

Jefferson County Stormwater Coalition SWMP

JCSW Coalition Standard Operating Procedure	Subject: SWPPP Review Procedures	SOP Number: JCSWC - 2
	Approved By: _____ MS4 Municipal SWPPP Reviewer Date	Issue Date: 6/1/2016

Purpose

To create a standard procedure for the review of SWPPP's.

Standard Operating Procedures

Preparation:

1. Reviewer is to gather all information prior to the SWPPP Review
 - a. SWPPP Application Review Checklist
 - b. Project specifications (if available)
 - c. Copy of NOI provided from Contractor, Preparer Certification Form.
 - d. Construction plans and maps.
 - e. Adjacent subdivision plans.

Process:

2. Reviewer shall identify all pertinent information as described on the SWPPP Application Review Checklist and place appropriate check marks after each item has been reviewed:

- a. SWPPP Type

BASIC SWPPP

- b. General Requirements
 - NOI
 - MS4 SWPPP Acceptance Form
 - Preparer Certification Form
- c. Existing and Proposed Mapping and Site Plans
- d. Structural Stormwater Management and Conveyance Practices
 - Representative cross-sections
 - Profiles
 - Details of storm drains, channels, swales, etc.
- e. Erosion and Sediment Control (E&SC) Plan
 - Include all areas of disturbance within the project

FULL SWPPP

- f. Hydrologic and Hydraulic Analysis
 - Done for all structural components of the stormwater system-i.e. channels, swales, etc.
- g. SMP Operation and Maintenance Plan
 - Post-construction maintenance schedule ensuring continuous and effective operation

SUPPLEMENTARY SWPPP REQUIREMENTS

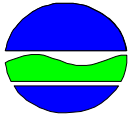
Information does not need to be included with initial submittal of a SWPPP. If items are applicable to a project, the municipality will request this information for review prior to final approval.

- h. Deviation from the technical standards
 - i. Downstream analysis
 - j. Disturbing greater than 5 acres
 - k. Town owned SMPs
 - l. Performance guarantee
3. Reviewer is to complete SWPPP Review Checklist. Reviewer will write a review letter to applicant on status of SWPPP plan approval.
 - a. If approved, reviewer is to sign SWPPP Review Checklist and notify applicant through approval letter.
 - b. If not approved, provide review letter to applicant to make corrections or additions to SWPPP plan.

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4. If not approved applicant is to resubmit with correction or additions to SWPPP plan.
5. Proceed with second review of SWPPP plan, repeat previous steps.
6. Owner/Contractor is to submit a copy of the Notice of Intent (NOI) prior to final approval.
7. Once approval of SWPPP plan has been approved, precede with preparation of the SWPPP Acceptance form and submit to appropriate authorities.

NOTICE OF INTENT



**New York State Department of Environmental Conservation
Division of Water
625 Broadway, 4th Floor
Albany, New York 12233-3505**

NYR
(for DEC use only)

Stormwater Discharges Associated with Construction Activity Under State Pollutant Discharge Elimination System (SPDES) General Permit # GP-0-15-002
All sections must be completed unless otherwise noted. Failure to complete all items may result in this form being returned to you, thereby delaying your coverage under this General Permit. Applicants must read and understand the conditions of the permit and prepare a Stormwater Pollution Prevention Plan prior to submitting this NOI. Applicants are responsible for identifying and obtaining other DEC permits that may be required.

- IMPORTANT -
RETURN THIS FORM TO THE ADDRESS ABOVE
OWNER/OPERATOR MUST SIGN FORM

Owner/Operator Information

Owner/Operator (Company Name/Private Owner Name/Municipality Name)

Owner/Operator Contact Person Last Name (NOT CONSULTANT)

Owner/Operator Contact Person First Name

Owner/Operator Mailing Address

City

State Zip -

Phone (Owner/Operator) - - Fax (Owner/Operator) - -

Email (Owner/Operator)

FED TAX ID - (not required for individuals)

3. Select the predominant land use for both pre and post development conditions.

SELECT ONLY ONE CHOICE FOR EACH

Pre-Development Existing Land Use

- FOREST
- PASTURE/OPEN LAND
- CULTIVATED LAND
- SINGLE FAMILY HOME
- SINGLE FAMILY SUBDIVISION
- TOWN HOME RESIDENTIAL
- MULTIFAMILY RESIDENTIAL
- INSTITUTIONAL/SCHOOL
- INDUSTRIAL
- COMMERCIAL
- ROAD/HIGHWAY
- RECREATIONAL/SPORTS FIELD
- BIKE PATH/TRAIL
- LINEAR UTILITY
- PARKING LOT
- OTHER

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Post-Development Future Land Use

- SINGLE FAMILY HOME Number of Lots
- SINGLE FAMILY SUBDIVISION [][]
- TOWN HOME RESIDENTIAL
- MULTIFAMILY RESIDENTIAL
- INSTITUTIONAL/SCHOOL
- INDUSTRIAL
- COMMERCIAL
- MUNICIPAL
- ROAD/HIGHWAY
- RECREATIONAL/SPORTS FIELD
- BIKE PATH/TRAIL
- LINEAR UTILITY (water, sewer, gas, etc.)
- PARKING LOT
- CLEARING/GRADING ONLY
- DEMOLITION, NO REDEVELOPMENT
- WELL DRILLING ACTIVITY *(Oil, Gas, etc.)
- OTHER

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***Note:** for gas well drilling, non-high volume hydraulic fractured wells only

4. In accordance with the larger common plan of development or sale, enter the total project site area; the total area to be disturbed; existing impervious area to be disturbed (for redevelopment activities); and the future impervious area constructed within the disturbed area. (Round to the nearest tenth of an acre.)

Total Site Area	Total Area To Be Disturbed	Existing Impervious Area To Be Disturbed	Future Impervious Area Within Disturbed Area
[][][][] . []	[][][][] . []	[][][][] . []	[][][][] . []

5. Do you plan to disturb more than 5 acres of soil at any one time? Yes No

6. Indicate the percentage of each Hydrologic Soil Group(HSG) at the site.

A	B	C	D
[][] %	[][] %	[][] %	[][] %

7. Is this a phased project? Yes No

8. Enter the planned start and end dates of the disturbance activities.

Start Date	End Date
[][] / [][] / [][][][]	[][] / [][] / [][][][]

15. Does the site runoff enter a separate storm sewer system (including roadside drains, swales, ditches, culverts, etc)? Yes No Unknown

16. What is the name of the municipality/entity that owns the separate storm sewer system?

Two rows of empty grid boxes for text entry.

17. Does any runoff from the site enter a sewer classified as a Combined Sewer? Yes No Unknown

18. Will future use of this site be an agricultural property as defined by the NYS Agriculture and Markets Law? Yes No

19. Is this property owned by a state authority, state agency, federal government or local government? Yes No

20. Is this a remediation project being done under a Department approved work plan? (i.e. CERCLA, RCRA, Voluntary Cleanup Agreement, etc.) Yes No

21. Has the required Erosion and Sediment Control component of the SWPPP been developed in conformance with the current NYS Standards and Specifications for Erosion and Sediment Control (aka Blue Book)? Yes No

22. Does this construction activity require the development of a SWPPP that includes the post-construction stormwater management practice component (i.e. Runoff Reduction, Water Quality and Quantity Control practices/techniques)? Yes No
If No, skip questions 23 and 27-39.

23. Has the post-construction stormwater management practice component of the SWPPP been developed in conformance with the current NYS Stormwater Management Design Manual? Yes No

Post-construction Stormwater Management Practice (SMP) Requirements

Important: Completion of Questions 27-39 is not required if response to Question 22 is No.

27. Identify all site planning practices that were used to prepare the final site plan/layout for the project.

- Preservation of Undisturbed Areas
- Preservation of Buffers
- Reduction of Clearing and Grading
- Locating Development in Less Sensitive Areas
- Roadway Reduction
- Sidewalk Reduction
- Driveway Reduction
- Cul-de-sac Reduction
- Building Footprint Reduction
- Parking Reduction

27a. Indicate which of the following soil restoration criteria was used to address the requirements in Section 5.1.6("Soil Restoration") of the Design Manual (2010 version).

- All disturbed areas will be restored in accordance with the Soil Restoration requirements in Table 5.3 of the Design Manual (see page 5-22).
- Compacted areas were considered as impervious cover when calculating the **WQv Required**, and the compacted areas were assigned a post-construction Hydrologic Soil Group (HSG) designation that is one level less permeable than existing conditions for the hydrology analysis.

28. Provide the total Water Quality Volume (WQv) required for this project (based on final site plan/layout).

Total WQv Required

. acre-feet

29. Identify the RR techniques (Area Reduction), RR techniques (Volume Reduction) and Standard SMPs with RRv Capacity in Table 1 (See Page 9) that were used to reduce the Total WQv Required (#28).

Also, provide in Table 1 the total impervious area that contributes runoff to each technique/practice selected. For the Area Reduction Techniques, provide the total contributing area (includes pervious area) and, if applicable, the total impervious area that contributes runoff to the technique/practice.

Note: Redevelopment projects shall use Tables 1 and 2 to identify the SMPs used to treat and/or reduce the WQv required. If runoff reduction techniques will not be used to reduce the required WQv, skip to question 33a after identifying the SMPs.

Table 1 - Runoff Reduction (RR) Techniques and Standard Stormwater Management Practices (SMPs)

<u>RR Techniques (Area Reduction)</u>	<u>Total Contributing Area (acres)</u>		and/or	<u>Total Contributing Impervious Area(acres)</u>	
<input type="radio"/> Conservation of Natural Areas (RR-1) ...	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="radio"/> Sheetflow to Riparian Buffers/Filters Strips (RR-2)	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="radio"/> Tree Planting/Tree Pit (RR-3)	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="radio"/> Disconnection of Rooftop Runoff (RR-4) ..	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
 <u>RR Techniques (Volume Reduction)</u>					
<input type="radio"/> Vegetated Swale (RR-5)	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="radio"/> Rain Garden (RR-6)	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="radio"/> Stormwater Planter (RR-7)	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="radio"/> Rain Barrel/Cistern (RR-8)	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="radio"/> Porous Pavement (RR-9)	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="radio"/> Green Roof (RR-10)	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
 <u>Standard SMPs with RRv Capacity</u>					
<input type="radio"/> Infiltration Trench (I-1)	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="radio"/> Infiltration Basin (I-2)	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="radio"/> Dry Well (I-3)	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="radio"/> Underground Infiltration System (I-4)	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="radio"/> Bioretention (F-5)	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="radio"/> Dry Swale (O-1)	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
 <u>Standard SMPs</u>					
<input type="radio"/> Micropool Extended Detention (P-1)	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="radio"/> Wet Pond (P-2)	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="radio"/> Wet Extended Detention (P-3)	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="radio"/> Multiple Pond System (P-4)	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="radio"/> Pocket Pond (P-5)	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="radio"/> Surface Sand Filter (F-1)	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="radio"/> Underground Sand Filter (F-2)	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="radio"/> Perimeter Sand Filter (F-3)	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="radio"/> Organic Filter (F-4)	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="radio"/> Shallow Wetland (W-1)	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="radio"/> Extended Detention Wetland (W-2)	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="radio"/> Pond/Wetland System (W-3)	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="radio"/> Pocket Wetland (W-4)	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="radio"/> Wet Swale (O-2)	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>

33. Identify the Standard SMPs in Table 1 and, if applicable, the Alternative SMPs in Table 2 that were used to treat the remaining total WQv(=Total WQv Required in 28 - Total RRv Provided in 30).

Also, provide in Table 1 and 2 the total impervious area that contributes runoff to each practice selected.

Note: Use Tables 1 and 2 to identify the SMPs used on Redevelopment projects.

33a. Indicate the Total WQv provided (i.e. WQv treated) by the SMPs identified in question #33 and Standard SMPs with RRv Capacity identified in question 29.

WQv Provided

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acre-feet

Note: For the standard SMPs with RRv capacity, the WQv provided by each practice = the WQv calculated using the contributing drainage area to the practice - RRv provided by the practice. (See Table 3.5 in Design Manual)

34. Provide the sum of the Total RRv provided (#30) and the WQv provided (#33a).

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35. Is the sum of the RRv provided (#30) and the WQv provided (#33a) greater than or equal to the total WQv required (#28)? **Yes** **No**

If Yes, go to question 36.
If No, sizing criteria has not been met, so NOI can not be processed. SWPPP preparer must modify design to meet sizing criteria.

36. Provide the total Channel Protection Storage Volume (CPv) required and provided or select waiver (36a), if applicable.

CPv Required	CPv Provided																
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36a. The need to provide channel protection has been waived because:

- Site discharges directly to tidal waters or a fifth order or larger stream.
- Reduction of the total CPv is achieved on site through runoff reduction techniques or infiltration systems.

37. Provide the Overbank Flood (Qp) and Extreme Flood (Qf) control criteria or select waiver (37a), if applicable.

Total Overbank Flood Control Criteria (Qp)

Pre-Development	Post-development												
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Total Extreme Flood Control Criteria (Qf)

Pre-Development	Post-development												
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SWPPP Preparer Certification Form

*SPDES General Permit for Stormwater Discharges
From Construction Activity (GP-0-15-002)*

Project Site Information Project/Site Name

Owner/Operator Information Owner/Operator (Company Name/Private Owner/Municipality Name)

Certification Statement – SWPPP Preparer

I hereby certify that the Stormwater Pollution Prevention Plan (SWPPP) for this project has been prepared in accordance with the terms and conditions of the GP-0-15-002. Furthermore, I understand that certifying false, incorrect or inaccurate information is a violation of this permit and the laws of the State of New York and could subject me to criminal, civil and/or administrative proceedings.

First name

MI

Last Name

Signature

Date

CONTRACTOR and SUBCONTRACTOR CERTIFICATION STATEMENT

for the New York State Department of Environmental Conservation (DEC) State Pollutant Discharge Elimination System Permit for Stormwater Discharges from Construction Activity (GP-0-10-001)

As per *Part III.A.6* on page 13 of *GP-0-10-001* (effective January 29, 2010):

‘Prior to the *commencement of construction activity*, the *owner or operator* must identify the contractor(s) and subcontractor(s) that will be responsible for installing, constructing, repairing, replacing, inspecting and maintaining the erosion and sediment control practices included in the SWPPP; and the contractor(s) and subcontractor(s) that will be responsible for constructing the post-construction stormwater management practices included in the SWPPP. The *owner or operator* shall have each of the contractors and sub-contractors identify at least one person from their company that will be responsible for implementation of the SWPPP. This person shall be known as the *trained contractor*. The *owner or operator* shall ensure that at least one *trained contractor* is on site on a daily basis when soil disturbance activities are being performed.’

The *owner or operator* shall have each contractor and subcontractor involved in soil disturbance sign a copy of the following certification statement before they commence any construction activity:

_____	NYR _____	_____
<i>Name of Construction Site</i>	<i>DEC Permit ID</i>	<i>Municipality (MS4)</i>
<p><i>"I hereby certify that I understand and agree to comply with the terms and conditions of the SWPPP and agree to implement any corrective actions identified by the qualified inspector during a site inspection. I also understand that the owner or operator must comply with the terms and conditions of the most current version of the New York State Pollutant Discharge Elimination System ("SPDES") general permit for stormwater discharges from construction activities and that it is unlawful for any person to cause or contribute to a violation of water quality standards. Furthermore, I understand that certifying false, incorrect or inaccurate information is a violation of the referenced permit and the laws of the State of New York and could subject me to criminal, civil and/or administrative proceedings.</i></p>		
_____	_____	
Responsible Corporate Officer/Partner Signature	Date	
_____	_____	
Name of above Signatory	Name of Company	
_____	_____	
Title of above Signatory	Mailing Address	
_____	_____	
Telephone of Company	City, State and Zip	

Identify the specific elements of the SWPPP the contractor or subcontractor is responsible for:

‘TRAINED CONTRACTOR’ FOR THE CERTIFIED CONTRACTOR OR SUBCONTRACTOR		
_____	_____	_____
<i>Name of Trained Employee</i>	<i>Title of Trained Employee</i>	<i>NYSDEC SWT #</i>

A copy of this signed contractor certification statement must be maintained at the SWPPP on site

Jefferson County Storm Water Coalition

SWPPP APPLICATION REVIEW CHECKLIST

Instructions: This form must be included with an initial submittal of a Site Plan or Subdivision Application.

Use the 'Applicant' column to indicate if the SWPPP contains each of the minimum components. Leave the check box blank if the item is not included in the SWPPP and provide an explanation in the available space.

Project Name:		Site Address:	
Project Applicant:		Contact Person:	
Mailing Address:		Phone Number:	
City, State, Zip:		Email:	
SWPPP Preparer:		Contact Person:	
Mailing Address:		Phone Number:	
City, State, Zip:		Email:	

Do not use the gray 'MS4' column; this is used by the MS4 Reviewer to verify checked items in the SWPPP.

MS4 SWPPP Reviewer:		SWPPP DATE:	
Submittal Date:		Review Date:	
		Approval Date:	

REQUIREMENTS BASED ON SWPPP TYPE:

<i>Applicant</i>	<i>MS4</i>	
<input type="checkbox"/>	<input type="checkbox"/>	Basic SWPPP – those construction activities listed on Table 1 in Appendix B of the NYSDEC SPDES General Permit for Stormwater Discharges from Construction Activities (GP-0-10-001) or as updated by NYSDEC. (Complete ONLY pages 1-3 in this checklist)
<input type="checkbox"/>	<input type="checkbox"/>	Full SWPPP – those construction activities listed on Table 2 in Appendix B of the NYSDEC SPDES General Permit for Stormwater Discharges from Construction Activities (GP-0-10-001) or as updated by NYSDEC. (Complete ONLY pages 1-4 in this checklist)
<input type="checkbox"/>	<input type="checkbox"/>	If a Full SWPPP is required, complete and attach the following SWPPP Design Forms: NYSDEC Green Infrastructure Design Worksheets

GENERAL REQUIREMENTS:

	<i>Applicant</i>	<i>MS4</i>	
1.	<input type="checkbox"/>	<input type="checkbox"/>	Project street address, tax parcel ID(s), and legal descriptions and boundary line surveys
2.	<input type="checkbox"/>	<input type="checkbox"/>	Vicinity Map - showing project boundary, adjacent parcels, streets, and receiving water(s)
3.	<input type="checkbox"/>	<input type="checkbox"/>	Construction drawings and SWPPP with the signature and seal of a 'qualified professional'
4.	<input type="checkbox"/>	<input type="checkbox"/>	Copies of other approvals, agreements, or permits required for construction of the project
5.	<input type="checkbox"/>	<input type="checkbox"/>	Documentation of consultation with NYSHPO about potential impacts to Historic Places, include a printout from the NYSOPRHP website at: www.oprhp.state.ny.us/nr/main.asp
6.	<input type="checkbox"/>	<input type="checkbox"/>	A description of any measures necessary to avoid or minimize said adverse impacts
7.	<input type="checkbox"/>	<input type="checkbox"/>	Completed copy of a NYSDEC and US ACOE Joint Application for Permit, if applicable
8.	<input type="checkbox"/>	<input type="checkbox"/>	Completed and signed copy of DEC Notice of Intent (NOI) for general permit coverage
9.	<input type="checkbox"/>	<input type="checkbox"/>	Completed MS4 SWPPP Acceptance Form , available online: www.townofbethlehem.org
10.	<input type="checkbox"/>	<input type="checkbox"/>	Signed SWM Certification Form: Part A Developer/Applicant & Qualified Professional

BASIC SWPPP:

A) Existing and Proposed Mapping and Site Plans:

(Minimum scale of 1" = 50', or as requested by the MS4, with clear and legible detail)

	<u>Applicant</u>	<u>MS4</u>	
11.	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed topography a minimum of 50' beyond the property (min. 2' contours)
12.	<input type="checkbox"/>	<input type="checkbox"/>	Location of adjacent perennial and intermittent streams (NYSDEC classification/naming)
13.	<input type="checkbox"/>	<input type="checkbox"/>	Mapping and description of all soils on the site, including the Hydrologic Soil Group (HSG)
14.	<input type="checkbox"/>	<input type="checkbox"/>	Description and boundaries of the existing predominant vegetative cover on the project site
15.	<input type="checkbox"/>	<input type="checkbox"/>	Boundary of the proposed limits of clearing and, if different, limits of grading on the site
16.	<input type="checkbox"/>	<input type="checkbox"/>	Delineated boundary and acreage of any upstream watersheds draining onto the project site
17.	<input type="checkbox"/>	<input type="checkbox"/>	Location and boundaries of resource protection areas such as wetlands, lakes, ponds and other setbacks (e.g. stream buffers, water supply well setbacks, septic system setbacks, etc.)
18.	<input type="checkbox"/>	<input type="checkbox"/>	Logs and mapping of borehole or test pit investigations performed on the site to determine soil properties and groundwater elevations (include the geotechnical report, if generated)
19.	<input type="checkbox"/>	<input type="checkbox"/>	Seasonal high groundwater elevation at the locations of sediment and/or detention basins
20.	<input type="checkbox"/>	<input type="checkbox"/>	NYSDEC freshwater wetland and adjacent area boundaries or certification of no wetlands
21.	<input type="checkbox"/>	<input type="checkbox"/>	Boundary of US ACOE wetlands under federal jurisdiction or certification of no wetlands
22.	<input type="checkbox"/>	<input type="checkbox"/>	Location of existing and proposed roadways, lot boundaries, buildings, and other structures
23.	<input type="checkbox"/>	<input type="checkbox"/>	Location of existing and proposed utilities (e.g. water, sewer, gas, electric) and easements
24.	<input type="checkbox"/>	<input type="checkbox"/>	Location of existing and proposed conveyance systems (i.e. swales, MHs, CBs, pipes, etc.)
25.	<input type="checkbox"/>	<input type="checkbox"/>	Flow paths of surface and subsurface stormwater management structures (use flow arrows)
26.	<input type="checkbox"/>	<input type="checkbox"/>	Location of 100-yr floodplain and floodway limits if disturbance proposed in the floodplain
27.	<input type="checkbox"/>	<input type="checkbox"/>	Locations and dimensions of all proposed channel modifications (i.e. bridges & culverts)
28.	<input type="checkbox"/>	<input type="checkbox"/>	Use of TR-20 or TR-55 methodology to compute pre and post-construction peak discharge rates from the site or if soil disturbance is under 1 acre, the Rationale Method is acceptable
29.	<input type="checkbox"/>	<input type="checkbox"/>	Calculations for the acreage of impervious cover created within the proposed disturbances
30.	<input type="checkbox"/>	<input type="checkbox"/>	Time of Concentration (Tc) travel time flow path for subcatchments within project limits
31.	<input type="checkbox"/>	<input type="checkbox"/>	Curve Number (CN) values and square footage or acreage of evaluated subcatchment areas
32.	<input type="checkbox"/>	<input type="checkbox"/>	Location of Design Points (DPs) for the pre- and post-development hydrological analysis

B) Structural Stormwater Management and Conveyance Practices:

(Representative cross-sections, profiles, and details of storm drains, channels, swales, etc.)

	<u>Applicant</u>	<u>MS4</u>	
33.	<input type="checkbox"/>	<input type="checkbox"/>	Use of Town Standard Specifications for design of the storm drain system (i.e. catch basins, manholes, piping, etc.) – copies are available from the Engineering Division at 439-4955
34.	<input type="checkbox"/>	<input type="checkbox"/>	Use of Town standard rainfall amounts for the 1, 2, 10, 100-year 24-hour and 90% rainfall events: 1-yr = 2.5", 2-yr = 2.8";, 10-yr = 4.5", 100-yr = 6.5", and 90% rainfall (P) = 1.0"
35.	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed elevations for storm drain structures (i.e. pipes, CBs, manholes, etc.)
36.	<input type="checkbox"/>	<input type="checkbox"/>	Summary table on sizing of stormwater collection and conveyance structures: must include runoff coefficient, storm intensity, manning's n-value, and peak discharge rate and velocity
37.	<input type="checkbox"/>	<input type="checkbox"/>	Map of contributing drainage areas for all stormwater collection and conveyance structures: illustrating the watershed, land cover, and square footage or acreage of each drainage area
38.	<input type="checkbox"/>	<input type="checkbox"/>	Illustration of the design water surface elevations (WSE) for all applicable rainfall events within any proposed storage or diversion structure (excluding all piping, CBs, and MHs)

BASIC SWPPP:

C) Erosion and Sediment Control (E&SC) Plan:

(Minimum scale of 1" = 50', must include all areas of disturbance within the project)

	<i>Applicant</i>	<i>MS4</i>	
39.	<input type="checkbox"/>	<input type="checkbox"/>	Erosion and sediment control plan satisfying requirements as outlined in the Blue Book
40.	<input type="checkbox"/>	<input type="checkbox"/>	Site map/construction drawing(s) showing the specific location(s), size(s), and length(s) of each E&SC practice for all anticipated soil disturbance activities for the entire project
41.	<input type="checkbox"/>	<input type="checkbox"/>	Material specifications, dimensions, and installation details for proposed E&SC practices, including calculations for siting and sizing of any temporary sediment basins and/or traps
42.	<input type="checkbox"/>	<input type="checkbox"/>	If construction activity is utility installation or single family home, use the Town Standard Detail Sheets for Typical E&SC Measures or provide equivalent details and specifications
43.	<input type="checkbox"/>	<input type="checkbox"/>	Typical E&SC measures and specific details for material stockpiling, equipment staging, material storage, borrow/spoil areas, dewatering operations, and spill/waste containment
44.	<input type="checkbox"/>	<input type="checkbox"/>	Description of temporary and permanent structural and vegetative measures for erosion control, runoff control, and sediment control for each stage and/or phase of the project
45.	<input type="checkbox"/>	<input type="checkbox"/>	Specifications for temporary and permanent seeding – note seed types and application rates
46.	<input type="checkbox"/>	<input type="checkbox"/>	Statement requiring soil stabilization on inactive portions of the site in maximum 14 days
47.	<input type="checkbox"/>	<input type="checkbox"/>	Construction phasing plan describing all the major construction activities for the project
48.	<input type="checkbox"/>	<input type="checkbox"/>	Anticipated start and end dates for each phase of the project and the total duration of work
49.	<input type="checkbox"/>	<input type="checkbox"/>	Sequencing schedule for all known soil disturbance activities at the site, including clearing, grubbing, grading, stockpiling, excavation, infrastructure installation, and final stabilization
50.	<input type="checkbox"/>	<input type="checkbox"/>	Include a schedule identifying the timing of initial placement or implementation of each E&SC practice and minimum time frames each practice remains in place or implemented
51.	<input type="checkbox"/>	<input type="checkbox"/>	Maintenance schedule for the continuous and effective operation of all temporary E&SC practices - indicate all expected daily, weekly, pre and post-rainfall, and seasonal activities
52.	<input type="checkbox"/>	<input type="checkbox"/>	Identification of temporary practices to be converted to permanent control measures and any maintenance or inspection actions that are required prior to converting these practices
53.	<input type="checkbox"/>	<input type="checkbox"/>	Descriptions of structural practices used to divert flows from exposed soils, store flows, or otherwise limit runoff and the discharge of pollutants from the exposed areas of the site
54.	<input type="checkbox"/>	<input type="checkbox"/>	Description of construction and waste materials expected to be utilized on-site, controls to reduce pollutants from these materials, storage practices to minimize exposure of materials to stormwater, cleanup procedures, and spill prevention and notification for each material
55.	<input type="checkbox"/>	<input type="checkbox"/>	Final landscaping plans - include buffer zones, reforestation, or wetland mitigation areas
56.	<input type="checkbox"/>	<input type="checkbox"/>	Winter month, October 15 to April 15, requirements related to E&SC (i.e. anchoring mulch material, sediment removal from basins/traps, use of winter rye seed, offset silt fence, etc.)
57.	<input type="checkbox"/>	<input type="checkbox"/>	Copy of Contractor Certification Form with a statement equivalent to DEC general permit
58.	<input type="checkbox"/>	<input type="checkbox"/>	Copy of the <i>Owner or Operator</i> Inspection Form satisfying requirements in the Blue Book
59.	<input type="checkbox"/>	<input type="checkbox"/>	Engineer's estimate for the cost of implementing identified components of the E&SC Plan

SWPPP Preparer Comments - explanation for any required items not being provided in the SWPPP

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****STOP HERE if the project does not require installation of a post-construction SMP****

FULL SWPPP:

D) Hydrologic and Hydraulic Analysis:

(For all structural components of the stormwater system – i.e. channels, swales, SMPs, etc.)

	<u>Applicant</u>	<u>MS4</u>	
60.	<input type="checkbox"/>	<input type="checkbox"/>	Existing condition analysis for time of concentration, runoff rates, volumes, and velocities, and water surface elevations showing methodologies used and supporting calculations, including existing watershed map with design points, catchment IDs, and Tc flow paths
61.	<input type="checkbox"/>	<input type="checkbox"/>	Proposed condition analysis for time of concentration, runoff rates, volumes, and velocities, and water surface elevations showing methodologies used and supporting calculations, including proposed watershed map with design points, catchment IDs, and Tc flow paths
62.	<input type="checkbox"/>	<input type="checkbox"/>	Sizing calculations for all the post-construction stormwater management practices (SMPs) including: contributing drainage area, land use cover, storage volumes, and outlet structures
63.	<input type="checkbox"/>	<input type="checkbox"/>	Stage-discharge table or outlet rating curves and inflow/outflow hydrographs for all SMPs – information must be generated from TR-20 based hydrologic/hydraulic modeling software
64.	<input type="checkbox"/>	<input type="checkbox"/>	Dam Hazard Class determined in conformance with DEC Guidelines for Design of Dams
65.	<input type="checkbox"/>	<input type="checkbox"/>	Detailed comparison and summary of post-development stormwater runoff conditions with pre-development conditions for 1-year, 2-year, 10-year, 100-year 24-hour design storms in accordance with the Unified Sizing Criteria identified in Chapter 4 of the <i>Design Manual</i>
66.	<input type="checkbox"/>	<input type="checkbox"/>	Water Quality volume (WQv) calculations based on the Town 90% rainfall event, P=1.0”
67.	<input type="checkbox"/>	<input type="checkbox"/>	Calculations for WQv and CPv (use Chapter 4, 8, and Appendix B of the <i>Design Manual</i>)
68.	<input type="checkbox"/>	<input type="checkbox"/>	Representative cross sections and plans with dimensions, material specifications, and installation details for each SMP (comparable in detail to Chapter 6 of the <i>Design Manual</i>)
69.	<input type="checkbox"/>	<input type="checkbox"/>	Infiltration and percolation test pit report (performed in accordance with Appendix D of the <i>Design Manual</i> at the required frequency) where required by the SMP Group or the Town
70.	<input type="checkbox"/>	<input type="checkbox"/>	Copy of Geotechnical Evaluation Report conducted for the project, if required by the Town
71.	<input type="checkbox"/>	<input type="checkbox"/>	Copy of Site Inspection Form that satisfies the requirements in <i>GP-0-10-001</i> , or as updated
72.	<input type="checkbox"/>	<input type="checkbox"/>	Statement for inspections to be conducted by the qualified inspector every 7 calendar days
73.	<input type="checkbox"/>	<input type="checkbox"/>	Identification of the expected discharge points to be evaluated during these site inspections

E) SMP Operation and Maintenance Plan:

(Post-construction maintenance schedule ensuring continuous and effective operation of SMPs)

	<u>Applicant</u>	<u>MS4</u>	
74.	<input type="checkbox"/>	<input type="checkbox"/>	Name, address, phone number, and email of party responsible for O&M of all the SMPs
75.	<input type="checkbox"/>	<input type="checkbox"/>	Description and illustration of easements to each SMP from either public or private roads
76.	<input type="checkbox"/>	<input type="checkbox"/>	Description of monitoring and maintenance frequencies for required features of the SMPs (i.e. aquatic/safety benches, buffer zones, outlet structures, spillways, access roads, etc...)
77.	<input type="checkbox"/>	<input type="checkbox"/>	Minimum qualifications of inspector monitoring specific required features of the SMPs - structural features must be inspected by a Professional Engineer licensed to practice in NYS
78.	<input type="checkbox"/>	<input type="checkbox"/>	Inspection checklist with all items to be evaluated (see Appendix G of the <i>Design Manual</i>)
79.	<input type="checkbox"/>	<input type="checkbox"/>	Minimum vegetative cover requirements, based upon specific zones/areas within the SMPs
80.	<input type="checkbox"/>	<input type="checkbox"/>	Noted access and safety issues (i.e. confined spaces, testing/disposal of sediments, etc...) associated with the inspection and/or maintenance of the required features of the SMPs
81.	<input type="checkbox"/>	<input type="checkbox"/>	Draft version of Operation and Maintenance (O&M) Agreement with the Town for SMPs
82.	<input type="checkbox"/>	<input type="checkbox"/>	Detailed estimate of annual costs for the O&M of SMPs as an appendix in the SWPPP titled "Engineer's Opinion of Probably Maintenance Costs" (NYSDOT Equipment Rental Rates)
83.	<input type="checkbox"/>	<input type="checkbox"/>	Description of funding source to ensure long term financing for the O&M of all the SMPs

SUPPLEMENTARY SWPPP REQUIREMENTS:

The information below does not need to be included with the initial submittal of a SWPPP. If specific items are applicable to a project, the Town will request this information for review prior to final approval of the project.

F) Deviations from the Technical Standards

(Requirements for a SWPPP that is **not** in conformance with the *technical standards*)

	<u>Applicant</u>	<u>MS4</u>	
84.	<input type="checkbox"/>	<input type="checkbox"/>	Identify and justify proposed deviation or alternative design from the <i>technical standards</i>
85.	<input type="checkbox"/>	<input type="checkbox"/>	Illustration detailing the area of the project draining to the proposed deviation (quantify)
86.	<input type="checkbox"/>	<input type="checkbox"/>	Demonstration the deviation or alternative design is equivalent to the <i>technical standards</i>

G) Downstream Analysis:

(Requirements for waiving quantity control of Qp (10-yr), and/or Qf (100-yr) storm events)

	<u>Applicant</u>	<u>MS4</u>	
87.	<input type="checkbox"/>	<input type="checkbox"/>	Preparation of downstream analysis report based upon current NYSDEC or MS4 guidelines
88.	<input type="checkbox"/>	<input type="checkbox"/>	Map illustrating the points of analysis or outfalls with direct discharge to a 4 th order stream
89.	<input type="checkbox"/>	<input type="checkbox"/>	Verification of correspondence with downstream municipalities until the 4 th order stream

H) Disturbance greater than 5 acres:

(Requirements for authorization to disturb greater than five acres at any one time)

	<u>Applicant</u>	<u>MS4</u>	
90.	<input type="checkbox"/>	<input type="checkbox"/>	Two inspections to be conducted every seven calendar days when > five acres are disturbed
91.	<input type="checkbox"/>	<input type="checkbox"/>	Statement for soil stabilization measures to be implemented within seven (7) calendar days
92.	<input type="checkbox"/>	<input type="checkbox"/>	Phasing plan with maximum disturbed acreage per phase and a map of the cut and fill areas
93.	<input type="checkbox"/>	<input type="checkbox"/>	Identification of any additional site specific practices to be installed to protect water quality

I) Town Owned SMPs:

(Required documents for projects proposing SMPs to be owned by the Town of Bethlehem)

	<u>Applicant</u>	<u>MS4</u>	
94.	<input type="checkbox"/>	<input type="checkbox"/>	Drainage District Summary Report, that includes at a minimum: description of the SMPs, estimated annual maintenance costs, projected cost for the included properties, etc...
95.	<input type="checkbox"/>	<input type="checkbox"/>	Survey map and legal description of the boundaries within the proposed Drainage District
96.	<input type="checkbox"/>	<input type="checkbox"/>	Completed SEQRA Environmental Assessment Form for creation of the Drainage District

J) Performance Guarantee:

(Requirement for all land development activities)

	<u>Applicant</u>	<u>MS4</u>	
97.	<input type="checkbox"/>	<input type="checkbox"/>	Engineer's estimate for the cost of implementing all the components of the approved plans
98.	<input type="checkbox"/>	<input type="checkbox"/>	Irrevocable letter of credit or surety bond to ensure completion and O&M of all identified components of the approved plans for one full year after the final acceptance by the Town
99.	<input type="checkbox"/>	<input type="checkbox"/>	Final version(s) of signed O&M Agreement (s) with the Town for all the constructed SMPs

SWPPP Preparer Comments - explanation for any required items not being provided in the SWPPP

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Department of
Environmental
Conservation

NYS Department of Environmental Conservation
Division of Water
625 Broadway, 4th Floor
Albany, New York 12233-3505

MS4 Stormwater Pollution Prevention Plan (SWPPP) Acceptance Form

for

Construction Activities Seeking Authorization Under SPDES General Permit
*(NOTE: Attach Completed Form to Notice Of Intent and Submit to Address Above)

I. Project Owner/Operator Information

1. Owner/Operator Name:

2. Contact Person:

3. Street Address:

4. City/State/Zip:

II. Project Site Information

5. Project/Site Name:

6. Street Address:

7. City/State/Zip:

III. Stormwater Pollution Prevention Plan (SWPPP) Review and Acceptance Information

8. SWPPP Reviewed by:

9. Title/Position:

10. Date Final SWPPP Reviewed and Accepted:

IV. Regulated MS4 Information

11. Name of MS4:

12. MS4 SPDES Permit Identification Number: NYR20A

13. Contact Person:

14. Street Address:

15. City/State/Zip:

16. Telephone Number:

MS4 SWPPP Acceptance Form - continued

V. Certification Statement - MS4 Official (principal executive officer or ranking elected official) or Duly Authorized Representative

I hereby certify that the final Stormwater Pollution Prevention Plan (SWPPP) for the construction project identified in question 5 has been reviewed and meets the substantive requirements in the SPDES General Permit For Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s).
Note: The MS4, through the acceptance of the SWPPP, assumes no responsibility for the accuracy and adequacy of the design included in the SWPPP. In addition, review and acceptance of the SWPPP by the MS4 does not relieve the owner/operator or their SWPPP preparer of responsibility or liability for errors or omissions in the plan.

Printed Name:

Title/Position:

Signature:

Date:

VI. Additional Information