasonable source control BMPs that will be, or are anticipated to be, used at this location to prevent stormwater from coming into contact with pollutants. Additional BMPs are found in Volume IV of the 2014 Stormwater Management Manual for Western Washington (SWMMWW).

Check the BMPs you will use:

- BMP S411 for Landscaping and Lawn/ Vegetation Management
Operational practices for sites with landscaping
- BMP S421 for Parking and Storage of Vehicles.
Public and commercial parking lots can be sources of suspended solids, metals, or toxic hydrocarbons such oils and greases.
- BMP S433 for Pools, Spas, Hot Tubs, Fountains
Discharge from pools, hot tubs, and fountains can degrade ambient water quality. Routine maintenance activities generate a variety of wastes. Direct disposal of these waters to drainage system and waters of the state are not permitted without prior treatment and approval.
- Other BMPs found in Volume IV of SWMMWW applicable to project:

- No source control BMPs are applicable for this project.



CITY OF MERCER ISLAND

SECTION A: SMALL PROJECT STORMWATER SITE PLAN/REPORT

Minimum Requirement #4 : Preservation of Natural Drainage Systems

Natural drainage patterns shall be maintained and discharges from the project site shall occur at the natural location, to the maximum extent practicable. All outfalls require energy dissipation.

Choose the option below that best describes your project:

This site has existing drainage systems or outfalls. These items are shown on the Drainage Plan. Include the following items on the Drainage Plan:

- Pipe invert elevations, slopes, cover, and material
- Locations, grades, and direction of flow in ditches and swales, culverts, and pipes

Describe how these systems will be preserved:

This site does not have any existing drainage systems or outfalls.

Additional Comments:



CITY OF MERCER ISLAND

SECTION A: SMALL PROJECT STORMWATER SITE PLAN/REPORT

Minimum Requirement #5 : On-site Stormwater Management

All projects meeting the thresholds for this Small Project Stormwater Report shall employ on-site stormwater management BMPs (See Small Project Stormwater Requirements Tip Sheet) to infiltrate, disperse, and retain stormwater runoff on-site to the extent feasible without causing flooding or erosion impacts.

List #1

For each category select the *first* feasible item on the list below. Document your justification for each infeasible BMP in Section C of this submittal package.

Check one option for each category below:



Lawn and Landscape Areas

- My project does not have *Lawn or Landscape* areas
- Post-construction soil quality and depth
- Post-construction soil quality and depth is infeasible (see Section C of this submittal package)



Roofs

- My project does not have *Roof* areas
- 1. Full dispersion or downspout full infiltration
- 2. Rain garden or bioretention
- 3. Downspout dispersion system
- 4. Perforated stub-out connections
- 5. On-site detention system or fee-in-lieu of on-site detention authorized by the City Engineer (applicable if options #1-4 are infeasible and drainage from the site will be discharged to a storm or surface water system that includes a watercourse or there is a capacity constraint in the system)
- 6. No Roof BMP (applicable if options #1-4 are infeasible and on-site detention is not required)

Measured Infiltration Rate: _____ in/ hr

If #5 or #6 is selected, briefly describe why no Roof BMP is feasible (include detailed information in Section C of this submittal package):



CITY OF MERCER ISLAND

SECTION A: SMALL PROJECT STORMWATER SITE PLAN/REPORT

Minimum Requirement #5 : On-site Stormwater Management (cont.)



Other Hard Surfaces (such as driveway, sidewalk, parking lot, patio, etc.)

- My project does not have *Other Hard Surface* areas
- 1. Full dispersion
- 2. Permeable pavement, rain gardens, or bioretention
- 3. Sheet flow dispersion or concentrated flow dispersion
- 4. On-site detention system or fee-in-lieu of on-site detention authorized by the City Engineer (applicable if options #1-3 are infeasible and drainage from the site will be discharged to a storm or surface water system that includes a watercourse or there is a capacity constraint in the system)
- 5. No Other Hard Surface BMP (applicable if options #1-3 are infeasible and on-site detention is not required)

Measured Infiltration Rate: _____ in/ hr

If #4 or #5 is selected, briefly describe why no Other Hard Surface BMP is feasible (include detailed information in Section C of this submittal package):

Flow Control Exempt List

Proceed with this list if your project discharges directly to Lake Washington or if findings from a downstream analysis confirm that the downstream system is free of capacity constraints for a minimum of ¼ mile and a maximum of 1 mile.

For flow control exempt discharges, the BMPs listed below for Roofs and Other Hard Surfaces do not need to be evaluated in priority order. You can select any BMP from the lists provided below and do not need to document infeasibility in Section C of this submittal package.

Check one option for each category below:



Lawn and Landscape Areas

- My project does not have *Lawn or Landscape* areas
- Post-construction soil quality and depth



CITY OF MERCER ISLAND

SECTION A: SMALL PROJECT STORMWATER SITE PLAN/REPORT

Minimum Requirement #5 : On-site Stormwater Management (cont.)



Roofs

- My project does not have *Roof* areas
- Downspout full infiltration
- Downspout dispersion system
- Perforated stub-out connections
- Each item above is infeasible

If “Each item above is infeasible” is selected, briefly describe why no Roof BMP is feasible:



Other Hard Surfaces (such as driveway, sidewalk, parking lot, patio, etc.)

- My project does not have *Other Hard Surface* areas
- Sheet flow dispersion
- Concentrated flow dispersion
- Each item above is infeasible

If “Each item above is infeasible” is selected, briefly describe why no Other Hard Surface BMP is feasible:



CITY OF MERCER ISLAND

SECTION B: SMALL PROJECT CONSTRUCTION SWPPP NARRATIVE

Instructions

This is a template for a simplified Construction Stormwater Pollution Prevention Plan (“Construction SWPPP”). If “No” is the answer to one or more of the statements on the first page of Section A of this submittal package, then a full Construction SWPPP is required and the project does not qualify for the use of the Small Project Construction SWPPP Narrative template. If the project is less than the thresholds on the first page of Section A of this submittal package, then Minimum Requirement #2 still applies, but this section (Section B) or a full construction SWPPP is not required. You should include your Construction SWPPP in your contract with your builder. A copy of the Construction SWPPP must be located at the construction site or within reasonable access to the site for construction and inspection personnel at all times.

General Information on the Existing Site and Project

Describe the following in the Project Narrative box below (attach additional pages if necessary):

- Nature and purpose of the construction project
- Existing topography, vegetation, and drainage, and building structures
- Adjacent areas, including streams, lakes, wetlands, residential areas, and roads that might be affected by the construction project
- How upstream drainage areas may affect the site
- Downstream drainage leading from the site to the receiving body of water
- Areas on or adjacent to the site that are classified as critical areas
- Critical areas that receive runoff from the site up to one-quarter mile away
- Special requirements and provisions for working near or within critical areas
- Areas on the site that have potential erosion problems

Project Narrative:



CITY OF MERCER ISLAND

SECTION B: SMALL PROJECT CONSTRUCTION SWPPP NARRATIVE

Construction SWPPP Drawings

Refer to the general Drawing Requirements in Stormwater Management Manual for Western Washington (SWMMWW) Volume I, Chapter 3.

Vicinity Map

Provide a map with enough detail to identify the location of the construction site, adjacent roads, and receiving waters.

Site Map

Include the following (where applicable):

- | | |
|--|---|
| <input type="checkbox"/> Legal description of the property boundaries or an illustration of property lines (including distances) on the drawings. | <input type="checkbox"/> Final and interim grade contours as appropriate, drainage basins, and the direction of stormwater flow during and upon completion of construction. |
| <input type="checkbox"/> North arrow. | <input type="checkbox"/> Areas of soil disturbance, including all areas affected by clearing, grading, and excavation. |
| <input type="checkbox"/> Existing structures and roads. | <input type="checkbox"/> Locations where stormwater will discharge to surface waters during and upon completion of construction. |
| <input type="checkbox"/> Boundaries and identification of different soil types. | <input type="checkbox"/> Existing unique or valuable vegetation and vegetation to be preserved. |
| <input type="checkbox"/> Areas of potential erosion problems. | <input type="checkbox"/> Cut-and-fill slopes indicating top and bottom of slope catch lines. |
| <input type="checkbox"/> Any on-site and adjacent surface waters, critical areas, buffers, flood plain boundaries, and Shoreline Management boundaries. | <input type="checkbox"/> Total cut-and-fill quantities and the method of disposal for excess material. |
| <input type="checkbox"/> Existing contours and drainage basins and the direction of flow for the different drainage areas. | <input type="checkbox"/> Stockpile; waste storage; and vehicle storage, maintenance, and washdown areas. |
| <input type="checkbox"/> Where feasible, contours extend a minimum of 25 feet beyond property lines and extend sufficiently to depict existing conditions. | |

Temporary and Permanent BMPs

Include the following on site map (where applicable):

- | | |
|---|--|
| <input type="checkbox"/> Locations for temporary and permanent swales, interceptor trenches, or ditches. | <input type="checkbox"/> Details for bypassing off-site runoff around disturbed areas. |
| <input type="checkbox"/> Drainage pipes, ditches, or cut-off trenches associated with erosion and sediment control and stormwater management. | <input type="checkbox"/> Locations of temporary and permanent stormwater treatment and/or flow control best management practices (BMPs). |
| <input type="checkbox"/> Temporary and permanent pipe inverts and minimum slopes and cover. | <input type="checkbox"/> Details for all structural and nonstructural erosion and sediment control (ESC) BMPs (including, but not limited to, silt fences, construction entrances, sedimentation facilities, etc.) |
| <input type="checkbox"/> Grades, dimensions, and direction of flow in all ditches and swales, culverts, and pipes. | <input type="checkbox"/> Details for any construction-phase BMPs or techniques used for Low Impact Development (LID) BMP protection. |
| <input type="checkbox"/> Locations and outlets of any dewatering systems. | |



CITY OF MERCER ISLAND

SECTION D: POST-CONSTRUCTION SOIL MANAGEMENT

Attachments Required *(Check off required items that are attached)*

- Site Plan showing, to scale:
 - Areas of undisturbed native vegetation (no amendment required)
 - New planting beds (amendment required)
 - New turf areas (amendment required)
 - Type of soil improvement proposed for each area

Soil test results (required if proposing custom amendment rates)

Product test results for proposed amendments

Total Amendment / Topsoil / Mulch for All Areas

Calculate the quantities needed for the entire site based on all of the areas identified on the Site Plan and the calculations on the following page(s):

Product	Total Quantity (CY)	Test Results
Product #1: _____	_____ CY	_____ % organic matter _____ C:N ratio "Stable"? yes <input type="checkbox"/> no <input type="checkbox"/>
Product #2: _____	_____ CY	_____ % organic matter _____ C:N ratio "Stable"? yes <input type="checkbox"/> no <input type="checkbox"/>
Product #3: _____	_____ CY	_____ % organic matter _____ C:N ratio "Stable"? yes <input type="checkbox"/> no <input type="checkbox"/>

CY = cubic yards, C:N = Carbon:Nitrogen



CITY OF MERCER ISLAND

SECTION D: POST-CONSTRUCTION SOIL MANAGEMENT

No soil management.
Replacing pavers and roof only.

Amendment / Topsoil / Mulch by Area

For each identified area on your Site Plan, provide the following information: (Use additional sheets if necessary)

Area # _____ (should match identified Area # on Site Plan)

Planting type: Turf Undisturbed native vegetation
 Planting Beds Other: _____

Pre-Approved Amendment Method

<input type="checkbox"/> Amend with compost	Turf: _____ SF x 5.4 CY ÷ 1,000 SF = _____ CY Planting beds: _____ SF x 9.3 CY ÷ 1,000 SF = _____ CY Total Quantity = _____ CY Scarification depth: 8 inches	Product: _____
<input type="checkbox"/> Stockpile and amend	Turf: _____ SF x 5.4 CY ÷ 1,000 SF = _____ CY Planting beds: _____ SF x 9.3 CY ÷ 1,000 SF = _____ CY Total Quantity = _____ CY Scarification depth: 8 inches	Product: _____
<input type="checkbox"/> Topsoil import	Turf: _____ SF x 18.6 CY ÷ 1,000 SF = _____ CY Planting beds: _____ SF x 18.6 CY ÷ 1,000 SF = _____ CY Total Quantity = _____ CY Scarification depth: 6 inches	Product: _____

Custom Amendment

<input type="checkbox"/> Amend with compost	Attach information on bulk density, percent organic matter, moisture content, C:N ratio, and heavy metals analysis to support custom amendment rate and scarification depth. Total Quantity = _____ CY Scarification depth: _____ inches	Product: _____
<input type="checkbox"/> Stockpile and amend	Attach information on bulk density, percent organic matter, moisture content, C:N ratio, and heavy metals analysis to support custom amendment rate and scarification depth. Total Quantity = _____ CY Scarification depth: _____ inches	Product: _____

Mulch

<input type="checkbox"/> Amend with compost	Planting beds: _____ SF x 12.4 CY ÷ 1,000 SF = _____ CY Total Quantity = _____ CY	Product: _____
<input type="checkbox"/> Stockpile and amend	Planting beds: _____ SF x 12.4 CY ÷ 1,000 SF = _____ CY Total Quantity = _____ CY	Product: _____
<input type="checkbox"/> Topsoil import	Planting beds: _____ SF x 12.4 CY ÷ 1,000 SF = _____ CY Total Quantity = _____ CY	Product: _____

CY = cubic yards, C:N = Carbon:Nitrogen



CITY OF MERCER ISLAND

SECTION E: SIGNATURE PAGE

Project Engineer's Certification for Section B

For Stormwater Site Plans with engineered elements, the Construction SWPPP is stamped by a professional engineer licensed in the State of Washington in civil engineering.

If required, attach a page with the project engineer's seal with the following statement:

*"I hereby state that this Construction Stormwater Pollution Prevention Plan for _____
(name of project)
has been prepared by me or under my supervision and meets the standard of care and expertise which is usual and customary in this community for professional engineers. I understand that the City of Mercer Island does not and will not assume liability for the sufficiency, suitability, or performance of Construction SWPPP BMPs prepared by me."*

Applicant Signature for Full Stormwater Package (Sections A through D)

I have read and completed the Stormwater Submittal Package and know the information provided to be true and correct.

Print Applicant Name: _____

Applicant Signature: Rebekah J West Date _____