

STORMWATER POLLUTION PREVENTION PLAN (SWPPP):
SUBMITTAL GUIDELINES
FOR CONSTRUCTION PROJECTS

Y N N/A	ITEM	ADDITIONAL NOTES
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Determine if project is part of a larger “Common Plan of Development”	Can include one or many operators
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Clearly indicate area of disturbance on submitted SWPPP document	Include total area if part of a common plan of development
CONSTRUCTION PROJECTS: LESS THAN 12,000 SQUARE FEET DISTURBED		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	SWPPP Contact Information Fact Sheet provided to City	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Erosion and sediment controls installed to prevent sediment and pollutants from leaving site	
CONSTRUCTION PROJECTS: 12,000 SQUARE FEET TO 0.99 ACRES DISTURBED		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Complies with all items listed above for “Construction Projects: Less than 12,000 SF”	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Includes site plan showing entire site, limits of soil disturbance, location of construction entrance, and other construction BMPs	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	SWPPP Standard Drawing Notes are included	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Additional site specific notes included and protection measures are performed as necessary	
CONSTRUCTION PROJECTS: 1 ACRE TO 4.99 ACRES DISTURBED		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Complies with all items listed above for “Construction Projects: 12,000 SF to 0.99 acres disturbed”	
General SWPPP Document		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Original signatures on all documents and seal of a Professional Engineer licensed in Texas, or other approved professional on SWPPP	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Includes signed primary operator TCEQ Site Notice	Contractor is primary operator for CIP projects
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Includes signed secondary operator TCEQ Site Notice	City is secondary operator for CIP Projects
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Delegation of Authority signed by owner and primary operator	City is owner on CIP projects

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<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Delegation of Authority from primary operator to site inspector	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	List of operator responsibilities and contact information (person, company, address and phone number)	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	SWPPP must be bound and tabbed with pages numbered and a table of contents	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Copy of current TPDES General Permit is included	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Final SWPPP with revisions, inspection logs, and other documentation must be kept for 3 years following the end of construction.	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Submit revised SWPPP/notice of completion of operation to City upon conclusion of project	
Site/Project Description		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Location of site by street address and legal description	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Map showing the general location of the site	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	List of potential pollutants and sources	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Number of acres of the entire property	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Number of acres of disturbed area where construction activities will occur, including off-site material storage, staging areas, stockpiles of dirt and borrow areas	For subdivisions, if the site is not to be mass-graded, the following formula should be used to determine the amount of disturbance (note must be added to the plans stating the assumed disturbance in SF for each lot): <i>Amount of Disturbance = 2[Max Restricted Building Size][Number of Lots] + ROW areas</i> - ROW areas include clearing for roads, utilities, easements etc.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Existing data describing the soil type of the site	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Description of the construction activity (include pre- and post-construction conditions)	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Description of project phases and/or major soil disturbing events	Include placeholders for actual dates of each phase/event and for responsible operator
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Name and segment of receiving water(s) and if they are listed as impaired by TCEQ	Refer to the latest TCEQ Index of Water Quality Impairments

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Site Map and/or Plans		CIP project plans should include erosion control plan with these items
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Existing and proposed drainage area map	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Existing and proposed 1' or 2' site contours and flow arrows	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Existing and proposed on site or near-site inlets and outfalls	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Locations of proposed stormwater controls or BMPs (for each phase of construction)	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Limits of soil disturbance	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Locations of material storage, staging areas, support activities, and borrow areas	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Location of on-site or near site wetland, surface waters, and mapped floodplains	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Location of concentrated stormwater discharges to water bodies or stormwater systems (include names of any receiving water bodies)	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Location of all buffers, areas to be preserved, and trees to be protected	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Location of temporary and permanent stabilization practices	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Location of all construction site entrances and exits	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Details for all stormwater controls	Use City standard detail when available
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Notes for each stormwater control including installation and maintenance guidance	Plans must indicate that sediment must be removed from controls when design capacity is reduced by 50% or when deemed necessary by the City
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	City SWPPP Standard Erosion and Sediment Control Notes are included	See SWPPP Template for notes
Best Management Practices		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Listing of stormwater controls associated with each phase or event of construction	

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<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Include velocity dissipation devices at discharge locations and along the length of any outfall channel to provide a non-erosive flow velocity from the structure to the watercourse	No significant changes in the hydrological or hydraulic regime of the receiving water
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Include stormwater controls to minimize erosion and offsite sediment discharge	Include measures against vehicle tracking, dust, and sediment-laden runoff
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Updateable list of materials to be stored on-site	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Covered trash receptacle for on-site litter and construction debris	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Temporary detention structure if 10 or more disturbed acres drain to a common point or a discussion of why it is not feasible (if applicable)	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Pit for temporary on-site disposal of concrete waste from mixing drums and chutes	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Liquid tight bermed area (liner required) or other spill protection measure per the Fire Code for any temporary fuel tanks placed on site during construction	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	List of allowable non-storm water discharges and indicate appropriate control measures for non-storm water components of the discharge	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Note that ensures and demonstrates compliance with applicable federal, state and/or local waste disposal, sanitary sewer or septic system regulations	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	List of measures to be installed during construction that will remain after construction as post construction BMPs	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Stormwater controls must be adequate and in compliance with the Design Criteria Manual	
Site Inspection		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	SWPPP must indicate inspection schedule: <ul style="list-style-type: none"> - Once every 2 weeks and within 24 hours after a storm event of 0.5 inches or more; OR - once every 7 days without additional inspections after rain events. 	

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<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Example inspection checklist including (at minimum):</p> <ul style="list-style-type: none"> - A place for the inspector's name and qualifications - A place for the date(s) of the inspection(s) to be recorded - Disturbed areas of the construction site that have not been stabilized - Areas used for storage of materials that are exposed to precipitation - Structural control measures - Locations where vehicles enter or exit the site - Identification of measures that need to be maintained, modified, or added to correct problems (and specify update of plan within 7 calendar days) - The inspection of adjacent areas daily, and the pick-up of construction waste materials, debris, and fugitive sediment that have blown or washed off-site - A place to be signed in accordance with 30 TAC § 305.128 	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Placeholder for dates when construction activities temporarily or permanently ceases and will not resume on that portion of the site within 21 days in order to ensure that stabilization measures are initiated by the 14th day without construction activity</p>	
CONSTRUCTION PROJECTS: 5 OR MORE ACRES DISTURBED		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Complies with all items listed above for "Construction Projects: 1 acre to 4.99 acres disturbed"</p>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Notice of Intent for Primary Operator</p>	<p>Provide documentation that this was filed with TCEQ</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Endangered Species Certification signed by Owner and Primary Operator</p>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Historical Places Certification (if applicable) signed by Owner and Primary Operator</p>	

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<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Notice of Termination shall be added to the SWPPP at the end of the project	Provide documentation that this was filed with TCEQ