



	Civil Site Plans	SPCC	SWPPP	Survey Base Map	Geotechnical Report	ADA MEF	Emergency Vehicle Tracking Plan	Pump Size Calculations	TCP	Drainage Report	Plumbing Calculations for GT's
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**Site Plan Review**

ADA	X			X		X					
Paving	X			X	X						
Striping	X			X							
Signage	X			X							
Emergency Vehicle Circulation	X			X			X				

**Storm Water**

SD Connections	X	X	X							X	
Public (mains)	X	X	X	X	X					X	
Private (arterials/manholes/CBs)	X	X	X	X	X					X	
Flow Control (Detention)	X	X	X	X	X					X	
Pump System	X			X				X		X	
Repairs	X	X	X	X							
Footing Drains	X				X						
Roof Drains	X										

**Street Right of Way**

Traffic Control Plan									X		
Road Improvements	X	X	X	X	X					X	
Restoration	X			X					X		
Repairs	X			X					X		
Decommission/removal	X	X	X	X					X		
Fire Lanes	X			X			X				
ADA Compliance	X	X	X	X		X					

**Grading**

Retaining walls under 4'	X	X	X	X	X						
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Cut/fill	X	X	X	X	X						

**Clearing: please see separate checklist**

LINK	X										
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**Sewer**

Main	X	X	X	X						X	
Lateral/Side	X	X								X	
Connection	X	X								X	
Force system	X	X		X						X	
Repair	X	X	X	X						X	

**Shoring**

Cut/Fill	X	X	X	X	X					X	
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**Cross Connection Control Pre-Treatment**

Cross connection (backflow)	X										
Pretreatment (grease)	X			X							X
Industrial waste Discharge	X			X							

## Required Documents Standards

**Civil Site Plans - All plans need to be prepared, stamped, and signed by a Washington State-licensed Civil Engineer**

- Name of the development
- Name, address, and contact information of property owner(s), developer, and consultants
- Parcel Number(s)
- Graphic engineering scale (1" = 20' minimum, 1"=100' Max; 1"=10' for enlargement details accepted)

- North arrow
- Licensed Professional Stamp, if applicable
- Legend
- Conditions of approval from Land Use Action, if applicable
- City of Lynnwood Standard Plan Notes
  - [General Notes](#)
  - [TESC Notes](#)
  - [Grading Notes](#)
  - [Storm Drainage Notes](#)
  - [Sewer Notes](#)
  - [Water Notes](#)
  - [NGPA Notes](#)
  - [Trench Patching Notes](#)
  - [Traffic Control Notes](#)
  - [Street Sign Notes](#)
  
- Property lines and lot dimensions
- Existing/proposed easements with AFN (Snohomish County Auditor File Number)
- Location of existing/proposed structures or improvements and the setbacks thereto
- Location of any critical areas on or adjacent to the site with any required buffers
- Temporary Erosion Control Plan, if necessary
- Existing/proposed contours at a minimum 2-foot interval
- Finished floor elevations of all existing and proposed structures
- Quantity of cuts and fills
- Minimum easement width of 20', 10' for private easments
- Proposed storm drain systems
  - Plan and profile of storm including pipe lengths, slopes, types, sizes, flow direction, etc. Minimum pipe slope 0.5%
  - Manhole/catch basin locations and details, including types, invert elevations (including in/out identification, pipe size, and compass direction of pipe)

- Catch basin minimum spacing: 150' (gutter slopes < 1%), 200' (gutter slope 1-3%0, 300' (gutter slope. 3%)
- Plan and section of proposed detention systems, designed per Department of Ecology Stormwater Manual
- Flow Control structure details match on plan and drainage report
- Water quality system plan and details
- City of Lynnwood Standard Plans for all structures, trench details and backfill requirements
- City of Lynnwood Design Manual for all other requirements

Proposed sanitary sewer systems

- Plan and profile of sewer including pipe lengths, slopes, types, sizes, etc.
- Minimum pipe slopes:
  - 8" – 0.4%
  - 10" – 0.28%
  - 12" – 0.22%
  - Side Sewer – 2%
- Backwater valve if FFE to IE < 3'
- Manhole locations and details, including types, invert elevations (including in/out identification, pipe size, and compass direction of pipe)
- 0.1' drop in MH (IN to OUT)
- RPBA on water service, alarm, generator, and placard for grinder pump/force mains
- Cleanout locations and details
- Drop connection locations and details
- Reused side sewers requires upgrade to PVC or relining
- Shared side sewers not allowed unless approved by Public Works Director
- Location of side sewer stubs
- City of Lynnwood Standard Plans for all structures, trench details and backfill requirements
- City of Lynnwood Design Manual for all other requirements

Proposed water systems

- Pipe lengths, types, sizes, fittings, etc.
- Pipe Material: Cl. 52 DIP
- Separation from sewer: 10' horizontal, 18" vertical (from crown of SS to invert of water)
- Meter locations and details on plan. Meters located at ROW line

- Shut off valve in ROW for meters located on private property
  - Air Vac and blowoff assembly at local high and low points
  - Cover: Min 3', Max 5'
  - 1,000 lf max spacing between inline valves
  - Fire hydrant locations and details
  - Locations and details for all backflow prevention devices
  - Locations and details of all valves, connections, anchors, etc.
  - City of Lynnwood Design Manual for all other requirements
- Location and design of proposed parking including dimensions of parking stalls, drive aisles, and curb cuts – please include labeled number of stalls
  - Location of any electrical vehicle parking stations and ADA parking locations
  - Location of any indoor and/or outdoor bicycle parking
  - Proposed walkways including widths and materials
  - Proposed service areas including trash enclosures and turning radius for delivery vehicles and trash trucks
  - Emergency Vehicle Tracking Plan (see below)
  - Proposed right-of-way improvements and dimensions
  - Roadway profiles with utilities, maximum road grades per Design Manual
  - All existing/proposed traffic striping, signing, and signalization
  - Show Entering Site and/or Stop Site Distance triangles on plan per Standard Plan [TR-STRP-7](#)
  - Roadway sections showing proposed widths and surfacing depths, including the driving surfaces and sidewalks
  - ADA compliant curb ramps shown, MEF referenced if non-compliant
  - Location and details of roadway signs
  - Location of mail boxes
  - Location and details of proposed roadway cuts, driveways
  - Sidewalk locations and details
  - Survey monumentation per [ST-ROA-6](#) of the proposed centerline at intersections and curve points
  - Right of Way radii and pavement radii in turnarounds, minimum radii and tangents per Design Manual
  - Private road geometry per Design Manual
  - Details on the repair of any damaged or reconstructed pavement per [ST-TRE-1](#) and [ST-TRE-2](#)

- Curb line spot elevations at all intersections
- A note on the plan requiring a Traffic Control Plan to be submitted prior to construction

### SPCC – Spill Prevention, Control, and Countermeasure Plan

- SPCC is required when a project uses equipment with any hazardous materials (e.g. hydraulic fluid, diesel fuel, gasoline, oils, etc.)  
Please see the [City of Lynnwood's template](#)

### SWPPP - Stormwater Pollution Prevention Plan

- A full SWPPP is required for 7,000 sf or more of land disturbing activity or 2,000 sf new and/or replaced hard surface area. For any other project, review and submit with your application a "13 Element Checklist Handout." Please see the [City of Lynnwood's template](#)

### Survey Base Map

- Vertical and horizontal datum
- Quarter section shown
- Existing property lines and lot dimensions
- Location of any Critical Areas within 200 ft. of the site
- Existing easements including drainage and access – all recorded encumbrances
- Existing structures and parking
- Existing tree survey
- Width, materials and location of all on-site roads & drive aisles, curb cuts, trails, sidewalks, and walkways and any other vehicular or pedestrian ways
- Show their connections to adjacent and off-site improvements
- Assessment of all public sidewalks and curbs. Indicate the location of utility vaults, hydrants, electrical equipment pads, traffic signals, power poses, exposed \HVAC equipment, refuse/recycling enclosures and routes of all utilities, including water, sewer, and storm
- Indicate all structures and trees on adjacent properties within 10 ft.

- Existing Contours at 2-foot interval
- Locations, dimensions, and names of adjacent public rights-of-ways or tracts
- Location of any sensitive areas on or adjacent to the site

## ADA MEF – American Disabilities Act Maximum Extent Feasible

[ADA MEF Form](#)

## Emergency Vehicle Tracking Plan

- Graphic engineering scale (1" = 20' minimum)
- North Arrow
- Legend
- Property lines and lot dimensions
- Existing/proposed fire lanes, widths, lengths, and turning radii
- Location of all existing/new fire hydrant(s) and FDC's
- Existing/proposed buildings
- Underground storage tanks/vaults
- Fire lane markings
- Identify vertical clearances for overhead obstructions/utilities
- Roadway and parking striping
- Existing/proposed grades and/or contours. Identify maximum fire lane slopes
- Identify roadway surfacing types

## Pump Size Calculations

- Pump calculations to be provided by a pump manufacturer or Civil/Mechanical Engineer



## Traffic Control Plan

- Location of advance warning signage
- Location of flagger stations or uniformed police officer(s)
- Taper length table and signage/cone spacing tables
- Street name labels
- Proposed roadway detour route if road is proposed to be completely closed
- Pedestrian detour route if sidewalk is proposed to be closed
- Work area

Note:

- If any open cuts in existing right-of-way are proposed, you will need to submit all information as required by [LMC 12.04](#)
- If the barricading of any right-of-way is proposed, the applicant must supply information as required by [LMC 12.04](#)

Please review and adhere to [City of Lynnwood Standard Plans](#) and [Manual on Uniform Traffic Control Devices \(MUTCD\)](#)

## Drainage Report

- Prepared in accordance with the Department of Ecology 2019 Stormwater Management Manual for Western Washington, [Volume III, Chapter 3.2](#)
- Submit Drainage Covenant for private drainage systems

## Plumbing Calculations for Grease Traps

- Please be advised that the City of Lynnwood adheres to the [Uniform Plumbing Code](#) Please see Chapter 10 - Traps and Interceptors
- LINK to Grease Interceptor Sizing and Installation Guidelines
- Civil Site Plans (see above)