



TOWN OF WOODWAY

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OVERVIEW OF DEVELOPMENT GUIDELINES FOR SITE WORK

A. Clearing and Grading Permits

A Clearing and Grading Permit is typically reviewed in conjunction with a building permit application, and is required for any of the following activities:

- New Development and Redevelopment projects that meet any of the following thresholds:
 - The new, replaced, or total of new plus replaced impervious surfaces is 2,000 square feet or more.
 - 7,000 square feet or more of land disturbing activities.
 - Converting $\frac{3}{4}$ acres, or more, of native vegetation to lawn or landscaped areas.
 - Converting 2.5 acres, or more, of native vegetation to pasture.
- Clearing over $\frac{1}{4}$ acre
- Grading over 50 cubic yards
- Clearing and grading for the following:
 - Road and Street Improvements
 - Preliminary Plat
 - Short Plat
 - Underground Storage Tanks
 - Construction of walls or rockeries that do not require a building permit
- All projects within Environmentally Critical Areas
- Projects along Marine Bluff

Items reviewed by Town Staff during the clearing and grading permit process include the following. Some items may be waived due to size or complexity of the project:

- SEPA Status
- Site Plan
- TESC Plans
- Grading and Drainage Plans
- Drainage Report
- Road Plans
- Street Standards
- Landscaping Plan
- Environmentally Critical Areas (ECA) checklist
- Compliance with Shoreline Master Program
- Zoning/Land Use Compliance
- Fire Access and Hydrant Availability
- Tree Permit
- ROW Permit
- Approved Olympic View Water and Sewer Plans (Checked for conflicts with other site utilities, tree retention plan, and ROW restoration)
- Bonding Requirements
- As-Built Plans

B. Right-of-Way Permit

A right-of-way permit is required whenever work is proposed within the Town right-of-way.

Simple permits are reviewed and issued by the Town Public Works Director. These typically include permits for dry utility installations such as gas, cable, phone, etc.

Standard right-of-way permit applications are reviewed by the Town Public Works Director or Engineer and typically include review of restoration of Town right-of-way associated with water, sewer, and storm drainage connections, or the installation of a driveway apron in the right-of-way. The permit is issued by the Public Works Director.

C. Tree Permit

Tree permits are required for the removal of trees with a main trunk equal to or larger than eight inches in diameter. Chapter 16.12 of the Woodway Municipal Code provides guidance on how many trees may be removed within each residential zone.

Tree permits not associated with construction are reviewed and issued by the Town Public Works Director. Tree permits associated with construction are reviewed by the Public Works Director and Engineer. The permit is then issued by the Public Works Director concurrently with the clearing and grading permit.

Typically, the tree plan must be shown on the engineering site plan in order to check for conflicts with proposed utilities, driveways, etc.

D. Construction Stormwater General Permit

Background

In accordance with federal Environmental Protection Agency (EPA) requirements, the Department of Ecology has issued a stormwater general permit for construction to help reduce construction related stormwater impacts. Owners are required to prepare and implement erosion and sediment control measures to control runoff during construction.

Objectives

The objectives of the construction stormwater permit are to minimize erosion and sediments from rainfall runoff, and to identify, reduce, eliminate, or prevent pollution of stormwater. These objectives are met through the implementation of a Stormwater Pollution Prevention Plan (SWPPP). The SWPPP must be developed and implemented before construction can begin.

Construction sites requiring stormwater permit coverage

Construction activities that require this permit are any land disturbing activities such as clearing, grading, excavating, and/or demolition that:

1. Disturb one or more acres of land area, OR
2. Are "part of a larger common plan of development or sale" that will ultimately disturb one or more acres of land, AND
3. Discharge stormwater from the site into state surface water(s) or into storm drainage systems, which discharge to state surface waters.

Ecology can also require a permit for any size construction site, if it determines the site this a significant contributor of pollutants to waters of the state.

Construction activities that require a permit also include clearing forested areas, if the clearing is in preparation for construction activities.

This permit is required in addition to any other local or state government permits for erosion and sediment control.

Who needs to apply?

The operator of the construction site must apply for permit coverage. The operator can be either the party with operational control over construction plans and specifications or the party in charge of day-to-day activities related to the Stormwater Pollution Prevention Plan (SWPPP). The operator, also known as the permittee, is responsible for applying and following the terms of the Construction Stormwater General Permit.

All municipal governments must apply for permit coverage for construction projects with one acre or more of disturbed area that discharge stormwater to state waters.

How and where to apply

Applicants must submit the permit application called a Notice of Intent (NOI) to Ecology before going out to the first public notice and at least 60 days prior to the start of construction activities. You may download a NOI (application form) from the website at: <http://www.ecy.wa.gov/programs/wq/stormwater/construction/>

E. Hydraulic Project Approval (HPA)

A Hydraulic Project Approval (HPA) is required for any construction activity that uses, diverts, changes, or obstructs the bed or flow of state waters. The HPA is applied for on a form called a JARPA – Joint Aquatic Resource Permit Application. This form is submitted to the Washington Department of Fish and Wildlife. The major types of activities in freshwater requiring an HPA include, but are not limited to: stream bank protection; construction of bridges, piers, and docks; pile driving; channel change or realignment; conduit (pipeline) crossing; culvert installation; dredging; gravel removal; pond construction; placement of outfall structures; log, log jam, or debris removal; installation or maintenance of water diversions; and mineral prospecting.

Major saltwater activities requiring an HPA include, but are not limited to: construction of bulkheads, fills, boat launches, piers, dry docks, artificial reefs, dock floats, and marinas; placement of utility lines; pile driving; and dredging.

It is important to emphasize that the above are only examples of major types of activities requiring an HPA and that any construction activity that uses, diverts, changes, or obstructs the bed or flow of state waters requires an HPA.

Applications are available online at: http://www.epermitting.org/site/alias__resourcecenter/jarpa/9983/jarpa.aspx

F. Drainage Requirements

Stormwater requirements for the Town of Woodway are governed by Chapter 11 of the Woodway Municipal Code (WMC). The Town of Woodway utilizes the 2005 Department of Ecology (DOE) Drainage Manual for Western Washington, as adopted by the WMC. Additionally, The Town of Woodway requires the use of Low Impact Development practices per WMC Section 11.02.025.

Drainage review is required for most projects, and typically, drainage plans are submitted as part of the clearing and grading permit application submittal. If your project falls below any of the following thresholds, drainage review may be waived by the Town Administrator:

1. Less than 2,000 square feet of new impervious surface
2. Less than 7,000 square feet of land disturbing activities
3. Less than 0.25 acres of clearing

The 2005 DOE Drainage Manual has 10 minimum requirements including:

1. Preparation of Stormwater Site Plans
2. Construction Stormwater Pollution Prevention
3. Source Control of Pollution
4. Preservation of Natural Drainage Systems and Outfalls
5. On-site Stormwater Management
6. Runoff Treatment
7. Flow Control
8. Wetlands Protection
9. Basin/Watershed Planning
10. Operation and Maintenance

These 10 requirements are subject to certain thresholds. A matrix has been prepared to assist in determining which minimum requirements apply to a given project. The thresholds are based on project type, amount of impervious surface, amount of land disturbing activities, and clearing area. This matrix is included as an attachment to this document.

G. Environmentally Critical Areas

Chapter 16.10 of the Woodway Municipal Code covers Environmentally Critical areas.

The following environmentally critical areas are regulated by the Town of Woodway:

- Wetlands
- Streams
- Fish and Wildlife Habitat Areas
- Geologic Hazard Areas
- Aquifer Recharge and Wellhead Protection Areas

If your site is located within or adjacent to an environmentally critical area, there may be additional development restrictions or requirements, such as special reports and studies, buffers, enhanced treatment, etc.

To determine if your site is located within or adjacent to an environmentally critical area, take the following steps.

1. The Town of Woodway maintains a critical area map showing locations of known critical areas in the Town limits. Staff at Town Hall can check your parcel and see if it is within one of the areas shown on the map.
2. Fill out the Town Environmentally Critical Areas Checklist.

Based on the location of your site and the answers to the checklist questions, Town Staff may visit your site to confirm presence of critical areas.

H. Shoreline Master Program

The Town of Woodway has adopted a Shoreline Master Program, which establishes environmental designations for development in and near the shorelines. Refer to the Shoreline Master Program for the specific locations the environmental designations. If your property is inside one of the designated areas, you will need to comply with the Clearing and Grading Policies and regulations given in the Shoreline Master Program. Copies are available at Town Hall.

I. State Environmental Policy Act (SEPA)

The Town Planner will determine whether a project is exempt from SEPA.

Generally, the following conditions require a SEPA review:

- Any fill or excavation of 500 cubic yards or more. Excavation for foundations is exempt, unless the project is within a critical area
- Removal or installation of underground storage tanks 10,000 gallons or larger
- Development within or immediately adjacent to an environmentally critical area as defined by WMC Chapter 16.10
- Any project that requires coverage under the State's Construction Stormwater General Permit

For additional information, see the Citizen's Guide to SEPA Review and Commenting at the following link:

<http://www.ecy.wa.gov/programs/sea/sepa/citizensguide/citizensguide.htm>

J. Road and Driveway Standard Plans

Details of standard road, driveway sections, and turn-around geometry are available. Deviations from the standard plans may be approved on a case-by-case basis provided they meet loading requirements for fire access and conform to current engineering standards for Snohomish County.

K. Access Requirements

The Town of Woodway uses Fire Access and Fire Flow to determine driveway/access requirements. Access plans are approved by the Fire Marshal. Fire Access Requirements are available at Town Hall.

L. Bonding Requirements

Performance and Maintenance Bonds are required on all projects that affect the public storm system. Some small projects with private dispersion or infiltration facilities designed in accordance with the adopted drainage manual are exempt, as determined by the Town Administrator.

See the Bond Requirements and Procedures handout for more information.

M. As-Built Requirements

As-built record drawings are required prior to final construction approval for all clearing and grading permits. See Final As-Built Requirements for more information.

N. Construction Inspections

All construction performed under a clearing and grading permit will have the following mandatory construction inspections at specified milestones:

- Pre-Construction Meeting
- Initial TESC (prior to beginning clearing and grading of site)
- Pipe Bedding
- Foundation Drains
- Roof Drains
- Detention/Retention System
- Final Construction Approval