



# Drainage Report Checklist

Drainage Report Requirements		Not Applicable	Document Name	Page Number	If NA, Explain
<a href="#">2021 KCSDM Vol II 1.4.4</a>	<u>Cover sheet</u> – Include the project name, proponent's name, address and telephone number, project engineer, and date of submittal.				
<a href="#">2021 KCSDM Vol II 1.4.4</a>	<u>Table of Contents</u> – Show the page numbers for each section of the report, including appendices.				
<a href="#">2021 KCSDM Vol II 1.4.4</a>	<u>Project overview</u> – Include the following information:				
<a href="#">2021 KCSDM Vol II 1.4.4</a>	Relevant project background information.				
<a href="#">2021 KCSDM Vol II 1.4.4</a>	Size and location of the project site, including address and tax parcel number(s) of the property.				
<a href="#">2021 KCSDM Vol II 1.4.4</a>	Vicinity map.				
<a href="#">2021 KCSDM Vol II 1.4.4</a>	Project description, including proposed land uses, proposed site improvements, proposed construction of hard surfaces, proposed landscaping, proposed permanent stormwater management facilities, etc.				
<a href="#">2021 KCSDM Vol II 1.4.4</a>	Discussion of how LID techniques were utilized to minimize impervious surfaces, loss of vegetation, and stormwater runoff. Refer to the Site Assessment and Planning Packet, to be included as an appendix, and describe how findings during the site analysis and planning stage were incorporated into preliminary and final designs.				
<a href="#">2021 KCSDM Vol II 1.4.4</a>	List and description of the applicable design standards, documents, and requirements that were used as the basis for drainage design, including but not limited to this manual, the <a href="#">Ecology Manual</a> , and the LID Technical Guidance Manual for Puget Sound ( <a href="#">Hinman and Wulkan 2012</a> ).				

Drainage Report Requirements		Not Applicable	Document Name	Page Number	If NA, Explain
<a href="#">2021 KCSDM Vol II 1.4.4</a>	Existing site conditions – Include the following information:				
<a href="#">2021 KCSDM Vol II 1.4.4</a>					
<a href="#">2021 KCSDM Vol II 1.4.4</a>	Description of site topography, land cover, and land use.				
<a href="#">2021 KCSDM Vol II 1.4.4</a>	Basin map:				
<a href="#">2021 KCSDM Vol II 1.4.4</a>	Show boundaries of project, any offsite contributing drainage basins, onsite drainage basins, approximate locations of all major drainage structures within the basins, and depict the course of stormwater originating from the subject property and extending all the way to Puget Sound or to the closest receiving body of water (lakes, creeks, etc.).				
<a href="#">2021 KCSDM Vol II 1.4.4</a>	Reference the source of the topographic base map (e.g., survey), the scale of the map, and include a north arrow.				
<a href="#">2021 KCSDM Vol II 1.4.4</a>	Show site topography, land cover, and all drainage features on site. Depict and note on the basin map the acreage of each type of land cover (pervious, impervious, buildings, driveways, etc.).				
<a href="#">2021 KCSDM Vol II 1.4.4</a>	Tabulation of land cover types and acreages.				
<a href="#">2021 KCSDM Vol II 1.4.4</a>	Abutting property land cover and land use.				
<a href="#">2021 KCSDM Vol II 1.4.4</a>	Offsite drainage tributary to the project site.				
<a href="#">2021 KCSDM Vol II 1.4.4</a>	Existing natural and manmade drainage facilities within and immediately adjacent to the project site, points of discharge for existing drainage from the project site, and receiving water body.				

## Community Development

Updated: February 2025

<b>Drainage Report Requirements</b>		Not Applicable	Document Name	Page Number	If NA, Explain
<a href="#">2021 KCSDM Vol II 1.4.4</a>	Sensitive areas, including creeks, lakes, ponds, wetlands, ravines, gullies, steep slopes, springs, groundwater sensitive areas, and other environmentally sensitive areas on or adjacent to the project site. For groundwater sensitive areas, reference applicable reports and include well locations.				
<a href="#">2021 KCSDM Vol II 1.4.4</a>	Existing trees and vegetation.				
<a href="#">2021 KCSDM Vol II 1.4.4</a>	Existing drainage or erosion problems on site.				
<a href="#">2021 KCSDM Vol II 1.4.4</a>	Existing drainage or erosion problems upstream or downstream of the project site that may impact the proposed site development and drainage designs.				
<a href="#">2021 KCSDM Vol II 1.4.4</a>	General soil and groundwater conditions.				
<a href="#">2021 KCSDM Vol II 1.4.4</a>	Reference to the Site Assessment and Planning Packet, to be included in the appendix. Document whether existing site conditions were found to vary from those documented in the Site Assessment and Planning Packet during the course of design, and how those variations affected minimization of impervious surfaces, loss of vegetation, and runoff generation, as well as BMP selection, if applicable.				
<a href="#">2021 KCSDM Vol II 1.4.4</a>	References to relevant reports such as basin plans, flood studies, groundwater studies, wetland designation, critical area designation, environmental impact statements, lake restoration plans, water quality reports, etc. Where such reports impose additional conditions on the project, those conditions shall be included in the Drainage Report.				
<a href="#">2021 KCSDM Vol II 1.4.4</a>	<u>Proposed site conditions</u> – Include the following				

## Community Development

Updated: February 2025

Drainage Report Requirements		Not Applicable	Document Name	Page Number	If NA, Explain
	information:				
<a href="#">2021 KCSDM Vol II 1.4.4</a>	Description of proposed changes to site topography as a result of grading, land cover, and land use.				
<a href="#">2021 KCSDM Vol II 1.4.4</a>	Basin map:				
<a href="#">2021 KCSDM Vol II 1.4.4</a>	Show boundaries of project, any offsite contributing drainage basins, onsite drainage basins, approximate locations of all major drainage structures within the basins, and depict the course of stormwater originating from the subject property and extending all the way to Puget Sound or to the closest receiving body of water (lakes, creeks, etc.).				
<a href="#">2021 KCSDM Vol II 1.4.4</a>	Reference the source of the topographic base map (e.g., survey), the scale of the map, and include a north arrow.				
<a href="#">2021 KCSDM Vol II 1.4.4</a>	Show proposed topography, land cover, and all proposed conveyance, on-site stormwater management, flow control, and water quality treatment facilities. Depict and note on the basin map the proposed acreage of each type of land cover (pervious, impervious, buildings, driveways, etc.).				
<a href="#">2021 KCSDM Vol II 1.4.4</a>	<a href="#">For projects implementing a TDA approach (see Step 8 – Delineate Threshold Discharge Areas (if applicable))</a>				
<a href="#">2021 KCSDM Vol II 1.4.4</a>	TDA Delineation map				
<a href="#">2021 KCSDM Vol II 1.4.4</a>	§For large projects that trigger MR #1-#9 (see <a href="#">KCC 12.08.275</a> ) and implement TDAs, provide a summary table that includes the following for each TDA (Refer to <a href="#">Volume III-3.2</a> of the Ecology Manual				

Drainage Report Requirements		Not Applicable	Document Name	Page Number	If NA, Explain
	for additional guidance)				
<a href="#">2021 KCSDM Vol II 1.4.4</a>	New pollution-generating hard surfaces (PGHS),				
<a href="#">2021 KCSDM Vol II 1.4.4</a>	<a href="#">Replaced PGHS (where the replaced hard surfaces have been determined to be subject to requirements per Vol I-4.1 Project Applicability).</a>				
<a href="#">2021 KCSDM Vol II 1.4.4</a>	Effective impervious surfaces, and				
<a href="#">2021 KCSDM Vol II 1.4.4</a>	Converted vegetated areas (to determine whether Runoff Treatment and/or Flow Control BMPs are necessary to comply with <a href="#">Vol I-4.2.6 Minimum Requirement #6: Runoff Treatment</a> and <a href="#">Vol I-4.2.7 Minimum Requirement #7: Flow Control</a> ).				
<a href="#">2021 KCSDM Vol II 1.4.4</a>	Tabulation of proposed land cover types and acreages.				
<a href="#">2021 KCSDM Vol II 1.4.4</a>	Potential stormwater quantity and quality impacts resulting from the proposed project.				
<a href="#">2021 KCSDM Vol II 1.4.4</a>	Minimum requirements that pertain to the project.				
<a href="#">2021 KCSDM Vol II 1.4.4</a>	Drainage-related requirements beyond the minimum requirements that pertain to the project.				
<a href="#">2021 KCSDM Vol II 1.4.4</a>	Proposed permanent stormwater management plan to address the minimum requirements and other drainage-related requirements, including conveyance, on-site stormwater management, flow control, and water quality treatment facilities.				

Drainage Report Requirements		Not Applicable	Document Name	Page Number	If NA, Explain
<a href="#">2021 KCSDM Vol II 1.4.4</a>	<a href="#">Infiltration feasibility assessment and infiltration BMP design – Provide a summary of the relevant Geotechnical Analysis/Soils Reports (Vol II–1.4.5 Geotechnical Analysis/Soils Reports) prepared for the project. The summary shall include discussion of the methods, assumptions, results, and recommendations regarding infiltration feasibility and design of infiltration BMPs, and how those recommendations were used to support design. Include the full Geotechnical Analysis/Soils Reports in an appendix or multiple appendices, as appropriate.</a>				
<a href="#">2021 KCSDM Vol II 1.4.4</a>	<a href="#">Downstream analysis – Include a Level 1 downstream drainage analysis prepared in accordance with the requirements in Volume II, Chapter 4. This Level 1 analysis, as well as the location of the project in a drainage basin, will be reviewed by the County to determine whether a Level 2 and/or Level 3 downstream analysis will be required. Any further analysis of downstream conditions required beyond the Level 1 analysis shall become a part of the Drainage Report and shall be submitted as part of the Drainage Report.</a>				

Drainage Report Requirements		Not Applicable	Document Name	Page Number	If NA, Explain
<a href="#">2021 KCSDM Vol II 1.4.4</a>	<u>Hydrologic/Hydraulic analysis</u> – Discuss the modeling methods and software programs used to size conveyance facilities, including outfalls and energy dissipation, and on-site stormwater management, flow control, and water quality treatment BMPs. Include the version of the software programs being used. Include screen shots of the facility design from the modeling software. Include complete model output reports in the appendices, annotated as appropriate to highlight assumptions, rationale for any non-standard model inputs used, interpretation of key results, etc. to aid review of the modeling.				
<a href="#">2021 KCSDM Vol II 1.4.4</a>	<u>Operation and Maintenance (O&amp;M)</u> – List the standards and guidelines used to develop long-term O&M requirements for the permanent stormwater BMPs included in the designs. Provide a complete O&M manual in an appendix to the Drainage Report, detailing specific maintenance activities, frequencies, responsible parties, equipment needs, conditions triggering O&M, etc. See Volume II, Chapter 7 for additional O&M requirements.				

Drainage Report Requirements		Not Applicable	Document Name	Page Number	If NA, Explain
<a href="#">2021 KCSDM Vol II 1.4.4</a>	<p><u>Appendices</u> – Include a copy of the completed Site Assessment and Planning Packet (<a href="#">Vol II–1.4.2 Site Improvement Plans</a>), relevant sheets from the site improvement plans (e.g., grading, paving, tree protection, drainage plans and profiles, etc.), Geotechnical Analysis/Soils Reports (<a href="#">Vol II–1.4.5 Geotechnical Analysis/Soils Reports</a>), model outputs and reports, site photographs as appropriate, O&amp;M manual, and any additional relevant reports that support or corroborate the findings, conclusions, or assumptions contained in the Drainage Report.</p>				