Appendix B — Standard Plan Notes

The following is a listing of standard plan notes that shall be incorporated in the site improvement plan. All the notes on the list may not pertain to every project. The project engineer may omit non-relevant notes as determined by the director. However, do not renumber the remaining notes. If additional notes are needed for specific aspects, they should be added after the standard plan notes.

B.1  Construction Sequence

1. Apply for and pick up any right of way permits from Kitsap County Department of Public Works (KCPW).
2. Construct stabilized construction entrance(s).
3. Construct silt fence barriers.
4. Construct sedimentation basins.
5. Construct runoff interception and diversion ditches.
6. Clear and grade the minimum site area required for construction of the various phases of work.
7. Provide temporary hydroseeding or other source control stabilization measures on all disturbed soils.
8. Maintain all erosion and sedimentation control best management practices (BMPs) to provide the required protection of downstream water quality.
9. All catch basins and conveyance lines shall be cleaned prior to paving. The cleaning operation shall not flush sediment laden water into the downstream system.
10. Provide permanent site stabilization.
11. Erosion and sedimentation control BMPs shall not be removed until construction is complete and accepted by Kitsap County.

B.2  Drainage Notes

1. The contractor shall ensure that the drainage is installed and operational prior to commencement of paving work.
2. All steel pipe and parts shall be galvanized. All submerged steel pipes and parts shall be galvanized and have asphalt treatment #1 or better.
3. Drainage stub-outs on individual lots shall be located with a 5‑foot‑high 2" x 4" stake marked "STORM." The stub out shall extend above surface level and be secured to the stake.
4. Video documentation of pipe interior for alignment and joint connection adequacy shall be provided if not inspected prior to cover.

B.3  Temporary Erosion and Sedimentation Control Maintenance Requirements

1. Erosion and sedimentation control BMPs shall be inspected after each storm event and daily during prolonged rainfall.
2. Necessary repairs or replacement of BMPs shall be accomplished promptly.
3. Sediment deposits shall be removed after each storm event or when the level of deposition reaches approximately one‑half the maximum potential depth.
4. Sediment deposits remaining in place after the ESC BMPs are no longer required shall be dressed to conform to the existing grade, prepared and seeded.
5. Temporary ESC BMPs shall be maintained by:

B.4  Grading Notes

The contractor shall notify the engineer in the event or discovery of poor soils, groundwater or discrepancies in the existing conditions as noted on the plans.

1. Maximum slope steepness shall be 2:1 (Horizontal to Vertical) for cut and fill slopes.
2. Unless otherwise specified, all embankments in the Plan Set shall be constructed in accordance with Section 2‑03.3(14)B of the WSDOT Standard Specifications for Road, Bridge and Municipal Construction (WSDOT 2020). Embankment compactions shall conform to Section 2‑03.3(14)C, Method B of said Standard Specifications.
3. Embankments designed to impound water shall be compacted to 95 percent maximum density per Section 2‑03.3(14)C, Method C of WSDOT Standard Specifications.
4. All areas receiving fill material shall be prepared by removing vegetation, non‑complying fill, topsoil and other unsuitable material, by scarifying the surface to provide a bond with the new fill, and where slopes are steeper than 3 horizontal to 1 vertical and the height is greater than 5 feet., by benching into sound competent material as determined by a soils engineer.

B.5  General Notes

1. All workmanship and materials shall conform to the MOST CURRENT Standard Specifications for Road, Bridge and Municipal Construction prepared by WSDOT and APWA as adopted by the KCPW.
2. Any revisions to the accepted construction plans shall be reviewed and approved by Kitsap County prior to implementation in the field.
3. The contractor shall maintain a set of the accepted construction drawings onsite at all times while construction is in progress.
4. It shall be the responsibility of the contractor to obtain all necessary permits from the KCPW prior to commencing any work within County right of way.
5. The contractor shall be responsible for providing adequate traffic control at all times during construction alongside or within all public roadways. Traffic flow on existing public roadways shall be maintained at all times, unless permission is obtained from the KCPW for road closure and/or detours.
6. The location of existing utilities on this plan is approximate only. The contractor shall contact the "Underground Locate" center at 811, and non‑subscribing individual utility companies 48 hours in advance of the commencement of any construction activity. The contractor shall provide for protection of existing utilities from damage caused by the contractor's operations.
7. Rockeries or other retaining facilities that sustain a surcharge or exceed 4 feet in height as measured from the foundation require a separate permit prior to construction.
8. A Timber Harvest permit may be required prior to clearing of the site.

B.6  Inspection Schedule

1. The Contractor shall notify the department of community development to arrange for inspection of the various work activities listed below. All inspections shall be completed prior to proceeding with the next phase of work.
	1. Establishment of clearing limits.
	2. Implementation of the various phases of the Erosion and Sedimentation Control Plan.
	3. Installation of conveyance, Onsite Stormwater Management BMPs, Flow Control BMPs, and Water Quality BMPs, prior to backfill.
	4. Protection of Onsite Stormwater Management BMPs.
	5. Prior to placement of the outlet control structures (orifice size verified prior to installation).
	6. For public road projects:
		1. Inspection of prepared sub-grade.
		2. Inspection of gravel base placement.
		3. Inspection of fine grading prior to paving.
		4. Inspection of paving operations.
		5. Final inspection.
2. The Contractor shall be responsible for all work performed and shall ensure that construction is acceptable to Kitsap County.
3. If inspection is not called for prior to completion of any item of work so designated, special destructive and/or non-destructive testing procedures may be required to ensure the acceptability of the work. If such procedures are required, the Contractor shall be responsible for all costs associated with the testing and/or restoration of the work.

B.7  General Erosion and Sedimentation Control Notes

1. The following erosion and sedimentation control notes apply to all construction site activities at all times, unless otherwise specified on these plans:
2. Approval of this erosion and sedimentation control plan does not constitute an acceptance of the permanent road or drainage design.
3. The owner and his/her contractor shall be responsible at all times for preventing silt‑laden runoff from discharging from the project site. Failure by the owner and/or contractor can result in a fine. The designated temporary contact person noted on this plan shall be available for contact by telephone on a 24‑hour basis throughout construction and until the project has been completed and accepted by Kitsap County.
4. The implementation of these ESC plans and the construction, maintenance, replacement and upgrading of these BMPs is the responsibility of the owner and/or contractor from the beginning of construction until all construction is completed and accepted by Kitsap County and the site is stabilized.
5. Prior to beginning any work on the project site, a pre‑construction conference shall be held, and shall be attended by the owner or owner’s representative, the general contractor, the project engineer, representatives from affected utilities, and a representative of Kitsap County.
6. The ESC BMPs shown on this plan are considered adequate basic requirements for the anticipated site conditions. During construction, deviations from this plan may be necessary in order to maintain water quality. Minor departures from this plan are permitted subject to the approval of the County inspector. However, except for emergency situations, all other deviations from this plan shall be designed by the project engineer and approved by Kitsap County prior to installation.
7. All erosion and sedimentation control measures shall be inspected by the owner and/or contractor on a frequent basis and immediately after each rainfall and maintained as necessary to insure their continued functioning. All sediment shall be removed from silt fences, straw bales, sediment ponds, etc. prior to the sediment reaching 1/3 its maximum potential depth.
8. At no time shall concrete, concrete byproducts, vehicle fluids, paint, chemicals, or other polluting matter be permitted to discharge to the temporary or permanent drainage system, or to discharge from the project site.
9. Permanent detention/retention ponds, pipes, tanks or vaults may only be used for sediment containment when specifically indicated on these plans.
10. Redirect sheet flow, block drain inlets and/or curb openings in pavement and install flow diversion measures to prevent construction silt laden runoff and debris from entering excavations and finish surfaces for bioretention facilities and permeable pavements.
11. Where amended soils, bioretention facilities, and permeable pavements are installed, these areas shall be protected at all times from being over‑compacted. If areas become compacted, remediate and till soil in accordance with Kitsap County requirements at no additional cost in order to restore the system’s ability to infiltrate.
12. Install flow diversion measures outside of the Critical Root Zone of trees to be protected. At no time shall construction stormwater be directed towards trees to be protected. Construction stormwater shall not pond within a tree’s critical root zone.

B.8  Minimum Erosion and Sedimentation Control Requirements

1. All exposed and unworked soils, including soil stockpiles, shall be stabilized by suitable application of BMPs that protect soil from the erosive forces of raindrop impact and flowing water. Applicable practices include, but are not limited to vegetative establishment, mulching, plastic covering, and the early application of gravel base on areas to be paved. From October 1 to April 30, no soils shall remain unstabilized for more than 2 days. From May 1 to September 30, no soils shall remain unstabilized for more than 7 days.
2. At all times of the year, the contractor shall have sufficient materials, equipment and labor onsite to stabilize and prevent erosion from all denuded areas within 12 hours as site and weather conditions dictate.
3. From October 1 to April 30, the project engineer shall visit the development site a minimum of once per week for the purpose of inspecting the ESC BMPs, reviewing the progress of construction, and verifying the effectiveness of the erosion control measures being undertaken. The project engineer shall immediately inform Kitsap County of any problems or potential problems observed during said site visits, as well as of any recommended changes in the erosion control measures to be undertaken. When requested by Kitsap County, the project engineer shall provide Kitsap County with written records of said weekly site visits, including dates of visits and noted site observations.
4. In the event that ground on a project site is left bare after September 30, Kitsap County may issue a Stop Work Order for the entire project until satisfactory controls are provided. In addition, the Owner will be subject to the penalties provided in Chapter 12.32 of the Kitsap County Code.
5. In the event that ground on a project site is left bare after September 30, and Kitsap County is unsuccessful in contacting the Owner or his/her designated emergency contact person, Kitsap County may enter the project site and install temporary ground cover measures and bill the Owner for all expenses incurred by Kitsap County. These costs will be in addition to any monetary penalties levied against the Owner.
6. Clearing limits, setbacks, buffers, and sensitive or critical areas such as steep slopes, wetlands and riparian corridors shall be clearly marked in the field and inspected by Kitsap County Department of Community Development prior to commencement of land clearing activities. During the construction period, no disturbance beyond the flagged clearing limits shall be permitted. The flagging shall be maintained by the applicant/contractor for the duration of construction.
7. Adjacent properties shall be protected from sediment deposition by appropriate use of vegetative buffer strips, sediment barriers or filters, dikes or mulching, or by a combination of these measures and other appropriate BMPs.
8. Sediment ponds and traps, perimeter dikes, sediment barriers and other BMPs intended to trap sediment onsite shall be constructed as a first step in grading. These BMPs shall be functional before land disturbing activities take place. Earthen structures such as dams, dikes, and diversions shall be stabilized according to the timing indicated in item (1) above.
9. Cut and fill slopes shall be constructed in a manner that will minimize erosion. Roughened soil surfaces are preferred to smooth surfaces. Interceptors should be constructed at the top of long, steep slopes which have significant areas above that contribute runoff. Concentrated runoff should not be allowed to flow down the face of a cut or fill slope unless contained within an adequate channel or pipe slope drain. Wherever a slope face crosses a water seepage plane, adequate drainage or other protection should be provided. In addition, slopes should be stabilized in accordance with item (1) above.
10. Properties and waterways downstream from development sites shall be protected from erosion due to increases in the volume, velocity, and peak flow rate of stormwater runoff from the development site by the implementation of appropriate BMPs to minimize adverse downstream impacts.
11. All temporary onsite conveyance channels shall be designed, constructed and stabilized to prevent erosion from the expected flow velocity from a 2‑year frequency, 24‑hour duration storm for the post‑development condition. Stabilization adequate to prevent erosion of outlets, adjacent streambanks, slopes and downstream reaches shall be provided at the outlets of all conveyance systems.
12. All storm drain inlets made operable during construction shall be protected so that stormwater runoff shall not enter the conveyance system without first being filtered or otherwise treated to remove sediment. After proper written application, the requirement for inlet protection may be waived by Kitsap County on a site‑specific basis when the conveyance system downstream of the inlet discharges to an appropriate sediment containment BMP and the conveyance system can be adequately cleaned following site stabilization.
13. The construction of underground utility lines shall be limited, where feasible, to no more than 500 feet of open trench at any one time. Where consistent with safety and space considerations, excavated material shall be placed on the uphill side of the trench. Dewatering devices shall discharge to an appropriate sediment trap or pond, preceded by adequate energy dissipation, prior to runoff leaving the site.
14. Wherever construction vehicle access routes intersect paved roads, provisions shall be made to minimize the transport of sediment (mud) onto the paved road by use of appropriate BMPs such as a Stabilized Construction Entrance. If sediment is transported onto a road surface, the roads shall be cleaned thoroughly, as a minimum, at the end of each day. Sediment shall be removed from roads by shoveling or sweeping and be transported to a controlled sediment disposal area. Street washing shall be allowed only after sediment is removed in this manner.
15. All temporary erosion and sediment control BMPs shall be removed within 30 days after final site stabilization is achieved or after the temporary BMPs are no longer needed. Trapped sediment shall be removed or stabilized onsite. Disturbed soil areas resulting from removal of temporary BMPs shall be permanently stabilized. The removal of temporary erosion and sediment control BMPs may not be required for those projects, such as single-family plats, that will be followed by additional construction under a different permit. In these circumstances, the need for removing or retaining the measures will be evaluated on a site‑specific basis.
16. Dewatering devices shall discharge into an appropriate sediment trap or pond, designed to accept such a discharge, preceded by adequate energy dissipation, prior to runoff leaving the site.
17. All pollutants other than sediment that occur onsite during construction shall be handled and legally disposed of in a manner that does not cause contamination of storm or surface waters. Pollutants of concern include, but are not limited to, fuels, lubricants, solvents, concrete byproducts and construction materials
18. Protect all LID BMPs, including but not limited to bioretention, rain garden, and permeable pavement, from sedimentation through installation and maintenance of erosion and sediment control BMPs on portions of the site that drain into such BMPs. Restore the BMPs to their fully functioning condition if they accumulate sediment during construction. Prevent compaction in bioretention and rain garden BMPs by excluding construction equipment and foot traffic. Protect lawn and landscaped areas from compaction by construction equipment. Keep all heavy equipment off existing soils under LID BMPs that have been excavated to final grade to retain infiltration rate of the soils.
19. All temporary and permanent erosion and sediment control BMPs shall be maintained and repaired as needed to assure continued performance of their intended function. All maintenance and repair shall be conducted in accordance with the manual. The Applicant shall be responsible for assuring that any such facilities damaged during floods, storms or other adverse weather conditions are immediately returned to normal operating condition.
20. A performance covenant or performance surety shall be required for all projects to ensure compliance with the approved erosion and sediment control plan, as outlined in Chapter 12.12 of the Kitsap County Code.