CITY OF AUBURN WASHINGTON

PERMIT CENTER

PUBLIC FACILITY EXTENSION (FAC) SUBMITTAL PACKET

Informational Brochure

February 2010

FAC Application Checklist
FAC Application
Legal Owner Information Sheet
Fire Flow Information
Plan Review Checklist with Appendices
FAC Additional Submittal Requirements

Prepared by:

City of Auburn

Customer Service Center

(253) 931-3010
FAX (253) 931-3053

PUBLIC FACILITY EXTENSION APPLICATION CHECKLIST (FAC)

To be completed by City Staff

Project Name: _____ **FAC No.:** _____

Applicant Name: _____ **Date:** _____

The following information is needed in order to submit a FAC application for review. Depending on the scope of work, some items may not apply or may be combined. Review each item and provide all applicable information. The City of Auburn's current Design Standards Manual outlines requirements noted on this checklist.

The City will verify the completeness of the submittal packet as identified below. Further requirements, and documents, to be signed by the owner, will be addressed by the "Additional Submittal Requirements Form," at a later date within the project review process.

All civil construction drawings prepared by a licensed engineer must have the appropriate stamp and signature of the licensed professional on the face of the drawings at the time of submittal.

If you have any questions regarding required items, please contact the Permit Center at (253) 804-5073 or visit us on the Second Floor of the Auburn Professional Plaza, One East Main Street.

FAC PACKET COMPLETED

- ❑ Public Facilities Extension Application
- ❑ Application Fee
- ❑ Legal Owner Information Sheet
- ❑ Fire Flow Information with Map
- ❑ Facility Extension Plan Review Checklist
- ❑ Letter Summarizing all requested deviations and/or deferrals for consideration by the City

Included	***N/A***	***Item***
❑	*Required*	Stormwater Site Plan (2 copies) *(Surface Water Management Manual Volume I Chapter 4)*
❑	*Required*	Geotechnical Report (1 copy) *(Design Standards, Chapter 4)*
❑	*Required*	Plan Set (10 copies) *(Design Standards, Chapter 3)*
❑	*Required*	Cover Sheet *(Design Standards, Chapter 3.04.1)*
❑	*Required*	Temporary Erosion and Sedimentation Control Plans *(Design Standards, Chapter 3.04.2)*
❑	*Required*	Grading Plans *(Design Standards, Chapters 3.04.3, 3.04.4 and 3.04.5)*
❑	❑	Site Plan Key Map (required for plats and large projects) *(Design Standards, Chapter 3.04.1)*
❑	❑	Utility Plans and Profiles, including drainage, water, and sewer *(Design Standards, Chapters 3,6,7, and 8)*
❑	❑	Street/Storm Plans and Profiles (required for projects including public or private streets) *(Design Standards, Chapters 3,6, and 10)*
❑	❑	Street Pavement Design, CBR number required for all public streets *(Design Standards, Chapters 3 and 10)*
❑	❑	Striping and Signing Plans (required for public streets) *(Design Standards, Chapters 3 and 10)*

Included	***N/A***	***Item***
❑	❑	Sight Distance Plans (required for all intersections) *(Design Standards, Chapters 3 and 10)*
❑	❑	Site Plans *(Design Standards, Chapters 3 and 11)*
❑	❑	Landscape Plans *(Design Standards, Chapters 3, 10, and 11)*
❑	❑	Illumination Plans (required for all public or private streets) *(Design Standards, Chapters 3 and 10)*
❑	❑	Signal Plans (if required by development conditions) *(Design Standards, Chapters 3 and 10)*
❑	❑	Intersection Plans (required for all streets with intersections) *(Design Standards, Chapters 3 and 10)*
❑	❑	Composite of all driveways, utilities, landscaping, and sight distance constraints is shown within plan set
❑	*Required*	Plans submitted on non-ammonia based prints *(Design Standards, Chapter 3)*
❑	*Required*	All plans and reports sealed by Washington State Licensed Professional Engineer *per the requirements of WAC 196-23 (Design Standards, Chapter 3)*
❑	❑	Title Report (required if right-of-way is to be dedicated)
❑	*Required*	Correct Datum Used (NAVD 88, State Plane Coordinate System) *) Design Standards, Chapter)*
❑	❑	Other:_____

Copy of Conditions from associated SEPA Determination or Land Use Action:

❑ Included with submittal
❑ Application made, but not final **Application No.** _____
❑ NA

Copy of Additional Required Reports (see SEPA Determination or Land Use Action for applicability):

❑ Traffic Analysis *(Design Standards, Chapter 10)*
❑ Downstream Analysis *(Design Standards, Chapter 6)*
❑ Critical Areas Report ***Specify:*** _____
❑ Other: _____
❑ N/A

Comments:_____
_____
_____

❑ Application Submittal ***IS NOT COMPLETE*** as indicated above and must be resubmitted with all required elements.

_____ _____
Name ***Date***

❑ Application Submittal has all known required documents to begin civil plan review.

This checklist has been reviewed and receipted by:

_____ _____
Name ***Date***

CITY OF AUBURN
PUBLIC FACILITIES EXTENSION APPLICATION

To be completed by Applicant

Project Name: _____ **Date**: _____

Project Address: _____

A non-refundable application fee is required for the project and for each facility.

Project Details	**Application Fees**	**Facility Length (LF)**	**City Verification Length (LF)**
Project	_____		
Public Water	_____	_____	_____
Private Water	**NA**	_____	_____
Public Sanitary Sewer	_____	_____	_____
Private Sanitary Sewer	**NA**	_____	_____
Private Street Storm Drainage	_____	_____	_____
Private On-site Storm Drainage	**NA**	_____	_____
Public Street	_____	_____	_____
Private Street	_____	_____	_____
Public Storm Drainage	**NA**	_____	_____
Total	$		

Private facility lengths shall not include fire sprinkler connections, irrigation systems, domestic service lines and/or traditional side sewer connections. Private facilities, except for private streets and the private storm systems contained within private streets will not be charged an application fee or an extension fee and are included for information only.

Company Name: _____
Contact Person: _____
Address: _____
_____

Phone No.: (___) _____ **Fax No.:** (___) _____ **Email:** _____

The applicant is advised that additional fees may be applied in the event the City determines the need to obtain consulting support services to assist the City when the scope of the extension is beyond the City's normal area of expertise or the City's ability to review within a reasonable time. In addition, Applicable fees for services provided by the Valley Regional Fire Authority may be applied at a later date.

_____ _____
Applicant/Agent Signature ***Date***

The above information will be utilized to prepare the Developer Public Facility Extension Agreement (FAC).**The executed agreement and forty percent (40%) of the Facility Extension Fee will be required prior to the completion of the first plan review.**

Receipt No.: _____
FAC No.: _____

CITY OF AUBURN
LEGAL OWNER
INFORMATION SHEET

To be completed by Applicant
Please Print

Project Name: _____ **Date:** _____

Indicate the *Legal Owner's Name* and the type of signature block that the owner uses for signing legal agreements, deeds, and easements that will be recorded. All billings and financial information will be sent to the address below, unless otherwise noted.

NOTE: **Errors will cause a delay in permit approvals.**

Owner's Name: _____ ❑ **Individual** ❑ **Corporation**
Contact Person: _____ ❑ **Partnership** ❑ **L. L. C.**
Address: _____ ❑ **Other** _____
_____

Phone No.: (___) _____ **Fax No.:** (___) _____ **Email:** _____

Parcel No(s). ___ ___ ___ ___ ___ ___ - ___ ___ ___ ___
___ ___ ___ ___ ___ ___ - ___ ___ ___ ___
___ ___ ___ ___ ___ ___ - ___ ___ ___ ___

Legal Description/STR _____ **1/4, Section** _____, **Township** _____, **Range** _____

Legal Description: Attach an 8 ½ X 11 inch bond paper sheet

Please indicate where legal documents are to be sent for proper signature and execution:

Company Name: _____
Contact Person: _____
Address: _____
_____
_____

Phone No.: (___) _____ **Fax No.:** (___) _____ **Email:** _____

Please indicate where civil plans are to be returned for plan review corrections:

Company Name: _____
Contact Person: _____
Address: _____
_____

Phone No.: (___) _____ **Fax No.:** (___) _____ **Email:** _____

_____ _____
Applicant/Agent Signature ***Date***

FIRE FLOW INFORMATION
To be completed by Applicant

The applicant is required to provide information to the City of Auburn for the Valley Regional Fire Authority to define the specific fire requirements of the proposed building and for the Public Works Department to evaluate the development's compliance with the City of Auburn Comprehensive Water Plan.

A. The building specific fire flow as defined by the International Fire Code is the flow rate of water supply, measured at 20 psi residual pressure, which is available for firefighting. The information requested below will be used to define the building specific fire flow, according to the International Fire Code table B105.1 (current adopted edition.

Minimum requirements (as per Auburn City Code 15.36A.061):

	Building Specific
1. Single Family Residential	
<3600 sq. ft.	1,000 GPM / 30 Minutes
>3600 sq. ft.	1,500 GPM / 2 Hours
2. Commercial/Multi-Family	1,500 GPM / 2 Hours

B. The City's Comprehensive Water Plan identifies off-site water system improvements and system requirements that are necessary to meet customer supply demands and provide adequate fire protection throughout the water system. The improvements may need to be installed in the proposed development area in accordance with the following fire flow criteria:

Minimum requirements for fire flow:	System Requirements
1. Single-Family Residential	1,500 GPM @ 20 psi / 2 Hours
2. Commercial/Multi-Family	2,500 GPM @ 20 psi / 3 Hours

The submitted project information will also be used to evaluate and recommend fire hydrants and on-site water main requirements, in accordance with Auburn City Code. For additional information, please call:

Valley Regional Fire Authority
(253) 288-5800

City of Auburn, Public Works Department
(253) 931-3010

PROJECT INFORMATION

Project Name: _____

Site Address: _____

_____

Applicant Agent: _____

Applicant Address: _____

Phone: **( )** **Applicant Email:** _____

Building Construction Type: _____
As defined by the International Building Code (Type VB, etc.)

Building Square Footage: _____

Type of Development: _____
Single-Family, Apartments/Multi-Family, Office, Warehouse, Number of Units

PLEASE ATTACH SITE MAP IDENTIFYING WATER SERVICE. INCLUDE SIZE OF EXISTING MAIN(S), LOCATION(S), CAPACITY AND PROPOSED ON-SITE WATER MAIN.

_____ _____
Applicant/Agent Signature ***Date***

FOR CITY USE ONLY

Permit No. _____

CITY SPECIAL CONDITIONS: _____ _____
Name Date

VRFA SPECIAL CONDITIONS: _____ _____
Name Date

CITY OF AUBURN
PLAN REVIEW CHECK LIST
(To be completed by Applicant)

Project Name: _____ **Date:** _____

Prepared By: _____

This checklist correlates to the City of Auburn Design Standards (DS). The applicant should read Section 1, *General Requirements*, prior to proceeding with this checklist.

Please note that the information contained in the Design Standards and this checklist cannot provide for all situations and conditions that may be encountered. Specific provisions contained within the Design Standards and the checklist may not apply to all locations and existing conditions. These documents are intended to assist, but not substitute for, competent work by a professional civil engineer.

PROCEDURE

The applicant's engineer submits this checklist as part of the plan submittal package. The applicant's engineer will mark the "Complete" box to show that the described item has been completed in accordance with the Design Standards. The City's Development Review Engineer will verify the plans and reports for the project conform to the City's Design Standards. If deficiencies are identified during the review of the plans and reports, written comments and redlined plans will be prepared and returned to the applicant upon completion of the plan review.

A. APPLICATION

Complete	*Item*	*For City Use Only*
❑	1. Public Facility Extension Application (FAC) completed and attached. (FC185)	_____
❑	2. Legal Owner Information Sheet complete and attached. (FC184)	_____
❑	3. FAC Application Check List attached. (FC182)	_____
❑	4. Fire Flow Information (FC186)	_____
❑	5. Letter summarizing all requested deviations and/or deferrals for City consideration from the Engineer.	_____

B. GENERAL PLAN REQUIREMENTS

❑	1. Each sheet of the plan set has been stamped/sealed by a professional civil engineer, licensed in the State of Washington as required by WAC 196-23. The stamp/seal on the final mylars, to be submitted for approval, shall be wet signed and dated per WAC 196-23.	_____
❑	2. North arrow either to top, right, or left and scale shown on each sheet.	_____

B. GENERAL PLAN REQUIREMENTS (cont.)

Complete	*Item*	*For City Use Only*
❑	3. A title block has been provided along the right-hand edge on each plan sheet. The title block shall include the development title, (in bold print), the name, address, and phone number of the firm preparing the plan, the name of owner/applicant, a revision block, page (of pages) numbering, and sheet title (i.e. grading, erosion/sedimentation control, road and drainage, water and sewer, etc.)	
❑	4. Units of measurement have been indicated for all slope callouts as either % or ft. /ft. Do not mix units of measurement on a plan set.	
❑	5. All match lines with matched sheet numbers (stationing) are provided.	
❑	6. The street classification has been provided under the street name on all plan views.	
❑	7. City of Auburn Engineering approval block (4"x2") has been provided in lower right corner of each civil and public landscape plan sheet. Show project reference, (FAC #) in the approval block area. *(See Appendix A for Sample Block B-1)*	
❑	8. A Record Drawing Certification block has been provided on each plan sheet, located directly to the left or directly above other approval block(s). *(See Appendix A for sample block B-4)*	

Does this project include landscaping on private property?

❑ ***Yes*** ❑ ***No*** If **yes**, then the following applies:

❑	9. City of Auburn Planning approval block (4"x2") has been provided in the lower right corner of each landscape plan sheet. Show project reference, (FAC #), in the approval block area. *(See Appendix A for Sample Block B-2)*	

Are there critical areas that are to be identified and/or mitigated on this project?

❑ ***Yes*** ❑ ***No*** If **yes**, then the following applies:

❑	10. City of Auburn Critical Area approval block (4"x2") has been provided in the lower right corner of each critical mitigation plan sheet. Show project reference, (FAC #), in the approval block area. *(See Appendix A for Sample Block B-3)*	

Does this project include open space to be dedicated to the City of Auburn Parks Department?

❑ ***Yes*** ❑ ***No*** If **yes**, then the following applies:

❑	11. City of Auburn Parks Department approval block (4"x2") has been provided in the lower right corner of each plan sheet showing future Parks property. Show project reference, (FAC #), in the approval block area. *(See Appendix A for Sample Block B-5)*	

B. GENERAL PLAN REQUIREMENTS (cont.)

Complete	*Item*	*For City Use Only*

Does this project include plan sheet(s) that include mail box layout and details for approval?

❑ ***Yes*** ❑ ***No*** If **yes**, then the following applies:

❑ 12. City of Auburn Postmaster approval block (4"x2") has been provided in the lower right corner of each plan sheet requiring approval from the Postmaster. *(See Appendix A for Sample Block B-6)* _____

General Drafting Standards

❑ 1. Plan sheets are on sheet sizes 24 x 36 inches. Any variation must be approved by the City prior to plan submittal. Approved plans shall be good quality, 4-mil thickness mylar, or approved equal. No stick-on type material will be allowed. No Xerox, sepia or toner printed mylars are allowed, unless cold rolled. Margins shall be set to provide for ½ size drawings to fit on 11x 17 inches sheet size. _____

❑ 2. Lettering sizes are no smaller than 1/10 of an inch in height and shall be uppercase. _____

❑ 3. Existing features are shown with dashed lines, and/or half-toned (screened) _____

❑ 4. Proposed features are shown with solid lines. The intent is to clearly distinguish existing features from proposed improvements. _____

❑ 5. Minimum scale is as indicated below. Any variation must be approved by the City prior to plan submittal. _____

a. Site work: 1" = 40' horizontal
b. Site work: 1" = 4' vertical
c. Public facility work: 1" = 20' horizontal
d. Public facility work: 1" = 2' vertical

❑ 6. APWA symbols have been used and are included in the legend of existing and proposed improvements and utilities. _____

C. PLAN SHEET ELEMENTS

I. Cover Sheet *(Always Required)*

The Cover Sheet(s) has the following applicable items:

❑ 1. FAC # is one inch (1") bold lettering above the title block on the cover sheet only. Initial submittal may read: **FACXX-XXXX**. _____

❑ 2. A general scaled site plan covering an area approximately ten inches (10") square. _____

C. PLAN SHEET ELEMENTS (cont.)

Complete	*Item*	*For City Use Only*
❑	3A. Impervious surface calculations provided with the following information: a. Total Existing Impervious (including building) (SF)=_____ b. Total Developed Impervious (including building) (SF)= _____ c. Net Change (subtract item b from item a) (SF)= _____ 3B. Total land disturbed area provided with the following information: Total Disturbed Area (SF)=_____. Total New and Replaced Impervious Surface (SF)=_____.	_____

Note: "Impervious surface" for the purpose of calculating a system development charge and only as it pertains to this calculation means a hard surface area that prevents the entry of water into the soil mantle. Common impervious surfaces include, but are not limited to, roof tops, walkways, patios, concrete or asphalt paving. Open, uncovered, retention/detention facilities shall not be considered as impervious surfaces for the purpose of SDC fee calculation.

❑	4. Vicinity map with north arrow covering an area approximately five inches (5") square.	_____
❑	5. Site address.	_____
❑	6. Owner/Applicant address, contact person, and phone number.	_____
❑	7. Engineer/Surveyor/Architect address, contact person, and phone number.	_____
❑	8. Elevations with City datum (NAVD 88). City benchmark reference numbers and locations are indicated.	_____
❑	9. Sheet index.	_____
❑	10. Legend.	_____
❑	11. Legal description, including quarter section, section, township, and range.	_____
❑	12. Parcel number (King and Pierce County Tax Assessor No.) for site only.	_____
❑	13. Applicable plat name, lot numbers, site zoning and adjacent zoning.	_____
❑	14. An overall site plan key map shall be shown if the plan set includes more than five (5) plan sheets, unless otherwise directed by the City.	_____
❑	15. Applicable site information, including the number of parking spaces required and the number of parking spaces approved.	_____
❑	16. Type of building construction as defined by the adopted Building Code.	_____
❑	17. Site access, including adjacent driveways, roadways, and intersections, that may have an impact on the location and type of site access.	_____

C. PLAN SHEET ELEMENTS (cont.)

Complete	*Item*	*For City Use Only*
❑	18. **Construction Sequence Required for all projects:** A construction sequence has been shown on the plans indicating the relative timing of key construction activities on the project, such as, site clearing, erosion control placement, grading, temporary detention and water quality phasing into permanent detention and water quality facilities, utilities, paving, landscaping and illumination, activities in the right-of-way and any other construction event needing special attention. For work within right-of-way, the plans shall indicate the time limits for such work are applicable. In addition, depending upon the nature of the project, the construction of some public facilities may also dictate separate construction sequencing requirements that will also need to be indicated on the plans.	_____
❑	19. **City of Auburn General Notes:** Eight (8) General Notes have been provided on the cover sheet. Electronic copies of these notes are available on request. *(See Appendix B)*	
❑	20. **Permit Checklist for FAC Project:** A checklist has been provided to determine what additional non-building permits and quantity will be required for the project. *(See Appendix C)* A note has been added to the coversheet itemizing all non-building permits required for the project as follows: NOTE: Other Non-building Permits Required Include:	_____

II. Temporary Erosion and Sediment Control (TESC) Plan Sheet *(Always Required)*

Does this project include adding or replacing between 2,000 – 5,000 square feet of impervious surface, or clear or disturb between 7,000 square feet and 1 acre of land, or grade/fill up to 500 cubic yards?

❑ ***Yes*** ❑ ***No*** If **yes**, then the following applies:

❑	A Construction SWPPP Short Form for this project must be provided, as per Appendix C, Volume 2 of the City of Auburn Surface Water Management Manual (SWMM).	_____

Does this project include the addition or replacement of more than 5,000 square feet of impervious surface, or the clearing or disturbance of more than 1 acre, or grade/fill greater than 500 cubic yard?

❑ ***Yes*** ❑ ***No*** If **yes**, then the following applies:

❑	A Construction SWPPP for this project must be provided, as per Section 2.3, Volume 2 of the City of Auburn Surface Water Management Manual (SWMM),	_____

The following 12 Elements of Construction Stormwater Pollution Prevention must be provided, per Chapter 1, Volume 2 of the City of Auburn Surface Water Management Manual (SWMM):

❑	1. Marked clearing limits, sensitive areas and their buffers, trees that are to remain.	_____

C. PLAN SHEET ELEMENTS (cont.)

Complete	*Item*	*For City Use Only*
❑	2. The construction access is shown per Detail, EROSION-01. A wash pad or mitigation measure may be required by City Representatives during construction, per detail EROSION-02.	
❑	3. Onsite stormwater flow rates are controlled to protect properties and waterways downstream of site.	
❑	4. Siltation control measures (e.g. siltation ponds, silt fences, setbacks, hay bales, ditches, etc.) are provided to protect adjacent properties and shall be sized for runoff volumes associated with the graded site. Detention/retention facilities designed per requirements noted in Design Standards, Section 5.01.2 and 5.01.3.	
❑	5. Exposed and unworked slopes are stabilized by application of effective Best Management Practices (BMPs), as shown in the SWMM, including hydro seeding mixture and application rates. *(See Construction Standards, Division 8-01 for general purposes.)*	
❑	6. Slope runoff velocities have been reduced by reducing continuous length of slope, diverting off-site stormwater away from slopes and disturbed areas with interceptor dikes and/or swales.	
❑	7. All operable storm drain inlets are protected so that stormwater runoff does not enter the conveyance system without first being filtered or treated to remove sediment.	
❑	8. All onsite conveyance channels have been designed to prevent erosion from the expected 10-minute velocity of a 10-year, 24 hour frequency storm for the developed condition.	
❑	9. All pollutants have been handled and disposed, including waste materials and demolition debris, in a manner that does not cause contamination of stormwater.	
❑	10. No discharges to the City sewer system (storm or sanitary) unless approved by the City.	
❑	11. All temporary and permanent erosion control BMPs are maintained and repaired as needed to assure continued performance of their intended function.	

C. PLAN SHEET ELEMENTS (cont.)

Complete	*Item*	*For City Use Only*
❑	12. A phasing schedule had been provided for installing and removing TESC BMPs, including the transition from the temporary storm drainage system to the permanent storm drainage system. This schedule needs to be included within the Construction Sequence.	

Additional City of Auburn required project information:

❑	1. All existing site features are shown including existing topography.	
❑	2. If used as a Demolition Plan, structures to be removed/demolished and those to remain are shown.	
❑	3. Limits of clearing are shown.	
❑	**Grading and Erosion Control Notes**: The six (6) Grading and Erosion Control Notes have been provided on the grading plans. Other City standard construction requirements are referenced by General Note "2." (See Appendix B).	

III. Grading and Private Storm Drainage Plan (Site Development)

Does this project include onsite private storm facilities?

❑ ***Yes*** ❑ ***No*** If **yes**, then the following applies:

❑	1. Approximate excavation and fill quantities in cubic yards are indicated.	
❑	2. No fill or cut slopes proposed are steeper than two horizontal to one vertical (2:1) unless in accordance with an accepted geotechnical report sealed by a Washington State Licensed Engineer.	
❑	3. Type of fill material and associated compaction requirements are shown.	
❑	4. Existing trees are shown: Evergreens six inches (6") in diameter or larger, deciduous trees four inches (4") or larger, measured four feet (4') above ground. Indicate if trees are to be removed or to remain. If trees are to remain, show method of tree protection during project construction.	
❑	5. Temporary retention or detention facilities, including the City of Auburn's Standard Control Structure Detail No. STORM-04, are provided. Include water surface (W.S.) elevations, sizes, design storms for the W.S. elevations and release rates.	
❑	6. A minimum horizontal setback of five feet (5') has been provided between the bottom of any fill placement and the top of the bank of a defined drainage channel.	

C. PLAN SHEET ELEMENTS (cont.)

Complete	*Item*	*For City Use Only*
❑	7. If not addressed in the SEPA process, a haul route and proposed times that material will be hauled to and from the project site has been provided. The following needs to be provided in the plans for all sites that will import and export a combined amount of more than 500 cubic yards of material over City streets: a. What type of material is being hauled? (Imported fill material for all structural fill and other fill activities shall be approved by the City.) b. Total quantity hauled as a part of this action. c. Total haul days of this action. d. Total quantity of material moved per day. e. Estimated number of trips per day. f. Estimated start date. g. Estimated completion date. h. Intended time of day of the haul. i. Intended route of the haul. (Clearly shown on a site map.) ***Note:*** If haul routes are not provided during plan review, then the following note needs to be added to the plans: *Prior to moving any materials or equipment on Public Streets, the Contractor shall submit a haul route plan to the Engineer for approval per section 1-06.7 of the Construction Standards* The plan must be approved by the Engineer prior to the start of construction. If there is a determination that adverse environmental impacts are possible, a SEPA Amendment may be required prior to beginning construction.	_____
❑	8. Typical ditch sections are shown. (Reference on the plans the City Standard Detail Number. Do not include the detail in the plans.)	_____
❑	9. Building roof and foundation drains are connected to site drainage system.	_____
❑	10. Existing topography has been screened back and overlaid by the proposed grades. At least one sheet showing all boundary survey information, (i.e. bearings, distances, lot sizes, etc.), has been provided.	_____
❑	11. Spot elevations have been provided for very flat sites. Provide spot elevations along property line and thirty feet (30') beyond property line, at least every fifty feet (50'). If your project includes a parking lot provide spot elevations at all grade changes and along curbing.	_____
❑	12. Standard City of Auburn Detail Numbers have been referenced on the plan sheets appropriately and not copied into the plan sheets. If a project specifies modification to a Standard Detail a new detail must be shown on the plans.	_____

C. PLAN SHEET ELEMENTS (cont.)

Complete	*Item*	*For City Use Only*
❑	13. Notes to protect and maintain erosion control facilities during grading operations have been provided.	
❑	14. Arrows to indicate drainage flow direction on the surface of parking lots, roadway intersections and cul-de-sacs have been provided.	
❑	15. Layout of the entire storm drainage pipe with length, slope, and material type labeled and direction of flow indicated has been shown.	
❑	16. Site specific details and cross-section sheets for storm drainage detention or retention facilities such as control discharge structures and pond cross-sections have been provided. Indicating water surface elevations, allowable discharge rates, and design storms.	
❑	17. An emergency overflow to the public storm system has been provided.	
❑	18. Berm dimensions, materials, compaction requirements for ditches and detention ponds are shown where applicable.	
❑	19. Locations of manholes and catch basins are shown, indicating type, stationing, offset, lid type, rim and invert elevations, and number of manholes and catch basins consecutively.	
❑	20. Existing and proposed sanitary sewers and water mains (use ghost lines) are shown, identifying crossing and minimum vertical distance between utilities.	
❑	21. Type of material and size of energy dissipaters (riprap, etc.) has been provided.	
❑	22. Details of storm water quality control facility has been provided.	
❑	23. Limits of surface water ponding in parking lots has been provided.	
❑	24. Trash racks are shown, if applicable.	
❑	25. Location, widths and type of easements are shown.	
❑	26. Location and types of pumps, if applicable, are shown.	
❑	27. Bio-swale location, length, width, slopes, and cross-section are shown.	
❑	28. Planting and seeding requirements with establishment procedure in construction sequence for water quantity and quality systems has been provided.	
❑	29. Finish floor elevations are shown.	

C. PLAN SHEET ELEMENTS (cont.)

Complete	*Item*	*For City Use Only*
❑	30. The controlling downstream storm drainage elevations have been shown including the associated design conditions.	
❑	31. If the detention/retention pond will impound a volume of ten (10) acre-feet or more then dam safety requirements have been met and a copy of the Department of Ecology Dam Safety Construction Permit has been provided.	
❑	32. Where practical to do so, ponds have been consolidated to minimize the total number of ponds required by the site.	
❑	33. Liners on the pond have been provided as recommended by a Geotechnical Engineer.	
❑	34. Fencing of the pond facility at the 10 year water surface elevation has been provided.	
❑	35. Pond aesthetics have been addressed.	
❑	36. A minimum three-inch (3") diameter power conduit under grounded to the edge of the pond for possible future installation of aerators has been provided.	
❑	37. Adequate maintenance access has been provided to pond cell #1, control structures and structures.	
❑	38. Bypass surface flows have been addressed.	
❑	39. Subsurface flows have been addressed and water surface elevations have been indicated.	
❑	40. Private drainage facilities have been clearly indicated on the plans. If a facility is proposed to be a joint public and private facility, justification for such a facility has been provided for City consideration.	
❑	41. Walls installed within the pond have a design provided by a Structural Engineer, including structural calculations and finish treatments.	

C. PLAN SHEET ELEMENTS (cont.)

IV. Private Storm Profile

Is the private storm system to be installed such that it will cross under, over, or within proximity of public utilities?

❑ ***Yes*** ❑ ***No*** If **yes**, then the following applies:

Complete	*Item*	*For City Use Only*
❑	1. Structures are shown, including size, location, type, station, rim and invert elevation, and type of lid or grate.	
❑	2. Pipes are shown include materials, size, slope (% or ft/ft), and lineal footage.	
❑	3. All utility crossings are shown and identify elevation, type and size of utilities.	
❑	4. Ditches are shown, where applicable, and indicate slope (% or ft/ft) and type.	
❑	5. Existing and finished grade along centerline is shown.	
❑	6. Connections to existing structures are shown.	

V. Cross Section Sheet

❑	1. Cross-sections for fill and grading are shown through all properties to minimum thirty feet (30') outside of property lines. Minimum one section each way has been provided. More may be necessary to adequately represent the site.	
❑	2. Cross-sections through the temporary detention pond are shown and include inlet and outlet structures when applicable.	
❑	3. Horizontal scale of cross-section matching the plan view of the site has been provided. Vertical scale is 1/10 of the horizontal scale.	

VI. Detail Sheet

❑	1. Any detail specific to the project has been provided.	
❑	2. Standard City of Auburn Detail Numbers have been referenced on the plan sheets appropriately and not copied into the plan sheets. If a project specifies modification to a Standard Detail a new detail must be shown on the plans.	
❑	3. Storm control manhole, overflow structures, etc. with specific dimensions per site design have been provided.	

C. PLAN SHEET ELEMENTS (cont.)

VII. Public Storm Drainage Requirements

Does your project include the extension of the public storm system?

❑ ***Yes*** ❑ ***No*** If yes, then the following applies:

Complete	*Item*	*For City Use Only*
❑	1. Material type, length, slope, inverts, and direction of flow of storm drainage pipes have been indicated.	
❑	2. Typical ditch section is shown.	
❑	3. Location of manholes and catch basins are shown. Indicate type, stationing, offset, rim and invert elevations, lid type (grate or solid), and number manholes and catch basins consecutively.	
❑	4. Existing and proposed sewers and water mains have been shown as ghost lines. Crossings and minimum distance between utilities has been indicated.	
❑	5. Arrows to indicate drainage direction on the surface of roadway intersections and cul-de-sacs have been provided.	
❑	6. Details and cross-sections of detention or retention facilities including appurtenances, such as, the control discharge structure. Indicate water surface elevations, allowable discharge rates and design storms have been provided.	
❑	7. An emergency overflow has been provided.	
❑	8. Berm dimensions, material, and compaction requirements for ditches and detention ponds are shown where applicable.	
❑	9. Type of material and size of energy dissipaters and riprap are indicated.	
❑	10. Detail of water quality facility, including stabilization requirements, has been provided.	
❑	11. Trash racks are shown as applicable. All exposed storm line ends, twelve inches (12”) in diameter and larger, have trash racks.	
❑	12. Location and widths of easements are shown.	
❑	13. Location and type of pumps, if applicable, are shown.	

C. PLAN SHEET ELEMENTS (cont.)

Complete	*Item*	*For City Use Only*
❑	14. Bio-swale location, length, width, slopes, and cross-section has been provided.	
❑	15. Planting and seeding requirements with establishment procedure (construction sequence) for water quantity or quality systems are provided.	
❑	16. Storm drainage is per Chapter 6 of the Design Standards and SEPA requirements.	
❑	17. Pipe crowns in catch basins and manholes match.	
❑	18. Centerline of pipes are ten feet (10') minimum from building structure.	
❑	19. Outside edge of infiltration trench and open ditches are ten feet (10') minimum from building structures.	
❑	20. Outside edge of bio-swales are located a minimum of ten feet (10') from building structures to allow for proper maintenance.	
❑	21. On-site storage elevations have been checked against the hydraulic grade line of the receiving off-site system.	
❑	22. If the grade of the surface access exceeds 6% then no facilities (manholes, catch basins, etc.) are located in these steep grade areas.	
❑	23. All surface structures have been located outside of the wheel path of traveling vehicles.	
❑	24. The number of structures for the public storm system has been minimized and meets the spacing requirements.	
❑	25. If the detention/retention pond will impound a volume of ten (10) acre-feet or more, dam safety requirements have been met and a copy of the Department of Ecology Dam Safety Construction Permit has been provided. If the Department of Ecology makes a decision to exempt such a dam, a copy of this decision has been provided.	
❑	26. Liners on the pond have been provided as recommended by a Geotechnical Engineer.	
❑	27. Fencing of the pond facility at the 10 year water surface elevation has been provided.	
❑	28. A landscape plan addressing aesthetics has been provided.	

C. PLAN SHEET ELEMENTS (cont.)

Complete	*Item*	*For City Use Only*
❑	29. Pond aeration has been provided.	
❑	30. Where practical to do so, ponds have been consolidated to minimize the total number of ponds required by the site.	
❑	31. Adequate maintenance access has been provided to all pond cells, control structures and structures.	
❑	32. Subsurface flows have been addressed and water surface elevations have been indicated.	
❑	33. If approved by City, walls installed within the pond have a design provided by a Structural Engineer, including structural calculations and finish treatments.	
❑	34. Note: Numbering of storm drain structures shall be done as soon as the total number of structures is confirmed. The City numbering will be provided by the reviewing engineer for the applicant's engineer to incorporate them on the plans.	
❑	35. Easement is provided with a minimum width of fifteen feet (15') (only if a public storm line or structure is located within private property). The City may require additional width if special circumstances exist as determined by the City.	

VIII. Public Storm Drainage Profile Requirements

***Note*:** Storm drainage located within the street right-of-way shall be shown on the street profile. Storm drainage located in easements shall have separate profiles.

❑	1. Structures have been shown, including size, type, station, rim and invert elevations, type of lid or grate.	
❑	2. Pipes have been shown including material type, size, class, slope (% or ft/ft), and lineal footage between structures.	
❑	3. All utility crossings are shown and identify elevation, type and size of utility.	
❑	4. Ditches are shown where applicable, including slope (% or ft/ft), and lineal footage.	
❑	5. Existing and finished grade along pipe centerline has been shown.	
❑	6. Connections to existing structures are shown.	

D. UTILITY PLAN

Note: If your project requires the construction of a new or modification of an existing utility facility (i.e. pump station, well house, etc.) contact the City of Auburn Public Works Department, Development Engineer at 253-804-5073, for specification requirements.

I. Public Sanitary Sewer Requirements

❑ ***Yes*** ❑ ***No*** If **yes**, then the following applies:

Complete	*Item*	*For City Use Only*
❑	1. Sanitary sewer pipe size, slopes, material, locations, stationing and direction of flow are shown.	
❑	2. Sanitary sewer pipe is generally between eight feet (8') and fifteen feet (15') deep, unless otherwise approved by the City.	
❑	3. Sanitary sewer pipe is extended full width of property to serve adjacent upstream property.	
❑	4. Sanitary sewer pipe is located properly in the roadway or easement and located ten feet (10') minimum from waterlines and structures. Depth of sewer line may require additional separation as determined by the City.	
❑	5. Location of manholes are shown, indicating type, stationing, offset, and number manholes.	
❑	6. Pipe invert elevations drop 0.1 foot through manholes for like diameter pipes. Pipes of differing diameters are aligned so that the crowns of the pipes match.	
❑	7. Manholes are spaced every four hundred feet (400'), unless shorter distance is required.	
❑	8. Knockouts in manholes for future connections have been provided. Pipe stubs are not generally required.	
❑	9. Outside drop manholes, if approved for use on this project, are detailed on the plans.	
❑	10. Manholes are not located within limits of parking lot ponding.	
❑	11. Length, slope (2% minimum preferred), type and class of material, and inverts for side sewers has been shown.	
❑	12. When installing new sanitary sewer mains or replacing existing mains in developed areas, side sewers for all existing occupied structures and any buildable lots have been provided.	
❑	13. Stationing or distances for side sewers from downstream manholes has been provided.	
❑	14. If the grade of the surface access exceeds 6% then no surface structures (manholes, catch basins, etc.) are located in these steep grade areas without prior City approval.	

D. UTILITY PLAN (cont.)

Complete	*Item*	*For City Use Only*
❑	15. All surface structures have been located outside of the wheel path of traveling vehicles.	
❑	16. The number of structures for the public sanitary sewer system has been minimized and they meet the spacing requirements.	
❑	17. Note: Numbering of sanitary sewer manholes shall be done as soon as the total number of manholes is confirmed. The City numbering will be provided by the reviewing engineer for the applicant's engineer to incorporate them on the plans.	
❑	18. Connection of side sewer to the City's sanitary sewer pipe is indicated with a tee.	
❑	19. Separate side sewer is provided for each building.	
❑	20. Sewer cleanouts provided at the property line or where total changes exceed 90 degrees of alignment.	
❑	21. Easement width is a minimum of twenty feet (20') when sanitary sewer pipe depth is over ten feet (10') or in unstable soil conditions, and fifteen feet (15') wide when depth is less than ten feet (10'). The City may require additional easement width for sewers 20' or greater in depth as determined by the City.	

II. Public Sanitary Sewer Profiles

Does the proposed project include sanitary sewer mains?

❑ ***Yes*** ❑ ***No*** If yes, then the following applies:

❑	1. Profiles for sanitary sewer lines are shown on the same sheet as the plan view with the same orientation.	
❑	2. Structures are shown, including, size, type, station, invert and rim elevation, and type of lid.	
❑	3. Pipes are shown, including size, material type and class, slope (% or ft/ft), and lineal footage.	
❑	4. All utility crossings are shown and identify elevation, type and size of utilities.	
❑	5. Existing and finished grade along centerline has been provided.	
❑	6. Connections to existing structures has been provided.	

III. Public Water Plan Requirements

Does the proposed project include public water mains?

❑ ***Yes*** ❑ ***No*** If yes, then the following applies:

Complete	***Item***	***For City Use Only***
❑	1. Minimum fire flow requirements are as follows: a. Single Family Residential: 1,500 gpm @ 2 hours b. Industrial/Commercial/Multi-Family: 2,500 gpm @ 3 hours *or as determined by the fire authority, whichever is more stringent*.	_____
❑	2. If building fire flow has been designated by the Fire Marshal at over 2500 gpm, fire hydrants are served by a main that loops around the building or complex of buildings and reconnects back to a distribution supply main.	_____
❑	3. Water mains in single-family residential areas are ductile iron and a minimum eight inches (8") in diameter. For multi-family and non-residential areas a minimum size of twelve inches (12") has been provided, unless there are no possible future extensions and serving two or less fire hydrants, then eight inch (8") ductile iron pipe has been provided.	_____
❑	4. Minimum forty-two inches (42") and maximum seventy two inches (72") of cover over waterlines has been indicated.	_____
❑	5. Waterline has been extended full width of property.	_____
❑	6. Connection details to existing water mains have been provided.	_____
❑	7. Valves are located at tees and crosses, and have been spaced a maximum of four hundred feet (400') apart.	_____
❑	8. Valves are located in pavement and clustered properly.	_____
❑	9. Gate valves have been provided for 12" and smaller waterlines. Butterfly valves have been provided for lines larger than twelve inches (12") and are indicated on the plans.	_____
❑	10. Fire hydrants are installed in correct relationship to curb.	_____
❑	11. Hydrants are a minimum of fifty feet (50') and a maximum of one hundred and fifty feet (150') from commercial buildings, max spacing six hundred feet (600') for a single-family development and three hundred feet (300') in all other zones.	_____
❑	12. Blowoffs (2 inch minimum size) are located at all low points or dead-end lines as required.	_____
❑	13. Air vacs are located at each high point in the system, particularly at abrupt vertical changes greater than one pipe diameter, unless hydrant, lateral, PRV station, blow off, or service line is located within fifty feet (50').	_____

D. UTILITY PLAN (cont.)

Complete	*Item*	*For City Use Only*
❑	14. Pressure reducing stations and associated valve, vaults and by-pass piping are provided as required.	
❑	15. Concrete blocking, mechanical or restrained joints are provided.	
❑	16. Easement width is a minimum fifteen feet (15'). The City may require additional width if special circumstances exist as determined by the City.	
❑	17. Minimum distance between sewer and waterline is ten feet (10') horizontally and one and a half feet (18") vertically. Table showing physical separation in feet between water lines and other utilities at crossings, when a profile is not required.	
❑	18. Centerline of pipe is a minimum ten feet (10') from building structure.	
❑	19. Meter size and service line size, including location has been provided. Note: Minimum of one (1) meter per lot.	
❑	20. Water service is not connected directly to fire sprinkler line.	
❑	21. Gate valve separates sprinkler (fire) system from main line. Proposed sprinkler line location, including FDC line, PIV and backflow prevention and flow detection device, has been indicated.	
❑	22. For buildings requiring fire sprinkler systems: The Fire Sprinkler System Notes are shown on the plans. *(See Appendix B)*	
❑	23. Length, size and material type of water main is indicated.	
❑	24. Profile showing cover, appurtenances, stationing and all crossings has been provided.	
❑	25. If the grade of the surface access exceeds 6% then no surface structures are located in these steep grade areas without prior City approval.	
❑	26. All surface structures have been located outside of the wheel path of traveling vehicles.	
❑	27. Note: Numbering of water valves and fire hydrants shall be done as soon as the total number of these appurtenances is confirmed. The City numbering will be provided by the reviewing engineer for the applicant's engineer to incorporate into the plans.	
❑	28. The Cross Connection Control Notes have been provided on the plans. *(See Appendix B)*	

D. UTILITY PLAN (cont.)

Complete	*Item*	*For City Use Only*
❑	29. A backflow prevention assembly and detector check meter size, type and location has been provided for any and all of the following connections: a. Domestic water connection (multi-family, industrial, and commercial) b. Fire sprinkler connection (residential, multi-family, industrial, and commercial) c. Irrigation system connection (residential, multi-family, industrial, and commercial)	_____
❑	**30. Prior to the first plan submitted, contacted the City of Auburn Cross Connection Control Program at 253-931-3064 or 253-288-3169, for additional information.**	_____

IV. Public Water Line Profile

Does this project include public water mains in the Right-of-Way or in easements with potential for utility conflicts?

❑ ***Yes*** ❑ ***No*** If **yes**, then the following applies:

❑	1. Pipes are shown, including material, type and class, size, and lineal footage.	_____
❑	2. Water line profile includes pipe cover and stationing.	_____
❑	3. All utility crossings are shown and identify elevation, type and size of utility.	_____
❑	4. Connections to existing structures have been provided.	_____
❑	5. Bends are shown and labeled.	_____
❑	6. All valves and fittings are shown.	_____

E. STREET PLAN

I. Street Plan Requirements

Does this project include public street construction?

❑ ***Yes*** ❑ ***No*** If **yes**, then the following applies:

PLAN VIEW

Complete	*Item*	*For City Use Only*
❑	1. Plan view is drawn at 1" = 20' scale.	
❑	2. Existing and proposed centerline road grade and right-of-way lines are shown.	
❑	3. Existing and proposed contours and elevations are shown.	
❑	4. Existing and proposed street names and street classifications are shown.	
❑	5. Existing and proposed centerline bearings, tangent distances, horizontal curve data and stationing are shown.	
❑	6. Existing and proposed signs and traffic control devices and shown. See Channelization section.	
❑	7. Existing and proposed storm drainage systems are shown.	
❑	8. Existing and proposed sewers and water mains are shown using ghost lines. Crossings and minimum distances between utilities are identified.	
❑	9. Location of curbs, sidewalks, wheelchair ramps, and driveways (by station) are shown.	
❑	10. Location of monuments at all centerline intersections, cul-de-sacs, point of curvature and Point of Tangency (by station) are shown.	
❑	11. Existing and proposed street luminaires, traffic signals, and traffic signal loop detectors located within the vicinity of the project are shown. See Illumination section.	
❑	12. Mailbox types and locations are shown. Submit final mylar to Postmaster first for approval prior to submitting to the City.	
❑	13. Horizontal utility conflicts are addressed in plan.	
❑	14. Street landscaping (Streetscape) is provided, if required. See streetscape section.	
❑	15. Construction limits including stationing are shown.	
❑	16. Slope excavation and/or embankment limits are shown.	
❑	17. If project is a half street, existing grades and cross slopes of the existing road to be matched to are shown.	

E. STREET PLAN (cont.)

Complete	*Item*	*For City Use Only*
❑	18. For work within existing streets prior to submitting plans to the City, contacted the Development Review Engineer for determination if a bore will be required or if special pavement patching conditions exist.	

PROFILE VIEW

❑	19. Profiles are drawn at 1"=20' horizontal and 1"=2' vertical scales.	
❑	20. Existing and centerline road grade are shown, including required landings at all intersections.	
❑	21. Existing and proposed drainage systems are shown.	
❑	22. Existing and proposed sewers and water mains (using screened back, ghost, lines) are shown. Crossings and minimum distances between utilities are identified (i.e. 18" between water and sanitary sewer and 12" minimum vertical separation between storm sewer and other utilities).	
❑	23. Finish grade elevations every fifty feet (50') and every twenty five feet (25') for vertical curves along design centerlines are provided.	
❑	24. Vertical curve data is provided in profile section.	
❑	25. Vertical utility conflicts are addressed in profile.	

II. Intersection

❑	1. Intersection plans are drawn at 1 inch = 20 feet and are in conformance with Standard Detail TRAFFIC-13.	

III. Detail Sheets

❑	1. Standard City of Auburn Detail Numbers have been referenced on the plan sheets appropriately and not copied into the plan sheets. If a project specifies modification to a Standard Detail a new detail must be shown on the plans.	
❑	2. If the project includes any non-standard details, then provide them on a separate detail plan sheet.	

IV. Typical Roadway Sections

❑	1. Typical roadway sections showing street light, street tree, pavement depths, widths and materials, cross slopes of pavement (%), centerline, dimensioned right-of-way lines, curb and gutter, sidewalks, planter areas, ditches, embankment and excavation slopes, rockeries, walls, etc have been provided. Typical sections will be per station ranges and so labeled and are for full and half street improvements.	
❑	2. The pavement structure is consistent with City Standards or a site specific pavement design has been provided for an arterial road.	

E. STREET PLAN (cont.)

Complete	*Item*	*For City Use Only*
❑	3. If the project includes widening of existing roadways, the following note for pavement structures on the cross section has been included: "Match existing pavement structure depth or construct the proposed pavement structure depth, whichever is greater."	

V. Channelization

❑	1. Provided 1" = 40' scale channelization plans, including information on pavement markings, lane configuration, street signage and traffic calming devices.	
❑	2. Street Name signs have been provided.	
❑	3. No Parking signs have been provided as required.	

VI. Telecommunication Conduits

❑	1. Telecommunication conduits have been provided for collector and arterial roads consistent with the requirements of Chapter 12 of the Design Standards.	

VII. Illumination

Does this project include public street lighting?

❑ ***Yes*** ❑ ***No*** If **yes**, then the following applies:

❑	1. Provided 1" = 40' scale street lighting plans per City of Auburn Design Standards 10.10, including information on luminaires, service cabinets, junction boxes, power source, conduits, circuits and wire.	
❑	2. Details for the location of service cabinets and power source location have been provided.	
❑	3. Street trees are located a minimum of twenty feet (20') from all street lights and are not conflicting with driveways or utilities.	
❑	4. Supporting lighting calculations and layout has been provided.	
❑	5. If the project includes medians, the standard spacing for luminaires does not apply and a lighting design has been provided.	
❑	6. Provide a luminaire feature detail sheet.	

E. STREET PLAN (cont.)

VIII. Traffic Signals

Does this project include traffic signals?

❑ ***Yes*** ❑ ***No*** If **yes**, then the following applies:

Complete	*Item*	*For City Use Only*
❑	1. Provide 1" = 20 scale separate detailed signalization plan per City of Auburn and Washington State Department of Transportation standards, including poles, bases, conduits, and traffic loops per Section 8-20 and 9-29 of the City of Auburn Engineering Construction Standards. For areas that require greater detail (such as the corner that has the controller), a blown-up detail may be necessary at a 1″=10′ scale.	_____
❑	2. The signalization plan includes signal construction notes including those shown in Appendix B, itemizing at the minimum signal pole and foundation installation, controller cabinet and foundation installation, coordination of utility removal/relocation, coordination of connection of power and power source type, interconnect connections to other signals, and removal of existing signal and/or street light equipment.	_____
❑	3. The signalization plan includes displays for phase diagram and signal layout of all vehicle and pedestrian heads; detection loops, cameras, and pedestrian push button locations – all numbered; signal poles and associated equipment; controller and service location; power source location; wire schedule; junction box type and approximate location; existing and proposed intersection signing; and, proposed illumination design in the intersection vicinity.	_____
❑	3. A pole schedule plan is provided, which includes a signal standard detail chart, a pole orientation attachment and base detail, a pole foundation detail, and a signal standard detail..	_____
❑	4. A wiring diagram plan is provided.	_____

IX. Roundabouts

Does this project include a roundabout?

❑ ***Yes*** ❑ ***No*** If **yes**, then the following applies:

❑	1. A meeting with the Development Review Engineer was held prior to submittal of the plans to discuss special requirements for roundabouts.	_____

VIII. Sight Distance

Complete	*Item*	*For City Use Only*
❑	1. A sight distance triangle has been graphically shown for all intersections and driveways in accordance with Section 10.03 of the Design Standards.	
❑	2. The Sight Distance triangles have been incorporated into a composite site plan that includes all above ground utilities, grading (such as landscape berms), channelization and vegetation/landscaping.	
❑	3. The area within the sight distance triangle is free from any sight-obscuring objects between three feet (3') and eight feet (8') above the ground.	
❑	4. A 1" = 20' scale has been used where possible, unless due to length of the triangle a 1" = 40' scale is more appropriate to show the triangle on one sheet.	
❑	5. All sight distance triangles are shown for their entire length.	
❑	6. Supporting calculations have been provided.	

E. STREET PLAN (cont,)

IX. Streetscape Plan (Applies to Right-of-Way Landscaping)

Complete	*Item*	*For City Use Only*
❑	1. Streetscaping is in accordance with Section 10.08 of the Design Standards.	
❑	2. Trees, shrubs, and ground cover are from the City approved lists shown in Section 10.08 of the Design Standards or else otherwise approved by the City.	
❑	3. Root barriers have been used for all trees planted within five foot (5') landscape strips or within five feet (5') of pavement and utilities to deflect roots downward and away from the sidewalks and underground utilities.	
❑	4. The location, species, and size of planting materials are shown on the plans.	
❑	5. Standard Narrative and Notes are included on the plans *(See Appendix B).*	
❑	6. A composite plan showing landscaping, utilities, and driveways, has been provided within the overall plan set.	
❑	7. Note: If the project includes medians, special requirements may apply. Contact the Development Review Engineer for information prior to submittal.	

X. Wall Plans

Does this project include structural walls greater than four feet (4') in height or in unstable soil?

❑ ***Yes*** ❑ ***No*** If **yes**, then the following applies:

❑	1. Wall design is sealed by a Washington State Licensed Engineer.	
❑	2. Structural calculations have been provided.	
❑	3. Design details include all applicable sections, surfacing, terracing, zone of influence for geogrids, easements, wall finish, etc.	
❑	4. Drainage facility, its conveyance and discharge system for the wall system has been shown.	
❑	5. Public or private ownership and maintenance responsibilities have been indicated on the plans.	
❑	6. Walls located within the Public right-of-way or supporting public infrastructure (roads, utilities structures, etc) are either a concrete retaining wall or a Mechanically Stabilized Earth (MSE) wall.	

E. STREET PLAN (cont,)

Complete	*Item*	*For City Use Only*
❑	7. Walls using geogrids within the public right-of-way do not interfere with other uses of the right-of-way (such as underground utilities, lighting, street trees.)	
❑	8. Walls over 2.5 feet have a minimum forty-two inch (42") railing or fencing provided.	
❑	9. The proposed aesthetic treatment of the walls is shown and an anti-graffiti seal coat is included.	

F. REPORTS (All reports shall be sealed by a Washington State licensed engineer.)

I. Stormwater Site Plan (Stormwater Comprehensive Report)

Is a Stormwater Site Plan required?

❑ ***Yes*** ❑ ***No*** If **yes**, then refer to the Stormwater Site Plan Submittal Requirements Checklist, Volume 1, Appendix B of the Surface Water Management Manual. *(See Appendix D of this document.)*

II. Geotechnical Report

Is a Geotechnical Report required?

❑ ***Yes*** ❑ ***No*** If **yes**, then the following applies:

Complete	*Item*	*For City Use Only*
❑	1. Title page, includes project name and address.	
❑	2. General information includes existing site conditions and proposed improvements to the site. Provides a summary of the engineer's findings on proper methods to be used for the proposed project.	
❑	3. Site history, including any prior earthwork (i.e. cuts and fill work, imported soils, etc.) is provided.	
❑	4. Subsurface soil information and conditions, including groundwater elevations and subsurface flows is provided. Season high groundwater elevations are provided based on site testing during the wet season.	
❑	5. Soil log information and location on a site map is provided showing the proposed improvements.	
❑	6. Soil characteristics including suitability for fill compaction requirements is provided.	
❑	7. Slope stability analysis is provided.	
❑	8. Seismic hazards are provided.	

F. REPORTS (CONT.)

Complete	*Item*	*For City Use Only*
❑	9. Site plan showing the topography and proposed structures and paving is provided. Updates to the plans must be submitted to the City when they occur.	
❑	10. Grading information including depth of cuts and recommended slopes is provided.	
❑	11. Provided analysis of subgrades of proposed roadways (public and private) and determination of subgrade California Bearing Ration (CBR) for determination of street design section.	
❑	12. Analysis on the erosion potential of onsite soils and recommendation on temporary erosion control methods being used is provided.	
❑	13. Provided design analysis and calculations for rockery or Mechanically Stabilized Earth (MSE) walls over four feet (4') in height if proposed as part of the project design.	
❑	14. Conclusions and recommendations for all earthwork activity proposed for the project are provided.	
❑	15. Appendix with test pit and boring logs are provided.	
❑	16. Provided information on infiltration rates for retention systems.	
❑	17. The report is sealed and signed by a Washington State licensed geotechnical engineer.	

F. REPORTS (CONT.)

III. Critical Area Report

Does the proposed project include critical areas?

❑ ***Yes*** ❑ ***No*** If **yes**, then the following applies:

The written report is in accordance with Auburn City Code (ACC) 16.10 and includes, at a minimum, the following:

Complete	***Item***	***For City Use Only***
❑	1. The name and contact information of the applicant, the name, qualifications, and contact information of the primary author(s) of the Critical Area Report, a description of the proposal, and identification of all the local, state, and/or federal wetland related permits required for the project, and a vicinity map for the project.	_____
❑	2. A statement specifying the accuracy of the report and all assumptions made and relied on.	_____
❑	3. Documentation of any fieldwork performed on the site, including field data sheets for delineations, functional assessments, baseline hydrologic data, etc.	_____
❑	4. A description of the methodologies used to conduct the wetland delineations, functional assessments, or impact analyses including references.	_____
❑	5. Identification and characterization of all critical areas, wetlands, water bodies, shorelines, floodplains and buffers on or adjacent to the proposed project area. For areas off-site of the project site, estimate conditions within three hundred feet (300') of the project boundaries using the best available information.	_____

F. REPORTS (CONT.)

Complete	*Item*	*For City Use Only*
❑	6. For each wetland identified on-site and within three hundred feet (300') of the project site, provide the wetland rating, required buffers, HGM classification, wetland acreage based on a professional survey from the field delineation (acreage for on-site portion and entire wetland are including off-site portions), Cowardin classification of vegetation communities, including vegetation characterization, habitat elements, soil conditions based on site assessment and/or soil survey information, and to the extent possible, hydrologic information such as location and condition of inlet/outlets, estimated water depths within the wetland, hydro period patterns based on visual cues (i.e. algal mats, drift lines, flood debris). Provide acreage estimates, classifications, and ratings based on entire wetland complexes, not only the portion present on the proposed project site.	
❑	7. A description of the proposed actions including an estimation of acreages of impacts to wetland and buffers based on the filed delineation and survey and an analysis of site development alternatives, including a no development alternative.	
❑	8. An assessment of the probable cumulative impacts to the wetlands and buffers resulting from the proposed development.	
❑	9. A description of reasonable efforts made to apply mitigation sequencing to avoid, minimize, and mitigate impacts to critical areas.	
❑	10. A discussion of measures, including avoidance, minimization, and mitigation, proposed to preserve existing wetlands and restore any wetlands that were degraded prior to the current proposed land use activity.	
❑	11. A habitat and native vegetation conservation strategy that addresses methods to protect and enhance on-site habitat and wetland functions.	
❑	12. Evaluation of functions for the wetland and adjacent buffer using a functions assessment method recognized by local or state agency staff and including the reference for the method and all data sheets.	
❑	13. A copy of the site plan with the following: a. Scaled maps depicting delineated and surveyed wetland and required buffers on-site and off-site critical areas that extend on to the project site, grading and clearing limits, development proposal, areas of proposed impacts to the wetlands/buffers. b. Depiction of the proposed storm water management facilities and outlets (to scale) for the development, including estimated areas of intrusion into the buffers of any critical areas. The written report shall contain a discussion of the potential impacts to the wetland(s) associated with anticipated hydro period alterations from the project.	

F. REPORTS (CONT.)

IV. Traffic Impact Analysis

Are you required by SEPA or by the Design Standards to have a Traffic Impact Analysis performed?

❑ ***Yes*** ❑ ***No*** If **yes**, then the following applies:

Complete	***Item***	***For City Use Only***
❑	1. Executive Summary is provided.	
❑	2. Table of Contents is provided, consisting of: a. List of Figures (Maps) b. List of Tables	
❑	3. Introduction is provided, consisting of: a. Description of proposed project. b. Location of the project. c. Site plan, including all access to City streets. d. Circulation network, including access to City streets. e. Land use and zoning. f. Phasing plan, including proposed dates of project (phase) completion. g. Project developer and contact person. h. References to other traffic impact studies.	
❑	4. Traffic Analysis is provided, consisting of: a. Clearly stated assumptions. b. Existing and projected traffic volumes (including turning movements), facility geometry (including storage lengths), and traffic controls (including signal phasing and multi-signal progression where appropriate) figures. c. Project trip generation, including references (tables). d. Project generated trip distribution and assignment figures. e. Level of Service (LOS) and warrant analysis, existing conditions, cumulative conditions, and full-build of plan conditions with and without project.	
❑	5. Conclusions and Recommendations are provided, consisting of: a. LOS and appropriate Measure of Effectiveness (MOE) quantities of impacted facilities with and without mitigation measures. b. Mitigation phasing plan including dates of proposed mitigation measures. c. Define responsibilities for implementing mitigation measures.	
❑	6. Appendices are provided, consisting of: a. Description of traffic data and how data was collected. b. Description of methodologies and assumptions used in analyses. c. Worksheets used in analysis (i.e. signal, warrant, LOS, traffic control information).	

F. REPORTS (CONT.)

V. Area Circulation Plan

Are you required by SEPA or by the Design Standards to have an Area Circulation Plan?

❑ ***Yes*** ❑ ***No*** If **yes**, then the following applies:

Complete	***Item***	***For City Use Only***
❑	Area Circulation per Engineering Design Standards for transportation, section 10.17.6 is included.	

VI. Winterization Plan

Will this project have exposed soil or be worked on from October 1st to April 30th?

❑ ***Yes*** ❑ ***No*** If **yes**, then a winterization plan is included in the Construction Stormwater Pollution Prevention Plan per Engineering Design Standards section 5.01.3.

Appendix A

Sample Engineering Approval Block (B-1):

PROJECT REF: _____

THESE PLANS ARE APPROVED FOR CONFORMANCE WITH THE CITY OF AUBURN'S ENGINEERING REQUIREMENTS.

APPROVED BY: _____
DATE APPROVED: _____

Sample Planning Approval Block (B-2):

PROJECT REF: _____

THESE PLANS ARE APPROVED FOR CONFORMANCE WITH THE CITY OF AUBURN'S PLANNING DEPARTMENT REQUIREMENTS.

APPROVED BY: _____
DATE APPROVED: _____

Sample Critical Area Approval Block (B-3):

PROJECT REF: _____

THESE PLANS ARE APPROVED FOR CONFORMANCE WITH THE CITY OF AUBURN'S CRITICAL AREA REQUIREMENTS.

APPROVED BY: _____
DATE APPROVED: _____

Sample Record Drawing Certification Block (B-4):

RECORD DRAWING CERTIFICATION
THESE DRAWINGS CONFORM TO THE
CONTRACTOR'S CONSTRUCTION RECORDS.

BY _____ DATE _____

TITLE/POSITION _____

CONFIRMED BY CITY _____ DATE _____

Sample Parks Department Approval Block (B-5):

PROJECT REF: _____

THIS PLAN SHEET REFLECTS THE CITY OF AUBURN PARKS DEPARTMENT MINIMUM REQUIREMENTS

APPROVED BY: _____
PARKS DIRECTOR

DATE APPROVED: _____

Sample Postmaster Approval Block (B-6):

CITY OF AUBURN POSTMASTER APPROVAL

APPROVED BY: _____

TITLE/POSITION: _____

DATE APPROVED: _____

Appendix B

GENERAL NOTES

1. THIS DEVELOPMENT PROJECT SHALL CONFORM TO THE CITY OF AUBURN'S REQUIREMENTS AND BE IN ACCORDANCE WITH THE APPROVED PLANS. ANY CHANGES FROM THE APPROVED PLAN WILL REQUIRE APPROVAL FROM THE OWNER, ENGINEER, AND THE CITY.

2. ALL WORKMANSHIP AND MATERIALS SHALL CONFORM TO THE "WASHINGTON STATE DEPARTMENT OF TRANSPORTATION (WSDOT) STANDARD SPECIFICATIONS FOR ROAD, BRIDGE, AND MUNICIPAL CONSTRUCTION (2008)," EXCEPT WHERE SUPPLEMENTED OR MODIFIED BY THE CITY'S CONSTRUCTION STANDARDS MANUAL. COPIES OF THE ABOVE DOCUMENTS SHALL BE AVAILABLE AT THE JOB SITE DURING CONSTRUCITON.

3. A PRE-CONSTRUCTION MEETING SHALL BE REQUIRED PRIOR TO THE START OF ALL CONSTRUCTION. CONTACT THE PUBLIC WORKS DEPARTMENT AT 253-931-3010, TO SCHEDULE A MEETING.

4. LOCATIONS SHOWN FOR EXISTING UTILITIES ARE APPROXIMATE. THE CONTRACTOR IS CAUTIONED THAT OVERHEAD UTILITY LINES MAY NOT BE SHOWN ON THE DRAWINGS. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE THE TRUE ELEVATIONS AND LOCATIONS OF ALL UNDERGROUND UTILITIES AND THE EXTENT OF ANY HAZARD CREATED BY OVERHEAD UTILITY LINES. IDENTIFICATION, LOCATION, MARKING, AND RESPONSIBILITY FOR UNDERGROUND FACILITIES OR UTILITIES, IS GOVERNED BY THE PROVISIONS OF CHAPTER 19.122 REVISED CODE OF WASHINGTON (RCW). PRIOR TO STARTING CONSTRUCTION, THE CONTRACTOR SHALL CALL ONE-CALL (1-800-424-5555) FOR UTILITY LOCATIONS (WATER, SANITARY SEWER, STORM SEWER, GAS, POWER, TELEPHONE, AND CABLE).

5. IF A PROPOSED ROUTE IS NOT INCLUDED ON THESE PLANS, A PROPOSED ROUTE AND SCHEDULE FOR HAULING MATERIAL TO THE SITE SHALL BE SUBMITTED TO THE CITY FOR APPROVAL PRIOR TO THE START OF CONSTRUCTION. IF THE CITY BELIEVES THAT THE PROPOSED HAUL ROUTE WILL ADVERSELY IMPACT THE STREET NETWORK, A SEPA AMENDMENT MAY BE REQUIRED TO EVALUATE THE IMPACTS AND DETERMINE MITIGATION REQUIREMENTS BEFORE BEGINNING WORK. HAULING MAY BE LIMITED TO APPROPRIATE OFF-PEAK HOURS OR ALTERNATIVE ROUTES, AS DETERMINED BY THE CITY.

6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PUBLIC SAFETY ON AND AROUND THE PROJECT. PRIOR TO THE START OF WORK, ALL METHODS AND EQUIPMENT USED FOR TRAFFIC CONTROL AND STREET MAINTENANCE SHALL BE SUBMITTED TO THE CITY FOR APPROVAL. CONTRACTORS AND THEIR SURETY SHALL BE LIABLE FOR INJURIES AND DAMAGES TO PERSONS AND PROPERTY SUFFERED BECAUSE OF CONTRACTORS OPERATIONS OR NEGLIGENCE CONNECTED WITH THEM.

7. ALL CONSTRUCTION SURVEYING FOR EXTENSIONS OF PUBLIC FACILITIES SHALL BE DONE UNDER THE DIRECTION OF A WASHINGTON LICENSED LAND SURVEYOR OR A WASHINGTON LICENSED PROFESSIONAL CIVIL ENGINEER.

8. CERTIFIED DRAWINGS ARE REQUIRED PRIOR TO PROJECT ACCEPTANCE. REFER TO THE CITY'S "RECORD CONSTRUCTION DOCUMENT" HANDOUT.

Appendix B (cont.)

GRADING AND EROSION CONTROL NOTES

1. WITHIN THE CITY OF AUBURN, ALL REQUIRED SEDIMENTATION AND EROSION CONTROL FACILITIES INDICATED ON THE PLANS MUST BE CONSTRUCTED AND IN OPERATION PRIOR TO LAND CLEARING AND/OR OTHER CONSTRUCTION ACTIVITIES. THESE FACILITIES SHALL BE MAINTAINED AND UPGRADED, IF NECESSARY, TO INSURE THAT SEDIMENT-LADEN WATER AND STORM DRAINAGE RUNOFF DOES NOT IMPACT THE ADJACENT PROPERTIES, NATURAL DRAINAGE WAYS, OR THE EXISTING CITY STORM DRAINAGE SYSTEM.

2. THE SOURCES FOR ALL MATERIAL IMPORTED TO THE SITE SHALL BE APPROVED BY THE CITY.

3. THE STORM DRAINAGE DETENTION (RETENTION IF INFILTRATION SYSTEM IS USED), SEDIMENTATION AND EROSION CONTROL FACILITIES DEPICTED ON THE APPROVED DRAWINGS ARE INTENDED TO BE MINIMUM REQUIREMENTS TO MEET ANTICIPATED SITE CONDITIONS. ADDITIONAL DRAINAGE AND EROSION CONTROL FACILITIES MAY BE REQUIRED AS SITUATIONS WARRANT DURING CONSTRUCTION. THE IMPLEMENTATION, MAINTENANCE, REPLACEMENT AND ADDITIONS TO THESE CONTROL SYSTEMS SHALL BE THE RESPONSIBILITY OF THE PERMITEE.

4. THE TEMPORARY EROSION CONTROL FACILITIES, INCLUDING ALL PERIMETER CONTROLS AND THE DETENTION (RETENTION IF INFILTRATION SYSTEM IS USED), CONTROL PONDS, SHALL REMAIN IN PLACE UNTIL FINAL SITE CONSTRUCTION IS COMPLETED. AFTER CITY APPROVAL, THE CONTRACTOR WILL BE RESPONSIBLE FOR REMOVING ALL TEMPORARY FACILITIES.

5. THE CONTRACTOR WILL BE REQUIRED TO WATER THE SITE, AS NECESSARY, TO REDUCE DUST EMISSIONS AS A RESULT OF CONSTRUCTION ACTIVITY. THE CONTRACTOR SHALL ALSO SWEEP ALL AFFECTED PUBLIC ROADS, AS NECESSARY, TO REMOVE MATERIAL DEPOSITED AS A RESULT OF PROJECT CONSTRUCTION ACTIVITY.

6. ALL AREAS OF ACTIVE EARTHWORK WHICH HAVE THE POTENTIAL FOR EROSION AND SEDIMENTATION IMPACTS ON ADJACENT PROPERTIES, NATURAL DRAINAGE WAYS, OR THE EXISTING CITY STORM DRAINAGE SYSTEM MUST BE STABILIZED ACCORDING TO THE FOLLOWING SCHEDULE:

   FROM MAY 1ST TO SEPTEMBER 30TH, AREAS AT FINAL GRADE AND THOSE THAT ARE SCHEDULED TO REMAIN UNWORKED FOR MORE THAN SEVEN (7) DAYS SHALL BE STABILIZED.

   FROM OCTOBER 1ST TO APRIL 30TH EARTHWORK ACTIVITIES SHALL BE CONDUCTED IN STAGES IN ORDER TO MINIMIZE SOIL EXPOSURE. EXPOSED SOILS WITH AN AREA GREATER THAN 5,000 SQUARE FEET THAT ARE SCHEDULED TO REMAIN UNWORKED FOR MORE THAN 24 HOURS AND EXPOSED AREAS OF LESS THAN 5,000 SQUARE FEET THAT WILL REMAIN UNWORKED FOR MORE THAN TWO (2) DAYS SHALL BE STABILIZED IMMEDIATELY.

Appendix B (cont.)

FIRE SPRINKLER SYSTEMS NOTES

SPRINKLER SYSTEMS SHALL MEET CITY OF AUBURN STANDARD 7.01.5.2 AND THE FOLLOWING REQUIREMENTS:

1. PROPOSED FIRE LINE TO BE SIZED BY A FIRE PROTECTION ENGINEER.

2. BACKFLOW PROTECTION IS REQUIRED ON FIRE SPRINKLER LINES

3. A SEPARATE DETAILED PLAN OF THE UNDERGROUND FIRE SPRINKLER SUPPLY LINE SHALL BE APPROVED BY THE FIRE MARSHALL AND INSTALLED BY A WASHINGTON STATE CERTIFIED LEVEL "U" CONTRACTOR IN ACCORDANCE WITH WAC 212-80-010.

4. A POST INDICATOR VALVE SHALL BE INSTALLED ON THE FIRE SPRINKLER SUPPLY LINE TO ISOLATE THE SYSTEM FROM THE CITY'S WATER SYSTEM WHEN REQUIRED FOR REPAIR.

5. BLOCKING, PIPING, AND RODDING DETAILS SHALL BE PROVIDED WITHIN THE SUBMITTAL.

6. APPROVAL OF THE CIVIL PLANS DOES NOT APPROVE THE INSTALLATION OF THE SPRINKLER SYSTEM SUPPLY PIPING.

CROSS CONNECTION CONTROL NOTES

CROSS CONNECTION CONTROL SHALL MEET THE FOLLOWING REQUIREMENTS:

1. ALL BACKFLOW PREVENTION ASSEMBLIES SHALL BE INSTALLED IN A MANNER THAT WILL ALLOW PROPER OPERATION, AND IN-LINE TESTING AND MAINTENANCE.

2. A BACKFLOW ASSEMBLY PLUMBING PERMIT IS REQUIRED FOR ALL ASSEMBLIES INSTALLED WITHIN THE CITY OF AUBURN, AND/OR THE CITY'S WATER DISTRIBUTION SYSTEM.

3. BACKFLOW ASSEMBLIES MUST BE ON THE CURRENT WASHINGTON STATE DEPARTMENT OF HEALTH – BACKFLOW ASSEMBLIES APPROVED FOR INSTALLATION LIST.

4. BACKFLOW ASSEMBLIES MUST BE TESTED BY A STATE CERTIFIED BACKFLOW ASSEMBLY TESTER, AND INSPECTED AND APPROVED BY A CITY OF AUBURN CROSS CONNECTION CONTROL SPECIALIST.

5. PRIOR TO INSTALLATION, SUBMIT TO THE DEVELOPMENT REVIEW ENGINEER FOUR (4) SETS OF BACKFLOW PREVENTION ASSEMBLY PLANS, INCLUDING THE CONNECTION POINT TO THE CITY MAIN FOR REVIEW AND APPROVAL.

Appendix B (cont.)

SIGNAL CONSTRUCTION NOTES

1. THE LOCATION OF ALL CONDUIT, JUNCTION BOXES, AND CABINETS SHOWN ON THIS PLAN ARE FOR GRAPHIC PRESENTATION ONLY AND FINAL LOCATION SHALL BE DETERMINED BY THE ENGINEER.

2. ALL TRAFFIC SIGNAL AND PEDESTRIAN HEADS AND PUSH BUTTONS SHALL BE SECURELY AND COMPLETELY COVERED WHILE SIGNAL IS NOT IN OPERATION.

3. ALL CONDUCTORS FOR SIGNAL HEADS, LOOPS, PEDESTRIAN HEADS, PUSH BUTTONS AND STREETLIGHTS SHALL BE LABELED IN EACH JUNCTION BOX.

LANDSCAPE NARRATIVE:

THE INTENT OF THE PLANTING DESIGN WILL BE TO PROVIDE A VISUALLY INTERESTING AND AESTHETICALLY PLEASING LANDSCAPE THAT HARMONIZES WITH THE ADJACENT STREETSCAPES AND SURROUNDING NEIGHBORHOODS. EMPHASIS WILL BE PLACED ON PLANTS THAT DEMONSTRATE DROUGHT TOLERANCE, ARE EASILY MAINTAINABLE, PROVIDE FOUR SEASONS OF INTEREST, AND THRIVE IN THE PUGET SOUND CLIMATE. WHERE NEEDED PLANTS WILL BE USED TO SCREEN OUT INCOMPATIBLE OR UNDESIRABLE VIEWS, CREATE PRIVACY, REDUCE THE VISUAL SCALE OF BUILDINGS, AND SHADE PARKING AREAS. INTERNAL STREET TREES HAVE BEEN SELECTED FROM THE MASTER LANDSCAPE PLAN FOR SINGLE FAMILY DEVELOPMENTS.

LANDSCAPE NOTES:

FOR PURPOSES OF THIS PLAN, THE TREE LOCATIONS SHOWN WITHIN OR ADJACENT TO THE RIGHT-OF-WAY ARE REPRESENTATIVE OF DESIRABLE SPACING AND ARE NOT MEANT TO PRESCRIBE THE EXACT LOCATION SINCE THE EXACT LOCATION OF DRIVEWAYS, FIRE HYDRANTS, STREET LIGHTS, UNDERGROUND UTILITIES AND MAILBOXES AND OTHER INFRASTRUCTURE FEATURES ARE NOT CURRENTLY KNOWN OR REASONABLY CAPABLE OF BEING ASCERTAINED. THE STREET TREES AND THEIR PLANTING WILL BE EVALUATED BY THE LANDSCAPE ARCHITECT AT THE TIME OF INSTALLATION FOR LOCATION IN RELATION TO ALL DRIVEWAYS, FIRE HYDRANTS, STREET LIGHTS, UNDERGROUND UTILITIES AND MAILBOXES, ETC. TREE LOCATIONS MUST BE ADJUSTED TO BE COMPATIBLE WITH INFRASTURCTURE FEATURES AND MINIMIZE CONFLICTS. ADJUSTED TREE LOCATIONS SHALL GENERALLY PROVIDE FOR SIMILAR NUMBER OF TREES AS SHOWN ON THIS PLAN AND APPROXIMATE TREE SPACING OF 30 FEET. A MINIMUM OF ONE TREE SHALL BE PROVIDED PER LOT UNLESS THE LOT'S FRONTAGE IS LESS THAN 40 FEET.

ALL TREES SHALL BE INSTALLED AND BE HEALTHY AND IN A UNDAMAGED CONDITION PRIOR TO REQUESTING THE RELEASE OF PERFORMANCE SECURITY HELD BY THE CITY TO GUARANTEE CONFORMANCE WITH CITY STANDARDS AND PLAT REQUIREMENTS. FAILURE TO MAINTAIN, OR DAMAGE TO THE TREE(S) DURING SUBSEQUENT CONSTRUCTION ON THE INDIVIDUAL LOTS WILL RESULT IN A REQUIREMENT TO REPLACE THE TREE(S) PRIOR TO FINAL INSPECTION OF THE STRUCTURE ON THE LOT.

CITY OF AUBURN
NON-BUILDING PERMIT CHECKLIST
FOR FACILITY EXTENSION PROJECTS

Complete the checklist and include with the next submittal.
(Check and complete all applicable items.)

- ❑ **Grading Permit required if any conditions below are applicable**
  - ❑ Total earthwork quantities exceed 500 cubic yards.
  - ❑ The creation of impervious surfaces which have a surface area equal to or greater than 2,000 square feet.
  - ❑ Other non-exempt grading endeavors per ACC 15.74.050: _____
    _____
- ❑ **Water Permit(s) - number required: _____**
  - ❑ Domestic Water Meter - _____ meter(s)
  - ❑ Irrigation Water Meter - _____ meter(s)
  - ❑ Fire Hydrant Relocation - _____ hydrant(s)
- ❑ **Fire Line Connection Permit(s) – number required: _____**
  - ❑ Fire Line - _____ connection(s)
- ❑ **Sewer Permit(s) - number required: _____**
  - ❑ Side Sewer - _____ connection(s)
  - ❑ Oil and Water Separator - _____ separator(s)
  - ❑ Side Sewer Repair - _____ repair(s)
- ❑ **Storm Permit(s) - number required: _____**
  - ❑ Permanent storm system and/or new impervious surface
  - ❑ Multi-family Building - _____ building(s)
- ❑ **Residential Storm Permit(s) - number required: _____**
  - ❑ Residential Infiltration System - _____ single-family home(s)
- ❑ **Backflow Permit(s) - number required: _____**
  - ❑ Non-residential Domestic Water Meter - _____ meter(s)
  - ❑ Irrigation Water Meter - _____ meter(s)
  - ❑ Fire Line - _____ connection(s)

Appendix D

STORMWATER SITE PLAN SUBMITTAL REQUIREMENTS CHECKLIST
NOTE: This check list references Chapters, Volumes, and Appendices from the City of Auburn Surface Water Management Manual.

1. TITLE PAGE
   Project name and address has been provided.

2. CHAPTER 1 - PROJECT OVERVIEW
   The Project Overview is intended to be a summary of detailed information contained in the body of the Stormwater Site Plan.

   - ☐ Identify type of permit requested and permit number.
   - ☐ Identify other permits required (e.g. hydraulic permits, Army Corps 404 permits, wetlands, etc.).
   - ☐ Identify the project location (including address, legal description, and parcel number).
   - ☐ Brief description of project to include the following:
     - ☐ Current and proposed condition/land-use
     - ☐ Size of parcel
     - ☐ Acreage developed, redeveloped, replaced or converted by the project
     - ☐ Current assessed value and cost of proposed improvements (for redevelopment projects)
     - ☐ Watershed
     - ☐ Proposed flow control improvements
     - ☐ Proposed runoff treatment improvements
     - ☐ Proposed conveyance improvements
     - ☐ Proposed discharge location and improvements
     - ☐ Downstream condition, impacts and problem
     - ☐ Locations of surface water run-on to the property
     - ☐ Reference appropriate Sections/Chapters/Appendices of the documents for detailed descriptions

3. CHAPTER 2 - EXISTING CONDITION SUMMARY
   The Existing Condition Summary is intended to provide a complete understanding of the project site and must be based on thorough site research an investigation.

   - ☐ Describe, discuss, and identify the following for the project site:
     - ☐ Topography
     - ☐ Land use and ground cover
     - ☐ Natural and man-made drainage patterns
     - ☐ Points of entry and exit for existing drainage to and from the site
     - ☐ Any known historical drainage problems such as flooding, erosion, etc.
     - ☐ Existing utilities (storm, water, sewer)
     - ☐ Areas with high potential for erosion and sediment deposition
     - ☐ Locations of sensitive and critical areas (i.e. vegetative buffers, wetlands, steep slopes, f floodplains, geologic hazard areas, streams, creeks, ponds, ravines, springs, etc.)
     - ☐ Existing fuel tanks
     - ☐ Groundwater wells on-site and within 100 feet of site
     - ☐ Septic systems on-site and/or within 100 feet of the site
   - ☐ Identify difficult site conditions.
   - ☐ State whether the project is located in an aquifer recharge area or wellhead protection area as defined by the Washington State Health Department, the Environmental Protection Agency or by the City.
   - ☐ Identify any Superfund areas in the vicinity, and state whether they are tributary to, or receive drainage from the project site.
   - ☐ Identify any specific requirements included in a basin plan for the area.

- ☐ Include references to relevant reports such as basin plans, flood studies, groundwater studies, wetland designations, sensitive area designations, environmental impact statements, environmental checklists, lake restoration plans, water quality reports, etc. Where such reports impose additional conditions on the Proponent, state these conditions and describe any proposed mitigation measures.
- ☐ Grading Plan per requirements.
- ☐ Soil report to identify the following:
  - ☐ Soil types
  - ☐ Hydrologic soil group classification
  - ☐ Groundwater elevation
  - ☐ Presence of perched aquifers and confined aquifers
  - ☐ Location of test pits
  - ☐ Infiltration rates determined per the requirements of Volume 3 (where applicable)
  - ☐ Discussion of critical areas or geologic hazards where present
- ☐ Soil reports should be contained in Appendix A of the report or as a separate document.
- ☐ Describe the 100-year flood hazard zone.

4. CHAPTER 3 - OFF-SITE ANALYSIS

The City requires a qualitative discussion of the off-site upstream and downstream system for all projects. The City may require quantitative analysis for any project deemed to need additional downstream information.. Detailed calculations shall be contained in an Appendix of the report. Volume1, Chapter 4 describes the Off-site Analysis. In addition, a list of elements to be included is provided as follows:

Qualitative Analysis

- ☐ Review all available plans, studies, maps pertaining to the off-site study area.
- ☐ Investigate the drainage system ¼ mile downstream from the project by site visit, including the following items:
  - ☐ Problems reported or observed during the resource review
  - ☐ Existing/potential constrictions or capacity deficiencies in the drainage system
  - ☐ Existing/potential flooding problems
  - ☐ Existing/potential overtopping, scouring, bank sloughing, or sedimentation
  - ☐ Significant destruction of aquatic habitat (e.g. siltation, stream incision)
  - ☐ Existing public and private easements through the project site and their corresponding widths
  - ☐ Qualitative data on features such as land use, impervious surface, topography, soils, presence of streams, and wetlands
  - ☐ Information on pipe sizes, channel characteristics and drainage structures
  - ☐ Verification of tributary drainage areas
  - ☐ Date and weather at the time of the inspection
- ☐ Describe the drainage system and its existing and predicted problems through observations, reports, and hydraulic modeling (as necessary) of the City-specified design storm event described in Chapter 3, Volume III. Describe all existing or potential problems as listed above (e.g. pooling water or erosion). The following information shall be provided for each existing or potential problem:
  - ☐ Magnitude of or damage caused by the problem
  - ☐ General frequency and duration
  - ☐ Return frequency of storm or flow when the problem occurs (may require quantitative analysis)
  - ☐ Water elevation when the problem occurs
  - ☐ Names and concerns of the parties involved
  - ☐ Current mitigation of the problem
  - ☐ Possible cause of the problem
  - ☐ Whether the project is likely to aggravate the problem or create a new one
- ☐ Properly include off-site areas in drainage calculations.

Quantitative Analysis (see Volume III, Section 3.1.2)

- ☐ Clearly describe tail water assumptions.
- ☐ Summarize results in text.
- ☐ Include calculations in Appendix B of the report.
- ☐ Discuss potential fixes for capacity problems.
- ☐ Provide profiles where appropriate.

5. CHAPTER 4 – PERMANENT STORMWATER CONTROL PLAN
   Chapter 4 will contain the information used to select, size and locate permanent stormwater control BMPs for the project site.

Pre-Developed Site Hydrology

- ☐ Provide a list of assumptions and site parameters for the pre-developed condition.
- ☐ Identify all sub-basins within, or flowing through, the site. Use consistent labeling for all sub-basins throughout figures, calculations and text.
- ☐ For each sub-basin, identify current land use, acreage hydrologic soil group and land use to be modeled under pre-developed conditions. The format used in Example Table 1 shown below is recommended.
- ☐ Provide justification for land uses other than forest.
- ☐ Summarize output data from the pre-developed condition. Example Table 2a or 2b are recommended formats.
- ☐ Include complete Hydraulic Analysis worksheet (see Appendix C in this volume) and hydrologic calculations in Appendix C of the report.
- ☐ For WWHM models, provide model files electronically.

STORMWATER SITE PLAN SUBMITTAL REQUIREMENTS CHECKLIST (CONT.)

Example Table 1

Sub-Basin ID	Land Use and Cover Condition	Acreage	Soil Group	Modeled as: (List CN)	Comments

Example Table 2a

Pre-Developed Condition Event Output: SBUH			
Basin ID:			
	Peak Flows (cfs)	**Volume (ac-ft)**	**Area (ac)**
2-year existing			
10-year existing			
25-year existing			
100-year existing			

Example Table 2b

Pre-Developed Condition Event Output: WWHM		
Basin ID:		
	Peak Flows (cfs)	**Area (ac)**
2-year existing		
10-year existing		
25-year existing		
100-year existing		

STORMWATER SITE PLAN SUBMITTAL REQUIREMENTS CHECKLIST (CONT.)

Developed Site Hydrology

- ☐ Provide a list of assumptions and site parameters for the developed condition.
- ☐ Identify all sub-basins within, or flowing through, the site. Use consistent labeling for all sub-basins throughout figures, calculations and text.
- ☐ For each sub-basin, identify current land use, acreage hydrologic soil group and land use to be modeled under developed conditions. The Format in Table 1 is recommended.
- ☐ Summarize output data from the developed condition. The formats used in Example Table 2a and 2b are recommended.
- ☐ Include complete Hydraulic Analysis worksheet (see Appendix C in this volume) and hydrologic calculations in Appendix C of the report.

Performance Goals and Standards

- ☐ Indicate total acreage of impervious surfaces, pollution-generating impervious surfaces and pollution-generating pervious surfaces for each Threshold Discharge Area (TDA). The format used in Example Table 3 is recommended.
- ☐ Include applicable decision chart (Figure I-3-1, Figure I-3-2 or Figure I-3-3) with treatment requirements clearly marked and supported.
- ☐ Include applicable decision chart (Figure I-3-2) with flow control requirements clearly marked and supported. If flow control facilities are required, indicate that they are required.
- ☐ State conclusions from decision and flow charts.

Example Table 3

Threshold Discharge Area ID:	
Total pollution generated pervious surface (PGPS)	acres
Total pollution generated impervious surface (PGIS)	acres
Native vegetation converted to lawn/landscape	acres
Total effective impervious surface	acres
Increase in 100-year storm peak	cfs

Flow Control System (where required)

- ☐ Identify sizing system used.
- ☐ Summarize model results.
- ☐ Describe proposed flow control system and appurtenances, including size, type and characteristics of storage facility and control structure.
- ☐ Provide a drawing of the flow control facility and its appurtenances, including:
- ☐ Include Hydraulic Analysis Worksheet, calculations, and computer printouts (including stage storage tables) for the flow control system to be included in Appendix C of the report.

Water Quality System (where required)

- ☐ Identify the sizing method used.
- ☐ Summarize the model results.
- ☐ Identify treatment methods used, including size, type and characteristics of treatment facility and appurtenances.
- ☐ Provide a drawing of the treatment facility and its appurtenances, including:
  - ☐ Dimensions
  - ☐ Inlet/outlet sizes and elevations
  - ☐ Location of the facility on the project site
  - ☐ Appurtenances/fittings
- ☐ Calculations for the water quality design storm and facility sizing calculations must be included in Appendix D of the report.
- ☐ Where appropriate, include manufacturer's specifications in an Appendix of the report.

STORMWATER SITE PLAN SUBMITTAL REQUIREMENTS CHECKLIST (CONT.)

Conveyance System Analysis and Design

- ☐ Illustrate the proposed conveyance system on a project site plan.
- ☐ Identify pipe sizes, types and slopes.
- ☐ Describe capacities, design flows and velocities for each reach.
- ☐ Include conveyance calculations in Appendix W of the report.

6. CHAPTER 5 – DISCUSSION OF MINIMUM REQUIREMENTS
   Chapter 5 is intended as a checklist for the applicant and reviewer to verify that the applicable Minimum Requirements have been met within the project submittal.

   - ☐ Include applicable flowcharts for determining minimum requirements (Figure I-3-1, Figure I-3-2, or Figure I-3-3) with decision path clearly marked.
   - ☐ List the minimum requirements that apply to the project.
   - ☐ Discuss how the project satisfies each minimum requirement.
   - ☐ Indicate where in the project documentation each minimum requirement is satisfied.

7. CHAPTER 6 – OPERATIONS AND MAINTENANCE MANUAL
   The Operations and Maintenance Manual may be included in the Stormwater Site Plan, however it shall be written with the intentions of becoming a stand-alone document for the project owner once the project is complete. The Operation and Maintenance Manual must include:

   - ☐ A narrative description of the on-site storm system.
   - ☐ An 11x17 inch map of the site, with the locations of the **treatment/detention/infiltration/etc.** facilities prominently noted. This is needed to enable the Operations and Maintenance manual to be a stand-alone document.
   - ☐ The person or organization responsible for maintenance of the on-site storm system, including the phone number and current responsible party.
   - ☐ Where the Operation and Maintenance manual is to be kept. Note that it must be made available to the City for inspection.
   - ☐ A description of each flow control and treatment facility, including what it does and how it works. Include any manufacturer's documentation.
   - ☐ A description of all maintenance tasks and the frequency of each task for each flow control and treatment facility. Include any manufacture's documentation.
   - ☐ A description of all maintenance tasks and frequency of each task for each flow control and treatment facility. Include any manufacture's recommendations.
   - ☐ A sample maintenance activity log indicating emergency and routine actions to be taken.

8. CHAPTER 7 – Construction Stormwater Pollution Prevention Plan

   - ☐ Short-Form – Please refer to Volume II – Appendix C for a complete checklist, or
   - ☐ Formal/Long-Form – Please refer to Volume II – Chapter 2 for a complete checklist.

Appendices

- ☐ Appendix A – Operations and Maintenance Manual
- ☐ Appendix B – Construction Stormwater Pollution Prevention Plan
- ☐ Appendix C – Hydraulic Analysis Worksheet
- ☐ Appendix D – Other reports, as required

Required Drawings
Project drawings shall be provided as required in Chapter 4, and shall include the following:

- ☐ Vicinity Map
- ☐ Site Map and Grading Plan
- ☐ Basin Map
- ☐ Storm Plan and Profile
- ☐ Erosion Control Plan
- ☐ Detail Sheets

FAC ADDITIONAL SUBMITTAL REQUIREMENTS

Project Name: _____ **FAC No:** _____

Applicant Name: _____ **Date:** _____

This form will be returned to the Applicant with the First Review Comments indicating the additional documents required based on the information provided in the initial submittal. Additional documents may be required at a later date if the project information changes from that represented in the initial submittal.

PRIOR TO APPROVAL OF PLANS

Required	*Completion Date*	*Item*
☒	_____	Executed FAC Agreement with 40% Extension Fee
☒	_____	Seal/Stamp with signature and date of signing, *per WAC 196-23,* mylars, 4-mil thickness, black and white only, no text in shaded hatched areas, no sticky backs, no sepia mylars, no Xerox mylars unless cold rolled
❑	_____	Dedication of right-of-way from property owners other than applicant's
❑	_____	Executed Utility Non-Remonstrance Agreements
❑	_____	Executed Street Delay Agreements
❑	_____	Executed Traffic Mitigation Agreement
❑	_____	WSDOT Approval
❑	_____	Payment of VRFA Review Fees
❑	_____	Executed off-site easement
❑	_____	Other: _____

PRIOR TO SCHEDULING PRECONSTRUCTION CONFERENCE

☒	_____	Provide copies of plans per transmittal requirements
☒	_____	Payment of 60% of the calculated Extension Fee
☒	_____	City of Auburn Business License
☒	_____	Contractor's L&I License
☒	_____	Certificate of Insurance
☒	_____	Emergency Call-Out List
❑	_____	Preliminary Electronic Drawing File (AutoCAD 2009 or earlier)
❑	_____	Storm water pollution prevention plan/report
❑	_____	Preliminary on-site sewer easement
❑	_____	Preliminary on-site storm easement
❑	_____	Preliminary on-site water easement
❑		Haul Route information and approval (for more then 500 cubic yards of earthwork)

PRIOR TO SCHEDULING PRECONSTRUCTION CONFERENCE (cont.)

Required	*Completion Date*	*Item*
❑	_____	Preliminary Right-of-Way dedication deed
❑	_____	Executed private joint access easements
❑	_____	Executed joint side sewer easement and agreement
❑	_____	Executed Critical Areas easements
❑	_____	Executed Storm Water Easement and Maintenance Agreement
❑	_____	Executed Developer Participation Agreement
❑	_____	Payment of Consulting Review Fees owed
❑	_____	Performance Bond
❑	_____	Traffic Control Plan
❑	_____	Issued Storm Permit
❑	_____	Issued Water Permit
❑	_____	Issued Sewer Permit
❑	_____	Other: _____

PRIOR TO START OF CONSTRUCTION

☒	_____	Pre-construction meeting completed
❑	_____	Winterization Plan
❑	_____	Issued WSDOT Permit
❑	_____	King County Metro Permit issued
❑	_____	King County Right-of-Way Permit issued
❑	_____	Material Submittals made
❑	_____	Other: _____

PRIOR TO CERTIFICATE OF OCCUPANCY/PROJECT ACCEPTANCE

☒	_____	Bill of Sale
☒	_____	Contractor Redline Construction Plans
☒	_____	Record Construction Drawings (Redline Mylars)
☒	_____	Final electronic drawing file (AutoCAD 2009 or earlier)
☒	_____	Maintenance Bond
❑	_____	Developer contribution documentation
❑	_____	Legal document revisions (if applicable)
❑	_____	Final storm drainage report (2) and cover letter
❑	_____	Utility Payback Agreement (if requested by Applicant)
❑	_____	Other: _____