

City of Salem

**Standard Review Procedures
for Stormwater Design Submittals**

Introduction

The City of Salem (City) has a National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Permit issued by Oregon Department of Environmental Quality (DEQ) under federal Clean Water Act requirements. The City is required to develop and submit a Stormwater Management Program (SWMP) Document that demonstrates how it will meet and stay in compliance with the MS4 Permit through the implementation of a stormwater management program.

These stormwater plan review procedures address the requirements of Schedule A.3.e.v. for documented, standardized procedures for review and approval of stormwater control plans for new development and redevelopment projects. The City's Public Works Department, or the City's representative, reviews stormwater plans for Building Permits, Land Use Review, or Public Construction Permits.

Coordination Process

The City manages intake of permit applications and distribution of stormwater plan sets to the Public Works Department for stormwater plan review. The Community Development Department manages both the land use process and the building permit process. Projects may require construction of future public infrastructure in the public right-of-way, which is managed through a Public Construction Permit. The City's initial review evaluates impervious area thresholds and applicability of stormwater plan review as per Revised Code of Salem¹ (SRC). SRC §70.005 defines types of projects by impervious area thresholds, including:

- *Single Family Residential Projects* where the total new and replaced impervious surface is 1,300 square feet or more, but less than 10,000 square feet.
- *Large Projects* include 10,000 square feet or more of new pervious surface, new impervious surface, or replaced impervious surface, individually or combined, on private property; or, a project including 10,000 square feet or more of new pervious surface, new impervious surface, or replaced impervious surface, individually or combined, in public right-of-way.

SRC §71.075 through §71.100 requires stormwater flow control and treatment for single-family residential projects, City projects, and large projects.

Stormwater Plan Review

The City tracks each permit or case that includes stormwater plan review, including:

- Application Number
- Address
- Project Name
- Status
- Reviewer Name
- Date review started
- Date Stormwater Report Received (if applicable)
- Date review completed

¹ https://library.municode.com/or/salem/codes/code_of_ordinances

Projects that have triggered a stormwater plan review are electronically routed to the Public Works Department. Public Works will coordinate review with internal staff or their representative. A Professional Engineer (PE) provides a detailed review of the stormwater plan and other required stormwater submittals against the SRC, the Public Works Design Standards², Public Works Standard Construction Specifications³, and Standard Plans⁴. If needed, the PE or other qualified staff performs hydrologic or hydraulic modeling to review submitted engineered designs, structural engineering review of stormwater facility components, or landscape architecture review of stormwater facility planting plans.

The City has a standard set of requirements for the review of each stormwater plan set, including:

- Minimum submittal requirements and stormwater design standards for Single-Family Residential Projects.
- Minimum submittal requirements and stormwater design standards for Large Projects.
- Minimum submittal requirements for drafting and drawing.
- Landscaping plan tables that auto-calculate the minimum number and types of plants for a given stormwater facility size.
- Documentation of any requested design exceptions and review of those given rationale.

The PE will evaluate additional context and background for the application and plan review, such as prior land use review conditions related to the stormwater system. If the proposed design does not meet the requirements of the Revised Code of Salem and the Public Works Design Standards, Public Works or their representative will notify the applicant of needed changes. Once the applicant has provided a stormwater plan that meets the requirements of the SRC and adopted technical standards, Public Works or their representative will approve the stormwater plan. If there are any requested design exceptions, Public Works staff or their representative will review and provide a recommendation to the City Engineer regarding approval. The City Engineer makes the final determination on design exceptions. Once approved, Public Works staff or their representative marks all stormwater plan sets with inspection instructions for the construction phase.

At the completion of the stormwater plan review process, the City will manage the completion of other reviews and decisions related to the proposed project. The City manages issuance of permits and land use decisions and any associated construction inspections, certifications, as-built submittals, and public infrastructure acceptance.

² <https://www.cityofsalem.net/home/showpublisheddocument/6244/637805323919370000>

³ <https://www.cityofsalem.net/home/showpublisheddocument/6248/637805323930770000>

⁴ <https://www.cityofsalem.net/home/showpublisheddocument/6282/637805329089130000>