

Property Owner: _____
Site Address: _____

Submittal Requirements Checklist

Use this checklist to determine which submittal documents are required for your project. Please make sure all of the required documents are included in the submittal packet and check the appropriate boxes.

Part I: Submittal requirements for all HIP projects

- Project Summary & Project Narrative
- Project Site Plan
 - Existing Conditions Sheet with utilities, including approximate location of rights-of-way
 - Proposed Improvements Sheet (BMP footprint, dimensions, and conveyance)
- Stormwater Pollution Prevention Plan (SWPPP) -required for all ground-disturbing projects
 - SWPPP Narrative
 - Erosion and Sediment Control Plan Sheet
 - Erosion and Sediment Control Details
- Material Specifications

Part II: Submittal requirements for each primary BMP

- Native Landscaping**
 - Design Submittal (Sections I - II)
 - Plant Density Calculator
 - Plant List
- Infiltration Trench**
 - Design Submittal (Sections I - II)
 - OR { Sizing Calculator
 - Alternative Sizing Calculator
 - Facility Cross Section
- Media Filter Drain**
 - Design Submittal (Sections I - II)
 - OR { Sizing Calculator
 - Alternative Sizing Calculator
 - Facility Cross Section

Part II (continued)

- Dispersion**
 - Design Submittal (Sections I - II)
- OR {
 - Sizing Calculator
 - Alternative Sizing Calculator
 - Facility Cross Section
- Lake Whatcom Rain Garden**
 - Design Submittal (Sections I - II)
- OR {
 - Sizing Calculator
 - Alternative Sizing Calculator
 - Facility Cross Section

Part III: Submittal requirements specific to the City or County

City Only:

- Stormwater Permit Application*
- Other City forms if applicable

**This project will not trip redevelopment thresholds regarding new or replaced impervious or partially-pervious surfaces. Therefore, this work qualifies for permitting exemptions for phosphorus- or flow-limiting projects as provided by applicable local codes and development standards.*

County Only:

- Natural Resource Notification of Activity
- Other County forms if applicable

Part IV: Signatures

	Printed Name	Signature	Date
Submittal Completed By:			
On Behalf Of:			

These requirements were developed in accordance with the minimum requirements found in the Stormwater Management Manual for Western Washington and local regulations.





Project Summary

Address: _____ Parcel #: _____
(street address) (zip code)

Owner:	Phone:	Email:
HIP Staff:	Phone:	Email:
Designer:	Phone:	Email:

Short Description:

Check boxes below to characterize the project:

Best Management Practices	Additional Practices	Stormwater Calculations
<input type="checkbox"/> Native Landscaping	<input type="checkbox"/> Permeable Paving	<input type="checkbox"/> None (Landscaping Only)
<input type="checkbox"/> Infiltration Trench	<input type="checkbox"/> Rainwater Harvesting	<input type="checkbox"/> HIP Standard Calculations
<input type="checkbox"/> Media Filter Drain	<input type="checkbox"/> Invasive Species Removal	<input type="checkbox"/> WWHM Modeling
<input type="checkbox"/> MFD Clean Beach	<input type="checkbox"/> Other:	<input type="checkbox"/> MGS-Flood Modeling
<input type="checkbox"/> Dispersion		<input type="checkbox"/> Other:
<input type="checkbox"/> Lake Whatcom Rain Garden		

Measurement	Number
Total Treatable Area <i>(total parcel area minus existing area with stormwater treatment)</i>	ft ²
Area treated with Native Landscaping BMP	ft ²
Area treated with Infiltration Trench & Rain Garden BMPs	ft ²
Area treated with MFD BMP	ft ²
Area treated with Dispersion BMP	ft ²
Total Area Treated by Project	ft ²
Amount of Soil Excavated	yd ³
Does this project include any work in addition to the HIP BMPs checked above? <i>(If yes, fill out the fields below and attach a separate sheet with a description of the non-HIP work to be evaluated for additional permit review.)</i>	Yes/No
New or Replaced Lawn	ft ²
New or Replaced Hard Surface	ft ²



Project Narrative

The following project, located at _____, is proposed as a voluntary stormwater retrofit designed to protect and restore water quality in and around Lake Whatcom. The attached and enclosed information details the proposed phosphorus-reducing best management practices (BMPs) to be installed at the project site.

Proposed BMPs:

Instructions: List every proposed BMP. This information should match the proposed improvements sheet. If the project contains more than three BMPs, attach an additional project narrative page. For the native landscaping BMP, tributary area is not applicable (n/a) and BMP footprint = total area treated.

❖ **BMP#1:** _____

BMP footprint: _____ ft²

Tributary area draining to the BMP: _____ ft²

Total area treated by BMP (footprint + drainage area): _____ ft²

Location of BMP relative to house: _____

❖ **BMP#2:** _____

BMP footprint: _____ ft²

Tributary area draining to the BMP: _____ ft²

Total area treated by BMP (footprint + drainage area): _____ ft²

Location of BMP relative to house: _____

❖ **BMP#3:** _____

BMP footprint: _____ ft²

Tributary area draining to the BMP: _____ ft²

Total area treated by BMP (footprint + drainage area): _____ ft²

Location of BMP relative to house: _____

Material Specifications

In order to ensure project approval and reimbursement for project expenses, HIP applications must clearly define the materials for each BMP. Designers are strongly encouraged to adhere verbatim to the material definitions found in the most current version of the *HIP 2.0 BMP - Material Specifications* book included as an appendix to this manual and available online at www.LakeWhatcomHIP.org/resources.

Pre-approved permits for HIP projects are based on the assumption that all materials will match those shown in the *HIP Specifications* book. Streamlined application review requires that these specs are followed exactly as published. Alternative specifications, if proposed, must be reviewed for compliance with design guidelines and regulations and may be subject to additional or conditional requirements. HIP cannot guarantee approval of alternative materials. Decisions on allowances for alternatives are made on a case-by-case basis.

Instructions:

Based on the project site plan and facility cross-section details, **check the box next to ALL materials selected for this project that will follow the *HIP 2.0 BMP - Material Specifications* book.** Note and clearly identify proposed alternative specifications, if any, in the space provided or attach additional pages with details and justifications. Materials submitted that do not meet HIP Specifications are not guaranteed for approval and may be subject to additional requirements or regulations.

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Material Specifications List

Check Here	Material Name in HIP 2.0 BMP Material Spec Book	Check Here	Material Name in HIP 2.0 BMP Material Spec Book
	Native Plants (Page 15)		Pipe and Drains (Pages 9-10)
Rock Materials (Pages 4-7)			Atrium Grate
	Cascade Stone		Catch Basin
	Media Filter Drain Mix		Fine Mesh Screen
	Pea Gravel		Perforated Pipe
	Permeable Ballast		Pipe Couplings and Fittings
	Quarry Spalls		Rigid Solid Pipe
	River Rock		Solid Lids and Grates
	Sand		Trench Drain
	Shoreline Gravel		Trench Drain Grate
	Washed Drain Rock		Type 1 Catch Basin
			Permeable Pavement Materials (Pages 11-12)
Mulch and Compost Materials (Pages 7-8)			Permeable Interlocking Paver System
	Compost		Permeable Pavers
	Hog Fuel		Permeable Paver Joint Filler
	Low-Phosphorus Mulch		Poured Permeable Surfacing
Soil-Based Materials (Pages 8-9)			Edge Restraints
	Low-P Rain Garden Soil Mix		Grid Paver System
	Low-P Topsoil		

Material Specifications List Continued			
Check Here	Material Name in HIP 2.0 BMP Material Spec Book	Check Here	Material Name in HIP 2.0 BMP Material Spec Book
Erosion Controls (Pages 12-14)		Other (Pages 14-15)	
	Catch Basin Inserts		Dispersion Trench Edging
	Grass Seed		Dispersion Trench Support Post
	Sandbags		Geotextile for Drainage
	Silt Fencing		Rigid, Waterproof Barrier
	Sod		
	Soil Coverage Tarp		
	Wattles		

Include any additional modifications here:

Stormwater Pollution Prevention Plan (SWPPP)

Describe all elements below that apply to your project. Refer to the current edition of the Stormwater Management Manual for Western Washington for drainage project instructions. If you are only completing a landscaping project, describe elements below that you will implement during the winter work season.

Elements of the SWPPP

Element 1 – Mark Clearing Limits:

Element 2 – Establish Stabilized Construction Access:

Element 3 – Control Flow Rates:

HIP Projects are not intended to increase flow rates or stormwater discharge volumes by any amount. Therefore, no flow controls are necessary during construction. If point-discharges are created during construction, they will be mitigated by proper installation of sediment controls and will be disconnected at the completion of the project.

Element 4 – Install Sediment Controls:

Element 5 – Stabilize Soils:

All disturbed, exposed, stockpiled, or uncovered soil materials will be covered using an approved material (durable tarp, mulch, straw, etc.) during all rain events occurring during construction. Unworked soils that will be left exposed for more than 48 hours will be covered at the end of the last working day prior to that 48-hour duration. All disturbed soils will be covered completely between October 1 and May 30.

Element 6 – Protect Slopes:

Element 7 – Protect Drain Inlets:

Element 8 – Stabilize Channels and Outlets:

Element 9 – Control Pollutants:

No pollution-generating activities in excess of the approved HIP project are allowed. Spills and leaks of fuels, fluids, or chemicals will not be allowed to enter storm systems. Any fuel, fluid, or chemical pollutants entering storm systems, including ditches, must be reported to the City of Bellingham or Whatcom County immediately upon discovery.

Element 10 – Control Dewatering:

Dewatering is not an expected activity related to a HIP project. Trenches, drywells, and other stormwater systems will not be used as sediment traps at any time. If sedimentation occurs, restoration (including dewatering) will not cause the discharge of sediment-laden water from the site by either surface or piped flow.

Element 11 – Maintain BMPs:

All erosion control BMPs will be maintained per manufacturer's recommendations and as directed by HIP, City of Bellingham, or Whatcom County Staff.

Element 12 – Manage the Project:

Work will occur as defined in an approved HIP project plan and per HIP rules and requirements. Contractor will exercise adaptive management to correct any unexpected deficiencies in erosion control efforts, as necessary. Adaptive management strategies may be reviewed by HIP, City of Bellingham, or Whatcom County staff to ensure compliance with applicable rules and regulations.

Element 13 - Protect LID Features: