



SARATOGA  
SPRINGS  
ENGINEERING

REVIEW 1 DATE: \_\_\_\_\_

REVIEW 2 DATE: \_\_\_\_\_

REVIEW 3 DATE: \_\_\_\_\_

## Engineering Review - SWPPP Checklist

### DEVELOPMENT NAME:

The attached document is a list of typical Engineering Department review criteria for Storm Water Pollution Prevention Plans (SWPPPs). Each submittal shall include (1) 8-1/2" x 11" hardcopy with legible site map(s) submitted to the Public Works Department, and an electronic copy with signed NOI, City Stormwater Permit, Owner/Operator Certifications, and Inspection Delegation Letter. The SWPPP Reviewer/Writer is responsible for initialing each item on the checklist. Please check with the Engineering Department before assuming that an item is not applicable, unless it is obviously not applicable.

Documents submitted to the Engineering Department shall be organized according to the following general format:

- Section 1** Contact Information/Responsible Parties
- Section 2** Nature of Construction Activities
- Section 3** Water Quality
- Section 4** Pollution Prevention Standards
- Section 5** Erosion and Sediment Controls - BMPS
- Section 6** Pollution Prevention/Operational Controls
- Section 7** Special Conditions
- Section 8** Inspections & Corrective Actions
- Section 9** Recording
- Section 10** Certification
- Section 11** SWPPP Preparer Certification
- SWPPP Appendices**
  - Appendix A - Site Maps
  - Appendix B - NOI
  - Appendix C - Inspection Reports
  - Appendix D - Corrective Action Report
  - Appendix E - Subcontractor Certifications/Agreements/Delegation of Authority
  - Appendix F - Training Logs (CGP Part 6) and Certifications
  - Appendix G - Additional Information (i.e., Other permits and out of date SWPPP documents)
  - Appendix H - BMP Specifications
  - Appendix I - Construction General Permit (if not Accessed online by all Stormwater Team Members)

Upon first submittal for SWPPP review, the applicant must sign the State NOI, the City Stormwater permit, and all other documents requiring signatures as verification on the SWPPP Review Checklist indicating he/she has personally inspected the checklist and that all items on the checklist have been initialed by the responsible SWPPP Reviewer/Writer. A copy of this checklist must accompany the SWPPP with all subsequent reviews. The City will not accept SWPPPs for review without this signed checklist.

**For additional information:** See the EPA's guidance in *Developing Your Storm Water Pollution Prevention Plan (SWPPP Guide)*.

**Note:** The following is not intended to be a comprehensive list of items. The City may require more information based on site specific conditions.

Applicant Submitted	Section 1: Contact Information / Responsible Parties	City Use Only
(Provide Initials)		Accepted Date
	(Completeness Review) Section 1.2 identifies the staff members (by name or position) that comprise the project's storm water team as well as their individual responsibilities, qualifications, and trainings. At a minimum the storm water team is comprised of individuals who are responsible for overseeing the development of the SWPPP, any later modifications to it, and for compliance with the requirements in this permit (i.e., installing and maintaining storm water controls, conducting site inspections, and taking corrective actions where required).	

Applicant Submitted	Section 2: Nature of Construction Activities	City Use Only
(Provide Initials)		Accepted Date
	(Completeness Review) Section 2.1 Construction site estimates, total project area (lot size) and construction site area to be disturbed.	
	(Completeness Review) Section 2.2 Construction activity descriptions, general scope, any on-site and off-site construction support activity areas, and typical site business days and times.	
	(Completeness Review) Section 2.3 Phase/Sequence of Construction Activity. Describe phase and activities, duration of phase, list of BMP's, and stabilization methods	
	(Completeness Review) Section 2.4 Maps. Include boundaries, earth-disturbing activities, existing cover, stockpiles and material storage, water crossings and all water within 1 mile downstream, vehicle access to paved surfaces, support activities, discharge locations, potential pollutant-generating activities, storm water controls, and chemical storage locations.	

\*For Latitude/Longitude Coordinates, visit [www.epa.gov/npdes/stormwater/latlong](http://www.epa.gov/npdes/stormwater/latlong)

\*\*see EPA's Construction Sequencing BMP Fact Sheet at <https://www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater#constr>

\*\*\*The permit does not diminish from or alter in any way a permittees responsibility under the Endangered Species Act (ESA). This permit does not have any requirements pertaining to the ESA. CGP 1.1.5.

\*\*\*The permit does not diminish from or alter in any way a permittees responsibility under the National Historic Preservation Act (NHPA). The permit does not have any requirements pertaining to the NHPA. CGP 1.1.6.

Applicant Submitted	Section 3: Water Quality	City Use Only
(Provide Initials)		Accepted Date
	(Completeness Review) Section 3.1 Discharge Information. Does site discharge into a (MS4)? List the MS4	
	(Completeness Review) Section 3.2 lists the name and quality of the first surface water(s) that would receive discharges from the site.*	
	(Completeness Review) If any of the surface waters are impaired, Section 3.3 provides information on additional efforts that will be taken to control the release of impairment causing pollutants.	
	(Critical Review) If discharging to high quality water, Section 3.4 provides information on additional efforts that will be taken to control the release of pollutants.	

\*For more TMDL information visit: <http://www.waterquality.utah.gov/TMDL/> or [www.epa.gov/npdes/stormwater/tmdl](http://www.epa.gov/npdes/stormwater/tmdl)

Applicant Submitted	Section 4: Pollution Prevention Standards	City Use Only
(Provide Initials)		Accepted Date
	(Completeness Review) Section 4.1 identifies and lists all potential sources of sediment, which may reasonably be expected to affect the quality of storm water discharges from the construction site.	
	(Completeness Review) Section 4.1 identifies and describe all potential sources of pollution or pollutant-generating activity (e.g., paving operations; concrete, paint, and stucco washout and waste disposal; solid waste storage and disposal), other than sediment, which could be exposed to rainfall or snowmelt, and may reasonably be expected to discharges from the construction site.	
	(Completeness Review) Section 4.2 identifies all allowable sources of non-storm water discharges that are not previously identified (CGP Part 7.2.7) (allowable non-storm water discharges are found in the CGP Part 1.3.4).	
	(Completeness Review) Section 4.2 identifies measures used to eliminate or reduce allowable sources of non-storm water discharges and the BMPs used to prevent them from becoming contaminated.*	
	(Completeness Review) Section 4.3 identifies if dewatering permit and practices for dewatering.	
	(Completeness Review) If a surface water is located within 50 feet of construction activities, Section 4.4 describes the compliance alternative (CGP Part 2.1.2.a.i, ii, iii, or iv) that was chosen to meet the buffer requirements, and includes any required documentation supporting the alternative selected. The compliance alternative selected must be maintained throughout the duration of permit coverage. (Consult CGP Part 2.1.2a and Appendix D for information on how to comply with the buffer requirements).	

\*For more information or ideas on BMPs, see EPA's National Menu of BMPs  
<https://www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater#constr>

Applicant Submitted	Section 5: Erosion and Sediment Controls - BMPS	City Use Only
(Provide Initials)		Accepted Date
	(Critical Review) Section 5.1 lists CGP requirements, erosion control and sediment BMPs should be completed in the list and included in the instructions.*	
	(Critical Review) Section 5.2 Linear site perimeter control exemption is for areas where perimeter controls are not feasible on a linear construction site.	
	(Critical Review) Section 5.3 describes procedures for final stabilization.	

\*see EPA's Silt Fence BMP Fact Sheet at <https://www3.epa.gov/npdes/pubs/siltfences.pdf>, or Fiber Rolls BMP Fact Sheet at <https://www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater#constr>  
\*\*see EPA's Sediment Basin BMP Fact Sheet at <https://www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater#constr>  
\*\*\*see EPA's Construction Entrances BMP Fact Sheet at <https://www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater#constr>

Applicant Submitted (Provide Initials)	Section 6: BMPS - Pollution Prevention/Operational Controls	City Use Only Accepted Date
	(Completeness Review) Section 6.1 describes the spill prevention and control plan to include ways to reduce the chance of spills, stop the source of spills, contain and clean up spills, dispose of materials contaminated by spills, and train personnel responsible for spill prevention and control.*	
	(Completeness Review) If the site is required to develop a Spill Prevention Control and Countermeasure (SPCC) plan under a separate regulatory program, or if they already have one (40 CFR 112), Section 6.1 includes references to the relevant requirements from the plan.	
	(Completeness Review) Section 6.1 includes the materials and method of containment and for flowing liquid, cleanup, disposal and follows the minimum spill controls listed. (Spill controls must contain spills, and be mobilized at the moment of need).	
	(Completeness Review) Section 6.2 describes the key good housekeeping and pollution prevention (P2) BMPs that will be implemented to control pollutants in storm water (CGP Part 2.3).	
	(Completeness Review) Section 6.2 use the CGP requirements and the pollutant generating activities identified in in SWPPP section 4.1 which were not addressed with the erosion and sediment BMPs to determine where BMPs are necessary	
	(Completeness Review) Section 6.2 for each BMP provide a description of the control, any design specifications, routine maintenance specifications, a schedule for storm water control implementation/installation, and the staff responsible for maintaining the BMP.	

\*see EPA's Spill Prevention and Control Plan BMP Fact sheet at <https://www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater#constr>

\*\*see EPA's General Construction Site Waste Management BMP Fact Sheet at <https://www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater#constr>

\*\*\*see EPA's Concrete Washout BMP Fact Sheet at <https://www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater#constr>

\*\*\*\*see EPA's Vehicle Maintenance and Washing Areas BMP Fact Sheet at <https://www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater#constr>

\*\*\*\*\*see EPA's Vehicle Maintenance and Washing Areas BMP Fact Sheet at <https://www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater#constr>

\*\*\*\*\*BMPs are listed as examples, BMPs not listed may be used.

Applicant Submitted (Provide Initials)	Section 7: Special Conditions	City Use Only Accepted Date
	(Completeness Review) Section 7.1 identifies Emergency Related Projects, for emergency activities that require immediate authorization but last longer than 30 days. A SWPPP may be submitted within 30 days of starting work.	
	(Completeness Review) Section 7.2 applies if UIC Class 5 Injection Wells will be utilized	
	(Completeness Review) If the site is using treatment chemicals Section 7.3 is required as part of the SWPPP.	

Applicant Submitted	Section 8: Inspections & Corrective Actions	City Use Only
(Provide Initials)		Accepted Date
	(Completeness Review) Section 8.1 identifies the inspection schedule.	
	(Completeness Review) Section 8.1 references the inspection form that will be used.	
	(Completeness Review) Section 8.2 Corrective Actions. A sample corrective action report is provided in Appendix D. A corrective action report is filed in Appendix D.	
	(Completeness Review) Section 8.3 identifies the individual(s) or specifically describes the position where the construction site operator has delegated authority for the purposes of signing inspection reports, certifications, or other information.	
	(Completeness Review) Section 8.3 notes that each inspection report must be signed in accordance with Appendix G, Part G. 16 of the permit.	

Applicant Submitted	Section 9: Record Keeping	City Use Only
(Provide Initials)		Accepted Date
	(Completeness Review) Section 9.1 contains a list of records that should be kept at the project site available for inspectors to review, including: a copy of the Construction General Permit (Appendix I), the signed and certified NOI form or permit application (Appendix B), a copy of the letter from the EPA or the State notifying their receipt of the complete NOI/application (attached), Inspection Reports (attached), and additional details as the permit requires.	

\* Copies of the SWPPP and all reports required by the permit must be retained for at least three years from the date that the site is finally stabilized.

Applicant Submitted	Section 10: Certification	City Use Only
(Provide Initials)		Accepted Date
	(Critical Review) Section 10 contains signatures of the owner and general contractor for certification. Printed Name, Title, Signature, and Date are provided for the note below:	

\*This note is required to have printed name and signature by the Owner and General Contractor of the project:  
*"I 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 manage 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."*

\*\*You can get a copy of the General Storm Water Permit for Construction Activity on the same web page that this template was obtained (<https://deq.utah.gov/legacy/permits/water-quality/utah-pollutant-discharge>)

Applicant Submitted	Section 10: Certification	City Use Only
(Provide Initials)		Accepted Date
	(Critical Review) Starting January 1, 2021: A SWPPP writer for a site greater than 5 acres, with a perennial surface water within 50 feet of the project, or with a steep slope (70% or 35 degrees or more) must hold a certification to demonstrate that they are a "qualified person" per CGP Part 7.2. Print Name, Title, Signature, and Date are provided for the note below:	

*"I 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 elevated the information submitted. Based on my inquiry of the person or persons who manage 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."*

Applicant Submitted	SWPPP Appendices	City Use Only
(Provide Initials)		Accepted Date
	(Critical Review) Appendix A contains Site Maps that conform with the information provided in the SWPPP.	
	(Completeness Review) Appendix B has attached a completed NOI with Acknowledgement Letter from the EPA, State, or MS4 acknowledged by printed name, signatures, and a date of the Owner and Operator. <i>All signatures are provided, and NOI and City Stormwater Permit are not expired.</i>	

	(Completeness Review) Appendix E includes Subcontractor Certifications/Agreements/Delegation of Authority (see CGP 9.16(1)b.)	
	(Completeness Review) Appendix F includes Training logs and Certifications (see CGP 6)	
	(Completeness Review) Appendix G includes Additional Information such as other permits (dewatering, stream alteration, etc.) or out of date SWPPP documents.	
	(Critical Review) Appendix H contains BMP Specifications that are not provided in Section 5 or 6 of the SWPPP appropriate to the project/site.	
	(Completeness Review) If all storm water members do not access the CGP via the internet include a printed out copy of the Construcion General Permit in this appendix.	