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Small Project SWPPP Form

Project Information

1. Project Name: _____
2. Application Number: _____
3. Property Tax Account Number(s): _____
4. Site Address: _____
5. 24Hour SWPPP Contact Information (SWPPP Supervisor):
Name: _____
Address: _____
City/State/Zip: _____
Phone: _____
Email: _____
Relationship to Owner: _____

Narrative of Project Description

Project Qualification for Use of Small Project SWPPP

Complete the checklist as it applies to your project. The project does not qualify as a “small” project if ANY answer is “No.”

- Yes No This project site has >35% existing impervious coverage prior to this project.
- Yes No This project will not create, add, or replace (in any combination) more than 2,000 sq. ft. of hard surface.
- Yes No This project will move less than 50 cu. yds. of material graded on site.
- Yes No This project will have less than 7000 sq. ft. of land disturbing activity.
- Yes No This project site is not located within a floodplain or shoreline designation.
- Yes No There are no critical areas within 50’ of the project.
- Yes No This project will not have any infiltration features.
- Yes No This project does not require any engineering to comply with any permit requirement (stormwater or otherwise).

Project Requirements – Address the 13 Construction SWPPP Elements

Address each element as it relates to your project. If the element does not apply to your project, then explain why it doesn’t apply. Each element requires that you check at least one box.

Element 1 – Preserve Vegetation/Mark Clearing Limits

The project will:

- Clearly shows the limits of disturbance on the Site Plan to preserve native vegetation.
- Mark the perimeter of the area to be cleared prior with visible flagging, orange plastic barrier fencing and/or orange silt fencing as shown on the Stormwater Pollution Prevention Site Plan, prior to clearing.
- Disturb an area less than 7,000 square feet.
- Allow vehicles only in the areas to be graded, to prevent compaction of the undeveloped areas.
- Other: _____

Check the BMPs you will use:

- C101 Preserve Natural Vegetation
- C102 Buffer Zones
- C103 High Visibility Plastic or Metal Fence
- C104 Stake and Wire Silt Fence

Element 2 – Construction Entrance

The site shall be limited to one access/exit route. Check which construction entrance applies to your project and select the “best management practices” (BMPs) you will use to keep all roadways clear of dirt and debris.

- The driveway to the construction area already exists and will be used for construction access. No other BMP will be used.**
All equipment and vehicles will be restricted to staying on that existing impervious surface. All roadways will be kept clear of dirt track out or runoff.

- A stabilized construction entrance will be installed prior to any vehicles entering the site, at the location shown on the SWPPP plan.**
Describe the steps you will take and select the “best management practices” (BMPs) you will use to minimize sediment transport onto roads. _____

Check the BMPs you will use:

- C105 Stabilized Construction Entrance
- C107 Construction Road/Parking Area Stabilization

Element 3 – Control Flow Rates

- This element does not apply to my project because:** _____

- This element applies to my project. Flow rates will be controlled by using SWPPP Element 4 sediment controls and BMP T.5.13 Amended Soils if necessary.**

Describe the steps you will take and Best Management Practices (BMPs) you will use to control runoff flow rates from the site, referring to Element 4 BMPs below _____

Element 4 – Install Sediment Control

- The project site has already been stabilized and revegetated and these areas will not be disturbed.**
- Sediment will be controlled on-site by placement of the required sediment control BMPs for the site at the locations shown on the Stormwater Pollution Prevention Plan (SWPPP).**

Check the BMPs you will use:

- C231 Brush Barrier
- C232 Gravel Filter Berm
- C233 Silt Fence
- C234 Vegetated Strip
- C235 Straw Wattles

Additional comments: _____

Element 5 – Stabilize Soils

This element does not apply to my project because: _____

- This element applies to my project. Soils will be stabilized by using the Best Management Practices (BMPs) below to minimize soil exposure to wind and rain:
- Exposed soils shall be worked during the week until they have been stabilized.
 - Soil stockpiles will be located within the disturbed area shown on the SWPPP.
 - Soil excavated for the foundation will be backfilled against the foundation and graded to drain away from the building.
 - No soils shall remain exposed and unworked for more than 2 days from October 1 to April 30; and no more than 7 days from May1 through September 30.
 - Once the disturbed landscape areas are graded, the areas will be seeded and sodded per BMP T5.13.
 - All stockpiles will be covered if left unworked.

Check the BMPs you will use:

- | | |
|---|--|
| <input type="checkbox"/> C120 Temp & Perm Seeding | <input type="checkbox"/> C124 Sodding |
| <input type="checkbox"/> C121 Mulching | <input type="checkbox"/> C125 Topsoil (for soil stabilization) |
| <input type="checkbox"/> C122 Nets & Blankets | <input type="checkbox"/> C131 Gradient Terraces |
| <input type="checkbox"/> C123 Plastic Covering | <input type="checkbox"/> C140 Dust Control |

Element 6 – Protect Slopes

(A full SWPPP is required if there are critical area slopes on or within 50' of the project site.)

- This element does not apply to my project because no cut slopes over 4 feet high or slopes steeper than 2 feet horizontal to 1 foot vertical, and no fill slopes over 4 feet high will exceed 3 feet horizontal to 1 foot vertical. Therefore, there is no requirement for additional engineered slope protection.
- This element applies to my project. Slopes will be protected by using the “best management practices” (BMPs) below to minimize soil exposure to wind and rain.

Description of Slope Protection: _____

Check the BMPs you will use:

- | | |
|---|--|
| <input type="checkbox"/> C120 Temporary and Permanent Seeding | <input type="checkbox"/> C123 Plastic Covering |
| <input type="checkbox"/> C121 Mulching | <input type="checkbox"/> C124 Sodding |
| <input type="checkbox"/> C122 Nets and Blankets | <input type="checkbox"/> Other _____ |

Element 7 – Protect Drain Inlets

- This element does not apply to my project because there are no catch basins on or near the site, or the project area.

- This element applies to my project. Catch basins on the site or immediately off site in the right-of-way are shown on the Storm Water Pollution Prevention Site Plan. Storm drain inlet protection shall be installed, per BMP C220, Storm Drain Inlet Protection.

Element 8 – Stabilize Channels and Outlets

- This element does not apply to my project because there are no channels, ditches, or swales associated with the project, or in the vicinity of the project.
- This element applies to my project.

Check the BMPs you will use:

- C122 Nets and Blankets
- C202 Channel Lining
- C207 Check Dams
- C235 Straw Wattles
- C209 Outlet Protection
- Other _____

Describe the steps you will take and “best management practices” (BMPs) you will use to prevent erosion from entering existing storm water outfalls and conveyance systems, such as pipes and ditches.

Element 9 – Control Pollutants

- This element does not apply to my project because: _____
-
-

- This element applies to my project.

- Any and all pollutants, chemicals, liquid products and other materials that have the potential to pose a threat to human health or the environment will be covered, contained, and protected from vandalism. All such products shall be kept under cover in a secure location on-site.
- Concrete handling shall follow BMP C151.

Check the BMPs you will use:

- C151 Concrete Handling
- C152 Sawcutting and Surfacing Pollution Prevention
- C153 Material Storage, Delivery, and Containment
- C154 Concrete Washout Area

Describe any specific steps you will take and “best management practices” (BMPs) you will use to keep pollutants out of the storm water. Address all potential pollution sources on your project, such as material storage, fuel handling, equipment cleaning, management of waste materials, etc.

Element 10 – Control De-watering

- This element does not apply to my project because no dewatering of the site is anticipated.
- This element applies to my project.

Check the BMPs you will use:

- C203 Water Bars
- C206 Vegetative Filtration

Describe the steps you will take and “best management practices” (BMPs) you will use to separate contaminated de-watering water from stormwater

Element 11 – Maintain Best Management Practices

- Best Management Practices or BMPs shall be inspected weekly and after all rain events during construction. Maintenance of the BMPs will occur as needed during construction. All BMPs shall be removed within 30 days after the City Inspector or Engineer determines that the site is stabilized, provided that they may be removed when they are no longer needed.

Check the BMPs you will use:

- C150 Materials On Hand
- Other _____

Describe additional steps you will take to ensure that BMPs are in place and properly functioning as needed throughout construction: _____

Element 12 – Manage the Project

- The SWPPP will be coordinated with project sequencing. BMPs will be deployed in the proper sequence in order to achieve full compliance with City regulations throughout the project. The following erosion control BMPs are listed in normal sequential order. If your project requires any changes in this order please re-number them (skipping those that are not applicable) and explain the need for the changes.

1. ____ Mark clearing limits
2. ____ Install silt fence
3. ____ Install stabilized construction entrance
4. ____ Install protection for existing drainage systems and permanent drain inlets
5. ____ Establish staging areas for storage and handling polluted material and BMPs
6. ____ Install sediment control BMPs
7. ____ Call for inspection
8. ____ Grade and install stabilization measures for disturbed areas
9. ____ Maintain BMPs until site stabilization, at which time they may be removed

Explain the need for any changes in sequence: _____

Initial the box below to acknowledge your understanding of the following statement:

- The SWPPP shall be fully implemented at all times and modified whenever there is a change in design, construction, operation, or maintenance at the construction site that has or could have a significant effect on the discharge of pollutants to waters of the state.**

Element 13 – Protect Low Impact Development BMPs

(A full SWPPP is required if infiltration facilities are proposed).

- This element does not apply to my project because there are no infiltration facilities, porous pavement, or porous pavers proposed for the project.**

SWPPP Supervisor Name: _____

Signature: _____

Date: _____