

DATE RECEIVED: \_\_\_\_\_

INVOICE NUMBER (Permit): \_\_\_\_\_

This checklist is effective as of August 1, 2011

## STARK SOIL & WATER CONSERVATION DISTRICT

2650 Richville Drive SE, Suite 103

Massillon, Ohio 44646

Office: 330-830-7700 x 103

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### STORM WATER POLLUTION PREVENTION PLAN (SWP3) CHECKLIST

If a site will disturb 1 acre or more of land as defined by clearing, grading, grubbing, excavation, demolition, timbering, filling, and off-site borrow areas, or is part of a larger common plan of development or sale, a SWP3 must be submitted to the Stark SWCD office for review and approval prior to disturbance.

**PROJECT NAME:** \_\_\_\_\_

**TOTAL ACRES:** \_\_\_\_\_ **DISTURBED ACRES:** \_\_\_\_\_

**NPDES PERMIT:** \_\_\_\_\_ **LOCATION:** \_\_\_\_\_

**MS4 OPERATOR:** \_\_\_\_\_ **CONTRACTOR:** \_\_\_\_\_

**LATITUDE:** \_\_\_\_\_ **LONGITUDE:** \_\_\_\_\_ **WATERSHED:** \_\_\_\_\_

Plan Type	Review Fee
<b>Preliminary Plan</b> (plans submitted to RPC) *	\$15.00 / acre *Minimum charge - \$75.00 (for sites 1-4.9 acres)
<b>Storm Water Pollution Prevention Plan (SWP3) **</b>	\$20.00 / acre **Minimum charge - \$100.00 (for sites 1-4.9 acres)

Site Size	Inspection Fee
Sites 1 – 4.9 acres	<b>\$250.00</b>
Sites 5 –9.9 acres	<b>\$800.00</b>
Sites 10 – 19.9 acres	<b>\$1,300.00</b>
Sites 20 – 49.9 acres	<b>\$1,700.00</b>
Sites larger than 50 acres	<b>\$2,000.00</b>

**GENERAL REQUIREMENTS:** Stark Soil & Water Conservation District must receive two (2) sets of the Storm Water Pollution Prevention Plan (SWP3), one (1) full set of construction plans and a completed copy of page 1. In a village or municipality, the village or municipality engineer must also receive an SWP3. The District will review, return, or approve the SWP3 within 30 working days after receipt or submittal of the plan. The approved SWP3 will be valid for two (2) years. The developer must apply for a Notice of Intent (NOI) from Ohio EPA if applicable and a copy of the NOI and subsequent permit letter sent to the Stark SWCD office. An approved plan and pre-construction meeting are required before any earthmoving is permitted. It is the developer's responsibility to contact the Stark SWCD office to schedule the pre-construction meeting. Contact the Stark SWCD office at 330-830-7700 X 127 with any questions.

**MINIMUM STANDARDS** – The Storm Water Pollution Prevention Plan (SWP3) must address all minimum components of the most recent NPDES Construction General Permit and conform to the specifications of the Stark County Water Quality Regulations (the stricter applying).

### **Submitted Plans must include:**

- **Contact Person-** Contact information for the owner or developer of the land.
- **Co-permittee information-** Contact information of the contractor who will be responsible for implementing (*installing & removing practices*) the SWP3 Plan and the written inspection reports. **NOTE:** If the contractor is unknown at the time of plan review, the information will be required before a pre-construction meeting is scheduled.
- **Vicinity Map** – Location map showing site in relation to surrounding area. Include location of receiving streams/surface waters
- **Limits of Clearing and Grading Plan** – Clearly indicate limits and show acreage of earth disturbing activity. Show borrow, spoil, and topsoil stockpile areas. Include before and after contours with appropriate contour intervals. Delineate drainage watersheds, indicating acreage of each area.
- **Project Description** – Briefly describe the nature, purpose and scope of the land disturbing activity. This may be self evident from the plan. Include total area of site and acreages of individual phases if applicable. Include a narrative describing the overall erosion and sediment control scheme for this site.
- **Soils Information** – Show unstable or highly erodible soils as determined by the Stark County Soil Survey and/or soil tests. Show location of any soil test borings on plan. Other soils information such as permeability, perched water table, etc. may be mentioned.
- **Surface Water Locations** – Show locations of all lakes, ponds, surface drainage patterns, wetlands, springs, etc. on or within 1000 feet of the site. If storm water will be discharging into a municipal separate storm sewer system or into a storm water management structure such as a retention basin that is off the site, clearly indicate this on the plans.
- **Site Development** – Show locations of all existing and proposed buildings, roads, utilities, parking facilities, etc.
- **Schedule of Construction Activity** – Included in this should be a schedule for implementing temporary and permanent erosion and sediment control practices and storm water management facilities. The NPDES permit requires that all sediment ponds and perimeter barriers be constructed within 7 days of first grubbing. All sediment control structures must remain functional until upland areas are stabilized.
- **Location of Practices** – Show locations of all structural erosion and sediment control, storm water management, and water quality practices, including post-construction best management

practices. Water ponding facilities should be drawn to scale, with the area of the contributing watershed given.

- **Detail Drawings** – All structural practices should be explained with the detail drawings of specifications. Installation specifications may also be necessary to aid contractor. Included should be outlet structures for retention, detention facilities and any special modifications to these structures to aid in improved sediment trapping capability.
- **Land Stabilization Measures** – Provide specifications for temporary and permanent seeding, mulching, blanketing, etc. and also installation schedule for each practice. Temporarily stabilize disturbed areas that will remain idle for 21 days or longer within 7 days of last disturbance or within 2 days for areas within 50' of a stream. Permanently stabilize disturbed areas within 7 days of reaching final grade. Erosion control blankets and matting should be used to stabilize channels where the flow velocity is greater than **3.5 ft/sec.**, steep slopes, on highly erosive soils and on areas slow to establish a vegetative cover.
- **Special Notes for Critical Areas** – Include pertinent information regarding stream bank stabilization, riparian corridors, buffer areas, stream restoration plans, and wetland areas.
- **Existing Natural Areas** – Show existing or unusual vegetation, wetlands, springs, rock outcroppings, etc. Include vegetation to remain (trees, buffer areas, etc.)
- **Maintenance and Inspections** – Provide notes and information regarding maintenance of each practice to assure continued performance. Erosion and sediment control must be inspected once every 7 days and within 24 hours of 0.5" or greater rainfall. A written log of these inspections must become part of the SWP3. This log should indicate the date of the inspection, the inspector, weather conditions, observations, actions taken to correct problems, and the date action was taken.
- **Storm Water Runoff Considerations and Post-Construction BMPs** – Show the pre- and post-construction runoff coefficients including information such as the method used to calculate runoff. Include a narrative describing post construction storm water quality BMPs such as detention basins, grass filter strips, or wetlands in a separate long term maintenance plan. Indicate in this report who will be the responsible person and/or association for long-term maintenance and how it will be maintained throughout its life. Show locations of all storm water management facilities. Include vegetation to remain (trees, buffer areas, etc.). Storm water quantity approvals must be received by the reviewing agency (city engineer, sub-division engineer, village engineer, etc.).
- **Trap Efficiency, Location, and Volume of Sediment Ponds** – These calculations must be shown for all temporary or permanent sediment traps/ponds and any retention/detention facilities to be used for this purpose. The minimum total design volume for ponds used for the purpose of trapping sediment shall have two (2) components, the dewatering zone and the sediment storage zone. The volume of the dewatering zone shall be a minimum of 1,800 cubic feet (67 cubic yards) per acre of total drainage area to the pond. The volume of the sediment storage zone shall be 1,000 cubic feet (37 cubic yards) per disturbed acre within the watershed of the basin. Trapping

efficiency of these structures must be at least 75% (refer to the Ohio Rainwater & Land Development Manual or OEPA Construction General Permit).

- **Disposal of Solid, Sanitary and Toxic Waste** – Solid, sanitary and toxic waste must be disposed of in a proper manner in accordance with local, state, and federal regulations. It is prohibited to burn, bury or pour out onto the ground or into the storm sewers any solvents, paints, stains, gasoline, diesel fuel, used motor oil, hydraulic fluid, anti-freeze, cement curing compounds, and other such toxic or hazardous wastes. Wash out of cement trucks should occur in a diked, designated area where the washings can collect and be disposed of properly when they harden. Storage tanks should be located in diked areas away from any drainage channels. The diked area should hold a volume 110% of the largest tank
- **Off-Site Sediment Tracking** – Minimize such tracking of sediments by making sure vehicles use properly maintained gravel construction entrances and to regularly sweep streets and perform other good housekeeping procedures.
- **Plan Certification** – The plan must include the following verbiage: *“I, the undersigned, 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 managed 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.”* This statement must be dated and signed by all applicable parties with indication of what activity they are responsible for.
- **Long Term Maintenance Plan** – Detail drawings and maintenance plans shall be provided to Stark SWCD and/or the local MS4 for all Post-Construction Best Management Practices (BMPs) prior to plan approval and shall include the following information:
  - Cover sheet listing MS4 Operator, site name and date.
  - Name and contact number of the party or association responsible for post construction long term maintenance (the association must be legally recorded).
  - List of all post-construction BMPs, structural and non-structural, with all supporting design data (i.e.: Water quality volume calculations along with draw down time calculations).
  - Instructions on how and when the practices are to be maintained along with an inspection schedule.
  - A detailed drawing of the BMPs listed.
  - A copy of any required easements.

Maintenance plans must ensure that pollutants collected within structural Post-Construction BMPs are disposed of in accordance with local, state and federal guidelines.