

## SWPPP REVIEW CHECKLIST

### SWPPP INFORMATION

Site Name/Location:

Developer:

Address/City/State/Zip:

Contact Person:

Office Phone:

Cell Phone:

Contractor:

Address/City/State/Zip:

Contact Person:

Office Phone:

Cell Phone:

Plan Preparer:

*Official Use only:* Submitted Items:

Plans Dated:

Date Submitted:

Date Reviewed:

Review Status:

Released for Construction

Denied

Revise/Resubmit

### A. SITE DESCRIPTION

Is there a clear description of the:	Engineer	This Column for City Use Only
1. Nature of the construction activity		
2. Order of major soil disturbing activities		
3. Estimate of total project area (# acres )		
4. Estimate of total disturbed area (# acres )		
5. Post run-off coefficient ( )		
6. Data describing soil conditions		
7. Receiving water name ( ) if MS4 – receiving water name from MS4		
8. Receiving water categorization/status ( )		
9. Site map indicating:		
• Drainage patterns		
• Approximate slopes after grading		
• Areas of land disturbance		
• Location of BMP control measures		
• Surface waters/wetlands		
• Stormwater discharge locations		

### B. SEDIMENT AND EROSION CONTROL MEASURES

Is there a clear description of the sediment and erosion control measures used?		
Does it clearly state when these measures will be implemented?		
Are the following control measures used:		
<b>1. Soil Stabilization Practices</b>		
• Is existing vegetation preserved where possible?		
• Are erosion prevention measures implemented on disturbed areas within 24 hrs or as soon as practical after completion		
• Are disturbed areas scheduled to begin stabilization with 14 days after construction activities have ceased?		
• Buffer Zone Requirement–25 ft for high quality & Impaired (Non Construction related)-50 ft for impaired(Sediment, no TMDL)		
• Are any of these stabilization practices utilized?		
<input type="checkbox"/> seeding <input type="checkbox"/> sodding <input type="checkbox"/> mulching <input type="checkbox"/> planting trees/shrub		
<input type="checkbox"/> use of geotextile fabrics <input type="checkbox"/> other appropriate measures		

2. Perimeter Structural Practices	Engineer	This Column for City Use Only
<ul style="list-style-type: none"> <li>• Are silt fences utilized on side slope borders of the site?</li> </ul>		
<ul style="list-style-type: none"> <li>• Are silt fences utilized on down slope borders of the site?</li> </ul>		
<ul style="list-style-type: none"> <li>• Are other equivalent structural practices utilized?</li> </ul>		
<ul style="list-style-type: none"> <li>• (ALTERNATE) Is there use of a sediment basin w/ a capacity of 3,600 cu. ft/acre of disturbed land?</li> </ul>		
<ul style="list-style-type: none"> <li>• Is a sediment basin planned if the common drainage location serves more than ten (10) distributed acres at one time?</li> </ul>		
<ul style="list-style-type: none"> <li>• Are any of these perimeter structural practices utilized?  <input type="checkbox"/> reinforced soil retaining systems    <input type="checkbox"/> silt fences    <input type="checkbox"/> gabions  <input type="checkbox"/> protection of drain inlets and outlets    <input type="checkbox"/> check dams  <input type="checkbox"/> subsurface drains    <input type="checkbox"/> earthen dikes    <input type="checkbox"/> pipe slope drains  <input type="checkbox"/> sediment basins    <input type="checkbox"/> other measures</li> </ul>		
<ul style="list-style-type: none"> <li>• Are any of these devices subject to Section 404 of the Clean Water Act?</li> </ul>		
<b>3. Stormwater Management Devices</b>		
<ul style="list-style-type: none"> <li>• Are any devices to be installed <b>during</b> construction that will control stormwater pollutants which will occur <b>after</b> construction is complete?</li> </ul>		
<ul style="list-style-type: none"> <li>• Are velocity dissipation devices placed at discharge locations and along the length of outfall channels to provide a non-erosive flow so that original physical and biological characteristics and function of the receiving waters are maintained and protected?</li> </ul>		
<ul style="list-style-type: none"> <li>• Are any of these management devices utilized:  <input type="checkbox"/> velocity dissipation devices    <input type="checkbox"/> wet ponds  <input type="checkbox"/> stormwater retention/detention basins  <input type="checkbox"/> runoff infiltration devices  <input type="checkbox"/> vegetated swales/natural depressions used for flow reduction  <input type="checkbox"/> sequential systems that combine several devices</li> </ul>		
<ul style="list-style-type: none"> <li>• Are any of these devices subject to Section 404 of the Clean Water Act?</li> </ul>		
<ul style="list-style-type: none"> <li>• Are the control measures managing storm events up to and including a 2-year, 24-hour event</li> </ul>		
<b>C. OTHER CONTROL MEASURES</b>		
<p>Does the plan include statement (or equivalently addressed) that states:</p> <ul style="list-style-type: none"> <li>• “No solid materials, including building materials, shall be discharged into the waters of the Commonwealth, except by a Section 404 permit”.</li> <li>• “Off-site vehicles sediment tracking and dust generation shall be minimized”.</li> <li>• “Waste disposal methods and sanitary sewer or septic systems shall comply with applicable state or local regulations”.</li> </ul>		
<b>D. OTHER STATE OR LOCAL PLANS</b>		
<p>Does the plan include specified requirements from other EPSC plans or permits that have been approved by other state or local officials?</p>		

E. MAINTENANCE	Engineer	This Column for City Use Only
Does the plan include a clear description of the maintenance plans or procedures necessary to keep the control measures <b>(ITEMS B, C &amp; D ABOVE)</b> in good and effective operating order, including frequency of maintenance?		
F. INSPECTIONS		
<p>Does the plan include requirements for inspections by “<b>QUALIFIED PERSONNEL</b>” every seven (7) days or every 14 days and within 24 hours of a storm event of .5 inches or greater of the following:</p> <ul style="list-style-type: none"> <li>• Stormwater control devices</li> <li>• Discharge locations</li> <li>• Vehicle exits</li> <li>• Disturbed areas of the site</li> <li>• Material storage locations</li> <li>• Areas temporarily/finally stabilized to be inspected at least once a month.</li> </ul>		
1. Does the plan refer to actions to be taken to revise the BMP plan based on the results of the inspection and be implemented within 7 days?		
<p>Does the BMP Plan require the completion of an Inspection Report of the control measures listed in <b>Section B</b> that summarizes, as a minimum the following:</p> <ul style="list-style-type: none"> <li>• Scope of the inspection</li> <li>• Names and qualifications of the personnel making the inspection</li> <li>• Date of the inspection</li> <li>• Major observations made relating to implementation of BMP Plan</li> <li>• Any corrective action taken</li> </ul>		
2. Does the BMP Plan require this report to be kept as part of the BMP plan for at least three (3) years after the date of the inspection or until one (1) year after coverage under this permit ends?		
3. Does the BMP Plan require the report to be signed by “ <b>QUALIFIED PERSONNEL</b> ” in accordance with the language of Part II and III of the General Permit?		
4. Has a blank copy of this Inspection Report been included in the BMP Plan for review?		
NON-STORMWATER DISCHARGES		
<p>Does the BMP Plan identify and ensure the implementation of appropriate pollution prevention measures for non-stormwater discharges:</p> <ul style="list-style-type: none"> <li>• Pollution Prevention controls (e.g. gasoline or diesel fuel spills)</li> <li>• Good Housekeeping measures</li> <li>• Disposal procedures for trapped sediment.</li> </ul>		

<b>CONTRACTORS AND SUBCONTRACTORS</b>	<b>Engineer</b>	<b>This Column for City Use Only</b>
1. Does the BMP Plan provide for a clean statement that identifies the contractor or sub-contractor that will implement each control measure identified in the BMP Plan?		
2. Are all contractors or subcontractors required to sign a certification statement in accordance with PART II of the General Permit prior to conducting any professional services at the site that states: “I certify under penalty of law that I understand the terms and conditions of the general National Pollutant Discharge Elimination system (NPDES) permit that authorizes the stormwater discharges associated with industrial activity from the construction site identified as part of this certification”		
3. Does this certification include: <ul style="list-style-type: none"> <li>• Name of person providing the signature</li> <li>• Title of the person providing the signature</li> <li>• Name of contracted firm</li> <li>• Address of contracted firm</li> <li>• Telephone number of contracted firm</li> <li>• Address or other identifying description of the site</li> <li>• Date the certification was made</li> </ul>		
4. Are all certification statements included in the BMP plan?		
5. Is a blank copy of the certification statement included in the BMP plan for review?		
<b>SWPPP REVIEW COMMENTS:</b>		
<div style="display: flex; justify-content: space-between;"> <span data-bbox="99 1656 1162 1736"><b>SWPPP PREPARED by:</b></span> <span data-bbox="1162 1656 1521 1736"><b>Date:</b></span> </div>		