



Guidance in Preparation of the Stormwater Control Plan (SWCP) Application

Application Submittal

- Complete the application using 'Chapter 3: Preparing Permit Applications' as a guide.
- Refer to [Figure 3-2](#) (Appendix B-16) for a flow chart. The worksheet below is based upon this flow chart.
- Use "n/a" where information requested is not applicable. If you are unsure regarding how to fill out any of the information, please come in and request assistance from a staff person.
- Utilize the Quick Reference SWCP Requirements Guide included as part of this application
- Exempt Projects only require the application coversheet (Pages 1 and 2 or Appendix B-1 and B-2) to be completed and returned with your project submittals.
- Non-Exempt Projects require the application, the stormwater site design analysis worksheet, and a SWCP (Appendix G).
- See the SWCP Checklist (starting on Appendix B-5) for the necessary documents to be included in the SWCP.

The following worksheet is based on the decision points shown in Figure 3-2. Use this worksheet when designing your project. The information in this worksheet will help you complete the SWCP Application.

Applicable Performance Requirements (Refer to [Figure 3-2](#) and [pages 3-3 thru 3-12](#))



Does the project fall under a category in Table 3-1 or Table 3-2?

YES NO

If YES, the project is EXEMPT. Fill out the SWCP Application and mark that the project is exempt. No SWCP is required.

If NO, continue to B.



Does the project create or replace less than 2,500 square feet of impervious surface?

Determine Net Impervious Area

New + Replaced Impervious Area: _____ sqft -

Reduction in Impervious Area (pre to post) _____ sqft

= Net Impervious Area _____ sqft

YES NO

If YES, the project is EXEMPT. Fill out the SWCP Application and mark that the project is exempt. No SWCP is required.

If NO, continue to C.



Is the project a detached single family residence?

YES NO

If YES, continue to D1, if NO, continue to E.



Does the project create or replace less than 5,000 SF of net impervious area?

YES NO

If YES, **PR No. 1** applicable to project. SWCP required. If NO, continue to F.



Does the project create or replace less than 15,000 SF of net impervious area?

YES NO

If project is a single family residence and YES, **PR No. 1** applicable. SWCP required. If project is not a single family residence and YES, **PR Nos. 1 & 2** are applicable. SWCP required.



If NO, D1 to continue to D2 and F to continue to G.



Does the project create or replace less than 22,500 square feet of net impervious area?

YES NO

If project is a single family residence and YES, **PR No. 1, 2 and 3*** are applicable. SWCP required.

If NO, **PR Nos. 1, 2, 3* and 4** are applicable. (*PR 3 Exemptions may apply – see Table 3-3). SWCP required.



Does the project fall under any special circumstances?

YES NO

If YES, Which of these special circumstances apply:

- Highly Altered Channel
- Intermediate Flow Control Facilities
- Historic Lake or Wetland

If YES, **PR No. 1, 2 and 5** are applicable to project. SWCP required.

If NO, continue to H1 and H2.



Determine the Watershed Management Zone ([Appendix A](#)) and Rainfall Event:

Property is in WMZ # _____

Rainfall Event _____ in.



Any exemptions per [Table 3-3](#)? _____

Continue to H3.



Does the project create or replace greater than 22,500 square feet of new and replaced impervious area?

YES NO

If YES, **PR Nos. 1, 2, 3* and 4** are applicable. SWCP required.

If NO, **PR Nos. 1, 2, 3*** are applicable. (*PR 3 Exemptions may apply – see [Table 3-3](#)). SWCP required.

Quick Reference for SWCP Requirements

EXEMPT

**PR No
1**

**PR Nos
1 & 2**

**PR Nos
1, 2,
& 3***

**PR Nos
1, 2,
& 5**

**PR Nos
1, 2, 3*,
& 4**

| Description | Projects that involve minimal impervious surfaces or are outside of an urbanized area. | Projects with less than 5,000 SF of impervious surface. Single family residences with less than 15,000 SF of impervious surface. | Projects with between 5,000 and 15,000 SF of impervious surfaces (except single family residences) | Projects with between 15,000 and 22,500 SF of impervious surfaces. | Projects with special circumstances. | Projects with 22,500 SF or more of impervious surface. |
|---|--|--|--|--|--------------------------------------|--|
| Prepare a SWCP? (Appendix G) | No, SWCP Application Only | Yes | Yes | Yes | Yes | Yes |
| Sizing Calculations Needed? | No | No | Yes | Yes | Yes | Yes |
| Retention Needed? | Maybe | Maybe | Maybe | Yes | Maybe | Yes |
| Structural Stormwater Measures? | No | Maybe | Maybe | Yes | Maybe | Yes |
| Annual Reporting? (O&M Agreements) | No | No | Yes | Yes | Yes | Yes |

(Stormwater Control Plan Applications are required for all project submittals)

* See **Table 3-3** of Handbook to determine if PR 3 requirements apply.