Common Plan of Development
Storm Water Pollution Prevention Plan

for:

Insert Subdivision Name
Address
City, State, Zip Code

Operator(s):

Insert Company Name
Company Representative Name
Address
City, State, Zip Code

CONTENTS

SECTION 1: SITE EVALUATION, ASSESSMENT, AND PLANNING

1.1 Project Information

Project Name:					
Address:					
City:		State:		Zip Code:	
Latitude:					
Longitude:					
UPDES permit tracking number:					

Latitude/Longitude:

1. *Open Google Earth. If you do not have Google Earth installed on your computer, follow these steps:*
   a. *Open a web browser.*
   b. *Type the following url: http://www.google.com/earth/download/ge/*
   c. *Click on the blue icon that says "Download Google Earth."*
   d. *Follow the steps to complete the installation.*
   e. *Once installed, open Google Earth.*
2. *Once Google Earth has opened, find the box titled "fly to" in the upper left corner of the screen.*
3. *Type in the project address including city and state and press enter.*
4. *If Google Earth is unable to find the project address, try typing only the city and state and press enter.*
5. *Using the mouse to zoom and pan, verify that the location shown is the project site.*
6. *Place the mouse directly over the project site and look at the numbers displayed at the bottom of the screen. The first number displayed is the Latitude. Write this number in the space provided on #1 under Latitude.*
7. The next number shown is the Longitude. Write this number in the space provided on #1 under Longitude.
8. Next mark the box labeled "Other" below. In the space provided write "Google Earth."

UPDES project or permit tracking number:

This number will be given to you after you have filed for a National Pollutant Discharge Elimination System (UPDES) construction general permit. If you do not have the number, leave this space blank and continue to the following page.

1.2 Contact Information/Responsible Parties

Operator(s):

Owner:		
Contact Person:		
Address:		
City, State, Zip Code:		
Telephone Number:		
Email Address:		

Repeat as needed

General Contractor:	
Contact Person:	
Address:	
City, State, Zip Code:	
Telephone Number:	
Email Address:	

Project Manager:

Company Name:	
Contact Person:	
Address:	
City, State, Zip Code:	
Telephone Number:	
Email Address:	

SWPPP Contact:

Company Name:	
Contact Person:	
Address:	
City, State, Zip Code:	
Telephone Number:	
Email Address:	

This SWPPP was prepared by:

Company Name:	
Contact Person:	
Address:	
City, State, Zip Code:	
Telephone Number:	
Email Address:	

Emergency 24-Hour Contact:

Company Name:	
Contact Person:	
Address:	
City, State, Zip Code:	
Telephone Number:	
Email Address:	

An example contact is shown below:

Project Manager(s) or Site Supervisor(s):
RBI Development, LLC
Mr. Jared Strong, Project Manager
13 South Avenue
Boise, ID 83701
Office Phone: (208) 555-5555
Site Phone: (208) 444-4444
Email: Jstrong@rbi.com
Mr. Strong is responsible for managing day-to-day site operations including overall site development of lots A1-C10 and construction of houses on lots A2–A16.

1.3 Nature and Sequence of Construction Activity

Describe the general scope of the work for the project, major phases of construction, etc: Modify the text below to describe your situation

_____ Builder is buying lots at the _____ sub-division from _____ owner and will be building pre-sold houses to individual home owners. This subdivision was developed by XYZ Development and did all the improvement work under the UPDES permit UTR######. The project infrastructure has been completed according to XYZ Municipality Standards and Specifications. XYZ Builder is obtaining a new UPDES permit and will transfer the SWPPP responsibilities to each home owner at the home sale closing. During the construction phase, XYZ Builder will not be building more than X houses at a time.

What is the function of the construction activity?

☐ Residential ☐ Commercial ☐ Industrial

Estimated Project Start Date:

Estimated Project Completion Date:

1.4 Soils, Slopes, Vegetation, and Current Drainage Patterns

Describe the existing soil conditions at the construction site including soil types, slopes and drainage patterns.

Soil Type(s):
Slopes:
Drainage Patterns:
Vegetation:

Soil Types: *These may include sands, clays, silts, gravel, or a combination of these.*

Example of a Slope Description*: The north side of the site slopes down to Utah Creek and will remain as an area of natural vegetation and be protected during construction activities.*

Example of a Drainage Pattern Description: *Existing site runoff flows north toward Utah Creek and south toward an unnamed tributary of Utah Creek. (See Appendix B – Pre-Construction Site Map)*
After grading and installation of stormwater conveyances, ninety percent of the site runoff will be collected by storm drain inlets, an earth dike, and a vegetated swale, which will convey the runoff to the sediment basin in the northeast corner of the site. Water will be discharged from the sediment basin, through a riprap spillway and level spreader, and enter a natural vegetated area before discharging to Utah Creek. The remaining ten percent of site runoff will flow south and southwest to natural vegetated areas before discharging to an unnamed tributary of Utah Creek. (See Appendix B – Site Map)

Example of Vegetation Description: *The site supports blocks of old growth trees (conifers) and undergrowth vegetation. Interspersed throughout the blocks of old-growth trees are open pasture lands. The open pasture lands are dominated by pasture grasses consisting of wheatgrass.*

1.5 Construction Site Estimates

Common Plan of Development Total Project Area:	
Construction site area to be disturbed:	
Percentage impervious area before construction:	
Percentage impervious area after construction:	
Runoff coefficient before and after construction:	*Obtain this information from the original SWPPP*

1.6 Receiving Waters

Receiving Waters:

☐ Logan River ☐ Spring Creek

☐ Other: *(e.g. on site retention, class V injection well, etc.)*

Description of storm sewer systems: *(e.g.* River Heights City MS4 municipal separate storm sewer system, irrigation district, private system, etc)

Description of impaired waters or waters subject to TMDLs:
Cutler TMDL: Phosphorus, Dissolved Oxygen

1.7 Site Features and Sensitive Areas to be Protected

Describe unique site features including stream, stream buffers, wetlands, specimen trees, natural vegetation, steep slopes, or highly erodible soils that are to be preserved. Describe measures to protect these features and include this features and areas in your site maps, you can also obtain this information from the original SWPPP.

1.8 Potential Sources of Pollution

Check with an X the activities that apply to your project

Activities	Check with an X the activities that apply	Sediment	Nutrients	Heavy Metals	pH (acids and bases)	Pesticides & Herbicides	Oil & Grease	Bacteria & Viruses	Trash, Debris, Solids	Other toxic Chemicals
Clearing, grading, excavating, and un-stabilized areas		√							√	
Paving operations		√					√		√	
Concrete washout, stucco and cement waste				√	√				√	
Structure construction, painting, cleaning				√	√				√	√
Demolition and debris disposal		√							√	
Dewatering operations		√	√						√	
Material Delivery and storage		√	√	√	√		√		√	√
Material use during building process			√	√	√		√		√	√
Solid waste disposal									√	√
Hazardous Waste, contaminated spills				√	√	√	√			√
Sanitary waste			√		√			√		
Vehicle/equipment fueling, maintenance, use and storage							√		√	√
Landscaping operations		√	√			√			√	√
Describe others										

1.9 Endangered Species Certification

You can obtain this information from the original SWPPP or contact the Department of Natural Resources and obtain a waiver from them or modify the text below to describe your situation.

XYZ Company conducted a review of any potential endangered/threatened species and critical habitat on XYZ Development in XYZ City, Utah. XYZ Company first reviewed the Utah State Endangered Species Protection Program dated June 2008 and endangered species list. XYZ Company did not identify any endangered species in the project area.

To determine if any endangered or threatened species are located near your construction site, please review the list on the following page which lists the endangered and threatened species found in Cache Valley. With the exception of the extirpated species (no longer found in the area) listed above, the contractor must verify whether or not the listed species are found within the project boundaries. This may be done by contacting Sarah Lindsey with the Division of Wildlife Resources. Her phone number is 801-538-4759, or email sarahlindsey@utah.gov.

The next question asks you to explain how this determination was made. Include the following website (http://dwrcdc.nr.utah.gov/ucdc/viewreports/te_cnty.pdf) as the location where you obtained the list of endangered species, and summarize your conversation with Sarah Lindsey.

The following list of endangered, threatened, and candidate species was provided by the Division of Wildlife Resources, updated on June 24, 2010.

Cache County

Common Name	***Scientific Name***	***Status***
Maguire Primrose	*Primula maguirei*	*T*
Ute Ladies' Tresses	*Spiranthes diluvialis*	*LT*
Greater Sage-grouse	*Centrocercus urophasianus*	*C*
Yellow-billed Cuckoo	*Coccyzus americanus*	*C*
Brown (Grizzly) Bear	*Ursus arctos*	*T Extirpated*
Canada Lynx	*Lynx Canadensis*	*T*

DEFINITIONS

E

A taxon that is listed by the U.S. Fish and Wildlife Service as "endangered" with the probability of worldwide extinction.

E Experimental

An "endangered" taxon that is considered by the U.S. Fish and Wildlife Service to be "experimental and non-essential" in its designated use areas in Utah.

E, T, or C Extirpated

An "endangered," "threatened," or "candidate" taxon that is "extirpated" and considered by the U.S. Fish and Wildlife Service to no longer occur in Utah.

E or T Proposed

A taxon "proposed" to be listed as "endangered" or "threatened" by the U.S. Fish and Wildlife Service.

T

A taxon that is listed by the U.S. Fish and Wildlife Service as "threatened" with becoming endangered.

C

A taxon (group of organisms) for which the U.S. Fish and Wildlife Service has on file sufficient information on biological vulnerability and threats to justify it being a "candidate" for listing as endangered or threatened.

1.10 Historic Preservation

You can obtain this information from the original SWPPP or contact Utah State History Preservation Office 801-533-3561 to obtain a list of historic places.
http://history.utah.gov/historic_buildings/national_register/documents/NR_List.pdf

The construction of storm water facilities may result in effects to historic properties. Historic properties may include houses, buildings, ditches, headwalls, or other constructed features that are 50 or more years old. Where historic features are potentially affected, a qualified historian may need to undertake the following:

- *Determine the extent and characteristics of the historic property*
- *Determine the effect on the historic property*
- *Coordinate findings with the State Historic Preservation Office*

If further information is needed, contact the State Historic Preservation Office at http://history.utah.gov/state_historic_preservation_office/index.html or contact Jim Dykman or Lori Hunsaker at 801-533-3555

1.11 Applicable Federal, Tribal, State or Local Permits

Submit copies of all applicable permits *(e.g. 404, dewatering UTG070000, stream alteration, municipal land disturbance permit, etc.)*

SECTION 2: EROSION AND SEDIMENT CONTROL BMPS

2.1 Minimize Disturbed Area and Protect Natural Features and Soil

Describe the areas that will be disturbed with each phase of construction and the methods (e.g., signs, fences, etc.) that you will use to protect those areas that should not be disturbed. Modify the text below to describe your situation

(e.g. XYZ Subdivision has all improvements (paved roads, concrete sidewalks and utilities) all the lots are covered with vegetation. XYZ Builder will clearly mark the property boundaries with green T Posts and will limit the disturbance area to individual building lots.

2.2 Phase Construction Activity

Describe the intended construction sequencing and timing of major activities, including any opportunities for phasing grading and stabilization activities to minimize the overall amount of disturbed soil that will be subject to potential erosion at one time. Modify the text below to describe your situation

(e.g. XYZ Builder will excavate the single home site clearing for a footing/foundation. Construction crews will build new home structure on the property. Final grading will blend with existing contours. XYZ Builder will not be disturbing more than X# lots at a time).

2.3 Control Stormwater Flowing onto and through the Project. *Give example of possible scenario, give example of BMPs*

BMP Description:	
Installation Schedule:	
Maintenance Inspection:	
Responsible Staff:	

2.4 Stabilize Soils. *Give example of possible scenario, give example of BMPs*

BMP Description:	
☐ Permanent ☐ Temporary	
Installation Schedule:	
Maintenance Inspection:	
Responsible Staff:	

2.5 Protect Slopes. *Give example of possible scenario, give example of BMPs*

BMP Description:	
Installation Schedule:	
Maintenance Inspection:	
Responsible Staff:	

2.6 Protect Storm Drain Inlets. *Give example of possible scenario, give example of BMPs*

BMP Description:	
Installation Schedule:	
Maintenance Inspection:	
Responsible Staff:	

2.7 Establish Perimeter Controls and Sediment Barriers. *Give example of possible scenario, give example of BMPs*

BMP Description:	
Installation Schedule:	
Maintenance Inspection:	
Responsible Staff:	

2.8 Establish Stabilized Construction Exits. *Give example of possible scenario, give example of BMPs*

BMP Description:	
Installation Schedule:	
Maintenance Inspection:	
Responsible Staff:	

2.9 Additional BMPs. *Give example of possible scenario, give example of BMPs*

BMP Description:	
Installation Schedule:	
Maintenance Inspection:	
Responsible Staff:	

Pick these BMPs from the city approved list of construction site runoff controls BMPs. Alternate BMPs may be considered.

SECTION 3: GOOD HOUSEKEEPING BMPS

3.1 Material Handling and Waste Management *(Trash disposal, sanitary waste, proper material handling)*

BMP Description:	
Installation Schedule:	
Maintenance Inspection:	
Responsible Staff:	

Repeat as needed

3.2 Establish Proper Building Material Staging Areas. *Give example of possible scenario, give example of BMPs*

BMP Description:	
Installation Schedule:	
Maintenance Inspection:	
Responsible Staff:	

3.3 Designate Washout Areas *(Concrete washout, stucco, paint, insulation, etc.)*

BMP Description:	
Installation Schedule:	
Maintenance Inspection:	
Responsible Staff:	

Repeat as needed

3.4 Establish Proper Equipment/Vehicle Fueling and Maintenance Practices. *Give example of possible scenario, give example of BMPs or no fuel will be stored on site, no equipment maintenance is allowed on site.*

BMP Description:	
Installation Schedule:	
Maintenance Inspection:	
Responsible Staff:	

3.5 Control Equipment/Vehicle Washing. *Give example of possible scenario, give example of BMPs or no equipment washing is allowed on site.*

BMP Description:	
Installation Schedule:	
Maintenance Inspection:	
Responsible Staff:	

3.6 Spill Prevention and Control Plan

Material	Location of Spill	Reportable Quantity
Diesel Fuel and Oils	Land/Water	25 gallons or visible sheen
Antifreeze	Land/Water	13 gallons
Gasoline	Land/Water	25 gallons

Each work area has a spill response kit. Most of the spills can be cleaned up following the manufacturer recommendation Absorbent/oil dry, sealable containers, plastic bags, and shovels/brooms are suggested minimum spill response items that should be on this location

1st Priority: Protect all people
2nd Priority: Protect equipment and property
3rd Priority: Protect the environment

1. Make sure the spill area is safe to enter and that it does not pose an immediate threat to health or safety of any person.
2. Stop the spill source
3. Check for hazards (flammable material, noxious fumes, cause of spill) – if flammable liquid, turn off engines and nearby electrical equipment. If serious hazards are present leave area and call 911. LARGE SPILLS ARE LIKELY TO PRESENT A HAZARD.
4. Call co-workers and supervisor for assistance and to make them aware of the spill and potential dangers
5. If possible, stop spill from entering drains (use absorbent or other material as necessary)
6. Stop spill from spreading (use absorbent or other material)
7. If spilled material has entered a storm sewer; contact the City Storm Water Department.
8. Clean up spilled material according to manufacturer specifications, for liquid spills use absorbent materials and do not flush area with water.
9. Properly dispose of cleaning materials and used absorbent material according to manufacturer specifications.

Emergency Numbers

National Response Center (NRC)	800-424-8802
Utah State Department of Environmental Quality 24 hr answering Service	801-536-4300
Utah Division of Water Quality	801-538-6146
Utah Hazmat Response Officer 24 hrs	801-538-3745
Bear River Health	435-792-6500
Fire/Police Department	911
Municipal Storm Water Collections	435-752-2646

3.7 Any Additional BMPs. *Give example of possible scenario, give example of BMPs (Street sweeping, etc)*

BMP Description:	
Installation Schedule:	
Maintenance Inspection:	
Responsible Staff:	

Pick these BMPs from the city approved list of construction site runoff controls BMPs. Alternate BMPs may be considered.

3.8 Allowable Non-Stormwater Discharge Management

Refer to section 1.5 of the UPDES CGP UTR300000

Authorized Non-Storm Water Discharges	Comments
1. Discharges from fire-fighting activities.	
2. Fire Hydrant flushing.	No hyper-chlorinated water discharges (from water lines disinfection) will be allowed in the storm drain. Prior arrangements must be made with the Sanitary Sewer Treatment Facility before high-chlorine water is flushed in to the sanitary sewer.
3. Waters used to wash vehicles where detergents are not used.	Concrete trucks are rinsed on the site without the use of detergents. Washout water is retained on the site.
4. Water used to control dust.	
5. Potable water sources including waterline flushing, routine external building wash down that does not use detergents.	
6. Pavement wash waters where spills or leaks of toxic or hazardous material have not occurred (unless all spilled material has been removed) and where detergents are not used.	
7. Uncontaminated air conditions or compressor condensate.	
8. Uncontaminated ground water or spring water,	
9. Foundation or footing drains where flows are not contaminated with process materials such as solvents	
10. Landscape irrigation	

SECTION 4: POST-CONSTRUCTION BMPS AND FINAL STABILIZATION

Refer to section 1.11 for local post construction BMP requirements *(e.g. for residential development. Homeowner to complete landscaping within 2 years after taking ownership of the house)*

BMP Description:	
Installation Schedule:	
Maintenance Inspection:	
Responsible Staff:	

Repeat as needed

Pick these BMPs from the city approved list of construction site runoff controls BMPs. Alternate BMPs may be considered.

SECTION 5: INSPECTIONS

5.1 Inspections

1. Inspection Personnel: *Identify the person(s) who will be responsible for conducting inspections and describe their qualifications*

2. Inspection Schedule:

☐ At least once every 7 calendar days; or

☐ At least once every 14 calendar days and within 24 hours of the end of a storm event of 0.5 inches or greater.

SECTION 6: CERTIFICATION AND NOTIFICATION

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name: _____ Title: _____

Signature: _____ Date: _____

Name: _____ Title: _____

Signature: _____ Date: _____

SECTION 7: RECORDKEEPING AND TRAINING

The following is a list of records you must keep with your SWPPP.

1. SWPPP Amendment Log (appendix G)
2. Subcontractor Certifications/Agreements (appendix H)
3. Grading and Stabilization Activities Log (appendix I)
4. Training Log (appendix J)
5. Delegation of Authority (appendix K)
6. Inspection Reports (appendix L)
7. Corrective Action Log (appendix M)

SECTION 8 APPENDICES

Appendix A- General Location Map

See attached example site map

Appendix B- Site Maps

See attached example general location map

Appendix C- BMP Specification Sheets

See city website for a list of BMP's that may be used

Appendix D- Construction General Permit

See attached permit

Appendix E- NOI

The NOI may be filed online at: https://secure.utah.gov/stormwater/main.html

Appendix F- Additional Information (LDP, Other Permits, Historic Places, Endangered Species)

Attach additional information as needed

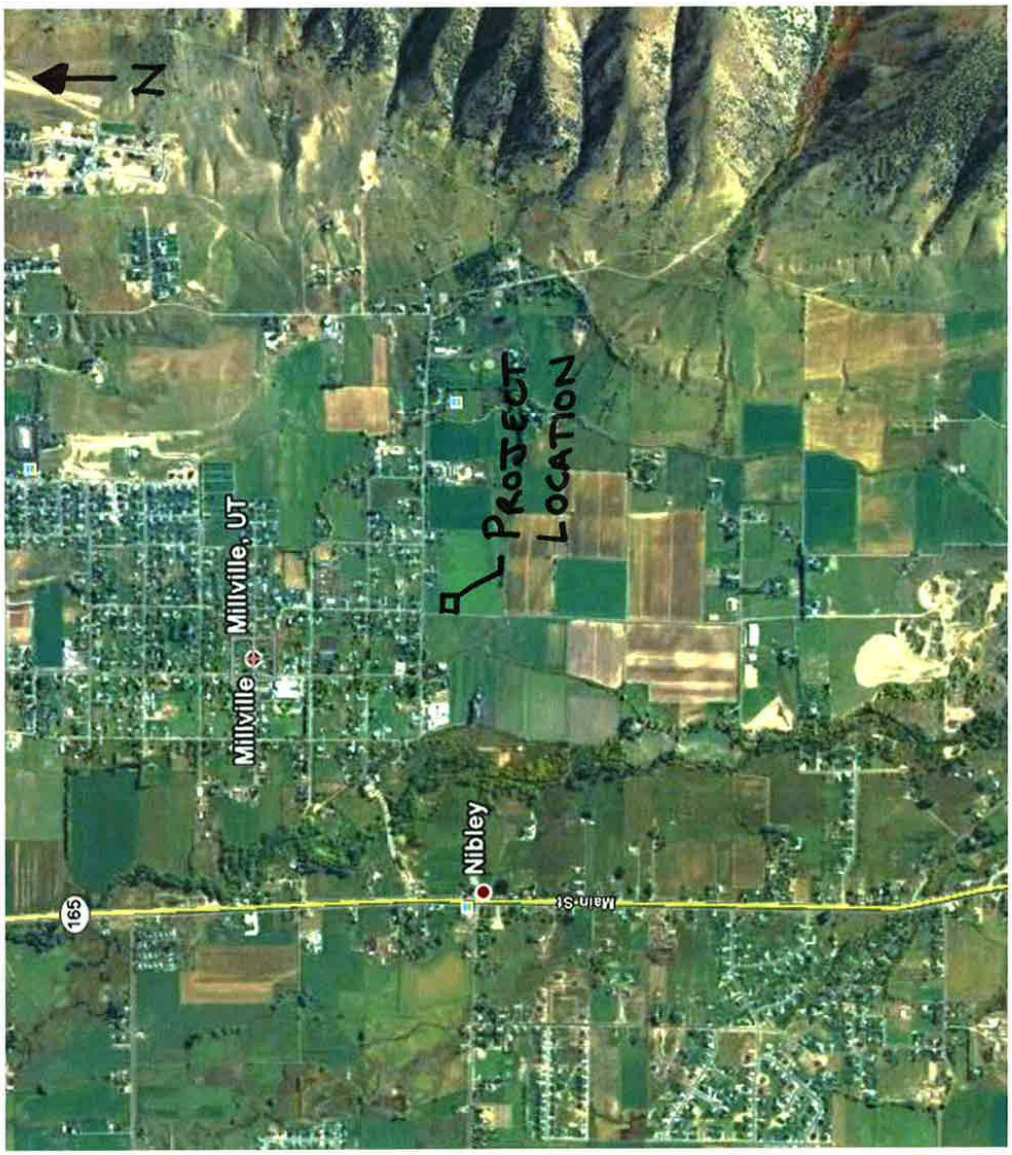
Appendix G- SWPPP Amendment Log
Appendix H- Subcontractor Certifications/Agreements
Appendix I- Grading and Stabilization Activities Log
Appendix J- Training Log
Appendix K- Delegation of Authority
Appendix L- Inspection Reports

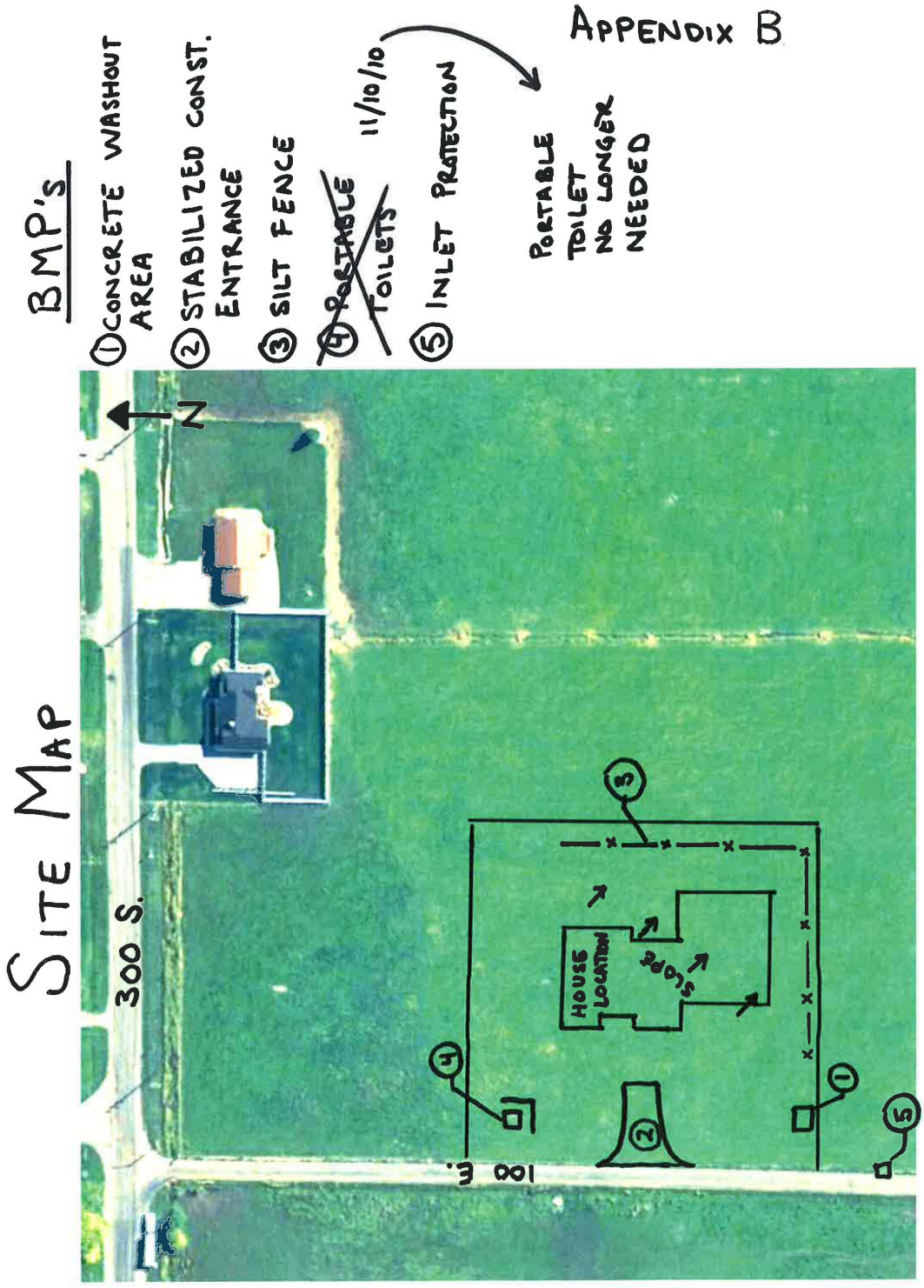
See attached inspection forms

Appendix M- Corrective Action Log

APPENDIX A

GENERAL LOCATION MAP




SITE MAP
BMP's
① CONCRETE WASHOUT AREA
② STABILIZED CONST. ENTRANCE
③ SILT FENCE
④ PORTABLE TOILETS 11/10/10
⑤ INLET PROTECTION
APPENDIX B
PORTABLE TOILET NO LONGER NEEDED
N
300 S.
100 E.
HOUSE LOCATION
DOOR

Appendix G – SWPPP Amendment Log

Amendment No.	Description of the Amendment	Date of Amendment	Amendment Prepared by [Name(s) and Title]

Appendix H – Subcontractor Certifications/Agreements

SUBCONTRACTOR CERTIFICATION
STORMWATER POLLUTION PREVENTION PLAN

Project Number: _____

Project Name: _____

Operator(s): _____

As a subcontractor, you are required to comply with the Stormwater Pollution Prevention Plan (SWPPP) for any work that you perform on-site. Any person or group who violates any condition of the SWPPP may be subject to substantial penalties or loss of contract. You are encouraged to advise each of your employees working on this project of the requirements of the SWPPP. A copy of the SWPPP is available for your review at the office trailer.

Each subcontractor engaged in activities at the construction site that could impact stormwater must be identified and sign the following certification statement:

I certify under the penalty of law that I have read and understand the terms and conditions of the SWPPP for the above designated project and agree to follow the BMPs and practices described in the SWPPP.

This certification is hereby signed in reference to the above named project:

Company: _____

Address: _____

Telephone Number: _____

Type of construction service to be provided: _____

_____

_____

Signature: _____

Title: _____

Date: _____

Appendix I – Grading and Stabilization Activities Log

Date Grading Activity Initiated	Description of Grading Activity	Date Grading Activity Ceased (Indicate Temporary or Permanent)	Date When Stabilization Measures are Initiated	Description of Stabilization Measure and Location

Appendix J – SWPPP Training Log

Stormwater Pollution Prevention Training Log

Project Name:

Project Location:

Instructor's Name(s):

Instructor's Title(s):

Course Location: Salisbury Development Office_____ Date: _____

Course Length (hours): One (1)

Stormwater Training Topic: *(check as appropriate)*

- ❑ **Erosion Control BMPs**
- ❑ **Emergency Procedures**
- ❑ **Sediment Control BMPs**
- ❑ **Good Housekeeping BMPs**
- ❑ **Non-Stormwater BMPs**

Specific Training Objective: Instruct proper and acceptable disposable of building wastes

Attendee Roster: *(attach additional pages as necessary)*

No.	Name of Attendee	Company
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Appendix K – Delegation of Authority Form

Delegation of Authority

I, _____designate the person or specifically described position below to be a duly authorized representative for the purpose of overseeing compliance with environmental requirements, including the Construction General Permit, at the _____ construction site. The designee is authorized to sign any reports, stormwater pollution prevention plans and all other documents required by the permit.

Company Name _____
Individual's Name _____
Address _____
City, State, Zip Code _____
Telephone Number _____

By signing this authorization, I confirm that I meet the requirements to make such a designation as set forth in UTR300000, Section 5.16 and that the designee above meets the definition of a "duly authorized representative" as set forth in UTR300000, Section 5.16.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name: _____

Company: _____

Title: _____

Signature: _____

Date: _____

Erosion and Sediment Control Inspection and Corrective Action Report

Inspector: _____Date: _____

Site Name and Location: _____

Current Weather Conditions: _____ Last Rain Event >.5": _____

Site Description: _____

_____

BMP Designation	O.K	Not O.K.	BMP Condition, Corrective Action.
Construction Access Is the tracking pad Preventing sediment from Being tracked into the Street?			
Washout facility Are washout facilities (e.g. Paint, stucco, concrete) Available , clearly marked And maintained?			
Portable Toilet Is the portable toilet placed Behind the sidewalk or at Least 10' away from the Street properly anchored?			
Perimeter Control Clearing Limits Marked? Silt Fences?			
Inlet, Curb and Gutter Check Dam Sediment Protection Rock bags?			
Waste Disposal Is trash/litter from work Areas collected in a dumpsters or removed from the site daily			
Street Sweeping And Dust Control			
Other BMP Maintenance			

UPDES STORM WATER INSPECTION EVALUATION FORM FOR SWPPP COMPLIANCE

BACKGROUND INFORMATION

Site Name:		UPDES Permit #:	
Site Address:			
Local Jurisdiction or County:			
Permit Effective Date:		Permit Expiration Date:	
Total Project Area:		Total Disturbed Area:	

Project Type: (circle)	*Subdivision*	*Commercial*	*Industrial*	*Linear (Road/Pipe/Power)*	*Land Disturbance*

OPERATOR CONTACT INFORMATION

	NAMES	PHONE NUMBERS	E-MAIL
Operator:			
Onsite Facility Contact:			
Important Contacts:			
Important Contacts:			

SWPPP PRE-SITE REVIEW INFORMATION	YES	NO
1. Has a pre-construction review of the SWPPP been conducted by the appropriate municipal agency?		
2. Are contact names and telephone numbers listed in the SWPPP?		
9. Does the SWPPP include a site map showing storm drains, slopes/surface drainage patterns, SW discharge points, construction boundaries, limits of disturbance, surface waters (name of receiving water), structural controls, and does it define/explain non-structural controls?		
3. Does the SWPPP have an estimate of the area to be disturbed, a sequence of construction activities, the SW runoff coefficient for after completion, a description of the soil types, controls for discharges from (asphalt/concrete) batch plants if any, show wetland areas, and a desription of the nature of the construction activity?		
4. Does the SWPPP and site map show erosion and sediment controls placement & details (e.g. erosion blankets, mulch, slope drains, check dams, sediment basins, grass-lined channels, fiber rolls, sediment traps, silt fence, inlet protection, curb cut-back, dust control, etc?		
5. Does the SWPPP and site map show and describe good housekepping controls (e.g. track out pad, street sweeping, material storage, construction waste containment and removal, sanitary waste, concrete washout pits, etc)		
6. Are post-construction elements included in the SWPPP? (i.e. grass swales, detention basins, vegetated filter strips, infiltration, depression storage, landscaping/xeriscaping, discontinuous concrete or hard surface SW conveyance, etc.)		
7. Does the SWPPP address endangered species and historic preservation?		
8. Is the SWPPP signed by a responsible corporate officer with the certification statement (see permit part 5.16.c.)?		
10. Are the NOI and a copy of the State permit in the SWPPP?		

NOTICE OF TERMINATION (NOT) INSPECTION

Site Name:		Date of Evaluation:	
Site Address:			
Inspected By:		Title\Organization:	

	YES	NO	COMMENTS:
1. Has the site been properly stabilized according to permit requirements?			
2. Have all temporary BMPs been removed?			
3. Have post-construction (permanent storm water system) elements been constructed and inspected in accordance with approved project drawings?			
4. Is the site acceptably clean?			

Inspector: I certify that this document and all attachments were prepared under my direction. The information submitted is, to the best of my knowledge and belief, true, accurate, and complete.

Inspector:				
	(Print Name)	(Title)	(Signature)	(Date)
Operator:				
	(Print Name)	(Title)	(Signature)	(Date)

(Attach additional sheets of narrative, pictures and checklists, as necessary)

ADDITIONAL COMMENTS AND CORRECTIVE ACTIONS FOR SWPPP COMPLIANCE

Site Name:		Date of Evaluation:		Page		of	
Site Address:							

SWPPP COMPLIANCE INSPECTION FORM

Project Name:		Address:		Date:	
Owner:		Contractor (Gen/Sub):		Start time:	
Site Contact:		Phone:		Stop time:	
UPDES Permit #:		Expiration:		Weather: Sunny Cloudy Raining Snowing Other:	
Date of last rain event:		Duration:		Approx. Rainfall (in):	
Inspected By (Print):				Local Jurisdiction or County:	
Reason for Inspection:	Scheduled	Complaint/Tip	Random	Receiving Waters:	
Inspection Code (circle):	SW sampling / SW non-sampling	Inspector Code (circle):	(S) State / (L) Local	Type Code (circle):	1 - Municipal 2 - Industrial 3 - State

SWPPP, EROSION, SEDIMENT AND HOUSEKEEPING BMP's INFORMATION	YES	NO	N/A
1. Is the SWPPP on site and accessible, or is the SWPPP location posted in an obvious place and reasonably accessible (in a short time)?			
2. Are erosion control, sediment control, and good housekeeping BMP's installed on the site as shown in the SWPPP?			
3. Has the SWPPP been updated to reflect the current site conditions (modifications dated & initialed on site map, new BMPs on site map, discontinued BMPs crossed off site map, new BMP details & spec's in SWPPP, SWPPP amendment Log, etc.)?			
4. Are on-site inspections being performed and recorded by a qualified person on a weekly or biweekly basis, reporting items required by permit? (Inspector name &qualifications, weather, problems/repairs, corrective action, new BMPs, removed BMPs, discharges, etc.)			
5. Have all corrective action items from previous inspections been addressed and documented within the time frame allotted by the inspector?			
6. Are SW flows entering and leaving the construction site controlled, managed, or diverted around the site? (e.g. perimeter controls, berms, silt fence, upgradient boundary diversion, down gradient boundary sediment control, etc.)			
7. Is there evidence of sediment discharge such as mud flows or soil deposits from the construction site in downstream locations?			
8. Is there evidence of vehicles tracking soil off the construction site?			
9. Is there soil, construction material, landscaping items, or other debris piled on impervious surfaces (roads, drives) that could be washed with SW to a storm drain or water body?			
10. Is there a need to repair, maintain, or improve erosion control BMPs (temporary stabilization, erosion blankets, mulch, vegetated strips, rip rap, surface roughening, pipe slope drain, dust control, etc)?			
11. Is there a need to repair, maintain, or improve sediment control BMPs (silt fence, check dams, fiber rolls, sediment trap/basin, inlet protection, waddles, straw bails, curb cut-back, etc?			
12. Is there a need to repair, maintain, or improve good housekeeping controls (clean track out pad, sweeping, construction materials management, litter/trash control, port-o-potties staked down, fueling areas, concrete wash out area, proper curb ramps, spill prevention, etc)?			
13. Are there disturbed areas that have not had construction activities for 14 to 21 days without stabilization? (except snow or frozen ground)?			
14. Are there places where BMPs are needed and should be installed or not needed and should be removed?			

COMMENTS AND CORRECTIVE ACTIONS FOR SWPPP COMPLIANCE

Identify the problem and its location. If appropriate, describe (in general terms) what needs to be completed. However, only if qualified (e.g., you are a designer) should you be mandating specific BMPs to install. Include the date when corrections are

Inspector, please list all applicable SEV codes:

Inspector: I certify that this document and all attachments were prepared under my direction. The information submitted is, to the best of my knowledge and belief,

Inspector:	(Print Name)	(Title)	(Signature)	(Date)
Operator:	(Print Name)	(Title)	(Signature)	(Date)

(Attach additional sheets of narrative, pictures and checklists, as necessary)

ADDITIONAL COMMENTS AND CORRECTIVE ACTIONS FOR SWPPP COMPLIANCE

Site Name:		Date of Evaluation:		Page		of	
Site Address:							

EPA Form 3560-3 SEV Codes and Descriptions

DOR11		Discharge without a permit	BR19B		Failure to properly operate and maintain BMP's
DOR18		Failure to apply for a Notice of Termination	BR19A		Failure to properly install/implement BMP's
BOR12		Failure to conduct inspections	EOR16		Failure to submit required report (non-DMR)
BOC17		Failure to develop any or adequate SWPPP/SWMP	AOR22		Narrative effluent violation
BOC18		Failure to implement SWPPP/SWMP	DOR12		Failure to submit required permit information
BOR41		Failure to maintain records	AOR12		Numeric effluent violation
COR11		Failure to monitor	BOR42		Violation of a milestone in an order

Appendix M – Corrective Action Log

Inspection Date	Inspector Name(s)	Description of BMP Deficiency	Corrective Action Needed (including planned date/responsible person)	Date Action Taken/Responsible person