



Engineering

Room 240
411 West First Street
Duluth, Minnesota 55802



218-730-5200



engineer@duluthmn.gov

Stormwater Pollution Prevention Plan (SWPPP) Checklist

Doc 19-vA010825-0125

This checklist is required to be submitted along with your Erosion Control Application if your project's scope of work is:

- 1) Disturbing one acre or more of soil, or
- 2) Less than one acre of soil, if that activity is part of a larger "common plan of development or sale" that covers more than one acre.

*If your project does not meet the requirement, it is still recommended to utilize this checklist for ensure your SWPPP is complete.

This checklist is modeled after the Minnesota Pollution Control Agency (MPCA) SWPPP requirements. This will help you determine if your SWPPP is complete, and ready to be reviewed by city staff. **Please note, not all checklist items are applicable to all projects.**

Site Information

Applicant: _____

Project Name: _____

General Submittals

Yes N/A

☐ ☐ MPCA Construction Stormwater Permit

☐ ☐ Drainage report

☐ ☐ Erosion Control Permit with SWPPP

Comments:

Plan Sheets and General

Yes N/A

☐ ☐ Location and type of all temporary erosion and sediment control devices

☐ ☐ Identify surface waters and wetlands within one mile that will receive runoff from the site. Special or Impaired Waters must be shown on the map.

☐ ☐ Permanent Restoration Plan

☐ ☐ Estimated quantities of BMPs

Comments:

Site Map

Yes N/A

☐ ☐ Existing Conditions

☐ ☐ Soil types

☐ ☐ Direction of flow within project limits pre, during and post-construction (consider downgradient properties)

☐ ☐ Final grades

☐ ☐ Locations to be disturbed and protected

☐ ☐ Construction areas to be phased to reduce the period of exposed soils and associated buffers

☐ ☐ Utility plan including location of ponds and inlets to be protected

☐ ☐ Right-of-way, easements, and construction limits

☐ ☐ Steep slopes (>3:1H:V)

☐ ☐ Mapped structures, utilities, stormwater management systems, surface water, wetlands, and imperious area

☐ ☐ Site has at least a 100 ft permanent buffer from a special or impaired water

Comments:

SWPPP

Yes N/A

☐ ☐ Erosion Control installer certification

☐ ☐ Erosion Control inspector certification

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | SWPPP Designer certification |
| <input type="checkbox"/> | <input type="checkbox"/> | Inspection requirements including locations to inspect (temp and permanent BMPs, streets, surface waters, vehicle entrance/exit, etc.) and their associated frequencies (rain fall events, special waters, 7 days, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Requirements to document inspection date, time, and name of inspector, along with the findings, any corrective actions, recent rainfall, observed discharge points, and any proposed amendments to the site plan |
| <input type="checkbox"/> | <input type="checkbox"/> | Stabilization of all soils within 7 days of work in an area ceasing earth work activity |
| <input type="checkbox"/> | <input type="checkbox"/> | Notice to cease dewatering activities if nuisance conditions arise |
| <input type="checkbox"/> | <input type="checkbox"/> | Plan for dewatering to prevent downstream impacts or nuisance conditions from discharge. |
| <input type="checkbox"/> | <input type="checkbox"/> | Dewatering: plan to discharge sediment-laden water to a sedimentation basin |
| <input type="checkbox"/> | <input type="checkbox"/> | Project location identified |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing conditions: area of site, soil types, drainage directions/boundaries/discharge points, impervious surfaces, wetlands, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | Description of project or nature or construction activity |
| <input type="checkbox"/> | <input type="checkbox"/> | Project sequencing or phasing |
| <input type="checkbox"/> | <input type="checkbox"/> | Schedule to provide documentation and photos related to dewatering activities (at the beginning and every 24 hours) |
| <input type="checkbox"/> | <input type="checkbox"/> | Schedule to repair BMPs or perimeter control devices if sediment reaches ½ the device height |
| <input type="checkbox"/> | <input type="checkbox"/> | Schedule to maintain temporary sediment basins |
| <input type="checkbox"/> | <input type="checkbox"/> | Requirement to remove any tracked sediment and schedule |
| <input type="checkbox"/> | <input type="checkbox"/> | The requirement to document SWPPP amendments or revisions onsite |
| <input type="checkbox"/> | <input type="checkbox"/> | BMP design factors, i.e. precipitation info, run-on & run-off characteristics, soil particle size, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | Soil compaction management methods for infiltration areas, if applicable |
| <input type="checkbox"/> | <input type="checkbox"/> | Permanent SW maintenance plan included |
| <input type="checkbox"/> | <input type="checkbox"/> | Narrative on use of chemical treatments |
| <input type="checkbox"/> | <input type="checkbox"/> | Infeasibility documentation if infeasible to meet permanent stormwater management requirements |

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Total Maximum Daily Load (TMDL) requirements identified |
| <input type="checkbox"/> | <input type="checkbox"/> | 50-foot buffer or redundant sediment control devices within 50 feet of a surface water or wetland |
| <input type="checkbox"/> | <input type="checkbox"/> | Requirements regarding storage/cover on building products, pesticides, herbicides, insecticides, fertilizers, chemicals, and landscape materials |
| <input type="checkbox"/> | <input type="checkbox"/> | Plan for proper waste storage and disposal |
| <input type="checkbox"/> | <input type="checkbox"/> | Narrative for stored hazardous materials such as oil, gasoline, paints, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | Portable toilets will be secured |
| <input type="checkbox"/> | <input type="checkbox"/> | Process for containing concrete washout waste |
| <input type="checkbox"/> | <input type="checkbox"/> | Defined area for vehicle washing, fueling, and maintenance |
| <input type="checkbox"/> | <input type="checkbox"/> | Plan to contain vehicle washing runoff |
| <input type="checkbox"/> | <input type="checkbox"/> | Engine degreasing prohibited onsite |
| <input type="checkbox"/> | <input type="checkbox"/> | Plan to route water around non-stabilized areas |
| <input type="checkbox"/> | <input type="checkbox"/> | Plan to discharge water from BMPs to vegetated areas |
| <input type="checkbox"/> | <input type="checkbox"/> | Schedule to stabilize drainage ditches or swales |

Comments:

Permanent Treatment BMP is noted on the SWPPP Plan, full documentation found in drainage report

- | | | |
|--------------------------|--------------------------|--|
| Yes | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify person responsible for long-term operation and maintenance of permanent stormwater management system, provide contact information |
| <input type="checkbox"/> | <input type="checkbox"/> | Treatment type and design specifications |
| <input type="checkbox"/> | <input type="checkbox"/> | Drainage report for pre-and-post construction including curve numbers and impervious areas |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing site condition calculations for 2, 10, and 100-year events |
| <input type="checkbox"/> | <input type="checkbox"/> | Proposed site condition calculations for 2, 10, and 100-year events |
| <input type="checkbox"/> | <input type="checkbox"/> | Proper sizing for water quality requirements |

☐ ☐ Proper sizing for 100-year event

☐ ☐ Elevations associated with pond, inlets, outlets, NWL, HWL, bottom, and other stormwater or drainage design features

Comments:

Temporary Erosion Control: Select temporary erosion control methods included in the SWPPP

Yes N/A

☐ ☐ Down gradient perimeter control

☐ ☐ Temporary sediment basin if > 10 acres drains to one place or > 5 acres if stormwater discharges within 1 mile of a special or impaired water (most areas in Duluth are special or impaired water)

☐ ☐ If a sediment basin is used: it must be operational pre-construction, be outside of surface waters and not drain into a wetland, have outlet protection and emergency overflow, prevent floating debris discharge, and withdraw water from the surface

☐ ☐ If a sediment basin is used: documentation requirement for live storage volume from each acre drained

☐ ☐ Ditch checks and types to be used

☐ ☐ Vehicle entrances and tracking BMP locations (Rock entrance, track mat, tire wash, etc.)

☐ ☐ Street Sweeping, referenced as a BMP

☐ ☐ Inlet Protection locations and details

☐ ☐ Floating silt curtain

☐ ☐ Sediment control for soil stockpiles

Comments:

Permanent Erosion Control (Final Stabilization/Restoration/Landscape Plan)

Yes N/A

☐ ☐ Seed mixture, sod or combination

☐ ☐ Mulch and application method

☐ ☐ Erosion control blanket

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Turf reinforcement mat |
| <input type="checkbox"/> | <input type="checkbox"/> | Stabilization at pipe outlets |
| <input type="checkbox"/> | <input type="checkbox"/> | Process for stabilizing soils with 70% perennial cover, and ditches with permanent cover |
| <input type="checkbox"/> | <input type="checkbox"/> | Process for cleaning sediment basins/conveyance systems of sediment |
| <input type="checkbox"/> | <input type="checkbox"/> | Removal plan for temporary BMPs and person responsible. All synthetic erosion control devices must be removed prior to permit finalized. |
| <input type="checkbox"/> | <input type="checkbox"/> | Residential construction: plan to complete temporary erosion protection and perimeter control before property is sold |

Comments:

Staff Review