KitsapCounty
Community Development

Full Drainage Review Civil Plan Checklist

Full Drainage Site Plan Requirements		Document Name	Page Number	If NA, Explain
2021 KCSDM Vol II 1.4.2.1	North arrow.			
2021 KCSDM Vol II 1.4.2.1	Graphic scale.			
2021 KCSDM Vol II 1.4.2.1	Title block.			
2021 KCSDM Vol II 1.4.2.1	Revision block.			
2021 KCSDM Vol II 1.4.2.1	Property boundaries.			
2021 KCSDM Vol II 1.4.2.1	All easements to remain.			
2021 KCSDM Vol II 1.4.2.2	Existing utilities to remain, and all associated easements.			
2021 KCSDM Vol II 1.4.2.2	Existing structures (buildings, parking lots and driveways, etc.) to remain.			
2021 KCSDM Vol II 1.4.2.2	Existing natural features such as wetlands, streams, slopes and their associated buffers and applicable construction setback			
2021 KCSDM Vol II 1.4.2.2	Plan sheets – Required sheet size is 22″ x 34″ unless waived by the director.			

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2021 KCSDM Vol II 1.4.2.2	Datum – All datum shall be either NGVD29 or NAVD88.			
2021 KCSDM Vol II 1.4.2.2	Scale – Preferred horizontal scales are 1″ = 20′, 1″ = 30′, 1″ = 40′ or 1″ = 50′. Minimum scale is 1″ = 100′ (make the scale as large as the plan sheet size can reasonably accommodate). Profiles shall use 1″ = 5′ or 1″ = 10′ vertical.			
2021 KCSDM Vol II 1.4.2.2	Owner, applicant, and agent information – Name, address, email address, and telephone number.			
2021 KCSDM Vol II 1.4.2.2	Engineer or person preparing the plans – Name, address, email address, and telephone number of the person preparing the plan (Engineer, if an engineered plan).			
2021 KCSDM Vol II 1.4.2.2	Assessor's tax parcel			
2021 KCSDM Vol II 1.4.2.2	Vicinity map – Must be of sufficient clarity to locate the property.			
2021 KCSDM Vol II 1.4.2.2	Symbol legend			
2021 KCSDM Vol II 1.4.2.2	All existing and proposed: Property boundaries with dimensions.			

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2021 KCSDM Vol II 1.4.2.2	All existing and proposed: Structures and other impervious surfaces such as parking lots, driveways, patios, buildings, etc.			
2021 KCSDM Vol II 1.4.2.2	All existing and proposed: Roads and right of way including roadway and right of way widths, surfacing and road names.			
2021 KCSDM Vol II 1.4.2.2	All existing and proposed: Sanitary sewers and water utilities.			
2021 KCSDM Vol II 1.4.2.2	All existing and proposed: Common open space.			
2021 KCSDM Vol II 1.4.2.2	All existing and proposed: Public dedications.			
2021 KCSDM Vol II 1.4.2.2	All existing and proposed: Other manmade features affecting existing topography or proposed improvements.			
2021 KCSDM Vol II 1.4.2.2	All existing and proposed: Easements and tracts.			

Full Drainage Site Plan Requirements		Document Name	Page Number	If NA, Explain
2021 KCSDM Vol II 1.4.2.2	Offsite waste treatment systems – Show the location of onsite and adjacent offsite waste treatment systems, such as septic tanks and distribution systems, and onsite and adjacent offsite wells and underground storage tanks, all in accordance with Kitsap Public Health District regulations.			
2021 KCSDM Vol II 1.4.2.2	Existing topography for the project site – At a minimum, topography shall be included for the limits of all land-disturbed area, flow-contributing area and the downstream flow path. Additional topography may be required to address relevant topographic features. Topographic contour lines must be shown as described in the plan type being prepared.			
2021 KCSDM Vol II 1.4.2.2	Land disturbing activity – Show proposed limits of land-disturbing activity.			
2021 KCSDM Vol II 1.4.2.2	Surface water discharge – Provide ground surface elevations for a reasonable "fan" around points of discharge extending at least 50 feet downstream of all point discharge outlets.			

Full Drainage Site Plan Requirements		Document Name	Page Number	If NA, Explain
2021 KCSDM Vol II 1.4.2.2	Flow direction – Provide arrows that indicate the direction of surface flow on all public and private property and for all existing conveyance systems.			
2021 KCSDM Vol II 1.4.2.2	Hydrologic features – Provide spot elevations in addition to contour lines to aid in delineating the boundaries and depth of all existing floodplains, wetlands, channels, swales, streams, storm drainage systems, roads (low spots), bogs, depressions, springs, seeps, swales, ditches, pipes, groundwater, and seasonal standing water.			
2021 KCSDM Vol II 1.4.2.2	Revisions – Clearly identify on each sheet, by clouding or other visible notation, all revisions made.			
2021 KCSDM Vol II 1.4.2.3	Plan view of the entire project site. In the event that the project site is sufficiently large and detailed drainage plans on any given sheet do not encompass the entire project site, the sheet containing the plan view of the entire site shall serve as an index to subsequent detailed plan sheets.			
2021 KCSDM Vol II 1.4.2.3	Project datum.			

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2021 KCSDM Vol II 1.4.2.3	Locations and elevations of at least two project benchmarks.			
2021 KCSDM Vol II 1.4.2.3	Existing topography, including existing structures, for the site and extending 50 feet beyond project boundaries. Existing topography for adjacent rights of way shall be included for the full width of right of way. Slopes 30% or steeper shall be clearly identified.			
2021 KCSDM Vol II 1.4.2.3	Contours extending 50 feet beyond project boundaries and including the full width of adjacent rights of way. Contours shall be at 2-foot vertical elevation intervals, except 5-foot intervals may be used in areas of steep slopes.			
2021 KCSDM Vol II 1.4.2.3	Notation of quantities, in cubic yards, of excavation and/or embankment throughout the project site.			
2021 KCSDM Vol II 1.4.2.3	Existing and proposed access locations for the project site.			
2021 KCSDM Vol II 1.4.2.3	Project boundaries including bearings and dimensions.			

Full Drainage Site Plan Requirements		Document Name	Page Number	If NA, Explain
2021 KCSDM Vol II 1.4.2.3	Right of way description including centerline and centerline bearings.			
2021 KCSDM Vol II 1.4.2.3	Existing utilities including franchised utilities located above or below ground.			
2021 KCSDM Vol II 1.4.2.3	Locations of existing conveyance facilities that transport surface water onto, across, or from the project site. Existing drainage pipes, culverts, channels, and swales shall include invert or flowline elevations.			
2021 KCSDM Vol II 1.4.2.3	Location of existing wells and septic components shall be provided on or within 100 feet of project boundaries.			
2021 KCSDM Vol II 1.4.2.3	Proposed conveyance facilities, including but not limited to pipes, culverts, channels, swales, structures, outfalls, energy dissipators, etc.			
2021 KCSDM Vol II 1.4.2.3	Proposed stormwater BMPs, including but not limited to dispersion, bioretention, permeable pavement, ponds, vaults, etc. Include details for construction as needed.			

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2021 KCSDM Vol II 1.4.2.3	Locations of all gutter or ditch flowlines, including flow arrows indicating direction of flow. If a cul-de-sac or hammerhead is proposed as part of roadway system, show spot flowline elevations at 25-foot intervals along the perimeter of the cul-de-sac or hammerhead. Spot elevations at flowlines may also be necessary at intersections.			
2021 KCSDM Vol II 1.4.2.3	Plan and profile views of conveyance facilities (e.g., pipes, culverts, channels, swales, structures, outfalls, energy dissipators, etc.) including:			
2021 KCSDM Vol II 1.4.2.3	a. Exact facility locations (e.g., station and offset, or dimensioning).			
2021 KCSDM Vol II 1.4.2.3	b. Conveyance facility types, sizes, materials, lengths of runs, and gradients.			
2021 KCSDM Vol II 1.4.2.3	c. Structure identifier (catch basin or manhole number).			
2021 KCSDM Vol II 1.4.2.3	d. Type of structure (e.g., Type 2 CB).			
2021 KCSDM Vol II 1.4.2.3	e. Top elevation and invert elevations in/out of structures.			

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2021 KCSDM Vol II 1.4.2.3	f. Notes or references to details, cross-sections, profiles, etc.			
2021 KCSDM Vol II 1.4.2.3	In order to minimize duplication of information where plan and profile views appear on the same sheet, conveyance facility information provided in the plan view can be limited to the following: structure identifier, type of structure, pipe types and materials, and lengths of runs.			
2021 KCSDM Vol II 1.4.2.3	Plan and profile views of proposed conveyance facilities in existing and proposed public and private roads. In addition to items 16a through f, profile views shall include:			
2021 KCSDM Vol II 1.4.2.3	a. Existing and finished grades.			
2021 KCSDM Vol II 1.4.2.3	b. Existing underground utilities where such utilities cross proposed drainage facilities.			
2021 KCSDM Vol II 1.4.2.3	Notes or call-outs indicating any proposed phasing of construction.			
2021 KCSDM Vol II 1.4.2.3	1. Standard plan notes per Appendix B.			

Full Drainage Site Plan Requirements		Document Name	Page Number	If NA, Explain
2021 KCSDM Vol II 1.4.2.3	Details for all proposed drainage structures for which there is insufficient information in the plan view. Details are not required for structures included in the American Public Works Association (APWA)/Washington State Department of Transportation (WSDOT) Standard Plans, provided that the specific APWA/WSDOT Standard Plans are referenced in the construction notes.			
2021 KCSDM Vol II 1.4.2.3	Cross-sections for at least the following:			
2021 KCSDM Vol II 1.4.2.3	a. Roadways, including access roads.			
2021 KCSDM Vol II 1.4.2.3	b. Surveyed cross-sections for new roadways, frontage improvements and/or roadway widening.			
2021 KCSDM Vol II 1.4.2.3	c. Proposed on-site stormwater management, flow control, and water quality treatment BMPs.			
2021 KCSDM Vol II 1.4.2.3	d. Proposed ditches and swales, including bioretention facilities.			

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	All required details are provided to construct the plans			
	Access			
Commercial Projects and Land Subdivisions Only	plans show access road and connection to an existing code compliant road. Access road shall show width of road, length of road, turn radius, turn arounds, and secondary access (if required) that meet Kitsap County Road Standards or Kitsap County Title 14 (see brochure 67, Fire Code Requirements for Development).			
Commercial Projects and Land Subdivisions Only	Provide fire apparatus access route throughout project.			
	WSDOT Standards and Stormwater Requirements per KCC 16.24.			
	Fire Hydrants			
Commercial Projects and Land Subdivisions Only	Show existing and new fire hydrants being proposed.			
WAC 51-50-0429	**Parking**			

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Commercial Projects and Land Subdivisions Only	Show all EV parking stalls on site plan in compliance with WAC 51-50-0429			
Commercial Projects and Land Subdivisions Only	Area identified as no parking provided sign detail or curb painting in accordance with KCC Title 14			
	Design Standards			
17.420 Density, Dimensions, Design	Demonstrate conformance with Design Standards, including KCC 17.490, 17.420, 17.500, 17.700 and 16.24.040.			
Chapter 17.490 OFF-STREET PARKING AND LOADING	Show parking on landscape plan & civil/site plan.			
17.500 Landscaping	Landscaping plan, including buffers per 17.500.027			
16.24.040 Urban Standards	Access per KC Road Standards; WSDOT Concurrency Private Roads, Public ROW, Shared Driveways, Drainage facilities per Title 12.			

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	Recreation Open Space Plan per KCC 16.24.040 (H)			
16.24.050 Rural Standards	Public Transit; Shelters/Bus Stops, Nonmotorized; Pedestrian, Sidewalks, Bicycle, Trails, Mailboxes, Curbs, Multi-purpose Facilities			
17.420.030 Design Standards	Landscaping; Frontage Improvements, Entrances, Street Trees, Stormwater Facilities, Off-Street Parking; including a recreational open space plan.			
	Fire Protection, Utilities, Water, Sewer, Easements, Future Connectivity			
	Density Calcs (if not 1 unit/Lot) Setbacks Heights Lot Area & Dimensions Lot Width & Depth Lot Coverage & Impervious Area			
Refer to Applicable Chapter for Additional Standards pertaining to Uses, Sub-Areas, Zoning Designations, etc.	Chapter 17.420 Zoning Tables, LAMIRDS Chapter 17.420.035, Mixed Use Standards Chapter 17.450 Performance Based Development			

Full Drainage Site Plan Requirements		Document Name	Page Number	If NA, Explain
	Chapter 17.460 Public, Community & Large OSS Chapter 17.470 Multifamily Design Criteria Chapter 17.510 Sign Code. Chapter 17.580 Transfer Development Rights			
Chapter 17.700 APPENDICES	Parking Lots, Street Trees, Sub Area Plan, View Overlay, Landscape Design Conformance, if applicable			
Refer to Applicable Chapter for Additional Standards pertaining to Uses, Sub-Areas, Zoning Designations, etc.	Chapter 17.420 Zoning Tables, LAMIRDS Chapter 17.420.035, Mixed Use Standards Chapter 17.450 Performance Based Development (PBD) Chapter 17.460 Public, Community & Large OSS Chapter 17.470 Multifamily Design Criteria Chapter 17.510 Sign Code. Chapter 17.580 Transfer Development Rights			
Chapter 17.700 APPENDICES	Parking Lots, Street Trees, Sub Area Plan, View Overlay, Landscape Design Conformance, if applicable			
	Fire Hydrants			
Residential Projects Only	Show existing and new fire hydrants being proposed.			