



BROCHURE #51

STORMWATER POLLUTION PREVENTION PLAN (SWPPP)

What is a Stormwater Pollution Prevention Plan (SWPPP)?

All new development and redevelopment projects must prevent erosion and discharge of sediment and other pollutants into receiving waters or onto adjacent properties. To show compliance with this requirement, a Stormwater Pollution Prevention Plan (SWPPP) is required to be submitted for review.

A SWPPP and accompanying narrative demonstrate the methods used to prevent erosion from construction activities.

A SWPPP for a small project does not require preparation by an engineer unless the small project requires engineering. A SWPPP for a large project requires an engineered design.

Note: In addition to a SWPPP, if your project disturbs more than 7,000 square feet of area a soil management plan may be required.

The 13 Elements of a SWPPP Narrative

There are 13 elements that must be addressed in narrative form when submitting your SWPPP.

- 1. Mark Clearing Limits or Areas of Disturbance.** Describe the extent of your overall project. Indicate the boundaries of lawn, landscaping, trees to be preserved, and any sensitive buffer areas that need to be marked.
- 2. Establish Construction Access.** Describe how you will accommodate construction vehicle access and provide a stabilized construction entrance and plan for handling sediment which is tracked off site.
- 3. Control Flow Rates.** Describe how adjacent properties and waterways will be protected from erosion due to any increases in runoff

from the project site.

- 4. Install Sediment Controls.** Describe the Best Management Practices you will utilize to protect adjacent properties and waterways from construction activity.
- 5. Stabilize Soils.** Describe methods used to stabilize and protect exposed soil from erosion due to rainfall events.
- 6. Protect Slopes.** If slopes are present on your property, describe how they will be protected from construction activity; describe how proposed slopes will be constructed in a manner to minimize erosion.
- 7. Protect Drain Inlets.** If there are drain inlets on the property or in the immediate vicinity, describe how they will be protected during construction activity.
- 8. Stabilize Channels and Outlets.** If applicable, stabilization shall be provided to prevent erosion of outlets, adjacent stream banks and slopes.
- 9. Control Pollutants.** Describe how pollutants (including waste materials and demolition debris) that occur on site will be handled and disposed of in a manner that does not cause contamination of stormwater. Potential sources of contamination include concrete work and painting activities.
- 10. Control De-Watering.** If applicable, identify how you will control foundation, vault, and trench de-watering water discharge.
- 11. Maintain Best Management Practices (BMPs).** Describe your plan for maintenance of all Best Management Practices.

12. **Manage the Project.** Describe any phasing where applicable, address seasonal work limitations, timing of demolition, grading and construction work activities.
13. **Protect Low Impact Development (LID) BMPs.** Describe measures to protect LID BMPs from sedimentation.



For information on submittal requirements, soil management plans, or questions regarding impervious surfaces, please contact Development Engineering at (360) 337-5777.

What Information Do I Need to Provide to the County?

Small projects will require the following be submitted to the County in order to review your project for SWPPP compliance:

1. A plan identifying all BMPs and elements in the narrative. The site plan must be drawn to scale on minimum 11"x17" paper and contain the information required in the Kitsap County Stormwater Design Manual Section 1.3.2.
2. A narrative that specifically addresses each of the 13 elements of a SWPPP. If an element does not apply to your project, then indicate that in the narrative. All 13 items must be addressed. In addition, provide the following in the narrative:
 - Project Description
 - Existing site conditions
 - Description of adjacent areas
 - Potential erosion problem areas

To assist you in providing this information, DCD has created a [sample site plan](#) and a [template narrative checklist](#) which you can fill out and submit.