JCSW Coalition Standard Operating	g Procedure	Subject: SWPPP Review Proced	lures	SOP Number: JCSWC - 2
Appro	oved By:			Issue Date: 6/1/2016
MS4 I	Municipal SWI	PPP Reviewer Date		

<u>Purpose</u>

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
- I. 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.

		Page 2 of 2
JCSW Coalition	Subject:	SOP Number:
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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

Stormwater Discharges Associated with <u>Construction Activity</u> 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

	Own	ner/Operator	Information	
Owner/Operator (Company	y Name/Privat	e Owner Name	/Municipality Name)	
Owner/Operator Contact	Person Last	Name (NOT CC	DNSULTANT)	
Owner/Operator Contact	Person First	Name		
Owner/Operator Mailing	Address			
City				
State Zip				
Phone (Owner/Operator)		Fax (Owner/O	perator)	
Email (Owner/Operator)				
FED TAX ID	_			
	(not require	ed for indiv	iduals)	

Project Site Informa	tion								
Project/Site Name									
Street Address (NOT P.O. BOX)									
Side of Street O North O South O East O West									
City/Town/Village (THAT ISSUES BUILDING PERMIT)									
State Zip County	DEC Region								
Name of Nearest Cross Street	Name of Nearest Cross Street								
Distance to Nearest Cross Street (Feet)	Project In Relation to Cross Street O North O South O East O West								
Tax Map Numbers Section-Block-Parcel	Tax Map Numbers								

1. Provide the Geographic Coordinates for the project site in NYTM Units. To do this you **must** go to the NYSDEC Stormwater Interactive Map on the DEC website at:

www.dec.ny.gov/imsmaps/stormwater/viewer.htm

Zoom into your Project Location such that you can accurately click on the centroid of your site. Once you have located your project site, go to the tool boxes on the top and choose "i"(identify). Then click on the center of your site and a new window containing the X, Y coordinates in UTM will pop up. Transcribe these coordinates into the boxes below. For problems with the interactive map use the help function.

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3. Select SELECT	the predominant land use for both p ONLY ONE CHOICE FOR EACH	re and post development conditions.
E	Pre-Development xisting Land Use	Post-Development Future Land Use
\bigcirc Fore	ST	○ SINGLE FAMILY HOME <u>Number</u> of Lots
\bigcirc past	URE/OPEN LAND	○ SINGLE FAMILY SUBDIVISION
\bigcirc CULT	IVATED LAND	○ TOWN HOME RESIDENTIAL
\bigcirc SING	LE FAMILY HOME	○ MULTIFAMILY RESIDENTIAL
\bigcirc SING	LE FAMILY SUBDIVISION	○ INSTITUTIONAL/SCHOOL
\bigcirc TOWN	HOME RESIDENTIAL	○ INDUSTRIAL
\bigcirc MULT	IFAMILY RESIDENTIAL	○ COMMERCIAL
\bigcirc INST	ITUTIONAL/SCHOOL	○ MUNICIPAL
\bigcirc INDU	STRIAL	○ ROAD/HIGHWAY
\bigcirc COMM	ERCIAL	○ RECREATIONAL/SPORTS FIELD
\bigcirc ROAD	/HIGHWAY	○ BIKE PATH/TRAIL
\bigcirc RECR	EATIONAL/SPORTS FIELD	○ LINEAR UTILITY (water, sewer, gas, etc.)
\bigcirc bike	PATH/TRAIL	○ PARKING LOT
\bigcirc LINE	AR UTILITY	○ CLEARING/GRADING ONLY
\bigcirc park	ING LOT	\bigcirc DEMOLITION, NO REDEVELOPMENT
\bigcirc OTHE	R	\bigcirc WELL DRILLING ACTIVITY *(Oil, Gas, etc.)

*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 Total Area To Exi Area Be Disturbed Area Image: State St	sting Impervious Future Impervious a To Be Disturbed Disturbed Area						
5. Do you plan to disturb more than 5 acres	of soil at any one time? \bigcirc Yes \bigcirc No						
6. Indicate the percentage of each Hydrologi	c Soil Group(HSG) at the site.						
A B B B B B C C C C C C C C C C C C C	C D 8						
7. Is this a phased project?	\bigcirc Yes \bigcirc No						
8. Enter the planned start and end dates of the disturbance activities.	End Date / /						

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13.	Does this construction activity disturb land with no existing impervious cover and where the Soil Slope Phase is identified as an E or F on the USDA Soil Survey? If Yes, what is the acreage to be disturbed?	O Yes	O No

14. Will the project disturb soils within a State regulated wetland or the protected 100 foot adjacent O Yes O No area?

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15.	Does the site runoff enter a separate storm sewer system (including roadside drains, swales, ditches, culverts, etc)?
16.	What is the name of the municipality/entity that owns the separate storm sewer system?
17.	Does any runoff from the site enter a sewer classified O Yes O No O Unknown as a Combined Sewer?
18.	Will future use of this site be an agricultural property as defined by the NYS Agriculture and Markets Law? \bigcirc Yes \bigcirc No
19.	Is this property owned by a state authority, state agency, O Yes O No federal government or local government?
20.	Is this a remediation project being done under a Department approved work plan? (i.e. CERCLA, RCRA, Voluntary Cleanup O Yes O No Agreement, etc.)
21.	Has the required Erosion and Sediment Control component of the SWPPP been developed in conformance with the current NYS O Yes O No Standards and Specifications for Erosion and Sediment Control (aka Blue Book)?
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 O Yes O No Quantity Control practices/techniques)? 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 O Yes O No Stormwater Management Design Manual?

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SWPPP Preparer Certification

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.

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Post-construction Stormwater Management Practice (SMP) Requirements

<u>Important</u>: 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.
 - \bigcirc Preservation of Undisturbed Areas
 - Preservation of Buffers
 - O Reduction of Clearing and Grading
 - O Locating Development in Less Sensitive Areas
 - Roadway Reduction
 - \bigcirc 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).
 - O 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).

Tota	L WQv	Re	qui	lre	đ
					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.

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

R Techniques (Area Reduction) Area (scree) Impervious Area(scree) Conservation of Natural Areas (RR-1) - and/or - Sheetflow to Riparian Buffars/Filters Strips (RR-2) - and/or - Tree Planting/Tree Pit (RR-3) - and/or - Disconnection of Rooftop Runoff (RR-4) - and/or - Rain Garden (RR-6) - - - - Stormwater Planter (RR-7) - - - - Rain Barrel/Cistern (RR-8) - - - - - Orous Pavement (RR-9) - - - - - - - Standard SMPs with RR Capacity -		Total Contributing		Total (lon	tri	buting
Oconservation of Natural Areas (RR-1) and/or Sheetflow to Riparian Buffers/Filters Strips (RR-2) and/or and/or Tree Planting/Tree Pit (RR-3) and/or and/or Bisconnection of Rooftop Runoff (RR-4) and/or and/or Bisconnection of Rooftop Runoff (RR-4) and/or and/or Conservation of Rooftop Runoff (RR-4) and/or and/or Bisconnection of Rooftop Runoff (RR-4) and/or and/or Vegetated Swale (RR-5) and/or and/or Stormwater Planter (RR-7) and/or and/or Stormwater Planter (RR-7) and/or and/or Stormwater Planter (RR-7) and/or and/or Orgen Roof (RR-10) and/or and/or Standard SMPs with RRW Capacity and/or and/or Infiltration Basin (I-2) and/or and/or Dry Well (I-3) and/or and/or Dry Swale (0-1) and/or and/or Standard SMPs and/or and/or Micropool Extended Detention (P-1) and/or and/or We	RR Techniques (Area Reduction)	Area (acres)	Im	perviou	IS .	Are	a(acres)
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Disconnection of Rooftop Runoff (RR-4) and/or RR Techniques (Volume Reduction)	\bigcirc Tree Planting/Tree Pit (RR-3)	•	and/or		'	-	
ER Techniques (Volume Reduction)	\bigcirc Disconnection of Rooftop Runoff (RR-4)	••	and/or			•	
Vegetated Swale (RR-5) . Rain Garden (RR-6) . Stormwater Planter (RR-7) . Rain Barrel/Cistern (RR-8) . Porous Pavement (RR-9) . Green Roof (RR-10) . Standard SMPs with REV Capacity . Infiltration Trench (I-1) . Dry Well (I-3) . Underground Infiltration System (I-4) . Bioretention (F-5) . Dry Swale (0-1) . Standard SMPs . Wet Pond (P-2) . Wet Extended Detention (P-1) . Wet Extended Detention (P-3) . Wutliple Pond System (F-4) . Surface Sand Filter (F-1) . Underground Sand Filter (F-2) . Perimeter Sand Filter (F-3) . Organic Filter (F-4) . Shallow Wetland (W-1) . Pocket Wetland (W-4) .	RR Techniques (Volume Reduction)						
O Rain Garden (RR-6) - O Stormwater Planter (RR-7) - O Rain Barrel/Cistern (RR-8) - O Porous Pavement (RR-9) - O Green Roof (RR-10) - Standard SMPs with RRV Capacity - Infiltration Trench (I-1) - Dry Well (I-3) - O Underground Infiltration System (I-4) - Dry Swale (O-1) - Standard SMPs - Micropool Extended Detention (P-1) - Wet Pond (P-2) - Wet Extended Detention (P-3) - Multiple Pond System (P-4) - Surface Sand Filter (F-1) - Organic Filter (F-4) - Organic Filter (F-4) - Organic Filter (F-4) - Shallow Wetland (W-1) - Pond/Wetland System (W-3) - Pocket Wetland (W-4) -	\bigcirc Vegetated Swale (RR-5) \cdots	•••••			_ ·	•	
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O Rain Barrel/Cistern (RR-8) . O Porous Pavement (RR-9) . O Green Roof (RR-10) . Standard SMPs with RRv Capacity . Infiltration Trench (I-1) . O Infiltration Basin (I-2) . O Dry Well (I-3) . O Underground Infiltration System (I-4) . O Bioretention (F-5) . O Dry Swale (0-1) . Standard SMPs . Micropool Extended Detention (P-1) . Wet Pond (P-2) . O Wet Extended Detention (P-3) . Multiple Pond System (P-4) . O Surface Sand Filter (F-1) . O Viderground Sand Filter (F-3) . O reganic Filter (F-4) . O shallow Wetland (W-1) . Extended Detention Wetland (W-2) . O pond/Wetland System (W-3) . O Pocket Wetland (W-4) .	\bigcirc Stormwater Planter (RR-7)	•••••••••••••••••	• • • • • •		'	•	
O Porous Pavement (RR-9) Image: Constraint of the system (RR-10) O Green Roof (RR-10) Image: Constraint of the system (Image: Constraintof the system (Image: Constraint of the system	\bigcirc Rain Barrel/Cistern (RR-8)		• • • • • •		'	•	
O Green Roof (RR-10)	\bigcirc Porous Pavement (RR-9)	••••	•••••			·L	
Standard SMPs with RRV Capacity O Infiltration Trench (I-1) O Infiltration Basin (I-2) O Dry Well (I-3) O Underground Infiltration System (I-4) O Bioretention (F-5) O Dry Swale (0-1) Standard SMPS Micropool Extended Detention (P-1) Wet Pond (P-2) O Wet Extended Detention (P-3) O Multiple Pond System (P-4) O Underground Sand Filter (F-1) O Underground Sand Filter (F-2) O France Filter (F-4) O Shallow Wetland (W-1) O Standard Gystem (W-3) O Pocket Wetland (W-4)	\bigcirc Green Roof (RR-10)						
<pre> Infiltration Trench (I-1)</pre>	Standard SMPs with RRv Capacity						
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O Dry Well (I-3)	\bigcirc Infiltration Basin (I-2) $\cdots \cdots \cdots$						
Ounderground Infiltration System (I-4) Image: Constraint of the system (I-4) Bioretention (F-5) Image: Constraint of the system (Image:	○ Dry Well (I-3)		••••				
Bioretention (F-5)	\bigcirc Underground Infiltration System (I-4)						
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Organic Filter (F-4) . Shallow Wetland (W-1) . Extended Detention Wetland (W-2) . Pond/Wetland System (W-3) . Pocket Wetland (W-4) .	\bigcirc Perimeter Sand Filter (F-3) $\cdots \cdots \cdots$	• • • • • • • • • • • • • • • • • •				•	
Shallow Wetland (W-1) . Extended Detention Wetland (W-2) . Pond/Wetland System (W-3) . Pocket Wetland (W-4) .	\bigcirc Organic Filter (F-4)	•••••	••••				
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O Pond/Wetland System (W-3) • O Pocket Wetland (W-4) •	\bigcirc Extended Detention Wetland (W-2)					•	
○ Pocket Wetland (W-4)	○ Pond/Wetland System (W-3)					•	
	○ Pocket Wetland (W-4)	• • • • • • • • • • • • • • • • • • • •			_],	•	
○ Wet Swale (0-2)	\bigcirc Wet Swale (O-2)		••••			•	

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	Table 2 -	Alternativ (DO NOT IN USED FOR I	ve SMPs NCLUDE PF PRETREATM	ACTICE	S BEIN ILY)	ſĠ			
Alternative SMP						Tota Imperv	al Contr vious Ar	ributi rea(ac	ng res)
<pre>O Hydrodynamic O Wet Vault O Media Filter</pre>	·		•••••	••••	• • • • • • • • • • • • • • • • • • •	··			_
O Other Provide the name proprietary pract	and manufacturer tice(s)) being us	of the Al	ternativ treatme	e SMPs nt.	(i.e.	•• 🗌	• [_		
Name									
Note: Redevelopme use questic WQv require	ent projects which ons 28, 29, 33 and ed and total WQv	h do not u d 33a to p provided f	se RR teo rovide SI or the p:	chnique MPs use roject	es, sha ed, tot	all tal			
30. Indicate the Standard SM	ne Total RRv prov MPs with RRv capa	ided by th city ident	e RR tec ified in	hnique quest	s (Area ion 29	a/Volur •	me Reduo	ction)	and
Total RRv	provided	et							
31. Is the Tota total WQv r If Yes, go If No, go t	al RRv provided (required (#28). to question 36.	#30) great	er than	or equ	al to	the	0	Yes	O No
32. Provide the [Minimum RF	e Minimum RRv req Rv Required = (P)	uired base (0.95)(Ai)	d on HSG /12, Ai=	(S)(Ai	c)]				
Minimum RR	v Required	et							
32a. Is the Tota Minimum RRW If Yes, go <u>Note</u> : Us specific 100% of specific 100% of SWPPP. If No, sizi processed. criteria.	al RRv provided (r Required (#32)? to question 33. se the space prove site limitation WQv required (#2 c site limitation the WQv required .ng criteria has SWPPP preparer m	#30) great rided in qu s and just 8). A <u>det</u> s and just (#28) mus not been m nust modify	er than ification <u>ailed</u> ev ification t also b t also b t also N design	or equ 39 to n for aluati n for e incl OI can to mee	summar not rea on of not rea uded in not b t sizi	the ize the ducing the ducing n the e ng	e	Yes	O No

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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 <u>impervious</u> 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 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) Provide the sum of the Total RRv provided (#30) and 34. the WQv provided (#33a). Is the sum of the RRv provided (#30) and the WQv provided 35. (#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. Provide the total Channel Protection Storage Volume (CPv) required and 36. provided or select waiver (36a), if applicable. CPv Required CPv Provided acre-feet acre-feet 36a. The need to provide channel protection has been waived because: O Site discharges directly to tidal waters or a fifth order or larger stream. \bigcirc 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 CFS	Post-development
	L Criteria (Qf)
Pre-Development	Post-development
CFS	CFS

37a.	The need to meet the Qp and Qf criteria has been waived because:
	\bigcirc Site discharges directly to tidal waters
	or a fifth order or larger stream.
	\bigcirc Downstream analysis reveals that the Qp and Qf
	controls are not required

38. Has a long term Operation and Maintenance Plan for the post-construction stormwater management practice(s) been
O Yes
No developed?

If Yes, Identify the entity responsible for the long term Operation and Maintenance

39. Use this space to summarize the specific site limitations and justification for not reducing 100% of WQv required(#28). (See question 32a) This space can also be used for other pertinent project information.

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40.	Identify other DEC permits, existing and new, that are required for this project/facility.
	○ Air Pollution Control
	○ Coastal Erosion
	\bigcirc Hazardous Waste
	\bigcirc Long Island Wells
	\bigcirc Mined Land Reclamation
	🔿 Solid Waste
	\bigcirc Navigable Waters Protection / Article 15
	○ Water Quality Certificate
	○ Dam Safety
	○ Water Supply
	○ Freshwater Wetlands/Article 24
	\bigcirc Tidal Wetlands
	\bigcirc Wild, Scenic and Recreational Rivers
	\bigcirc Stream Bed or Bank Protection / Article 15
	○ Endangered or Threatened Species(Incidental Take Permit)
	○ Individual SPDES
	○ SPDES Multi-Sector GP
	0 0ther
	○ None

41.	Does this project require a US Army Corps of Engineers Wetland Permit? If Yes, Indicate Size of Impact.	○ Yes	0 No
42.	Is this project subject to the requirements of a regulated, traditional land use control MS4? (If No, skip question 43)	🔿 Үез	() No
43.	Has the "MS4 SWPPP Acceptance" form been signed by the principal executive officer or ranking elected official and submitted along with this NOI?	⊖ Yes	() No
44.	If this NOI is being submitted for the purpose of continuing or trans coverage under a general permit for stormwater runoff from constructi activities, please indicate the former SPDES number assigned.	ferring on	

Owner/Operator Certification

I have read or been advised of the permit conditions and believe that I understand them. I also understand that, under the terms of the permit, there may be reporting requirements. I hereby certify that this document and the corresponding documents were prepared under my direction or supervision. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. I further understand that coverage under the general permit will be identified in the acknowledgment that I will receive as a result of submitting this NOI and can be as long as sixty (60) business days as provided for in the general permit. I also understand that, by submitting this NOI, I am acknowledging that the SWPPP has been developed and will be implemented as the first element of construction, and agreeing to comply with all the terms and conditions of the general permit for which this NOI is being submitted.

Print First Name	MI
Print Last Name	
Owner/Operator Signature	
	Date



Department of Environmental Conservation

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 <u>any</u> *construction activity*:

Name of Construction Site	NYR DEC Perm	it ID	Municipality (MS4)
"I hereby certify that I understand and agr agree to implement any corrective actions also understand that the owner or opera current version of the New York State P permit for stormwater discharges from o to cause or contribute to a violation of certifying false, incorrect or inaccurate in of the State of New York and could subje	ee to comply wi identified by th ator must comp collutant Discha construction act f water quality of formation is a v ect me to crimin	ith the terms and e qualified insp ly with the term rge Eliminatio vivities and that standards. Furt violation of the nal, civil and/or	ad conditions of the SWPPP and bector during a site inspection. I hs and conditions of the most on System ("SPDES") general t it is unlawful for any person thermore, I understand that referenced permit and the laws r administrative proceedings.
Responsible Corporate Officer/Partner	Signature	Date	
Name of above Signatory		Name of Com	pany
Title of above Signatory		Mailing Addre	ess
Telephone of Company		City, State and	d Zip
Identify the specific elements of the SV	VPPP the cont	ractor or subc	contractor is responsible for:
<i>'TRAINED CONTRACTOR'</i> FOR THE	CERTIFIED	CONTRACTO	OR OR SUBCONTRACTOR
Name of Trained Employee	Title of Traine	d Employee	

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 Addr	ess:
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 Revie	wer:		SWPPP DATE:	
Submittal Date:		Review Date:	Approval Date:	

REQUIREMENTS BASED ON SWPPP TYPE:

<u>Applicant</u>	<u>MS4</u>	
		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)
		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)
		If a Full SWPPP is required, complete and attach the following SWPPP Design Forms: NYSDEC Green Infrastructure Design Worksheets

GENERAL REQUIREMENTS:

	<u>Applicant</u>	<u>MS4</u>	
1.			Project street address, tax parcel ID(s), and legal descriptions and boundary line surveys
2.			Vicinity Map - showing project boundary, adjacent parcels, streets, and receiving water(s)
3.			Construction drawings and SWPPP with the signature and seal of a 'qualified professional'
4.			Copies of other approvals, agreements, or permits required for construction of the project
5.			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.			A description of any measures necessary to avoid or minimize said adverse impacts
7.			Completed copy of a NYSDEC and US ACOE Joint Application for Permit, if applicable
8.			Completed and signed copy of DEC Notice of Intent (NOI) for general permit coverage
9.			Completed MS4 SWPPP Acceptance Form, available online: <u>www.townofbethlehem.org</u>
10.			Signed SWM Certification Form: Part A Developer/Applicant & Qualified Professional

Last Revised: April 2016

BASIC SWPPP:

Existing and Proposed Mapping and Site Plans: (Minimum scale of 1" = 50', or as requested by the MS4, with clear and legible detail) **A**)

	<u>Applicant</u>	<u>MS4</u>	
11.			Existing and proposed topography a minimum of 50' beyond the property (min. 2'contours)
12.			Location of adjacent perennial and intermittent streams (NYSDEC classification/naming)
13.			Mapping and description of all soils on the site, including the Hydrologic Soil Group (HSG)
14.			Description and boundaries of the existing predominant vegetative cover on the project site
15.			Boundary of the proposed limits of clearing and, if different, limits of grading on the site
16.			Delineated boundary and acreage of any upstream watersheds draining onto the project site
17.			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.			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.			Seasonal high groundwater elevation at the locations of sediment and/or detention basins
20.			NYSDEC freshwater wetland and adjacent area boundaries or certification of no wetlands
21.			Boundary of US ACOE wetlands under federal jurisdiction or certification of no wetlands
22.			Location of existing and proposed roadways, lot boundaries, buildings, and other structures
23.			Location of existing and proposed utilities (e.g. water, sewer, gas, electric) and easements
24.			Location of existing and proposed conveyance systems (i.e. swales, MHs, CBs, pipes, etc.)
25.			Flow paths of surface and subsurface stormwater management structures (use flow arrows)
26.			Location of 100-yr floodplain and floodway limits if disturbance proposed in the floodplain
27.			Locations and dimensions of all proposed channel modifications (i.e. bridges & culverts)
28.			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.			Calculations for the acreage of impervious cover created within the proposed disturbances
30.			Time of Concentration (Tc) travel time flow path for subcatchments within project limits
31.			Curve Number (CN) values and square footage or acreage of evaluated subcatchment areas
32.			Location of Design Points (DPs) for the pre- and post-development hydrological analysis

Structural Stormwater Management and Conveyance Practices: B)

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

	Applicant	<u>M34</u>	
33.			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.			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.			Existing and proposed elevations for storm drain structures (i.e. pipes, CBs, manholes, etc.)
36.			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.			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.			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:

Erosion and Sediment Control (E&SC) Plan: (Minimum scale of 1" = 50', must include all areas of disturbance within the project) **C**)

	<u>Applicant</u>	<u>MS4</u>	
39.			Erosion and sediment control plan satisfying requirements as outlined in the Blue Book
40.			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.			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.			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.			Typical E&SC measures and specific details for material stockpiling, equipment staging, material storage, borrow/spoil areas, dewatering operations, and spill/waste containment
44.			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.			Specifications for temporary and permanent seeding – note seed types and application rates
46.			Statement requiring soil stabilization on inactive portions of the site in maximum 14 days
47.			Construction phasing plan describing all the major construction activities for the project
48.			Anticipated start and end dates for each phase of the project and the total duration of work
49.			Sequencing schedule for all known soil disturbance activities at the site, including clearing, grubbing, grading, stockpiling, excavation, infrastructure installation, and final stabilization
50.			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.			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.			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.			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.			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.			Final landscaping plans - include buffer zones, reforestation, or wetland mitigation areas
56.			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.			Copy of Contractor Certification Form with a statement equivalent to DEC general permit
58.			Copy of the Owner or Operator Inspection Form satisfying requirements in the Blue Book
59.			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.			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.			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.			Sizing calculations for all the post-construction stormwater management practices (SMPs) including: contributing drainage area, land use cover, storage volumes, and outlet structures
63.			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.			Dam Hazard Class determined in conformance with DEC Guidelines for Design of Dams
65.			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.			Water Quality volume (WQv) calculations based on the Town 90% rainfall event, P=1.0"
67.			Calculations for WQv and CPv (use Chapter 4, 8, and Appendix B of the <i>Design Manual</i>)
68.			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.			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.			Copy of Geotechnical Evaluation Report conducted for the project, if required by the Town
71.			Copy of Site Inspection Form that satisfies the requirements in GP-0-10-001, or as updated
72.			Statement for inspections to be conducted by the qualified inspector every 7 calendar days
73.			Identification of the expected discharge points to be evaluated during these site inspections

SMP Operation and Maintenance Plan: E)

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

	<u>Applicant</u>	<u>MS4</u>	
74.			Name, address, phone number, and email of party responsible for O&M of all the SMPs
75.			Description and illustration of easements to each SMP from either public or private roads
76.			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.			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.			Inspection checklist with all items to be evaluated (see Appendix G of the Design Manual)
79.			Minimum vegetative cover requirements, based upon specific zones/areas within the SMPs
80.			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.			Draft version of Operation and Maintenance (O&M) Agreement with the Town for SMPs
82.			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.			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.			Identify and justify proposed deviation or alternative design from the <i>technical standards</i>
85.			Illustration detailing the area of the project draining to the proposed deviation (quantify)
86.			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.			Preparation of downstream analysis report based upon current NYSDEC or MS4 guidelines
88.			Map illustrating the points of analysis or outfalls with direct discharge to a 4 th order stream
89.			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.			Two inspections to be conducted every seven calendar days when > five acres are disturbed
91.			Statement for soil stabilization measures to be implemented within seven (7) calendar days
92.			Phasing plan with maximum disturbed acreage per phase and a map of the cut and fill areas
93.			Identification of any additional site specific practices to be installed to protect water quality

I) <u>Town Owned SMPs:</u>

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

	<u>Applicant</u>	<u>MS4</u>	
94.			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.			Survey map and legal description of the boundaries within the proposed Drainage District
96.			Completed SEQRA Environmental Assessment Form for creation of the Drainage District

J) <u>Performance Guarantee:</u>

(Requirement for all land development activities)

Applicant MS4 97. Engineer's estimate for the cost of implementing all the components of the approved plans 98. 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. 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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NEW YORK STATE OF OPPORTUNITYDepartment of Environmental ConservationNYS Department of Environmental Conservation Division of Water 625 Broadway, 4th Floor Albany, New York 12233-3505
MS4 Stormwater Pollution Prevention Plan (SWPPP) Acceptance Form
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

(NYS DEC - MS4 SWPPP Acceptance Form - January 2015)