



PUBLIC WORKS DEPARTMENT
ADMINISTRATION
ENGINEERING DIVISION
ENVIRONMENTAL SERVICES DIVISION

MAINTENANCE DIVISION
TRANSPORTATION DIVISION
TECHNICAL SERVICES DIVISION

225 FIFTH STREET
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www.ci.springfield.or.us/dept_pw.htm
www.ci.springfield.or.us

MARCH 5, 2004

REQUIRED STORMWATER SCOPING SHEET USE POLICY:

In October 2003, Springfield Public Works released a trial “stormwater scoping sheet,” provided to help engineers and developers meet stormwater requirements in the Springfield Development Code (SDC) and Engineering Design Standards and Procedures Manual (EDSPM). After a five month trial period, it became apparent that users of the scoping sheet submitted much more complete applications than non-users. An added bonus was a decrease in the overall review time spent on the applications, resulting in quicker notice of decisions.

As a result of the benefits of the scoping sheets, the City has decided to make their use a mandatory process. **As of April 12, 2004**, the use of stormwater scoping sheets will be required for all applications which require development review. All applications submitted to the City shall provide four (4) copies of a completed stormwater scoping sheet with the application packet. Attached with this letter is the latest version of the scoping sheet, which reflects changes requested by the development community.

PLEASE NOTE: SUBMITTED APPLICATIONS WILL NOW BE REQUIRED TO SUBMIT A COMPLETED STORMWATER SCOPING SHEET, STORMWATER STUDY AND PLANS IN CONFORMANCE WITH THE SCOPE REQUIREMENTS

DIRECTIONS FOR USING STORMWATER SCOPING SHEETS ARE AS FOLLOWS:

- 1.) Obtain scoping sheet from application packet, city website, or other location**
- 2.) Fill out project information (top half of front sheet) prior to commencement of work on stormwater study (note: do not sign scoping sheet until it is received from the City with requirements checked).**
- 3.) Mail, fax, or email all pages to: City of Springfield, Public Works Dept., Attn: Matt Stouder**
- 4.) Receive completed scoping sheet (filled out by the City) indicating minimum requirements for a complete stormwater study**
- 5.) Include four (4) copies of complete scoping sheet (signed by engineer at the bottom of page 2), stormwater study and plans that comply with the minimum required scope with submittal of application packet. The scoping sheet shall be included as an attachment, inside the front cover of the stormwater study.**

Stormwater scoping sheets can be found with all *application packets* (City website and the Public Works front counter) as well as on the *Public Works webpage* at either: www.ci.springfield.or.us/Pubworks/whatsnew.htm or under the link for “fillable forms” at www.ci.springfield.or.us/Pubworks/Design/start.htm . Thank you in advance for working with the City of Springfield with this new process.

Sincerely,

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