



# Construction Stormwater Pollution Prevention Plan (CSWPPP) Short Form for Small Construction Projects

The Bellevue clearing and grading code (BCC 23.76.090) allows sites with land disturbing activities totaling less than 7,000 square feet and grading less than 500 cubic yards to prepare a simpler CSWPPP consisting of a **short form narrative** (this form), an **ESC (Erosion and Sediment Control) plan**, and the appropriate **BMP details/specifications**. The purpose of the CSWPPP is to outline the actions that will be implemented on smaller construction sites to reduce or eliminate discharge of sediment and other pollutants into receiving waters.

## Background Information

Property Owner:

Contact Person:

(If different from the owner, all questions and correspondence will be directed to the individual listed as contact person.)

Address of Contact Person:

Phone Number:

**Project Title:**

**Site Address:**

Parcel Number:

Give an accurate, brief description of the proposed project's scope and nature:

1. General description:
  
  
  
  
  
  
  
  
  
  
2. Area of site (square feet or acres):
3. Proposed area of land disturbance (square feet or acres):
4. Proposed quantity of excavation (cubic yards):
5. Proposed quantity of fill (cubic yards):
6. Square footage of buildings to be constructed:
7. Description of adjacent areas which may be affected by site disturbance (i.e. streams, lakes, wetlands, residential areas, roads):
  
  
8. Description of critical areas that are on or adjacent to the site.
  
  
  
  
  
  
  
  
  
  
9. Describe potential erosion problems on site.

## Required Elements - Construction Stormwater Pollution Prevention Plan

Indicate the BMPs to be used for each element. If site conditions render an element unnecessary, check "other" and describe why it is not needed.

### 1. Mark Clearing Limits

- Preserving Natural Vegetation – BMP C101
- High Visibility Fence – BMP C103
- Tree Protection during Construction – BMP T101
- Other

### 2. Establish Construction Access

- Stabilized Construction Entrance/Exit – BMP C105
- Wheel Wash – BMP C106
- Construction Road/Parking Area Stabilization – BMP C107
- Other

### 3. Control Flow Rates

- Sediment Trap – BMP C240
- Other

### 4. Install Sediment Controls

- Vegetated Strip – BMP C234
- Silt Fence – BMP C233
- Wattles – BMP C235
- Other

### 5. Stabilize Soils

- Mulching – BMP C121
- Plastic Covering – BMP C123
- Topsoiling/Composting – BMP C125
- Sodding – BMP C124
- Nets & Blankets – BMP C122
- Temporary & Permanent Seeding – BMP C120
- Other

### 6. Protect Slopes

- Temporary & Permanent Seeding – BMP C120
- Plastic Covering – BMP C123
- Interceptor Dike and Swale – BMP C200
- Nets & Blankets – BMP C122
- Other

### 7. Protect Drain Inlets

- Storm Drain Inlet Protection – BMP C220
- Other

### 8. Stabilize Channels and Outlets

- Channel Lining – BMP C202
- Outlet Protection – BMP C209
- Other

**9. Control Pollutants**

- Concrete Handling – BMP C151
- Sawcutting and Surfacing Pollution Prevention – C152
- Material Delivery, Storage and Containment – C153
- Other

**10. Control De-Watering**

- Level Spreader – BMP C206
- Infiltration (Provide details)
- Discharge to sanitary sewer (METRO and Bellevue Utilities permits required)
- Other

**11. Maintain BMPs**

- Maintain and repair in accordance with BMP specifications
- Other

**12. Manage the Project**

- Phase construction – describe
  
- Limit work to the dry season
  
- Inspect and monitor all BMPs
  
- Other
  
- Pollution prevention contact list – Contact list must be attached to this CSWPPP and maintained at the job site
- Reporting and recordkeeping – Site inspection forms must be attached to this CSWPPP and maintained at the job site

**13. Protect Low Impact Development BMPs**

- Buffer Zones – BMP C102
- High Visibility Fence – BMP C103
- Silt Fence – BMP C233
- Vegetated Strip – BMP C234
- Other

See next page for additional instructions.

### **BMP Details**

A copy of each BMP detail/specification that is called out on the narrative should be attached to the narrative. The BMP standard details can be downloaded from: <http://www.bellevuewa.gov/clearing-grading-standards.htm>.

### **ESC (Erosion and Sediment Control) Plan**

Include an ESC plan on the project site plan or include a separate ESC plan with the project civil plans. The ESC plan should show the following:

- a. Legal description of the subject property.
- b. North Arrow
- c. Property boundaries
- d. Boundaries of existing vegetation, e.g. tree lines, pasture areas, etc.
- e. Identify and label areas of potential erosion problems.
- f. Identify any on-site or adjacent surface waters, critical areas and associated buffers.
- g. Identify FEMA base flood boundaries and Shoreline Management boundaries (if applicable)
- h. Show existing and proposed contours.
- i. Delineate areas that are to be cleared and graded.
- j. Indicate location of BMPs and other required CSWPPP elements.
- k. Name and phone number of person(s) responsible for preparation and maintenance of the CSWPPP.

**NOTE: Please do not attach the ESC plan to the CSWPPP narrative.**

# CONSTRUCTION EMERGENCY CONTACT SHEET

Date

Project Name:

Project Address:

Type of Work:



**Developer:**

Contact:

Office:

24-hr:

**General Contractor:**

Contact:

Office:

24-hr:

**Utilities Sub-Contractor:**

President/Owner:

Office:

Home:

24-hr:

Project Manager:

Office:

Home:

24-hr:

Superintendent:

Office:

Home:

24-hr:

Foreman:

Office:

Home:

24-hr:

Erosion Control Lead:

Office:

Home:

24-hr:

## City of Bellevue Inspectors

Clearing & Grading Inspector:

Office: (425) 452-

Building Inspector:

Office: (425) 452-

# CONSTRUCTION EMERGENCY CONTACT SHEET

<p><b>INJURY or FIRE– Call 911</b></p> <p>Project Location or Address (If no address, describe the location of the construction access so that it can be relayed to emergency responders)</p>	
<p><b>SPILL</b> (Any hazardous materials including diesel fuel, gasoline, hydraulic fluid that enters the storm drain system or receiving waters)</p> <ul style="list-style-type: none"><li>• Call Washington State Department of Ecology (24 hrs) 425-649-7000</li><li>• Call Utilities Operations &amp; Maintenance 425-452-7840</li><li>• Call Clearing &amp; Grading Inspector or 425-452-4570</li></ul>	
<p><b>FISH KILL OR DISTRESS</b></p> <ul style="list-style-type: none"><li>• Call Washington Department of Fish and Wildlife Area Habitat Biologist, Larry Fisher 425-313-5683</li><li>• Call Clearing &amp; Grading Inspector or 425-452-4570</li></ul>	
<p><b>WATER QUALITY IMPACTS</b> ( Site stormwater runoff turbidity exceeds 250 ntu)</p> <ul style="list-style-type: none"><li>• Call Washington State Department of Ecology (24 hrs) 425-649-7000</li><li>• Call Clearing &amp; Grading Inspector or 425-452-4570</li></ul>	
<p><b>ARCHAEOLOGICAL FINDS</b></p> <ul style="list-style-type: none"><li>• Call Clearing &amp; Grading Inspector or 425-452-4570</li><li>• Call Army Corps of Engineers, Seattle office, Lyz Ellis, 206-764-3634 (This is all you need to do under the permit)</li></ul> <p>Or if there is no response and there is a need for immediate help, call Dr. Whitlam at the Washington State Office of Historic and Archaeological Program (OHAP), 360-407-0771.</p>	

# CSWPPP SITE INSPECTION FORM

Project \_\_\_\_\_ Permit No. \_\_\_\_\_

Inspector \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Inspection Type:     After a rain event     Weekly     Turbidity benchmark exceedance  
                            Other – explain: \_\_\_\_\_

Weather: \_\_\_\_\_

Precipitation:    Since last inspection \_\_\_\_\_ inches                    In last 24 hours \_\_\_\_\_ inches

Description of General Site Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Will existing BMPs need to be modified or removed, or other BMPs installed?**     YES     NO

If YES, list the action items to be completed on the following table:

Actions to be Completed	Date Completed/ Initials
1.	
2.	
3.	
4.	
5.	

**Was water quality sampling (turbidity and pH) part of this inspection?**     YES     NO

If yes, attach Turbidity & pH Monitoring Data Sheet

**Is the site in compliance with the CSWPPP and the permit requirements?**     YES     NO

- **If no**, indicate the tasks necessary to bring the site into compliance on the “Actions to be Completed” table above, and include dates each job will be completed.

- **If no, has the non-compliance been reported to the City of Bellevue?**     YES     NO

- **If no, should the CSWPPP be modified?**     YES     NO

I certify that this report is true, accurate, and complete, to the best of my knowledge and belief.

Name of Inspector (print) \_\_\_\_\_ Title/Qualification \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

# CSWPPP SITE INSPECTION FORM

Project \_\_\_\_\_ Permit No. \_\_\_\_\_

Inspector \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Site BMPs	Overall Condition	Need Repair?	Comments/Observations
<b>Element 1: Clearing Limits</b> <ul style="list-style-type: none"> <li>• Existing Vegetation</li> <li>• Plastic or Metal Fence</li> <li>•</li> </ul>	G   F   P G   F   P G   F   P	Y   N Y   N Y   N	
<b>Element 2: Construction Access</b> <ul style="list-style-type: none"> <li>• Stabilized Construction Entrance</li> <li>•</li> <li>•</li> </ul>	G   F   P G   F   P G   F   P	Y   N Y   N Y   N	
<b>Element 3: Control Flow Rates</b> <ul style="list-style-type: none"> <li>• Sediment Trap</li> <li>•</li> <li>•</li> </ul>	G   F   P G   F   P G   F   P	Y   N Y   N Y   N	
<b>Element 4: Sediment Controls</b> <ul style="list-style-type: none"> <li>• Silt Fence</li> <li>• Straw Wattles</li> <li>•</li> <li>•</li> </ul>	G   F   P G   F   P G   F   P G   F   P	Y   N Y   N Y   N Y   N	
<b>Element 5: Stabilize Soils</b> <ul style="list-style-type: none"> <li>• Mulch</li> <li>• Plastic Covering</li> <li>•</li> <li>•</li> </ul>	G   F   P G   F   P G   F   P G   F   P	Y   N Y   N Y   N Y   N	
<b>Element 6: Protect Slopes</b> <ul style="list-style-type: none"> <li>• Plastic Covering</li> <li>• Seeding</li> <li>•</li> </ul>	G   F   P G   F   P G   F   P	Y   N Y   N Y   N	
<b>Element 7: Protect Drain Inlets</b> <ul style="list-style-type: none"> <li>• Storm Drain Inlet Protection</li> <li>•</li> <li>•</li> </ul>	G   F   P G   F   P G   F   P	Y   N Y   N Y   N	
<b>Element 8: Stabilize Channels &amp; Outlets</b> <ul style="list-style-type: none"> <li>• Outlet Protection</li> <li>•</li> <li>•</li> </ul>	G   F   P G   F   P G   F   P	Y   N Y   N Y   N	

G=Good, F=Fair, P=Poor, Y=Yes, N=No



<b>Element 9: Control Pollutants</b> <ul style="list-style-type: none"> <li>• Concrete Handling</li> <li>• Material Delivery, Storage Containment</li> <li>•</li> </ul>	G    F    P G    F    P G    F    P	Y    N Y    N Y    N	
<b>Element 10: Control Dewatering</b> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	G    F    P G    F    P G    F    P	Y    N Y    N Y    N	
<b>Element 13 Protect Low Impact Development BMPs</b> <ul style="list-style-type: none"> <li>• Buffer Zones</li> <li>• High Visibility Fence</li> <li>• Silt Fence</li> <li>• Vegetated Strip</li> <li>•</li> </ul>	G    F    P G    F    P G    F    P G    F    P G    F    P	Y    N Y    N Y    N Y    N Y    N	

G=Good, F=Fair, P=Poor, Y=Yes, N=No