



**To:** Environmental Services, Public Works, and Planning and Development Services  
Division Managers and Assistant Division Managers, and City of Tacoma Website  
Frank DiBiase, TPCHD Division Director, Environmental Health

**From:** Michael P. Slevin, III, P.E., Environmental Services Director

**Subject:** South Tacoma Groundwater Protection District Infiltration Policy

**Date:** January 9, 2017

Background: The City of Tacoma and Tacoma-Pierce County Health Department (TPCHD) are updating the guidance document *Implementation of Stormwater Infiltration for Pollution Generating Surfaces in the South Tacoma Groundwater Protection District* dated January 21, 2011 to reflect the current practices of Tacoma Municipal Code (TMC) 13.09 South Tacoma Groundwater Protection District (STGPD), specifically Section 13.09.070, Stormwater Infiltration. TMC 13.09.070 regulates the use of all infiltration facilities in the STGPD. Table 1 below was created to provide the circumstances and requirements for the approval of infiltration facilities that manage pollution generating stormwater runoff in the STGPD.

Non-Pollution Generating Surfaces: Infiltration of runoff from non-pollution generating hard or pervious surfaces is not restricted in the STGPD and will continue to be regulated per the requirements of the Stormwater Management Manual (SWMM).

Operation and Maintenance: Stormwater facilities installed in the City of Tacoma are required to be maintained per requirements of the SWMM on a regular and ongoing basis to ensure facility function is maintained. Unmaintained infiltration systems or an unacceptable change in operations may result in enforcement actions per TMC 13.09.

Ongoing maintenance activities for each facility are outlined in the facility specific Operation and Maintenance (O&M) Manuals and performed by the owners of the facility, or their designee. Written or electronic maintenance records must be available for review during inspections by either City of Tacoma or TPCHD staff.

In order to promote proper inspection and maintenance, each private stormwater facility will be required to have a Covenant and Easement (C&E) agreement with the City of Tacoma, which will be recorded to the title of the parcel through the Pierce County auditor. The C&E agreement outlines that a facility is present, that the owner is responsible to maintain the facility and that the City of Tacoma may enter the parcel to inspect, and if necessary, maintain the system.

Ongoing public education to promote best management practices and required maintenance of infiltration systems will be provided by TPCHD through STGPD inspections and City of Tacoma Environmental Services through facility inspections.

Application: Permit applicants who propose to install stormwater infiltration facilities in the STGPD may be required to submit an STGPD application and pay all associated fees. Applicants shall provide design submittals, O&M manuals, Monitoring Plans with associated Quality Assurance Project Plans and C&E agreements for review and approval as outlined in Table 1. Annual permitting is required for certain types of projects per Table 1.

Additional Considerations: Infiltration within the area of influence of underground contamination or contaminated sites regulated by EPA or another agency will not be allowed. Infiltration within the area of influence of drinking water wells may be allowed and may require additional studies and/or more stringent design criteria for the infiltration facility.



Source of stormwater runoff (by Use Intensity)	Permitting and Construction Requirements for Water Quality Treatment	Required Submittal Documents	Operation and Maintenance Responsibility	Monitoring Requirements	Ongoing Inspection Responsibility
<b>Low Intensity</b>					
Residential Street Improvements or residential development  (Note: if a residential development triggers any treatment beyond basic per the SWMM – it will be classified as Medium Intensity and shall comply with that section)	<ol style="list-style-type: none"> <li>Basic Treatment will be required for all pollution generating surfaces that are infiltrated regardless of: <ul style="list-style-type: none"> <li>the size of the facility,</li> <li>the area contributing to the facility,</li> <li>or if the thresholds of the SWMM are triggered.</li> </ul> </li> <li>Stormwater features shall be designed per the requirements in the SWMM. Infiltration facilities shall be reviewed and approved by Environmental Services/Planning and Development Services (ES/PDS) prior to construction.</li> <li>No annual STGPD permit required.</li> </ol>	<p><u>City of Tacoma</u></p> <ol style="list-style-type: none"> <li>Construction Permit documents for review</li> <li>Covenant and Easement Agreement</li> <li>Operations and Maintenance Manual for stormwater facilities</li> </ol> <p><u>Health Department</u></p> <ol style="list-style-type: none"> <li>For developments where all facilities are individually maintained by their owners, ES/PDS provide notification of development to include site plan showing stormwater facilities.</li> <li>For developments with stormwater facilities under joint ownership provide: <ul style="list-style-type: none"> <li>STGPD Application and fee.</li> <li>Construction Permit documents for review.</li> <li>Operations and Maintenance Manual for stormwater facilities</li> </ul> </li> </ol>	Operation and Maintenance by Owner per requirements listed in the SWMM and O&M Manual.	Monitoring not required.	Inspection by Environmental Services for residential street improvements and other NPDES required facilities.
<b>Medium Intensity</b>					
Industrial Sites Commercial Sites Multi-family sites High AADT roads (private), public roads not included in another category, or any development meeting the SWMM threshold for enhanced treatment.	<ol style="list-style-type: none"> <li>Enhanced Treatment will be required for all pollution generating surfaces that are infiltrated regardless of: <ul style="list-style-type: none"> <li>the size of the facility,</li> <li>the area contributing to the facility,</li> <li>or if the thresholds of the SWMM are triggered.</li> </ul> </li> <li>Oil Control will be required for sites meeting the thresholds of the SWMM.</li> <li>Monitoring ports shall be installed.</li> <li>Health Department to review site plan showing stormwater facilities, and O&amp;M Manual.</li> <li>STGPD application shall be submitted and approved by TPCHD prior to COT permit issuance.</li> <li>STGPD annual permit required.</li> <li>A public road project will not require an annual STGPD permit. However, the initial STGPD application and fee will be required.</li> <li>Stormwater features shall be designed per the requirements in the Stormwater Management Manual (SWMM).</li> </ol>	<p><u>City of Tacoma</u></p> <ol style="list-style-type: none"> <li>Construction Permit documents for review</li> <li>Covenant and Easement Agreement</li> <li>Operations and Maintenance Manual for stormwater facilities</li> </ol> <p><u>Health Department</u></p> <ol style="list-style-type: none"> <li>STGPD Application and fee.</li> <li>Construction Permit documents for review.</li> <li>Operations and Maintenance Manual for stormwater facilities</li> </ol>	Maintenance by Owner per SWMM, O&M Manual and as reviewed and approved by ES/ PDS and TPCHD.	Monitoring not required unless specifically requested by TPCHD.	Inspection by Environmental Services and TPCHD.



Source of stormwater runoff (by Use Intensity)	Permitting and Construction Requirements for Water Quality Treatment	Required Submittal Documents	Operation and Maintenance Responsibility	Monitoring Requirements	Ongoing Inspection Responsibility
Public Arterial Streets and Public High AADT roads	<ol style="list-style-type: none"> <li>Basic Treatment will be required for all pollution generating surfaces that are infiltrated regardless of: <ul style="list-style-type: none"> <li>the size of the facility,</li> <li>the area contributing to the facility,</li> <li>or if the thresholds of the SWMM are triggered.</li> </ul> </li> <li>Oil Removal will be required for sites meeting the thresholds of the SWMM.</li> <li>Enhanced Treatment will be required for pollution generating surfaces that are infiltrated when the thresholds of the SWMM are triggered.</li> <li>Health Department to review the construction permit documents.</li> <li>A public road will not require an annual STGPD permit. However, the initial STGPD application and fee will be required.</li> <li>Monitoring ports shall be installed.</li> <li>Stormwater features shall be designed per the requirements in the SWMM.</li> </ol>	<p><u>City of Tacoma</u></p> <ol style="list-style-type: none"> <li>Construction Permit documents or construction documents, as applicable, for review</li> <li>Covenant and Easement Agreement</li> <li>Operations and Maintenance Manual for stormwater facilities</li> </ol> <p><u>Health Department</u></p> <ol style="list-style-type: none"> <li>STGPD Application and fee.</li> <li>Operation and Maintenance Manual for stormwater facilities. This information shall be included in the City's Stormwater Detention and Treatment Facility O&amp;M Manual.</li> <li>Site plan to show stormwater features.</li> </ol>	Maintenance by Transmission Maintenance per the City's Stormwater Detention and Treatment Facility O&M Manual.	Monitoring not required unless specifically requested by TPCHD.	Inspection by Environmental Services. TPCHD to receive notification of new installations to determine possible need for monitoring.
<b>High Intensity</b>					
Commercial/Industrial Businesses handling, storing, disposing or generating hazardous materials in amounts exceeding the exempted limits identified in TMC 13.09.090. Not including the prohibited uses per TMC 13.09.060.	<ol style="list-style-type: none"> <li>Enhanced Treatment and Oil Removal will be required for all pollution generating surfaces that are infiltrated regardless of: <ul style="list-style-type: none"> <li>the size of the facility,</li> <li>the area contributing to the facility,</li> <li>or if the thresholds of the SWMM are triggered.</li> </ul> </li> <li>Monitoring ports shall be installed.</li> <li>Health Department to review the construction permit documents.</li> <li>STGPD application shall be submitted and approved by TPCHD prior to COT permit issuance.</li> <li>Annual STGPD permit required.</li> <li>Stormwater features shall be designed per the requirements in the Stormwater Management Manual (SWMM).</li> </ol>	<p><u>City of Tacoma</u></p> <ol style="list-style-type: none"> <li>Construction Permit documents for review</li> <li>Covenant and Easement Agreement</li> <li>Operations and Maintenance Manual for stormwater facilities</li> <li>Quality Assurance Project Plan (QAPP).</li> </ol> <p><u>Health Department</u></p> <ol style="list-style-type: none"> <li>STGPD Application and fee.</li> <li>Construction Permit documents for review.</li> <li>Operations and Maintenance Manual for stormwater facilities</li> <li>Quality Assurance Project Plan (QAPP).</li> </ol>	Maintenance by Owner per O&M Manual with STGPD permit and TPCHD review required at permitting phase.	Monitoring by Owner and submitted to the TPCHD and Environmental Services. <ol style="list-style-type: none"> <li>May require installation of on-site groundwater monitoring wells with a report of the results from the first storm prior to final certificate of occupancy, or as approved by Environmental Services.</li> <li>Will require quarterly monitoring and reporting of stormwater features for the first year.</li> <li>May require monitoring and reporting for the life of the project.</li> </ol>	Inspection by Environmental Services and TPCHD. STGPD annual permit required. Property owner or permitted business shall submit maintenance records to TPCHD on an annual basis at minimum.