



TOWN OF YARROW POINT  
4030 - 95<sup>th</sup> Avenue NE  
Yarrow Point, WA 98004

(425) 454-6994 Fax: (425) 454-7899

PROJECT NAME / PERMIT NO.: \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_

APPLICANT'S ENGINEER \_\_\_\_\_

1<sup>ST</sup> SUBMITTAL DATE \_\_\_\_\_

2<sup>ND</sup> SUBMITTAL DATE \_\_\_\_\_

3<sup>RD</sup> SUBMITTAL DATE \_\_\_\_\_

REVIEWED BY TOWN ENGINEER \_\_\_\_\_

1<sup>ST</sup> REVIEW DATE \_\_\_\_\_

2<sup>ND</sup> REVIEW DATE \_\_\_\_\_

3<sup>RD</sup> REVIEW DATE \_\_\_\_\_

**DRAINAGE CONTROL PLANS  
Review Checklist**

This checklist was prepared to help the applicant determine the plan requirements for grading, Temporary Erosion and Sedimentation Control (TESC) and storm drainage improvements. Additional references include the Yarrow Point Municipal Code (YPMC) and the Town of Yarrow Point's Stormwater Drainage Guidelines, revised 7/6/06.

**Procedure:** The Applicant's Engineer submits this checklist as part of the plan submittal package. The Engineer marks either the E box, if the described item is included, or the N box (Not Applicable), if the in the Engineer's opinion the item is not applicable to the project. Items marked "N" by the Engineer shall be accompanied by an explanation on this checklist of why the required feature was not considered applicable.

The Town Engineer will go over this list while reviewing the plans and check the "C" box if the item has been addressed satisfactorily on the plans. If not, the Town Engineer will circle the item and include it in his/her list of plan review comments to be returned to the Applicant when plan review is completed.

## **APPLICATION**

<b>E</b>	<b>N</b>	<b>C</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building Permit – Site Development (Grading, TESC and Storm Drainage)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drainage Control Plans – Review Checklist
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical Report

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## **GENERAL PLAN REQUIREMENTS**

### **STANDARD PLAN FORMAT**

<b>E</b>	<b>N</b>	<b>C</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Each sheet of the plan set shall be stamped by a professional civil engineer licensed in the State of Washington
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide a north arrow and scale bar
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A titleblock shall be provided on each plan sheet. The titleblock shall include the development title (in bold print), the name, address and phone number of the firm preparing the plan and the owner/developer, a revision block, page (of pages) numbering, and sheet title (e.g., grading, erosion/sedimentation control, road and drainage, water and sewer).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The permit number, assigned at the time of submittal, shall be included in 1” bold lettering on the bottom right-hand corner of the cover sheet only
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Indicate units of measurement for all slope callouts as either % or ft./ft. Do not mix units of measurement on a plan set.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All match lines with matched sheet numbers (stationing)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Town of Yarrow Point approval block (4”x 2”) provided with the following information in the lower right corner of each civil plan sheet.

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<h2 style="margin: 0;">Town of Yarrow Point</h2> <p style="margin: 0;">ENGINEERING APPROVAL</p>	
<p style="margin: 10px 0;">PERMIT NUMBER: _____</p>	
<p style="margin: 10px 0;">_____ / _____</p>	<p style="margin: 10px 0;">Date</p>
<p style="margin: 10px 0;">Town Engineer</p>	
<p style="margin: 10px 0;">Conformance With All Applicable Codes And Standards Required</p>	

*DRAFTING STANDARDS*

- Plan sheets shall be on sheet sizes 22"x 34". Any variation must be approved by the Town Engineer prior to plan submittal. Approved plans shall be good quality. No stick on material will be allowed.
- Existing features shall be shown with dashed lines, and/or half-toned (screened).
- Proposed features shall be shown with solid lines. The intent is to clearly distinguish existing features from proposed improvements.
- Minimum scale shall be: 1" = 20' Horizontal/Plan and 1" = 5' Vertical/Profile. Any variation must be approved by the Town Engineer prior to plan submittal.
- Use APWA symbols and include legend of existing and proposed improvements and utilities

*TITLE SHEETS*

- Vicinity map with north arrow
- Site address
- Owner/Developer, address, contact and phone number
- Engineer/Surveyor/Architect address, contact and phone number

- Elevations with City of Bellevue datum (NAVD 88). City benchmark reference numbers and locations are indicated.
- Legal description including quarter section, section, township, and range.
- Parcel numbers (King Co. Tax Assessor No.) for site only
- Sheet index (3 or more sheets only)

GENERAL NOTES

The following (5) General Notes are required on the title sheet. Other Town standard construction requirements are referenced by General Note 2. Copies of these notes are available upon request.

- 1. THIS DEVELOPMENT PROJECT SHALL CONFORM TO THE TOWN OF YARROW POINT'S REQUIREMENTS AND BE IN ACCORDANCE WITH THE APPROVED PLANS. ANY CHANGES FROM THE APPROVED PLAN WILL REQUIRE APPROVAL FROM THE OWNER, ENGINEER, BUILDING OFFICIAL AND/OR TOWN PLANNER.*
- 2. ALL WORKMANSHIP AND MATERIALS SHALL CONFORM TO THE "WASHINGTON STATE DEPARTMENT OF TRANSPORTATION (WSDOT) STANDARD SPECIFICATIONS FOR ROAD, BRIDGE AND MUNICIPAL CONSTRUCTION" (2002/LATEST EDITION), EXCEPT WHERE SUPPLEMENTED OR MODIFIED BY THE TOWN. COPIES OF THE ABOVE DOCUMENTS SHALL BE AVAILABLE AT THE JOB SITE DURING CONSTRUCTION.*
- 3. A PRE-CONSTRUCTION MEETING SHALL BE REQUIRED PRIOR TO THE START OF ALL CONSTRUCTION. CONTACT THE TOWN ENGINEER OR TOWN BUILDING OFFICIAL 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 TELEVISION).*

5. AS-BUILT DRAWINGS ARE REQUIRED PRIOR TO PROJECT ACCEPTANCE.

**CONSTRUCTION SEQUENCE**  
*Required for all projects. A construction sequence shall be 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 WQ phasing into permanent detention and WQ facilities, utilities, paving, landscaping and illumination, activities in the R/W and any other construction event needing special attention.*

Existing Conditions and Horizontal Control Plan stamped by a professional surveyor licensed in Washington State (including temporary & permanent benchmarks)

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**GRADING & EROSION CONTROL PLAN REQUIREMENTS**

50' x 15' x 1' minimum quarry rock entrance.

Siltation control measures (i.e., siltation ponds, silt fences, setbacks, hay bales, ditches, etc.) shall be provided as appropriate to protect adjacent properties

A phasing schedule for installing and removing TESC measures, including the transition from the temporary storm drainage system to the permanent storm drainage system.

Protection of downstream conveyance facilities.

Limits of clearing.

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Approximate fill and/or excavation quantities in cubic yards are indicated.

Show existing trees six inches (8") in diameter and larger, and indicate if tree is to either be retained or removed.

Provide temporary detention facilities, if required. Include water surface (W.S.) elevations, sizes, design storms for the W.S. elevations and release rates.

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- Provide site stabilization criteria including hydroseeding mixture and application rates. Refer to the City of Bellevue's Guide to Mulch Materials, Rates and Use Chart (Rev 11/96).

GRADING AND EROSION CONTROL NOTES

The following (5) Grading and Erosion Control Notes are required on the grading plans. Other Town standard construction requirements are referenced by General Note 2. Copies of these notes are available upon request.

- 1. WITHIN THE TOWN OF YARROW POINT 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 TOWN STORM DRAINAGE SYSTEM.*
  - 2. THE DETENTION , 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.*
  - 3. THE TEMPORARY EROSION CONTROL FACILITIES, INCLUDING ALL PERIMETER CONTROLS AND THE TEMPORARY DETENTION CONTROL FACILITIES, SHALL REMAIN IN PLACE UNTIL FINAL SITE CONSTRUCTION IS COMPLETED AND APPROVAL FOR THEIR REMOVAL HAS BEEN RECEIVED FROM THE TOWN.*
  - 4. 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 MUD DEPOSITED AS A RESULT OF PROJECT CONSTRUCTION ACTIVITY.*
  - 5. ALL AREAS OF ACTIVE EARTHWORK WHICH HAVE THE POTENTIAL FOR EROSION AND SEDIMENTATION IMPACTS ON ADJACENT PROPERTIES, NATURAL DARAINAGE WAYS, OR THE EXISTING TOWN STORM DRAINAGE SYSTEM MUST BE STABILIZED ACCORDING TO THE FOLLOWING SCHEDULE:*
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*FROM APRIL 1<sup>ST</sup> TO SEPTEMBER 30<sup>TH</sup>, AREAS AT FINAL GRADE AND THOSE THAT ARE SCHEDULED TO REMAIN UNWORKED FOR MORE THAN THIRTY DAYS SHALL BE STABILIZED WITHIN TEN DAYS.*

*FROM OCTOBER 1<sup>ST</sup> TO MARCH 31<sup>ST</sup>, 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 SEVEN DAYS SHALL BE STABILIZED IMMEDIATELY.*

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## **SITE PLAN**

### **SITE PLAN REQUIREMENTS**

- At least one sheet showing all boundary information (i.e., bearing, distances, lot sizes, etc.) must be provided.
  - Label existing and proposed public rights-of-way with accurate dimensions.
  - Existing and proposed easements with dimensions including recording number for existing easements.
  - Existing and finished elevations and contours. Spot elevations required when site is very flat. (Provide spot elevations when required along property line and 30 feet (30') beyond property line, at least every 50 feet (50').)
  - Existing and proposed improvements including buildings, utilities, landscape, curbs and pavements. Also include gas, underground & overhead power, telephone and cable television lines.
  - Length, width, grade, location, and type of all existing and proposed streets, driveways, sidewalks and wheelchair ramps.
  - Label building setback from property lines.
  - Indicate if existing structures, trees, etc., shall be retained removed or relocated. Indicate new location if relocation is proposed.
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- Provide finished floor elevations for proposed buildings and existing buildings.
  - Show flow paths with arrows and elevations for existing drainage ways such as swales ditches and pipes.
  - Show lakes, rivers, streams, 100-year flood plains with elevations, wetlands, sensitive slopes and other sensitive areas. Show buffers and native growth protection easements if required.
  - Indicate highest seasonal groundwater elevation (per Geotech report).
  - Maintenance access provided for storm water, and sanitary sewer utilities.
  - Location, details and type(s) of all curb.
  - Typical paving (i.e., asphalt, concrete, etc.) including cross section design for on-site and frontage roads and/or parking areas.
  - Pavement and sawcut restoration limits.
  - Site access, including adjacent driveways, roadways and intersections.
  - Building roof and foundation drains connected to site drainage system.
  - Vertical and horizontal utility conflicts including sanitary sewer, storm, water, gas, power, telephone, and cable television.
  - Additional site specific details as necessary.
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**STORM DRAINAGE REQUIREMENTS**

- Indicate length, slope, type and inverts of storm drainage pipes.
  - Typical ditch section.
  - Location of manholes and catch basins. Indicate type, stationing, offset, rim and invert elevations, lid type (grate or solid), and number manholes and catch basins consecutively.
  - Existing catch basins shall be labeled per the Town's 2008 Surface Water Management Plan (SWMP).
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- Show existing and proposed sewers and water mains. Identify crossings and minimum distance between utilities.
- Downspouts or footing drain locations and inverts.
- Provide arrows and slopes to indicate drainage direction in parking lots, roadway intersections and cul-de-sacs.
- Provide details and cross-sections of detention facilities including appurtenances such as the control discharge structure. Indicate water surface elevations, allowable discharge rates and design storms.
- Show primary and secondary emergency overflow to the public facility.
- Berm dimensions, material and size of energy dissipaters and riprap.
- Provide detail of water quality facility (i.e. oil/water separator).
- Location and width of existing and proposed easements.
- Location and types of pumps.
- Downspouts or footing drain locations and inverts. Connect to storm system. Roof drains shall be 4 inches (4") minimum with at least one percent (1%) slope.
- Match pipe crowns in catch basins and manholes.
- All exposed storm line ends, 15 inches (15") in diameter and larger, shall have trash racks.
- Centerline of pipes 8" in diameter and larger shall maintain 5 feet (5') minimum distance from the building structure.
- Outside edge of open ditches shall maintain 5 feet (5') minimum from building structures.
- Check the on-site storage elevations against the hydraulic grade line of the receiving off-site system.

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**STORM DRAINAGE PROFILE REQUIREMENTS**

*Note: Storm drainage located within the street right-of-way over 200L.F. shall be profiled. Any variation must be approved by the Town Engineer prior to submittal.*

- Structures shall be shown, include size, type, station, invert elevation, type of lid or grate, and elevation.
  - Pipe shall be shown including material, size, slope (% or ft./ft.), and type.
  - Show existing and finished grade along centerline of roadway or pipe.
  - Show connections to existing structures.
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**STORM DRAINAGE REPORT & CALCULATIONS**

*The storm drainage report format shall include a narrative and plan description of the following items:*

- Title page including project name and address.
  - General information, which includes existing drainage conditions (i.e., drainage basin nearest existing public catch basin, etc.).
  - Upstream drainage considerations.
  - Downstream drainage considerations (i.e., capacity considerations referenced in the 2008 TYP's SWMP).
  - On-site drainage considerations.
  - Soil log information and existing land characteristics (based on the Geotech report).
  - Calculations per the TYP's Stormwater Drainage Guidelines (Rev 7/6/06).
  - Existing Conditions Map showing site, overland flow line (Tc), slope, impervious areas and drainage basins.
  - Developed Conditions Map showing site, proposed storm drainage system, slope, impervious areas and individual drainage basins for each new structure proposed (use appropriate hatching).
  - Conclusions and recommendations.
  - Does the development trigger and NPDES Permit (>1 acre)
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STREET PLAN REQUIREMENTS

**VERTICAL**

- Existing and proposed centerline road grade.
  - Finish grade elevations every 50 feet (50') and every 25 feet (25') for vertical curves along design centerline.
  - Vertical curve information in profile section.
  - Address vertical utility conflicts in profile
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**HORIZONTAL**

- Existing and proposed rights-of-way.
  - Existing and proposed contours and elevations.
  - Existing and proposed street names.
  - Existing and proposed centerline bearings.
  - Horizontal stationing.
  - Location of driveways
  - Address any horizontal utility conflicts in plan.
  - Show construction limits
  - Slope excavation, embankment limits
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**DETAIL SHEETS**

- Project details as necessary.
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**TYPICAL ROADWAY SECTIONS**

- Typical roadway sections showing pavement depths, widths and materials, cross slopes of pavement (%), centerline, dimensioned right-of-way lines, thickened edge, rockeries, walls, etc. Typical sections will be per station ranges and so labeled.
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UTILITY PLAN REQUIREMENTS

*The City of Bellevue provides water and sewer services for the Town of Yarrow Point. Applications for water and sewer availability are required when a new service is needed or an upgraded service is necessary. The following items need to be shown on the Drainage Control Plans for reference:*

**SANITARY SEWER PLAN REQUIREMENTS**

- Existing and proposed sanitary sewer main and side sewer location(s)
- Side sewers are located 10' (horizontal distance) and 1' (vertical distance) from water services.
- Provide length, slope (2% minimum preferred), type of material, and inverts for side sewers.
- Stationing for side sewers from downstream manholes.
- Sewer cleanouts shown near the inside or outside of the building and every 100 feet (100') or total changes of 90 degrees of grade or alignment.

**WATER PLAN REQUIREMENTS**

- Existing and proposed water main and service location(s)
- Provide length, material and connection details to existing water main.
- Provide length, type of material, and typical cover for water services.
- Meter and service size including location.

**COMMENTS:**

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