

CITY OF KIRKLAND

123 FIFTH AVENUE • KIRKLAND, WASHINGTON 98033-6189 • (425) 587-3800

DEPARTMENT OF PUBLIC WORKS PRE-APPROVED PLANS POLICY

Policy D-6: DRAINAGE DITCH FILL-IN

Any request to fill in an existing drainage ditch located within the City of Kirkland (COK) public right-of-way must comply with the requirements of this policy and the COK [Public Works Department Pre-Approved Plans](#). All costs associated with the required work will be borne by the applicant. Applicant is required to contact WA Dept. of Fish and Wildlife and US Army Corps of Engineers to determine if other permits are needed.

Upon receiving an inquiry to fill in a drainage ditch, Public Works staff will review the request and determine conditions on the subsequent work. Each request to fill in a ditch will be reviewed on a case-by-case basis, and will be conditioned accordingly. Public Works staff will review the application for completeness, review record drawings, and will conduct a site visit. Planning and Community Development staff will check for sensitive areas and possible stream determination. After reviewing this information, staff will either approve or deny the request. A request may be denied depending on potential stream impacts or if the ditch provides required water quality treatment.

PROCESS TO FILL-IN A DRAINAGE DITCH

Staff will create a permit and add conditions if approved; or let applicant know why request was denied.

If approved:

- 1) The property owner must obtain a [right-of-way permit](#) from Public Works.
- 2) Print and fill out the permit application and apply at the Public Works counter at City Hall.
- 3) The property owner must hire a state-licensed general contractor to perform the work.
- 4) The contractor must meet with the public works inspector at the site to review the scope of work to be performed.
- 5) Include a site plan of the proposed project with the application (see below for requirements).
- 6) Include a profile plan of the storm drain extension.
- 7) Include an Erosion and Sediment Control Plan for the land-disturbing project.
- 8) The property owner must post a right-of-way security deposit, based on the dollar value of the work to be performed. After completion of the work and acceptance by the Public Works Department, the City will then retain the right-of-way security deposit for 90 days. After the 90 days have elapsed, the Public Works Department will re-inspect the work. Once this has been completed, the security will be released.

The following are typical design requirements for a ditch fill-in:

- 1) Design of the storm drainage system by a civil engineer.
- 2) Installation of pipe in the ditch to continue conveyance of surface water.
- 3) Installation of 12" diameter PVC gravity pipe (ASTM D-3034), ductile iron pipe when minimum cover cannot be obtained.
- 4) Installation of a catch basin at both or one end of the ditch.

- 5) Installation of a catch basin to connect with existing pipes.
- 6) Saw-cutting, removal, and replacement of asphalt when the work encroaches into the pavement.
- 7) Applicant must determine if a US Army Corps of Engineers permit is needed (may be covered under Nationwide Permit #18 if fill is less than 25 cubic yards or 675 cubic feet, USACE requires notification if greater than 10 cubic yards or 270 cubic feet).
- 8) Applicant must determine if a Washington Department of Fish and Wildlife (WDFW) Hydraulic Project Approval (HPA) is needed (typically if the project is identified as a water of the state)

Please know that the Army Corps of Engineers (COE) and Department of Fish and Wildlife have asserted jurisdiction over upland ditches draining to streams. Either an existing Nationwide COE permit or an Individual COE permit and/or an HPA may be necessary for work within ditches, depending on the project activities. Applicants shall obtain the applicable COE and WDFW permits; information about COE permits can be found at: U.S. Army Corps of Engineers, Seattle District Regulatory Branch <http://www.usace.army.mil/Missions/CivilWorks/RegulatoryProgramandPermits.aspx> Specific questions can be directed to: Seattle District, Corps of Engineers, Regulatory Branch, CENWS-OD-RG, Post Office Box 3755, Seattle, WA 98124-3755, Phone: (206) 764-3495

Information about WDFW HPA permit can be found at:
<http://wdfw.wa.gov/licensing/hpa/>

References:

[Storm Drainage Index and Notes](#)

City of Kirkland Pre-Approved Plans [D.07](#) and [D.14](#)