

## Appendix F – Construction Site Plan Review Form

#	Topic	Question	YES	NO	N/A	Comments
1	Contact Information	Does the Applicant have ALL required contact information for both the Owner and the Contractor? <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Phone Number</li> <li>• Email Address</li> </ul>				
2	Project Location	Is the name and location of the project provided on the application?				
3	Applicability	Does the proposed construction activity disturb at least 10,000 sq. ft.? Document the disturbed area in the comments.				
4	Certification	Are the SWPPP and construction plans signed and certified by an accredited professional?				
5	MPCA Coverage	Is proof of coverage under the MPCA's NPDES permit included for construction activity that disturbs greater than one (1) acre?				
6	Impervious Surfaces	Is the impervious surface for pre- and post-construction conditions specified? Document impervious area in the comments.				
7	Project Narrative	Does the SWPPP include a description of the proposed construction activities?				
8	Project Schedule	Does the SWPPP include a schedule of major construction activities, including the start and end of construction?				
9	Responsible Parties	Is a chain of responsibility for SWPPP implementation included, i.e. responsible party contacts?				
10	Training	Is training documented and adequate for SWPPP responsibilities?				
11	Quantities	Are estimated preliminary BMP and earthwork quantities provided?				

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12	Site Maps	<p>Is a site map or series of site maps attached with the following:</p> <ul style="list-style-type: none"> <li>Existing and final grades</li> <li>Flow directions for pre- and post-construction conditions</li> <li>Areas of steep slopes, defined as at least 3:1 (H:V)</li> <li>Impervious surfaces</li> <li>Soil types</li> <li>Locations of pollutant-generating activities</li> <li>Locations of areas not to be disturbed, i.e. buffer zones</li> <li>Surface waters and wetlands within one (1) mile of the project</li> </ul>				
13	Erosion Control Plan	Is an erosion control plan provided including locations of proposed BMPs, grading sections, and BMP details?				
14	T&E Species	Are stormwater BMPs designed to accommodate threatened/endangered species expected to be at the site, i.e. wildlife friendly erosion control blanket?				
15	Chemical Treatments	Are controls described to adequately control chemical treatments and processes that are present at the project, i.e. if flocculent is used for a sediment basin?				
16	Pollution Prevention	Are building products, fertilizers, hazardous materials, and solid wastes protected to minimize exposure to stormwater?				
17	Fueling & Equipment Maintenance	Will fueling and equipment maintenance be performed in a contained area?				
18	Vehicle & Equipment Washing	Is vehicle and equipment washing limited to a defined area of the site, with runoff contained in a sediment basin or equivalent control?				

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19	Concrete Washout	Is effective containment provided for all liquid and solid wastes generated by washout operations? Will a sign be installed next to each washout facility?				
20	Sanitary Facilities	Are portable restrooms positioned so that they are secure and not tipped or knocked over?				
21	Soil Compaction	Are methods used to minimize soil compaction and preserve topsoil described? Note that minimizing soil compaction is not required where the function of a specific area dictates that soil is compacted.				
22	Perimeter Controls	Are sediment control BMPs established on all down-gradient perimeters, with a plan to install such BMPs prior to the commencement of upgradient land disturbance?				
23	Stockpile Protection	Are sediment control BMPs provided around stockpiles? Note that stockpiles may not be placed in natural buffers, surface waters, or other conveyances.				
24	Slope Breaks	Are slope breaks or ditch checks provided in drainageways and other areas with extended, continuous slope?				
25	Vehicle Tracking	Are Vehicle Tracking Controls (VTCs) included for all areas where construction vehicles exit the site?				
26	Natural Buffers	Is a 50-foot natural buffer provided between disturbed areas and surface waters? If not, are redundant perimeter controls provided?				
27	Inlet Protection	Are all culverts and catch basins protected with adequate inlet protection?				
28	Outlet Protection	Are pipe outlets provided with adequate energy dissipation within 24 hours after connection?				
29	Dewatering	Are dewatering activities planned to discharge in a manner that does not cause nuisance condition or downstream erosion?				

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30	Sediment Basins	Are temporary or permanent sediment basins designed to prevent the discharge of floating debris, are they designed with a stabilized emergency overflow, and is energy dissipation provided at the basin outlet?				
31	Infiltration BMP Prohibitions	Are infiltrations BMPs located away from areas where infiltration is prohibited, as described by the state's NPDES permit in Section III.D.1.j?				
32	Infiltration BMP Protection	Are infiltration BMPs protected with rigorous erosion prevention and sediment controls and staked off to prevent soil compaction?				
33	Infiltration BMP Pre-treatment	Is a pre-treatment device provided, such as a vegetated filter strip, to settle particles and prevent clogging of infiltration BMPs?				
34	Special / Impaired Waters	Does the SWPPP address all additional requirements that apply to special/impaired waters as outlined in Appendix A of the state's NPDES permit?				
35	Waters with Approved TMDL/WLA	Does the SWPPP include BMPs identified in the receiving water TMDL to satisfy the TMDL or Waste Load Allocation (WLA) requirements, as applicable to pollutants or stressors identified in Appendix A of the state's NPDES permit?				
36	Permanent Stormwater Management	Does the project include a permanent stormwater management system? Is a maintenance plan included identifying who is responsible for long-term maintenance of the system?				
37	Design Calculations	Are design calculations or model results provided for permanent stormwater management systems?				
38	BMP Suitability	Do BMPs appear to be designed to adequately handle runoff? Consider off-site drainage areas, channelized flows, impervious surfaces, steep slopes, and nearby sensitive areas.				

#	Topic	Question	YES	NO	N/A	Comments
39	General Stabilization	Does the applicant specify the appropriate timeline for stabilizing disturbed areas, i.e. within 14 days of construction ending in that area, or 7 days for areas that are within 1 mile and drain to special/impaired waters?				
40	Drainageway Stabilization	Is the last 200 lineal feet of any drainageway specified to be stabilized within 24 hours of connecting to a surface water / property edge?				
41	Channelized Stabilization	Is erosion control blanket specified for stabilization in channelized flow areas?				
42	Final Stabilization	Are final stabilization methods adequate for the site, including the seed mix to be used?				
43	Inspections	Does the applicant specify inspections every seven (7) days and within 24 hours of a storm event that produces at least 0.5-inches of rain in a 24-hour period?				
44	Perimeter Control Maintenance	Will perimeter controls be repaired, replaced, or supplemented when they become nonfunctional or the sediment reaches one-half (1/2) the height of the device? Will the repairs be made by the end of the next business day after discovery, or as soon as field conditions allow access?				
45	Sediment Basin Maintenance	Will sediment basins be drained and the sediment removed when the depth of sediment collected in the basin reaches one-half (1/2) the height of the device? Will the drainage and removal be completed within 72 hours of discovery, or as soon as field conditions allow access?				
46	Surface Water Maintenance	Will all deltas and deposited sediment be removed from surface waters, including drainage ditches and conveyance systems, within seven (7) days of discovery, or as soon as field conditions allow access?				
47	Off-Site Sediment Recovery	Will tracked sediments be removed from all paved surfaces, adjacent roadways, and other off-site areas, within 24 hours of discovery?				

#	Topic	Question	YES	NO	N/A	Comments
48	Infeasibility and Exemptions	If the applicant determined that any SWPPP requirements are infeasible, are such determinations based on reasonable premise and documented accordingly?				

**Submittal Review Closeout**

Reviewer: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Check the box appropriate box below to complete your review:*

The site plans meet the criteria above and the applicant may obtain permit coverage.		
The site plans must be corrected for the deficiencies below prior to obtaining permit coverage:		
Deficiencies, if applicable:		



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