STARK SOIL & WATER
2650 Richville Dr. SE., Suite 100, Massillon, OH 44646 • (330) 451-SOIL (7645) • info@starkswcd.org

# STORM WATER POLLUTION PREVENTION PLAN (SWP3) CHECKLIST

If a site will disturb 1 acre 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 an SWP3 must be submitted to this office for review and approval prior to disturbance. (v4)

**Project Name**: _____ **Phase**: _____

**Project Type**: ☐ **Commercial** ☐ **Condo** ☐ **Demo** ☐ **Government**
☐ **Industrial** ☐ **Recreational** ☐ **Redevelopment** ☐ **Residential**
☐ **Roadway** ☐ **Utility** ☐ **Other**: _____

**Total Acres**: _____ **Disturbed Acres**: _____ **NPDES NOI #**: _____

**Location (Township / Village / City)**: _____ **Parcel #**: _____

**Does this site Discharge into an MS4 System**: ☐ ***YES*** ☐ ***NO*** **MS4 Operator**: _____

**Watershed (HUC )**: _____

**Latitude**: _____ **Longitude**: _____

**Prior Land Use**: _____ **Imperviousness % (Pre / Post)**: _____/ _____

## Owner / Developer

**Company**: _____
**Contact**: _____
**Address**: _____
_____
**Tel #**: _____
**Email**: _____

## Engineer

**Company**: _____
**Contact**: _____
**Address**: _____
_____
**Tel #**: _____
**Email**: _____

## Contractor

**Company**: _____
**Contact**: _____
**Address**: _____
_____
**Tel #**: _____
**Email**: _____

## Earthwork Contractor / Other

**Company**: _____
**Contact**: _____
**Address**: _____
_____
**Tel #**: _____
**Email**: _____

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# STORM WATER POLLUTION PREVENTION PLAN CHECKLIST
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## Additional Site Information

**Site Entrance / Street Name:**

## Geographical Coordinates

| | Latitude (Decimal Degree) | | Longitude (Decimal Degree) |
|---|---|---|---|
| **Post Construction WQ Practice #1** | N | W | |
| Selected PC BMP \| Watershed to in Acres: | (PC BMP) | | (Acres) |
| **Post Construction WQ Practice #2** | N | W | |
| Selected PC BMP \| Watershed to in Acres: | (PC BMP) | | (Acres) |
| **Post Construction WQ Practice #3** | N | W | |
| Selected PC BMP \| Watershed to in Acres: | (PC BMP) | | (Acres) |
| **Post Construction WQ Practice #4** | N | W | |
| Selected PC BMP \| Watershed to in Acres: | (PC BMP) | | (Acres) |

| | | | |
|---|---|---|---|
| **Storm Water Outfall to MS4** | N | W | |
| **Storm Water Outfall to MS4** | N | W | |
| **Storm Water Outfall to MS4** | N | W | |

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# STORM WATER POLLUTION PREVENTION PLAN CHECKLIST
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**Are there jurisdictional wetlands or streams on the site that will be impacted or disturbed?**

**☐ NO ☐ YES If yes, please attach copy of delineation and letter from USACE or OEPA**

**List all permits obtained for this project:**

## Certification Sheet

**The Owner of this project and/or undersigned, do hereby covenant and agree to comply with all of the laws of the State of Ohio and the regulations of Stark County, pertaining to earthwork (including erosion / sediment control & water quality requirements per The Stark County Storm Water Quality Regulation) and the said construction will be in accordance with plans and specifications submitted herewith and certify that the information and statements given on the application are true.**

**Applicant / Permittee**

_____ _____

Print Name Signature

_____ _____

Organization / Company Telephone / Cell

_____ _____

Email Address Date

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# STORM WATER POLLUTION PREVENTION PLAN CHECKLIST

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## Summary of Storm Water Management Basin Calculations

**Normal Water Surface Elevation:** **(Leave Blank if Dry Basin is being used)**

| Year Storm Design Frequency | Water Quality | 2 | 5 | 10 | 10 – During Construction | 25 | 50 | 100 |
|---|---|---|---|---|---|---|---|---|
| Pre-Developed Peak Flow (CFS) | N/A | | | | | | | |
| Post-Development Uncontrolled Peak Flow (CFS) | N/A | | | | | | | |
| Post-Development Peak Flow from Basin (CFS) | | | | | | | | |
| Design Peak Water Elevation (Feet) | | | | | | | | |
| Design Storage Volume Required (CF) | | | | | | | | |
| | | | | | | | | |
| As-Constructed Peak Flow from Basin (CFS) | | | | | | | | |
| As-Constructed Peak Water Elevation (Feet) | | | | | | | | |
| As-Constructed Storage Volume Provided (CF) | | | | | | | | |

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# STORM WATER POLLUTION PREVENTION PLAN CHECKLIST
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## Fee Schedule

### Review Fees

| Review Type | Fee |
|---|---|
| Preliminary Reviews | $20.00 / Disturbed Acre<br>Minimum charge - $100.00 |
| Storm Water Pollution Prevention Plan (SWPPP or SWP3) | $30.00 / Disturbed Acre<br>Minimum charge - $150.00 |
| *A Revised SWP3 submitted for review after plan approval will be re-billed at $25.00 per disturbed acre with a $125.00 minimum. | |

### Inspection Fees

| Active Sites within the MS4 Operator's jurisdiction are inspected on a bi-monthly basis for compliance. Sites outside of the MS4 Operator's jurisdiction will be inspected on a monthly basis for compliance. | |
|---|---|
| **Disturbed Acres** | **Fees** |
| Sites 1 to 4.9 Acres Disturbed | $500.00 |
| Sites 5 to 9.9 Acres Disturbed | $1000.00 |
| Sites 10 to 19.9 Acres Disturbed | $1500.00 |
| Sites 20 to 49.9 Acres Disturbed | $2000.00 |
| Sites Larger than 50 Acres Disturbed | $2500.00 |
| Sites to be found in ***non-compliance*** of the Stark County Storm Water Regulations may be charged $250.00 per violation. This will be for each area of the regulations, not each violation.<br><br>Example: Silt fencing not in place in multiple areas would be one violation. Silt Fencing not in place and off-site discharge would be two (2) separate violations. | |

## Submittal Requirements

- This completed checklist (pages 1 – 4)
- One full set of the construction plans which includes SWP3 (22 x 34)
- One set of Digital plans (pdf) sized to 11x17
- One draft of the Long Term Maintenance Plan / Agreement
- The Storm Water Management Report w/ WQ Calculations (hard copy or pdf)
    - Pre/Post Drainage Maps
    - All required calculations per OEPA GCP (OHC000005) for WQv Determination (New, Redevelopment, Combined, etc.).

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# STORM WATER POLLUTION PREVENTION PLAN CHECKLIST
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## Submittal Requirements Continued

- **As Built drawings of any Post Construction WQ Feature**
- **Ohio Environmental Protection Agency NPDES NOI Permit – Approval Letter**
  - **Copy of Submitted Application with proof of payment will allow for approval**
  - **Approval Letter will be required prior to scheduling of Pre-Construction Meeting**
- **Wetland Delineation Report (if required)**
  - **Proof of Compliance:**
    - **Ohio Environmental Protection Agency**
      - **Section 401 of the Clean Water Act – Approval Letter**
    - **US Army Corps of Engineers**
      - **Section 404 of the Clean Water Act – Approval Letter**
    - **Qualified Professional / Consultant**
      - **Letter Certifying that survey has been completed and coverage is not applicable.**
- **Copy of SWP3 Inspection Report (On-Site Report)**
  - **This will be one completed by contractor or other responsible party on weekly basis and after ½ inch rainfall events.**
- **Letter of Variance for Water Quality Orifices smaller than 2 inches in diameter (Stark County Storm Water Quality Regulation – Section IV.C.2) (if needed)**
  - **This should be addressed to the Urban Program Specialist and state the specific variances sought and the reasons with supporting data for their granting (i,e. per Ohio EPAs GCP requirements for Water Quality Volume and Drain Times).**

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# STORM WATER POLLUTION PREVENTION PLAN CHECKLIST
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## Submitted Plans must include:

☐ **Fees –** All review/inspection fees must be paid prior to approval. The chart on page #5 is separated into Plan Review fees and Inspection fees. If your plan was submitted to the Stark County Regional Planning Commission, a preliminary fee will be charged.

☐ **Site Description** – The cover page should include name and contact information for site operators and SWP3 authorization agents.

☐ **Contractor Information**- Contact information of the contractor who will be responsible for implementing (*installing & removing practices*) the SWP3 Plan and write the 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 (both onsite and off-site locations). 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. Include total area of site and acreage's 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 USDA Natural Resource Conservation Service Soil Survey web**soilsurvey**.**nrcs**.usda.gov 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, spring, 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.

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# STORM WATER POLLUTION PREVENTION PLAN CHECKLIST

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☐ **Schedule of Construction Activity & Sequencing** – Included in this should be a schedule for implementing temporary and permanent erosion and sediment control practices and storm water management facilities. The first item within should state "Contact Stark Soil & Water Conservation District to schedule a Pre-Construction Meeting at (330) 451-7645 prior to any earth moving activity". Include when the project will begin and its proposed completion. Note any major activities (site grading). 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. Provide phased approach if possible to minimize land disturbing activity.

☐ **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. This should include the following: Silt Fencing / Sock (12”), inlet protection, stabilized construction entrance(s), concrete washout facility, and any other temporary or permanent BMP within the site.

☐ **Detail Drawings** – All practices should be explained with the detail drawings & specifications. Installation specifications are necessary to aid the contractor. Include outlet structures for retention, detention facilities, cross sections and any special modifications to these structures to aid in improved sediment trapping capability. All BMP’s indicated on the SWPPP must have a detail and installation requirements and location called out within the plan sheet.

☐ **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 14 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.

| **Permanent Stabilization** | |
|---|---|
| **Area requiring permanent stabilization** | **Time frame to apply erosion controls** |
| Any areas that will lie dormant for one year or more | Within seven days of the most recent disturbance |
| Any areas within 50 feet of a surface water of the state and at final grade | Within two days of reaching final grade |
| Any other areas at final grade | Within seven days of reaching final grade within that area |

| **Temporary Stabilization** | |
|---|---|
| **Area requiring temporary stabilization** | **Time frame to apply erosion controls** |
| Any disturbed areas within 50 feet of a surface water of the state and not at final grade | Within two days of the most recent disturbance if the area will remain idle for more than 14 days |
| For all construction activities, any disturbed areas that will be dormant for more than 14 days but less than one year, and not within 50 feet of a surface water of the state | Within seven days of the most recent disturbance within the area<br><br>For residential subdivisions, disturbed areas must be stabilized at least seven days prior to transfer of permit coverage for the individual lot(s). |
| Disturbed areas that will be idle over winter | Prior to the onset of winter weather |

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# STORM WATER POLLUTION PREVENTION PLAN CHECKLIST

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☐ **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.). Provide extent & description of wetlands or aquatic sites being disturbed or receiving discharge(s). Call out any instream crossings that will take place as part of this project.

☐ **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 with 24 hours of 0.5" or greater rainfall. A written log of these inspections must become part of the SWPPP. This log should indicate the dates of inspection, inspector weather conditions, observations, actions taken to correct problems, and the date action was taken. These logs (reports) must be kept on site with the SWPPP.

☐ **Permits** – A copy of the Ohio EPA's NPDES NOI Permit must be submitted before approval can be given. You may obtain additional information, copies of the permit and current forms / instruction from the EPA's website at http://epa.ohio.gov/dsw/storm/index.aspx. These may also be found within our website at https://www.starkswcd.org/urban-services. Sites that will impact wetlands or streams will need to submit approval letters from either Ohio EPA (401) or US ACE (404).

☐ **Storm Water Runoff Considerations and Post-Construction BMPs** Large and Small sites– Show the pre and post-construction runoff coefficients including information such as the method used to calculate runoff and the water quality orifice (if applicable). Reference the Stark County Storm Water Quality Regulations for further water quality design requirements. If the site is a redevelopment site, indicate how this was determined. Include a narrative describing post construction storm water quality BMP's. The plan must describe the post construction BMPs used for the site and the rational for their selection. If the site is exempt from providing water quality treatment post construction, cite the exemption on the plan. Provide the pre & post impervious areas for the project. If the site is considered a small construction site (1 to 1.9 acres) explain the water quality practice chosen and why. A separate long term maintenance plan is also required (as indicated on this check list). Show the locations of all storm water quality practices. 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).

- **NOTE**: All practices for large construction sites (2 acres and above) must be selected from either Table 4a or 4b within the Ohio EPA Permit No. OHC000005. Any alternative BMPs will need approved by OEPA.

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# STORM WATER POLLUTION PREVENTION PLAN CHECKLIST
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☐ **Sediment Ponds or Traps** – Calculations must be shown for all temporary or permanent sediment ponds or traps and any retention/detention facilities to be used for this purpose. A surface dewatering devise shall be used. The minimum total design volume for ponds used for the purpose of trapping sediment shall have 2 components, the dewatering zone and the sediment storage zone. The volume of the dewatering zone shall be a minimum of 1800 cubic feet (67 cubic yards) per acre of total drainage area to the pond. The volume of the sediment storage zone shall be 1000 cubic feet (37 cubic yards) per disturbed acre within the watershed of the basin. (Note: for design information see the Ohio Rainwater & land Development Manual or OEPA Construction General Permit). Don't forget the minimum length to width ratio from the inlet into the basin to the outlet (3:1 preferred).

☐ **Solid, Sanitary, Construction and other Waste Material** – Waste material 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, and antifreeze, cement curing compounds and other such toxic or hazardous wastes. Show the location and description of any storm water discharges associated with dedicated asphalt and dedicated concrete plants covered by this permit and the best management practices to address pollutants in these storm water discharges. 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. Show the location of all construction entrances. Show lay down areas and areas designated for storage of supplies, fuel, paints & dumpsters.

☐ **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.

☐ **Transportation Projects-** The construction of new roads and roadway improvement projects by public entities (i.e., the state, counties, townships, cities, or villages) may implement *post-construction* BMPs in compliance with the most current version of the Ohio Department of Transportation's "Location and Design Manual, Volume Two Drainage Design" that has been accepted by Ohio EPA as an alternative to the conditions of the OEPA Construction General Permit (most current version OHC000005). The Storm Water Pollution Prevention Plan must contain all items as listed in PART III. Storm Water Pollution Prevention Plan (SWP3) in the most current Construction General Permit.

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# STORM WATER POLLUTION PREVENTION PLAN CHECKLIST
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☐ **Long Term Maintenance Plan** –. Detail drawings and maintenance plans shall be provided to Stark SWCD and/or the local MS4 Operator for all Post-Construction Best Management Practices (BMP's) prior to plan approval and shall include the following information:

- Cover sheet listing MS4 Operator, site location, site name and date (signed and dated).
- Name, telephone number and email address of the party or association responsible for post construction long term maintenance (the association must be legally recorded).
- List of all post-construction BMP's, structural and non-structural with all supporting design data needed to maintain the practice correctly.
- Instructions on how and when the practices are to be maintained along with an inspection schedule. (routine and non-routine maintenance)
- A detail drawing of the BMP's listed.
- A copy of any required easements.

    - **Note (Subdivisions)** – The responsible party will be required to submit new cover sheet signed and dated by responsible party of HOA at time of transfer. This office will then meet with representative to discuss what responsibilities are required. At conclusion of meeting, transfer of long term maintenance will be approved.

**Maintenance plans must ensure that pollutants collect within structural Post-Construction BMP practices is disposed of in accordance with local, state and federal guidelines.**

## Guidance Documents

- Stark County Storm Water Quality Regulations – www.starkswcd.org
- Rain Water & Land Development Manual - http://epa.ohio.gov/dsw/storm/technical_guidance.aspx
- Ohio EPA's Small MS4 Permit – http://epa.ohio.gov/portals/35/permits/SmallMS4_Final_GP_sep14.pdf
- Ohio EPA's Construction General Permit - http://www.epa.ohio.gov/Portals/35/permits/OHC000004_GP_Final.pdf
- Urbanized Area Map – NE Ohio - https://www.google.com/maps/d/viewer?mid=16pFLSZ51kezX175jXL0raArM-tY
- Total Maximum Daily Load (TMDL) Guidance
    - Community Identifier - http://neohiostormwater.com/uploads/3/5/0/4/35043674/tmdl_community_identifier_table_final_nedo_20150422_cz.xlsx
    - TMDL Factsheets http://neohiostormwater.com/index.html
- NEO Storm Water Council – Maintaining Storm Water Control Measures Manual http://epa.ohio.gov/Portals/35/documents/SCM_OM_Manual_Final_7-30-15.pdf

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# STORM WATER POLLUTION PREVENTION PLAN CHECKLIST
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## Faircloth Skimmer Checklist

☐ The minimum sediment storage volume is correctly calculated (1000 CF per acre disturbed area)

☐ The minimum dewatering volume is correctly calculated (67 CY per acre drainage area)

**Is the elevation that achieves the top of the sediment storage volume (bottom of the dewatering volume) higher than the outlet structure invert on which the skimmer will be attached?**

☐ No – OK (see note regarding winter months)

☐ Yes – a pedestal is provided with a top elevation that corresponds with the top elevation of the required sediment storage volume (bottom of the dewatering volume). NOTE: if the skimmer will remain operational in winter months, the pedestal should be slightly higher so as to maintain positive slope on the barrel at all times).

**Based on the on-line spreadsheets found at http://www.fairclothskimmer.com/skimmer-sizing**

☐ Proposed skimmer size is based on the minimum required dewatering volume (any extra volume that is provided is acceptable, but should not be figured into sizing the skimmer)

☐ Proposed skimmer size and orifice is correct (based on a minimum 48-hr drawdown)

**Based on the following table:**

☐ Correct barrel length is specified

☐ Correct stub size is specified on the outlet structure (reducers may be specified)

| Skimmer Size (Faircloth) | Arm Length – SCHD 40 PVC (1.4X the depth of the dewatering volume is recommended) | Coupling size included (stub size that should be provided on outlet structure) |
|---|---|---|
| 1.5” | 6-ft MAXIMUM | 4” |
| 2” | 6-ft MINIMUM | 4” |
| 2.5” | 6-ft MINIMUM | 4” |
| 3” | 8-ft MINIMUM | 4” |
| 4” | 8-ft MINIMUM | 4” |
| 5” | 8-ft MINIMUM | 6” |
| 6” | 8-ft MINIMUM | 6” |
| 8” | 8-ft MINIMUM | 8” |

☐ A detail is provided that includes sufficient notes regarding installation, maintenance, disposal and removal criteria

**All Items within SWP3 must satisfy OEPA requirements per NPDES GCP #OHC000005**