



CITY OF PORT ORCHARD
Public Works Department

216 Prospect Street, Port Orchard, WA 98366
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www.cityofportorchard.us

SDAP Permit Submittal Checklist

Project Name: _____

Applicant Name: _____

Date Submitted: _____

Applications must be submitted by the owner or an authorized representative of the owner in person at the City of Port Orchard, Public Works Department. A complete application shall include the items listed below.

GENERAL REQUIREMENTS:

- 1. An Original SDAP application signed by the owner.
- 2. Required application fee – See fee schedule.
- 3. Storm Drainage Report in compliance with Port Orchard Municipal Code 15.32 Stormwater Management. Submit 3 copies.
- 4. SEPA Environmental Checklist if displacing 500 or more cubic yards of material or clearing and grading within or near streams, bodies of water, or other critical areas, as determined by the City of Port Orchard Planning Department. Submit 1 original signed application and 2 copies.
- 5. Geotechnical Report. Submit 3 copies.
- 6. Traffic Impact Analysis including entering and exiting sight distance. Submit 3 copies.
- 7. Civil Site Plans
 - a. 3 full size drawings (24" x 36") and 4 reduced size (11" x 17")
 - b. Prepared, signed, and sealed by a Professional Engineer licensed in the State of Washington.
 - c. Final plan sets may require an Erosion and Sediment Control Plan, Engineered Grading Plan and/or an Engineered Drainage Plan if proposed activity is within a critical area: steep slope etc., or if it meets the definition of a major development.
- 8. Highlight applicable flow chart, either Figure 2.2 or 2.3 on Page 53, from Department of Ecology *2005 Stormwater Management Manual for Western Washington, Volume I* and submit 1 original highlighted form.
<http://www.ecy.wa.gov/pubs/0510029.pdf>
- 9. A complete and detailed written statement of the intended use of the land and

the sequence and timing of the proposed development.

CIVIL SITE PLAN SUBMITTAL:

- 1. Vicinity Map showing the proposed project site, easements and major city streets. Map shall, at a minimum, show adjacent streets and lots in sufficient manner to reasonably locate the site.
- 2. On the front cover list the total impervious surface on the property before and after construction.
- 3. Show the existing and proposed Right of Way lines and widths, lot lines, building footprint, pavement and other impervious areas including curb and gutter.
- 4. Landscaping plan showing all existing and proposed vegetation, and meeting Port Orchard Municipal Code 16.50 Landscaping Standards.
- 5. Location of all existing water courses, slopes, critical areas, and other natural features on the subject property.
- 6. Utilities plans, including but not limited to storm drainage, water and sewer.
- 7. Any other plans deemed necessary for evaluation.
- 8. **Add note to plans:** All storm drain pipes and facilities located outside of the Right of Way shall be maintained by the property owner. If it becomes necessary for the City of Port Orchard to provide any maintenance or make any repairs to the line that is an extension of the storm drain line under roadway, to protect the roadway or other property owner upstream from this line. City of Port Orchard will back charge the property owner for all expenses incurred in correcting the drainage problem. The City of Port Orchard shall not be responsible for damage to any improvement on this site resulting from the repair of this line including but not limited to the replacement or repair of curb and gutter, pavement, or other infrastructure improvement.

This list is intended to be as complete a list as possible. You should be aware, however, that additional items may be required if the review process indicates more information is needed to evaluate your project request or if the project changes in any way.

Once approved, a notice to schedule a Pre-Construction Meeting will be sent. From the date of this notice the applicant has one year to schedule a Pre-Construction Meeting or the permit application will be cancelled and returned. Also per Port Orchard Municipal Code 15.32 the permit shall only be valid for three years from issue date, at which time the applicant shall reapply if more time is needed for construction.