Construction Stormwater Pollution Prevention Plan Template

The Department of Environmental Protection’s (DEP) Stormwater Construction Permit application requires applicants to submit a Stormwater Pollution Prevention Plan (SWPPP). This customizable SWPPP Template is meant to be a guide to help professionals with the development of a SWPPP that is compliant with DEP Rules.

**Instructions for Using the SWPPP Template**

Each section of the SWPPP Template includes instructions that may be removed when finalizing the document and fillable areas for project and site information. Read the instructions for each section before completing that section. The blue text indicates information to include in each text field. Click on the blue text and the instructions will disappear once you start typing. This SWPPP Template is an editable document file that you can add tables and additional text to and delete unneeded or non-applicable fields. Note that some sections may require only a brief description while others may require several pages of explanation.

The following tips for using this template will help ensure that you meet the minimum permit requirements:

* Read the NYC Rules and Regulations and the New York State Construction General Permit thoroughly before you begin preparation of your SWPPP to ensure that you have a working knowledge of the underlying requirements.
* Complete the SWPPP prior to beginning your permit application.
* The SWPPP approval will include a copy of the NYSDEC SWPPP Acceptance form that will allow you to submit your Notice of Intent to NYSDEC.
* Disturbances greater than 5 acres at one time requires written approval from NYC DEP.

While DEP has made every effort to ensure the accuracy of all instructions contained in this SWPPP Template, it is the Rules of the City of New York, not the template, that govern your obligations with respect to regulated stormwater discharges. In the event of a conflict between the SWPPP Template and any corresponding provision of the Rules, you must abide by the requirements in the Rules. DEP welcomes comments on the SWPPP Template at any time and will consider those comments in any future revision of this document. You may contact DEP for SWPPP-related inquiries at ms4construction@dep.nyc.gov.

**Stormwater Pollution Prevention Plan (SWPPP)**

**Prepared for Construction Activities At:**

Insert Project/Site Location/Name

Insert Project Site Address, City, State, Zip Code

 Insert Project/Site Phone Number

**SWPPP Prepared For:**

Insert Owner Company or Organization Name

Insert Contact Name

Insert Address, City, State, Zip Code

 Insert Phone Number

Insert Fax/Email

**SWPPP Prepared By:**

Insert Company or Organization Name

Insert Name

Insert Address, City, State, Zip Code

 Insert Phone Number

Insert Fax/Email

**SWPPP Preparation Date:**

Insert Date

**Estimated Project Start and End Dates:**

Insert Start Date — Insert Completion Date

Table of Contents

Contents

[SECTION 1: CONTACT INFORMATION/ RESPONSIBLITIES 4](#_Toc5784417)

[1.1 Construction Stormwater Team 4](#_Toc5784418)

[1.2 Design Stormwater Team 5](#_Toc5784419)

[SECTION 2: SITE EVALUATION, ASSESSMENT, AND PLANNING 6](#_Toc5784420)

[2.1 Project Site Information 6](#_Toc5784421)

[2.2 Nature of the Construction Activity 7](#_Toc5784422)

[2.3 Surface Waters 8](#_Toc5784423)

[2.4 Other SPDES discharges: 10](#_Toc5784424)

[2.5 Allowable Non-Stormwater Discharges 11](#_Toc5784425)

[SECTION 3: EROSION AND SEDIMENT CONTROLS 13](#_Toc5784426)

[3.1 Practices 14](#_Toc5784427)

[3.1.1 General ESC Practices 14](#_Toc5784428)

[3.1.2 Nonstandard ESC Practices 14](#_Toc5784429)

[3.2 Construction (Phasing and) Sequence of Operations 15](#_Toc5784430)

[3.3 Pollution Prevention and Good Housekeeping Practices 17](#_Toc5784431)

[3.3.1 Construction Site Pollutants 17](#_Toc5784432)

[3.3.2 Spill Prevention and Response 18](#_Toc5784433)

[3.3.3 Fueling and Maintenance of Equipment or Vehicles 18](#_Toc5784434)

[3.3.4 Washing of Equipment and Vehicles 19](#_Toc5784435)

[3.3.5 Storage, Handling, and Disposal of Construction Products, Materials, and Wastes 20](#_Toc5784436)

[3.3.6 Washing of Applicators and Containers used for Paint, Concrete, or Other Materials 23](#_Toc5784437)

[3.3.7 Other Pollution Prevention Practices 23](#_Toc5784438)

[SECTION 4: CONSTRUCTION INSPECTION 24](#_Toc5784439)

[4.1 Inspection Personnel and Procedures 24](#_Toc5784440)

[4.2 Trained Contractor List 26](#_Toc5784441)

[SECTION 5: POST CONSTRUCTION STORMWATER CONTROLS 27](#_Toc5784442)

[5.1 Post Construction Stormwater Management Practices (SMPs) 27](#_Toc5784443)

[5.2 No-Net-Increase 29](#_Toc5784444)

[5.3 Safe Drinking Water Act Underground Injection Controls Requirements 30](#_Toc5784445)

[SECTION 6: CERTIFICATION AND NOTIFICATION 31](#_Toc5784446)

[SECTION 7: RETENTION OF RECORDS 32](#_Toc5784447)

[SECTION 8: REQUIRED DRAWINGS 32](#_Toc5784448)

[Appendix A - Draft Maintenance Easement 33](#_Toc5784449)

[Appendix B - Certifications 34](#_Toc5784450)

[Appendix C - Construction Duration Inspections 37](#_Toc5784451)

[Appendix D - Monthly Summary Reports 42](#_Toc5784452)

[Appendix E - Contractor’s Certifications & Forms 43](#_Toc5784453)

[Appendix F - End of Construction Documents 49](#_Toc5784454)

[Appendix G – NYSDEC Notice of Intent Form 51](#_Toc5784455)

[Appendix H - Water Quality Product Data 52](#_Toc5784456)

[Appendix I – Soil Testing Data 53](#_Toc5784457)

[Appendix J - Stormwater Modeling and Calculations 54](#_Toc5784458)

[Appendix K - Preliminary Operation and Maintenance Manual for Post Construction SMPs 55](#_Toc5784459)

[Appendix L - Copy of the NYS Construction General Permit 56](#_Toc5784460)

[Appendix M – Documentation for Underground Injection Control Requirements 57](#_Toc5784461)

[Appendix N – Required Drawings 58](#_Toc5784462)

# SECTION 1: CONTACT INFORMATION/ RESPONSIBLITIES

## 1.1 Construction Stormwater Team

Instructions:

* This list will be complete before construction begins and after the SWPPP is approved by DEP.
* Each Developer or Contractor must sign a certification to be included in the on-site document and with the approved SWPPP. See **Appendix E** for examples. The developer and the contractor with primary responsibility for the site work will have to electronically sign certifications in SWPTS to pull the permit.
* Identify the Developer(s) and Contractor(s) who will be engaged in construction activities at the site. Indicate respective responsibilities, where appropriate. Also include the 24-hour emergency contact.
* List subcontractors expected to work on-site in the Subcontractor section below. Notify subcontractors of stormwater requirements applicable to their work. Make sure to identify what part of the project each subcontractor is responsible for under Responsibilities.
* Each Subcontractor with ESC responsibilities must sign the appropriate certifications (**Appendix E**) and designate their trained contractor (Section 4).

|  |
| --- |
| **Construction Stormwater Team** |
| Name, company/organization, position, and contact information | Responsibilities | I Have Read and Understand the Applicable Requirements of Title 15, Chapter 19.1 NYC Rules and Regulations |
| Developer NameInsert Company/OrganizationInsert PositionInsert Phone NumberInsert Email | Insert Responsibility | [ ]  YesDate: Click or tap to enter a date. |
| Primary Contractor NameInsert Company/OrganizationInsert PositionInsert Phone NumberInsert Email | Insert Responsibility | [ ]  YesDate: Click or tap to enter a date. |
| Sub-Contractor NameInsert Company/OrganizationInsert PositionInsert Phone NumberInsert Email | Insert Responsibility | [ ]  YesDate: Click or tap to enter a date. |
| Emergency 24-hour NameInsert Company/OrganizationInsert PositionInsert Phone NumberInsert Email | Insert Responsibility | [ ]  YesDate: Click or tap to enter a date. |

*[Repeat as necessary.]*

## 1.2 Design Stormwater Team

Instructions:

* Identify the individuals (by name or position) that are part of the project’s stormwater team, their individual responsibilities. At a minimum the stormwater 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 permit requirements.
* Each member of the stormwater team must have ready access to either an electronic or paper copy of the SWPPP.
* Additional names and certification should be added to this section before the project begins construction.

|  |
| --- |
| **Design Stormwater Team** |
| Name, company/organization, position, and contact information | Responsibilities | I Have Read and Understand the Applicable Requirements of Title 15, Chapter 19.1 NYC Rules and Regulations |
| Insert Name of Responsible PersonInsert Company/OrganizationInsert PositionInsert Phone NumberInsert Email | Owner/Developer | [ ]  YesDate: Click or tap to enter a date. |
| Insert Name of Responsible PersonInsert Company/OrganizationInsert PositionInsert Phone NumberInsert Email | SWPPP Preparer | [ ]  YesDate: Click or tap to enter a date. |
| Insert Name of Responsible PersonInsert Company/OrganizationInsert PositionInsert Phone NumberInsert Email | Responsibility | [ ]  YesDate: Click or tap to enter a date. |

*[Include additional rows or delete as necessary.]*

# SECTION 2: SITE EVALUATION, ASSESSMENT, AND PLANNING

## 2.1 Project Site Information

Instructions:

* In this section, compile basic site information. When completing this section make sure to check your location information with the [**MS4 Preliminary Map**](https://nycdep.maps.arcgis.com/home/item.html?id=b685786425bd47c2a5d317fbf9d3ab0e)**.**
* Please make sure to note where the location map is in your plan.

**Project Name and Address**

Project/ Site Name: Insert Text Here

Project Street/ Location: Insert Text Here

City: Insert Text Here

State: New York

Zip Code: Insert Text Here

Borough: Insert Text Here

Block(s) and Lot(s): Insert Text Here from GIS

DEC Region: 2

Business Days and hours for the project: Insert Text Here

**Project Latitude/ Longitude (from GIS)**

Latitude: \_ \_.\_ \_ \_ \_ \_ \_ \_ \_ ° N
(Decimal degrees)

Longitude: -\_ \_.\_ \_ \_ \_ \_ \_ \_ \_ ° W
(Decimal degrees)

**Latitude/longitude data source:**

[ ]  MAP [ ]  GPS [ ]  OTHER (Please specify): Insert Text Here

**Horizontal Reference Datum:**

[ ]  NAD 27 [ ]  NAD 83 [ ]  WGS 85

**Type of Construction Site** *(check all that apply*):

[ ]  Single-Family Residential [ ]  Multi-Family Residential [ ]  Commercial [ ]  Industrial
[ ]  Institutional [ ]  Highway or Road [ ]  Utility [ ]  Other: Insert Text Here

**Size of Construction Site**

|  |  |
| --- | --- |
| Size of Property | INSERT SIZE OF PROPERTY (in acres) |
| Total Area Expected to be Disturbed by Construction Activities | INSERT TOTAL AREA OF CONSTRUCTION DISTURBANCES (to the nearest quarter acre ) |
| Maximum Area Expected to be Disturbed at Any One Time | INSERT MAXIMUM AREA TO BE DISTURBED AT ANY ONE TIME (in acres) |

## 2.2 Nature of the Construction Activity

Instructions (see NYC Code 19.1-03. (b)(3) NYSDEC GP015002, Part III.B.1.):

* Provide a general description of the nature of the construction activities at your site.
* Describe the size of the property, scope of the project, location, and type.
* Indicate the type of construction site, past, existing and proposed land use.
* Include natural and constructed features of the site.
* Include if the project is located in an impaired watershed. If it is, identify the impairment and write a narrative analysis to identify and address potential sources.
* Provide a list and description of all pollutant-generating activities (e.g., paving operations; concrete, paint, and stucco washout and waste disposal; solid waste storage and disposal; and dewatering operations) and indicate for each activity the type of pollutant that will be generated (e.g., sediment, fertilizers, pesticides, paints, caulks, sealants, fluorescent light ballasts, contaminated substrates, solvents, fuels) that could be discharged in stormwater from your site.
* Describe the construction support activities covered by this permit.
* Make sure plans include a general location map showing the site and surrounding area.

|  |
| --- |
| **General Description of Project**Provide a general description of the nature of your construction activities, including the age/dates of past renovations for structures that are undergoing demolition, existing SMPs, past uses, existing use, and future use of the site:  |
| Insert Text Here**Site Limitations/Assessment** Provide any site limitations you have encountered (watershed impairments, state or federal wetlands, etc.) and any additional permits required to implement the project. Information from section 2.3-2.5 may be useful to reference in this section. Insert Text Here**Soils**Provide a description of soils including the hydrologic soil groups (HSGs), slope classifications, and any site-specific testing results, make sure to note which plan/map soil information is shown on. Soil testing results and Boring Locations Map should be included in **Appendix I**. Insert Text Here  |
| *[Repeat as necessary for individual project phases.]* |
|  |
|  |

## 2.3 Surface Waters

Instructions:

* In this section, include information relating to the discharge point from the site and identify the pollutant of concern, if any, for the receiving water from table 1-2 in the NYC SWDM. This information corresponds to section 2.17 of the Construction Stormwater Permit Application.
* List all of the stormwater discharge points from the site. Identify each with a unique 3-digit ID (e.g., 001, 002). Make sure plans and reports use the same numbers.
	+ Discharge Point is the point that the release of any substance, whether knowing or unknowing, accidental or otherwise connects to a to a public sewer or waters of the State, including indirect discharges.
* For each unique discharge point, specify the name of the first water of the State that receives stormwater from the MS4. You may have multiple discharge points that flow into the same or multiple receiving waters.
* Next, specify whether any waters of the State that the site discharges to are listed as “impaired” in table 1-2 in the NYC SWDM and the pollutants causing the impairment.
* Note the practice numbers from section 5.1 of this template that address No-Net-Increase requirements.

|  |
| --- |
| **For each point of discharge, provide a point of discharge ID (a unique 3-digit ID, e.g., 001, 002), the name of the first water of the State that receives stormwater from the MS4 outfall. If the receiving water is on Table 1-2 of the NYC SWDM, identify the pollutant of concern and the practices used to meet no net increase (NNI) requirement by the practice number indicated in Section 5.1 of this template.**  |
| Point of Discharge ID | Name of receiving water: | Is the receiving water impaired (on the CWA 303(d) list)? | If yes, list the pollutants that are causing the impairment: | Identify possible pollutant source on site based on location and intended use:  | SMP/BMP used to meet NNI  |
| [001] |  | [ ]  Yes [ ]  No |  |  |  |
| [002] |  | [ ]  Yes [ ]  No |  |  |  |
| [003] |  | [ ]  Yes [ ]  No |  |  |  |
| [004] |  | [ ]  Yes [ ]  No |  |  |  |
| [005] |  | [ ]  Yes [ ]  No |  |  |  |
| [006] |  | [ ]  Yes [ ]  No |  |  |  |

*[Include additional rows or delete as necessary.]*

## 2.4 Other SPDES discharges:

Instructions (see NYSDEC GP015002, Part III.B.1.k):

* Note any other SPDES number(s) associated with the site – like MSGP or an individual SPDES for wastewater or groundwater discharges.

Provide a description of the location of any stormwater discharges associated with industrial activity, other than construction, at the site including but not limited to, stormwater discharges from asphalt plant and concrete plants located on the construction site. Support activities on or near the site, not covered in this section must be addressed in this plan under section 3.3 Pollution Prevention and Good House Keeping.

|  |  |  |  |
| --- | --- | --- | --- |
| **Site Plan Map Location**  | **Discharge Type** (e.g., paving operations; concrete, paint, and stucco washout and waste disposal; solid waste storage and disposal; and dewatering operations) | **Pollutants or Pollutant Constituents**(e.g., sediment, fertilizers, pesticides, paints, caulks, sealants, fluorescent light ballasts, contaminated substrates, solvents, fuels) | **NYSDEC SPDES Permit Number** |
|  | INSERT POLLUTANT-GENERATING ACTIVITY | INSERT POLLUTANTS |  |
|  | INSERT POLLUTANT-GENERATING ACTIVITY | INSERT POLLUTANTS |  |

*[Include additional rows or delete as necessary.]*

**Construction Support Activities** *(only provide if applicable)*

Describe any construction support activities for the project including large offsite areas used by the project (e.g., concrete or asphalt batch plants, equipment staging yards, material storage areas, excavated material disposal areas, borrow areas) Reference section 3.3 where appropriate to avoid repeating information.

INSERT DESCRIPTION OF CONSTRUCTION SUPPORT ACTIVITY

Contact information for construction support activity (to be filled in by contractor that pulls the permit):

INSERT NAME

INSERT PHONE NUMBER

INSERT EMAIL

INSERT ADDRESS AND/OR LATITUDE/LONGITUDE

*[Repeat as necessary.]*

## 2.5 Allowable Non-Stormwater Discharges

Instructions (see NYS DEC GP015002 Part I.E.):

* Identify all authorized sources of non-stormwater discharges. The authorized non-stormwater discharges identified in Part 1.E. of the NYS DEC GP015002 include:
	+ *Discharge*s from firefighting activities;
	+ Fire hydrant flushing;
	+ Waters to which cleansers or other components have not been added that are used to wash vehicles or control dust in accordance with the SWPPP, routine external building wash-down which does not use detergents;
	+ Pavement wash waters where spills or leaks of toxic or hazardous materials have not occurred (unless all spilled material has been removed) and where detergents are not used;
	+ Air conditioning condensate;
	+ Uncontaminated *groundwater* or spring water;
	+ Uncontaminated *discharge*s from construction site de-watering operations; and
	+ Foundation or footing drains where flows are not contaminated with process materials such as solvents.
* For those entities required to obtain coverage under this permit, and who *discharge* as noted in this paragraph, and with the exception of flows from firefighting activities, these *discharge*s must be identified in the SWPPP.

**List of Authorized Non-Stormwater Discharges Present at the Site**

For each of the following authorized non-stormwater discharges, indicate whether it will be present at your construction site, and identify the likely locations of the discharges on your site map.

|  |  |
| --- | --- |
| **Type of Authorized Non-Stormwater Discharge** | **Likely to be Present at Your Site?** |
| Landscape irrigation | [ ]  Yes [ ]  No |
| Waters used to wash vehicles and equipment (cleansers are not used) | [ ]  Yes [ ]  No |
| Water used to control dust | [ ]  Yes [ ]  No |
| Potable water including uncontaminated water line flushing’s | [ ]  Yes [ ]  No |
| External building wash down (soaps/solvents are not used, and external surfaces do not contain hazardous substances) | [ ]  Yes [ ]  No |
| Pavement wash waters (spills or leaks have not occurred) | [ ]  Yes [ ]  No |
| Uncontaminated air conditioning or compressor condensate\* | [ ]  Yes [ ]  No |
| Uncontaminated, non-turbid discharges of ground water or spring water\* | [ ]  Yes [ ]  No |
| Foundation or footing drains\* | [ ]  Yes [ ]  No |
| Discharges from construction de-watering operations\* | [ ]  Yes [ ]  No |

 **\*Require permits from DEP’s Bureau of Water and Sewer Operations, DEP’s Bureau of Waste Water Treatment, Department of Buildings and/or NYSDEC.**

# SECTION 3: EROSION AND SEDIMENT CONTROLS

General Instructions (See NYC Code 19.1-03. (b)(3) and NYSDEC GP015002 Part III.B.1.):

* Describe the erosion and sediment controls (ESCs) that will be installed and maintained at your site.
* Describe any applicable stormwater control design specifications (including references to any manufacturer specifications and/or erosion and sediment control manuals/ordinances relied upon).
* Describe any routine stormwater control maintenance specifications.
* Describe the projected schedule for stormwater control installation/implementation.

## 3.1 Practices

### 3.1.1 General ESC Practices

INSERT GENERAL DESCRIPTION OF EROSION AND SEDIMENT CONTROLS THAT WILL BE USED FOR THIS PROJECT. IF IT IS INFEASIBLE TO USE STANDARD EROSION AND SEDIMENT CONTROLS, REFER TO SECTION 3.1.2 BELOW.

**Specific Erosion and Sediment Controls**

|  |
| --- |
| Choose an item. |
| **Reference Detail** | Drawing Sheet and detail number from ESC plans |
| **Re**f**erence Standard Design Specifications**  | NYS Blue Book Reference |
| **How does this practice meet the standards and requirements?** | The practice will be used to …. Where ….  |

*[Repeat as needed for individual erosion and sediment controls.]*

### 3.1.2 Nonstandard ESC Practices

IF IT IS INFEASIBLE TO USE STANDARD EROSION AND SEDIMENT CONTROLS, PROVIDE AN EXPLANATION FOR WHY THIS IS THE CASE AND HOW THE PRACTICES INCORPORATED WILL MEET THE PREVENT EROSION AND SEDIMENTATION ON THE SITE AND IN THE SURFACE WATERS OF THE STATE. IF FIVE (5) OR MORE ACRES OF LAND WILL BE DISTURBED AT ONE TIME ON A SITE, INCLUDE AN EXPLANATION OF WHY THIS IS NECESSARY AND HOW EROSION AND SEDIMENTATION WILL BE PREVENTED, REFER TO CONSTRUCTION SEQUENCE IN SECTION 3.2 IF NECESSARY.

**Specific Erosion and Sediment Controls**

|  |
| --- |
| Click or tap here to enter text. |
| **Reference Drawing Details** |  |
| **Reference Standard**  |  |
| **How does this practice meet the standards? If not, please explain why and provide justification.** | INCLUDE COPIES OF DESIGN SPECIFICATIONS IN APPENDIX H |

##

## 3.2 Construction (Phasing and) Sequence of Operations

Instructions (see NYC Code 19.1-03. (b)(3) and NYSDEC GP015002 Part III.B.1.d):

* Describe the intended construction sequence and duration of major activities.
* For each portion or phase of the construction work, include the following:
	+ A construction phasing plan and sequence of operations describing the intended order of construction and duration of construction activities, including clearing and grubbing, mass grading, demolition activities, site preparation (i.e., excavating, cutting and filling), final grading, and creation of soil and vegetation stockpiles requiring stabilization;
	+ Plans, included in **Appendix N**, should have a detailed construction sequence that has the erosion and sediment control practices tied to each operation;
	+ Installation of utilities that include land disturbing activities;
	+ Temporary or permanent cessation of construction activities;
	+ Temporary or final stabilization of areas of exposed soil; and
	+ Removal of temporary stormwater controls and construction equipment or vehicles, and cessation of any pollutant-generating activities.
* The construction sequence must reflect the following requirements:
	+ Installation of stormwater controls
	+ Stabilization method and installation
* These plans must follow the technical standard, NYS Standards and Specifications for Erosion and Sediment Control, dated Nov. 2016
	+ Found here: <https://www.dec.ny.gov/chemical/29066.html>
* For projects that will disturb 5 or more acres at one time:
	+ A Qualified Inspector must Inspect 2-times every 7-days;
	+ Soil stabilization measures must be initiated within 1-day and completed with 7-days;
	+ A phasing plan that defines the maximum disturbed area per phase and shows cuts and fills; and
	+ Install site specific practices to protect water quality.

INSERT OVERVIEW AND GENERAL DESCRIPTION OF EXPECTED CONSTRUCTION SEQUENCE INCLUDING INSTALLATION, MAINTENANCE, AND REMOVAL OF EROSION AND SEDIMENT CONTROL PRACTICES. ACTIVITIES USUALLY DONE BY SUBCONTRACTORS, SUCH AS UTILITY INSTALLATION, MAY BE REPRESENTED IN A SEPARATE SECTION FOR EASE OF IMPLEMENTATION. INCLUDE FINAL STABILIZATION METHOD AS THE LAST STEP IN EACH ‘PHASE’.

**Phase I**

|  |
| --- |
| INSERT GENERAL DESCRIPTION OF PHASE |
| Activity (In order of construction) | Erosion and sediment control practice | When will practice be installed | Maintenance, replacement and removal of ESCs |
| (Demolition, clearing and grubbing, grading, building construction, etc.) | Choose an item. | (before, during, after activity) | (days, weeks, months, years, and when should it be replaced/maintained – all practices must be replaced as needed.) |
|  | Choose an item. |  |  |
|  | Choose an item. |  |  |
|  | Choose an item. |  |  |

**Phase II**

|  |
| --- |
| INSERT GENERAL DESCRIPTION OF PHASE |
| Activity (In order of construction) | Erosion and sediment control practice | When will practice be installed | How long is practice expected to be in place |
| (Demolition, clearing and grubbing, grading, building construction, etc.) | Choose an item. | (before, during, after activity) | (days, weeks, months, years, and when should it be replaced/maintained – all practices must be replaced as needed, but many practices have a limited useful life) |
|  | Choose an item. |  |  |
|  | Choose an item. |  |  |
|  | Choose an item. |  |  |

*[Repeat as necessary.]*

## 3.3 Pollution Prevention and Good Housekeeping Practices

### 3.3.1 Construction Site Pollutants

Insert Text Here Or Use Table Below

Instructions (see NYSDEC GP015002 Parts I.B.1.d and III.B.1.j):

* Identify and describe all pollutant-generating activities at your site (e.g., paving operations; concrete, paint, and stucco washout and waste disposal; solid waste storage and disposal).
* For each pollutant-generating activity, complete the subsections below to include an inventory of pollutants or pollutant constituents associated with that activity (e.g., sediment, fertilizers, and/or pesticides, paints, solvents, fuels), which could be exposed to rainfall or snowmelt, and could be discharged from your construction site. You must take into account where potential spills and leaks could occur that contribute pollutants to stormwater discharges, and any known hazardous or toxic substances, such as PCBs and asbestos that will be disturbed or removed during construction.
* Delete and renumber subsections as required.
* Note, post construction storage and use of these materials may need to be addressed in the operation and maintenance plan as well.

| **Pollutant-Generating Activity** | **Pollutants or Pollutant Constituents** (that could be discharged if exposed to stormwater) | **Location on Site** (or reference SWPPP site map where this is shown) |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*[Include additional rows or delete as necessary.]*

### 3.3.2 Spill Prevention and Response

Instructions:

* For storage and use of certain materials, spill prevention and response must be addressed.
* At a minimum all spills of petroleum products of 5 or more gallons must be reported to NYSDEC Spill Hotline at **1-800-457-7362.**
* Describe procedures you will use to prevent and respond to leaks, spills, and other releases. You must implement the following at a minimum:
	+ Procedures for expeditiously stopping, containing, and cleaning up spills, leaks, and other releases. Identify the name or title of the employee(s) responsible for detection and response of spills or leaks; and
	+ Procedures for notification of appropriate facility personnel, emergency response agencies, and regulatory agencies where a leak, spill, or other release containing a hazardous substance or oil in an amount equal to or in excess of a reportable quantity consistent with Part 2.3.6 and established under either 40 CFR Part 110, 40 CFR Part 117, or 40 CFR Part 302, occurs during a 24-hour period. Contact information must be in locations that are readily accessible and available.
* Some projects/site may be required to develop a Spill Prevention Control and Countermeasure (SPCC) plan under a separate regulatory program (40 CFR 112). If you are required to develop an SPCC plan, or you already have one, you should include references to the relevant requirements from your plan.

INSERT SPILL PREVENTION AND RESPONSE PROCEDURES HERE

### 3.3.3 Fueling and Maintenance of Equipment or Vehicles

Instructions:

* Describe equipment/vehicle fueling and maintenance practices that will be implemented to eliminate the discharge of spilled or leaked chemicals (e.g., providing secondary containment *(examples: spill berms, decks, spill containment pallets* and cover where appropriate, and/or having spill kits readily available.)

**General**

INSERT GENERAL DESCRIPTION
**Specific Pollution Prevention Practices**

|  |
| --- |
| INSERT NAME OF POLLUTION PREVENTION PRACTICE |
| **Description** | INSERT DESCRIPTION OF PRACTICE TO BE INSTALLED |
| **Installation** | INSERT APPROXIMATE DATE OF INSTALLATION |
| **Maintenance Requirements** | INSERT MAINTENANCE REQUIREMENTS FOR THE POLLUTION PREVENTION PRACTICE |
| **Design Specifications** | IF APPLICABLE, REFERENCE DESIGN SPECIFICATIONS HERE AND INCLUDE COPIES OF DESIGN SPECIFICATIONS IN APPENDIX H |

*[Repeat as needed.]*

3.3.4 Washing of Equipment and Vehicles

Instructions:

* Describe equipment/vehicle washing practices that will be used to minimize the discharge of pollutants from equipment and vehicle washing, wheel wash water, and other types of wash waters (e.g., locating activities away from waters of the State and stormwater inlets or conveyances and directing wash waters to a sediment basin or sediment trap, using filtration devices, such as filter bags or sand filters, or using other similarly effective controls).
* Describe how you will prevent the discharge of soaps, detergents, or solvents by providing either (1) cover (*examples:* *plastic sheeting or temporary roofs*) to prevent these detergents from coming into contact with rainwater, or (2) a similarly effective means designed to prevent the discharge of pollutants from these areas.

**General**

I INSERT GENERAL DESCRIPTION
 **Specific Pollution Prevention Practices**

|  |
| --- |
| INSERT NAME OF POLLUTION PREVENTION PRACTICE |
| **Description** | INSERT DESCRIPTION OF PRACTICE TO BE INSTALLED |
| **Installation** | INSERT APPROXIMATE DATE OF INSTALLATION |
| **Maintenance Requirements** | INSERT MAINTENANCE REQUIREMENTS FOR THE POLLUTION PREVENTION PRACTICE |
| **Design Specifications** | IF APPLICABLE, REFERENCE DESIGN SPECIFICATIONS HERE AND INCLUDE COPIES OF DESIGN SPECIFICATIONS IN APPENDIX H |

 *[Repeat as needed.]*

### 3.3.5 Storage, Handling, and Disposal of Construction Products, Materials, and Wastes

Instructions:

* For any of the types of building products, materials, and wastes that you expect to use or store at your site, provide the information on how you will prevent the discharge of materials to the MS4 and the specific practices that you will be employ.

#### 3.3.5.1 Building Products

(***Note:*** Examples include asphalt sealants, copper flashing, roofing materials, adhesives, concrete admixtures, and gravel and mulch stockpiles.)

**General**

I INSERT GENERAL DESCRIPTION

**Specific Pollution Prevention Practices**

|  |
| --- |
| INSERT NAME OF POLLUTION PREVENTION PRACTICE |
| **Description** | INSERT DESCRIPTION OF PRACTICE TO BE INSTALLED |
| **Installation** | INSERT APPROXIMATE DATE OF INSTALLATION |
| **Maintenance Requirements** | INSERT MAINTENANCE REQUIREMENTS FOR THE POLLUTION PREVENTION PRACTICE |
| **Design Specifications** | IF APPLICABLE, REFERENCE DESIGN SPECIFICATIONS HERE AND INCLUDE COPIES OF DESIGN SPECIFICATIONS IN APPENDIX H |

*[Repeat as needed.]*

#### 3.*3.5.2 Pesticides, Herbicides, Insecticides, Fertilizers, and Landscape Materials*

***General***

INSERT GENERAL DESCRIPTION

**Specific Pollution Prevention Practices**

|  |
| --- |
| INSERT NAME OF POLLUTION PREVENTION PRACTICE |
| **Description** | INSERT DESCRIPTION OF PRACTICE TO BE INSTALLED |
| **Installation** | INSERT APPROXIMATE DATE OF INSTALLATION |
| **Maintenance Requirements** | INSERT MAINTENANCE REQUIREMENTS FOR THE POLLUTION PREVENTION PRACTICE |
| **Design Specifications** | IF APPLICABLE, REFERENCE DESIGN SPECIFICATIONS HERE AND INCLUDE COPIES OF DESIGN SPECIFICATIONS IN APPENDIX H |

*[Repeat as needed.]*

#### 3.*3.5.3 Diesel Fuel, Oil, Hydraulic Fluids, Other Petroleum Products, and Other Chemicals*

**General**

INSERT GENERAL DESCRIPTION

**Specific Pollution Prevention Practices**

|  |
| --- |
| INSERT NAME OF POLLUTION PREVENTION PRACTICE |
| **Description** | INSERT DESCRIPTION OF PRACTICE TO BE INSTALLED |
| **Installation** | INSERT APPROXIMATE DATE OF INSTALLATION |
| **Maintenance Requirements** | INSERT MAINTENANCE REQUIREMENTS FOR THE POLLUTION PREVENTION PRACTICE |
| **Design Specifications** | IF APPLICABLE, REFERENCE DESIGN SPECIFICATIONS HERE AND INCLUDE COPIES OF DESIGN SPECIFICATIONS IN APPENDIX H |

*[Repeat as needed.]*

#### 3.*3.5.4 Hazardous or Toxic Waste*

(***Note:*** Examples include paints, solvents, petroleum-based products, wood preservatives, additives, curing compounds, acids.)

**General**

INSERT GENERAL DESCRIPTION
 **Specific Pollution Prevention Practices**

|  |
| --- |
| INSERT NAME OF POLLUTION PREVENTION PRACTICE |
| **Description** | INSERT DESCRIPTION OF PRACTICE TO BE INSTALLED |
| **Installation** | INSERT APPROXIMATE DATE OF INSTALLATION |
| **Maintenance Requirements** | INSERT MAINTENANCE REQUIREMENTS FOR THE POLLUTION PREVENTION PRACTICE |
| **Design Specifications** | IF APPLICABLE, REFERENCE DESIGN SPECIFICATIONS HERE AND INCLUDE COPIES OF DESIGN SPECIFICATIONS IN APPENDIX H |

*[Repeat as needed.]*

#### 3.*3.5.5 Construction and Domestic Waste*

(***Note:*** Examples include packaging materials, scrap construction materials, masonry products, timber, pipe and electrical cuttings, plastics, Styrofoam, concrete, and other trash or building materials.)

**General**

INSERT GENERAL DESCRIPTION

**Specific Pollution Prevention Practices**

|  |
| --- |
| INSERT NAME OF POLLUTION PREVENTION PRACTICE |
| **Description** | INSERT DESCRIPTION OF PRACTICE TO BE INSTALLED |
| **Installation** | INSERT APPROXIMATE DATE OF INSTALLATION |
| **Maintenance Requirements** | INSERT MAINTENANCE REQUIREMENTS FOR THE POLLUTION PREVENTION PRACTICE |
| **Design Specifications** | IF APPLICABLE, REFERENCE DESIGN SPECIFICATIONS HERE AND INCLUDE COPIES OF DESIGN SPECIFICATIONS IN APPENDIX H |

*[Repeat as needed.]*

#### 3.3.5.6 Sanitary Waste

**General**

INSERT GENERAL DESCRIPTION

**Specific Pollution Prevention Practices**

|  |
| --- |
| INSERT NAME OF POLLUTION PREVENTION PRACTICE |
| **Description** | INSERT DESCRIPTION OF PRACTICE TO BE INSTALLED |
| **Installation** | INSERT APPROXIMATE DATE OF INSTALLATION |
| **Maintenance Requirements** | INSERT MAINTENANCE REQUIREMENTS FOR THE POLLUTION PREVENTION PRACTICE |
| **Design Specifications** | IF APPLICABLE, REFERENCE DESIGN SPECIFICATIONS HERE AND INCLUDE COPIES OF DESIGN SPECIFICATIONS IN APPENDIX H |

*[Repeat as needed.]*

### 3.3.6 Washing of Applicators and Containers used for Paint, Concrete, or Other Materials

Instructions:

* Describe how discharge of pollutants to the MS4 will be prevented including practices employed.

**General**

INSERT GENERAL DESCRIPTION
 **Specific Pollution Prevention Practices**

|  |
| --- |
| INSERT NAME OF POLLUTION PREVENTION PRACTICE |
| **Description** | INSERT DESCRIPTION OF PRACTICE TO BE INSTALLED |
| **Installation** | INSERT APPROXIMATE DATE OF INSTALLATION |
| **Maintenance Requirements** | INSERT MAINTENANCE REQUIREMENTS FOR THE POLLUTION PREVENTION PRACTICE |
| **Design Specifications** | IF APPLICABLE, REFERENCE DESIGN SPECIFICATIONS HERE AND INCLUDE COPIES OF DESIGN SPECIFICATIONS IN APPENDIX H |

*[Repeat as needed.]*

### 3.3.7 Other Pollution Prevention Practices

 **General**

Instructions:

* Describe any additional pollution prevention practices that do not fit into the above categories.

INSERT GENERAL DESCRIPTION

**Specific Pollution Prevention Practices**

|  |
| --- |
| INSERT NAME OF POLLUTION PREVENTION PRACTICE |
| **Description**  | INSERT DESCRIPTION OF PRACTICE TO BE INSTALLED |
| **Installation** | INSERT APPROXIMATE DATE OF INSTALLATION |
| **Maintenance Requirements** | INSERT MAINTENANCE REQUIREMENTS FOR THE POLLUTION PREVENTION PRACTICE |
| **Design Specifications** | IF APPLICABLE, REFERENCE DESIGN SPECIFICATIONS HERE AND INCLUDE COPIES OF DESIGN SPECIFICATIONS IN APPENDIX H |

*[Repeat as needed.]*

# SECTION 4: CONSTRUCTION INSPECTION

## 4.1 Inspection Personnel and Procedures

Instructions (see NYC Code 19.1-03. (b)(8)(vii) and (viii) and NYSDEC GP015002 Parts II.C and Part IV):

Describe the procedures you will follow for conducting inspections in accordance with the above referenced codes. This section should provide the Qualified Inspector (QI) and contractor that pulls the permit a frame work for inspection and corrections. All completed inspection forms, corrections and certification of change by the contractor forms must be kept on site in a **site log book** that becomes an addendum to this plan.

Make sure:

* The QI is a professional user in SWPTS
* The inspection forms reflect the erosion and sediment controls and construction schedule from section 3, above
* If the project will shut down for less than twelve (12) months include temporary shutdown procedures, including notifying DEP
* Make sure to note in the plan that trained contractors should inspect all the ESCs listed as their responsibility at the beginning and end of each day.
* Include step that should be taken to correct deficiencies, including when a design professional should be consulted. **Appendix E** includes a Certificate of Change by Contractor, which may be used to document changes.

**Table 4-1: Inspection frequency and Qualified Inspector(s)**

|  |
| --- |
| **Standard Frequency:**  |
| [ ]  Every 7 days and within 24 hours of a 0.5-inch rainfall event  |
| **Increased Frequency (if applicable)**:  |
| **For areas where 5 or more acres are disturbed or for projects that discharge to a 303d listed water**[ ]  Twice every 7 days and within 24 hours of a 0.5-inch rainfall event, at least 2-days between inspections |
| **Temporary Shutdown Frequency:** |
| **With DEP approval of temporary shutdown**[ ]  Once every 30 days and within 24 hours of a 0.5-inch rainfall event  |
| **Qualified Inspector** |
| Insert Company or Organization NameInsert NameInsert Address, City, State, Zip CodeInsert Phone NumberInsert Fax/EmailInsert Area of Control (if more than one QI at site)Insert name of professional, if QI is working under direction*[Repeat as necessary.]* |

|  |
| --- |
| **Inspection Report Forms**INSERT COPIES OF ANY INSPECTION REPORT FORMS IN **APPENDIX C**. |

## 4.2 Trained Contractor List

Instructions (see NYSDEC GP015002 Part II.C.6.):

* Complete the table below to provide documentation that the personnel required to be trained have completed the appropriate training
* The Construction (Phasing and) Sequence of Operations should be referenced for each trained contractor to know the extent of the erosion and sediment control practices they are responsible for inspecting and maintaining. The sequence should include the operation that the practice is associated with and the regular maintenance needed to keep the practice operational.

|  |
| --- |
| **Table 4-2: Documentation for Completion of Training** |
|

|  |  |  |  |
| --- | --- | --- | --- |
| **Contractor** | **Name of Trained Contractor** | **NYS DEC Erosion and Sediment Control Training Certificate Number** | **Expiration Date** |
| Contractor Name | INSERT NAME OF PERSONNEL | INSERT CERTIFICATE NUMBER | Click or tap to enter a date. |
| Contractor Name | INSERT NAME OF PERSONNEL | INSERT CERTIFICATE NUMBER | Click or tap to enter a date. |
| Contractor Name | INSERT NAME OF PERSONNEL | INSERT CERTIFICATE NUMBER | Click or tap to enter a date. |
| Contractor Name | INSERT NAME OF PERSONNEL | INSERT CERTIFICATE NUMBER | Click or tap to enter a date. |
| Contractor Name | INSERT NAME OF PERSONNEL | INSERT CERTIFICATE NUMBER | Click or tap to enter a date. |
| Contractor Name | INSERT NAME OF PERSONNEL | INSERT CERTIFICATE NUMBER | Click or tap to enter a date. |

 |
|  |

*[Include additional rows or delete as necessary.]*

# SECTION 5: POST CONSTRUCTION STORMWATER CONTROLS

*If any of the following sections do not apply to your project delete the unneeded/ inapplicable section(s).*

## 5.1 Post Construction Stormwater Management Practices (SMPs)

Instructions (See NYC Code 19.1-03. (b)(4) and NYSDEC GP015002 Parts III.B):

* Please fill out table below with the Site Design Point
	+ Design Point is a designated general location/ point(s) that water discharges from the drainage area that are generally treated with SMPs (includes practice outflows and subsurface outflows).
* Please indicate how the practice is being used on the site:
	+ Runoff Reduction
	+ Water Quality Treatment
	+ Channel Protection
	+ Overbank Control
	+ Extreme Flood Control
* Please refer to **Appendix N** for required plans.
* Please reference design points in Construction Drawings specified in **Appendix N.**
* Please include all sizing and routing calculations in **Appendix J**, or for small projects on plans.
* Please include your Preliminary Operation and Maintenance (O&M) Manual for the SMPs planned for the project in **Appendix K**. It is the Developer or Owner’s responsibility to update the O&M manual if there are any changes are made that effects the Post Construction SMPs specified.
* Please include SMP sizing calculations in **Appendix J.**
* If practice for a certain design point addresses nitrogen removal requirements, please also include this information in Section 5.2.

|  |
| --- |
| **Design Point #1** |
| **Location Description** |  |
| **Located in Site Map/Drawing**  |  |
| **#** | **Practice**  | **Practice #** | **Total Contributing Area (acres)** | **Impervious Contributing Area (acres)** |
| 1 | Choose an item. |  |  |  |
| Description (Practice name and type if not identified above. If Alternative SMP is used, include Manufacturer Name and product data and documentation required by [NYS SWMDM](https://www.dec.ny.gov/chemical/29089.html) in **Appendix H**. Please specify if this practice is used to meet No-Net increase Requirements and if it partially or fully meets the required pollutant load reduction.)  | Reference Drawing: (e.g. C-410) |
|  |  |
| **#** | **Practice**  | **Practice #** | **Total Contributing Area (acres)** | **Impervious Contributing Area (acres)** |
| 2 | Choose an item. |  |  |  |
| Description  | Reference Drawing:  |
|  |  |

|  |
| --- |
| **Design Point #2** |
| **Location Description** |  |
| **Located in Site Map/Drawing**  |  |
| **#** | **Practice**  | **Practice #** | **Total Contributing Area (acres)** | **Impervious Contributing Area (acres)** |
| 1 | Choose an item. |  |  |  |
| Description  | Reference Drawing:  |
|  |  |
| **#** | **Practice**  | **Practice #** | **Total Contributing Area (acres)** | **Impervious Contributing Area (acres)** |
| 2 | Choose an item. |  |  |  |
| Description  | Reference Drawing:  |
|  |  |

A long-term operation and maintenance plan addressing all permanent SMPs and BMPs is included as **Appendix K**. The entity that will be responsible for long term operation and maintenance of the practices must be designated in **Appendix K**. (Note this manual must include best management practices to reduce pathogens if required.)

## 5.2 No-Net-Increase

Instructions (see NYCDEP Stormwater Design Manual Part 3.5):

* All covered development projects that meet the No-Net-Increase (NNI) criteria are required to conduct an NNI Analysis and implement stormwater controls to mitigate the pollutants of concern for the impaired receiving waterbody. To determine if the covered development project is subject to NNI requirements under section 19.1-03.3(b) (4) (x) Title 15 of the Rules of the City of New York, refer to the following NYCDEP website: <https://www1.nyc.gov/site/dep/water/construction-post-construction-program-ms4.page>.
* All NNI analysis must include a description of the most likely sources of the pollutant(s) of concern, and how the selected practice(s) reduces the load to the pre-existing load or less. The operation and maintenance plan may also be referenced for this section.
* If nitrogen is the pollutant of concern, use the NYC [MS4 No-Net-Increase Calculator](https://www1.nyc.gov/assets/dep/downloads/pdf/water/stormwater/ms4/nni-calculator.xlsx) or provide your calculations to demonstrate that the pollutant load in the newly developed condition is the same or less than the existing condition.
* If phosphorous is the pollutant of concern the practice must comply with Chapter 10 of the NYS SMDM.
* If floatables are the pollutant of concern practices must be in compliance with the NYS SWMDM.
* If Pathogens are the pollutant of concern, use Chapter 3 of the NYC SWDM to determine the appropriate BMPs and make sure that they BMPs are noted in the operation and maintenance plan.

**Total Pollutant Removal by SMP/ Alternative SMP \***

|  |
| --- |
| INSERT NAME OF STORMWATER MANAGEMENT PRACTICE |
| **Description** | INCLUDE OR REFER TO THE NNI ANALYSIS AND INSERT DESCRIPTION OF PRACTICE TO BE INSTALLED OR IMPLEMENTED, INCLUDING AN EXPLANATION OF HOW THE POLLUTANT LOAD WILL BE REDUCED. |
| **Maintenance Requirements** | INSERT MAINTENANCE REQUIREMENTS FOR THE STORMWATER MANAGEMENT PRACTICE |
| **Reference Drawing** | INSERT REFERENCE DRAWING THAT SHOWS DESIGN SPECS |
| **Design Point** | INSERT DESIGN POINT HERE |

IF APPLICABLE, INCLUDE COPIES OF DESIGN SPECIFICATIONS HERE

*[Repeat as needed for each practice applied.]*

 ***\*Please include Practice Maintenance in the O&M Manual***

## 5.3 Safe Drinking Water Act Underground Injection Controls Requirements

Instructions:

* Some infiltration practices may require compliance with EPAs Underground Injection Controls (UIC) requirements, please refer to the EPA web site for more information.
* For state UIC program contacts, refer to the following EPA website: <https://www.epa.gov/uic>
* For Stormwater Drainage Wells minimum federal requirements, BMPs, and information, refer to the following EPA website: <https://www.epa.gov/uic/stormwater-drainage-wells#reqs>

Do you plan to install any of the following controls? Check all that apply below.

[ ]  Infiltration trenches (if stormwater is directed to any bored, drilled, driven shaft or dug hole that is deeper than its widest surface dimension, or has a subsurface fluid distribution system)

[ ]  Commercially manufactured pre-cast or pre-built proprietary subsurface detention vaults, chambers, or other devices designed to capture and infiltrate stormwater flow

[ ]  Drywells, seepage pits, or improved sinkholes (if stormwater is directed to any bored, drilled, driven shaft or dug hole that is deeper than its widest surface dimension, or has a subsurface fluid distribution system)

* (***Note:*** If compliance with UIC is needed, insert copies of letters, emails, or other communication between you and the City Agency, State Agency, or EPA Regional Office in **Appendix M**)

# SECTION 6: CERTIFICATION AND NOTIFICATION

Instructions:

* The following certifications forms are to be reviewed, understood, filled out, and signed by the appropriate personnel:

1. A site-specific Draft Maintenance Easement shall be included as **Appendix A**. (***Note:*** The Maintenance Easement must be recorded in the Office of the City Register or, for project on Staten Island, the Richmond County Clerk’s office before a permit may be issued.)

2. The Pre-Construction Documents & Certifications provided in **Appendix B** shall be filled out by the owner/developer, preparer, and qualified professional, as appropriately shown in the section.

3. The site-specific Construction Duration Inspection form shall be provided in **Appendix C** and is to be filled out and signed by the qualified professional that performs site inspections and oversee installation of ESCs for this project.

4. The Monthly Summary of Site Inspection Activities form provided in **Appendix D** is to be filled out and signed by the owner, or the duly authorized representative of the owner.

5. The Contractor’s Certification Statement provided in **Appendix E** is to be filled out and signed by the contractor with primary responsibility for the project site.

6. The Contractor’s Certification Statement provided in **Appendix E** is to be filled out and signed by all subcontractors.

7. The Certificate of Issuance provided in **Appendix E** is to be filled out and signed by the contractor with primary responsibility for the project site prior to performing any site work.

8. The Erosion and Water Quality Control Identification form provided in **Appendix E** is to be filled out by the developer/contractor.

9. Records of site work and site stabilization are to be kept on the Construction Stabilization form provided in **Appendix E** and is to be filled out by the developer/contractor as necessary.

10. The Certificate of Change by the Contractor provided in **Appendix E** is to be filled out and signed by the operator upon implementation of any requested changes to the SWPPP by the owner, preparer, or any local authority having jurisdiction over the project site. Changes to the SWPPP are only to be made when the plan or contractor’s implementation proves to be ineffective in eliminating or significantly minimizing pollutants from the construction activity.

11. The Final Stabilization and Retention of Records form provided in **Appendix F** is to be filled out and signed by the qualified professional that will perform site inspections and oversee installation of erosion control measures for this project.

12. The Certificate of Return provided in **Appendix F** is to be filled out and signed by the operator and owner after final stabilization of the site has been completed.

13. The NYC DEP Notice of Termination (NOT) will be filed by the owner or its representative upon completion of the site’s final stabilization using the online form.

# SECTION 7: RETENTION OF RECORDS

Instructions (See NYC Code 19.1-03. (b)(11)):

* The following are to be retained by the owner at the site and for a period of five years from the date the site is finally stabilized:
1. SWPPP
2. Contract Documents including contract drawings and technical specifications
3. Stormwater inspections and maintenance reports
4. Contractor Certification
5. SWPPP Certification Statement of Satisfactory Completion
6. Correspondence regarding stormwater practices

# SECTION 8: REQUIRED DRAWINGS

Instructions (See NYC Code 19.1-03. (b)(3) and (b) (4)):

* Please include required plans and drawings in **Appendix N**.
* Please include Soil testing results and Boring Location Maps in **Appendix I**.
* Plan view should show existing and proposed layout, scale should be at least 1”=50’.  For small projects may be one sheet for larger projects could be many sheets. Should include adjacent sites within at least 50-feet of the property line and information noted below. Show any surface waters within 50-feet of the property boundary and include a note stating what the name of the receiving water) that is the ultimate discharged point.
* Plans should include the construction sequence and maintenance details for the described practice or phase.

# Appendix A - Draft Maintenance Easement

Instructions:

* Required for all projects that require a post construction stormwater management practices.
* Fill in the Maintenance Easement Template with any site-specific information.
* When the SWPPP is approved and before pulling the construction permit file the maintenance easement in the office of the City Register or, for projects in Staten Island, the Richmond County Clerk’s office. You will not be able to pull the permit if DEP cannot verify that the Maintenance Easement is filed.

# Appendix B - Certifications

Instructions:

* The following certification statements must be signed and dated by a person who meets the requirements of Owner, Developer and SWPPP Preparer.
* This certification must be re-signed in the event of a SWPPP Amendment.

**Pre-Development**

|  |  |
| --- | --- |
| Project Name: |  |
| Name of Owner/Developer:  |  |
| Name of Preparer: |  |

**Preamble to Site Assessment and Inspections**

The following information to be read by all person’s involved in the construction of stormwater related activities:

A qualified professional shall conduct an assessment of the site prior to the development activity (1) and certify in this inspection report that the appropriate erosion and sediment controls described in the SWPPP have been adequately installed or implemented to ensure overall preparedness of the site for the commencement of construction.

Prior to the commencement of construction, the Preparer shall certify in this site logbook that the SWPPP has been prepared in accordance with the State’s standards and meets all Federal, State and local erosion and sediment control requirements.

When construction starts, site inspections shall be conducted by the qualified professional at least every 7 calendar days or within 24 hours of the end of a storm event of 0.5 inches or greater (Construction Duration Inspections), except as otherwise required during “temporary shutdown”. The developer shall maintain a record of all inspection reports in this **site logbook**. The site logbook shall be maintained on site and be made available to the permitting authorities upon request. The developer shall post at the site, in a publicly accessible location, a summary of the site inspection activities on a monthly basis (Monthly Summary Report).

A qualified professional shall perform a final site inspection. The qualified professional shall certify that the site had undergone final stabilization (2) using either vegetative or structural stabilization methods and that all temporary erosion and sediment controls (such as silt fencing) not needed for long-term erosion control have been removed. In addition, a qualified professional must identify and certify that all permanent structures described in the SWPPP have been constructed and provide the owner(s) with an operation and maintenance plan that ensures the structure(s) continuously functions as designed.

The Owner, qualified inspector and qualified professional must submit a Notice of Termination Request to NYCDEP via the SWPTS. DEP may inspect the site to confirm that it meets the requirements of the NOT. If post construction practices are present an application for a Stormwater Maintenance Permit must also be submitted via SWPTS.

(1) “Development activity” means soil disturbance on a site including but not limited to land contour work, clearing, grading, excavation, demolition, construction, reconstruction, new development, redevelopment, creation or replacement of impervious surface, stockpiling activities or placement of fill. Clearing activities include but are not limited to the cutting and skidding of trees, stump removal and brush root removal. Such term does not include routine maintenance (such as road resurfacing) that is performed to maintain the original line and grade, hydraulic capacity, or original purpose of a facility.

(2) “Final stabilization” means that all soil-disturbing activities at the site have been completed and a uniform, perennial vegetative cover with a density of eighty (80) percent has been established or equivalent stabilization measures (such as the use of mulches or geotextiles) have been employed on all unpaved areas and areas not covered by permanent structures.

**Certifications**

**Owner’s Certification**

I certify that I am the Owner of this property and have read or been advised of the applicable sections of the Rules of the City of New York (RCNY) Title 15, Chapter 19.1 and I believe that I understand them. I also understand that, under RCNY, I am responsible for submitting a fee to initiate review of the stormwater pollution prevention plan (SWPPP). I hereby certify that this SWPPP and all associated documentation provided were prepared under my direction or supervision. I understand that certifying false, incorrect or inaccurate information is a violation of the laws of the City of New York and could subject me to criminal or civil penalties and/or administrative proceedings. I also understand that, by submitting this application, I am acknowledging that the SWPPP has been developed and will be implemented as the first element of construction.

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  |  Title: |  |
| Signature: |  |  Date: |  |

**Developer’s Certification**

I have read or been advised of the applicable sections of RCNY Title 15 Chapter 19.1 and believe that I understand them. I also understand that, under the RCNY I am responsible for submitting a fee to initiate review of this application. I hereby certify that this document and the corresponding documents were prepared under my direction or supervision. I understand that certifying false, incorrect or inaccurate information is a violation of the laws of the City of New York and could subject me to criminal or civil penalties and/or administrative proceedings. I also understand that, by submitting this application, I am acknowledging that the SWPPP has been developed and will be implemented as the first element of construction.

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  |  Title: |  |
| Signature: |  |  Date: |  |

**SWPPP Preparer Certification**

I hereby certify that the Stormwater Pollution Prevention Plan (SWPPP) for this project was prepared by me or under my direct supervision in accordance with the RCNY Title 15 Chapter 19.1 and terms and conditions of the most recent NYSDEC SPDES General Permit for Stormwater Discharges from Construction Sites. Furthermore, I understand that certifying false, incorrect or inaccurate information is a violation of this permit and the laws of the City New York and could subject me to criminal, civil and/or administrative proceedings.

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  |  Title: |  |
| Signature: |  |  Date: |  |

# Appendix C - Construction Duration Inspections

Instructions:

* Inspection Forms will be filled out during the entire construction phase of the project.
* Complete inspections must include:
	+ An inspection form
	+ A site plan showing the areas under active construction
	+ Color Photos with date and time stamps showing any deficiencies or corrections to previous deficiencies
	+ The signature of the QI
	+ If the QI is working under the direction of a PE or RLA, the signature of the PE or RLA.
* **Required Elements:**
	+ On a site map, indicate the extent of all disturbed site areas and drainage pathways.
		- Indicate site areas that are expected to undergo initial disturbance or significant site work within the next 14-day period.
		- Indicate, on a site map, all areas of the site that have undergone temporary or permanent stabilization.
		- Indicate all disturbed site areas that have not undergone active site work during the previous 14-day period.
	+ Inspect all sediment control practices and record the approximate degree of sediment accumulation as a percentage of sediment storage volume (for example, 10 percent, 20 percent, and 50 percent).
	+ Inspect all erosion and sediment control practices and record all maintenance requirements such as verifying the integrity of barrier or diversion systems (earthen berms or silt fencing) and containment systems (sediment basins and sediment traps).
	+ Identify any evidence of rill or gully erosion occurring on slopes and any loss of stabilizing vegetation or seeding/mulching.
	+ Document any excessive deposition of sediment or ponding water along barrier or diversion systems. Record the depth of sediment within containment structures, any erosion near outlet and overflow structures, and verify the ability of rock filters around perforated risers pipes to pass water.
	+ Immediately report to the Developer any deficiencies that are identified with the implementation of the SWPPP.
	+ Take color photos with time and date stamps of any identified deficiencies or corrections to previous deficiencies
	+ Maintain onsite a record of all inspection documents and reports in the site log book.

**Example Construction Duration Inspection Form**

**Maintaining Water Quality**

Yes No N/A

[ ]  [ ] [ ] Is there an increase in turbidity causing or reasonably likely to cause a substantial visible contrast to natural conditions?

[ ]  [ ] [ ] Is there residue from oil and floating substances, visible oil film, or globules or grease?

[ ]  [ ] [ ] All disturbance is within the limits of the approved plans.

[ ]  [ ] [ ] Have receiving lake/bay, stream, and/or wetland been impacted by silt from the project?

**Housekeeping**

1. **General Site Conditions**

Yes No N/A

[ ]  [ ] [ ] Is construction site litter and debris appropriately managed?

[ ]  [ ] [ ] Are facilities and equipment necessary for implementation or erosion andsediment control in working order and/or properly maintained?

[ ]  [ ] [ ] Is construction impacting the adjacent property?

[ ]  [ ] [ ] Is dust adequately controlled?

**Runoff Control Practices**

1. **Excavation Dewatering**

Yes No N/A

[ ]  [ ] [ ] Upstream and downstream berms (sandbags, inflatable dams, etc.) are installed per plan.

[ ]  [ ] [ ] Clean water from upstream pool is being pumped to the downstream pool.

[ ]  [ ] [ ] Sediment laden water from work area is being discharged to a silt trapping device.

[ ]  [ ] [ ] Constructed upstream berm with one-foot minimum freeboard.

**Soil Stabilization**

1. **Topsoil and Spoil Stockpiles**

Yes No N/A

[ ]  [ ] [ ] Stockpiles are stabilized with vegetation and/or mulch.

[ ]  [ ] [ ] Sediment control is installed at the toe of the slope.

1. **Revegetation**

Yes No N/A

[ ]  [ ] [ ] Temporary seeding and mulch have been applied to idle areas.

[ ]  [ ] [ ] 6 inches minimum of topsoil has been applied under permanent seeding.

**Sediment Control Practices**

**1. Stabilized Construction Entrance**

Yes No N/A

[ ]  [ ] [ ] Stone is clean enough to effectively remove mud from vehicles.

[ ]  [ ] [ ] Installed per standards and specifications?

[ ]  [ ] [ ] Does all traffic use the stabilized entrance to enter and leave site?

[ ]  [ ] [ ] Is adequate drainage provided to prevent ponding at entrance?

**2. Silt Fence**

Yes No N/A

[ ]  [ ] [ ] Installed on Contour, 10 feet from toe of slope (not across conveyancechannels).

[ ]  [ ] [ ] Joints constructed by wrapping the two ends together for continuous support.

[ ]  [ ] [ ] Fabric buried 6 inches minimum.

[ ]  [ ] [ ] Post are stable, fabric is tight and without rips or frayed areas. Sediment accumulation is \_\_\_% of design capacity.

1. **Storm Drain Inlet Protection**

*(Use for Stone & Block, Filter Fabric, Curb, or Excavated practices)*

Yes No N/A

[ ]  [ ] [ ] Installed concrete blocks lengthwise so open ends face outward, not upward.

[ ]  [ ] [ ] Placed wire screen between No. 3 crushed stone and concrete blocks.

[ ]  [ ] [ ] Drainage area is 1 acre or less.

[ ]  [ ] [ ] Excavated area is 900 cubic feet.

[ ]  [ ] [ ] Excavated side slopes should be 2:1.

[ ]  [ ] [ ] 2” x 5” frame is constructed and structurally sound.

[ ]  [ ] [ ] Posts 3-foot maximum spacing between posts.

[ ]  [ ] [ ] Fabric is embedded 1 to 1.5 feet below ground and secured to frame/posts with staples at max 8-inch spacing.

[ ]  [ ] [ ] Posts are stable, fabric is tight and without rips or frayed areas.

Sediments accumulation \_\_\_% of design capacity.

*(****Note:*** *Not all erosion and sediment control practices are included in this listing.*

*Add additional pages to this list as required by site specific design.*

*Construction inspection checklists for post-development stormwater*

*Management practices can be found in Appendix F of the New York State*

*Stormwater Management Design Manual.)*

**CONSTRUCTION DURATION INSPECTIONS**

Modifications to the SWPPP (To be completed as described below)

The Developer shall amend the SWPPP whenever:

1. There is a significant change in design, construction, operation, or maintenance which may have a significant effect on the potential for the discharge of pollutants to the waters of the State and which has not otherwise been addressed in the SWPPP; or
2. The SWPPP proves to be ineffective in;
	1. Eliminating or significantly minimizing pollutants from sources identified in the SWPPP and as required by this permit; or
	2. Achieving the general objectives of controlling pollutants in stormwater discharges from permitted construction activity; and
3. Additionally, the SWPPP shall be amended to identify any new contractor or subcontractor that will implement any measure of the SWPPP.

**Modification & Reason:**

Insert Text Here

**SITE PLAN/SKETCH**

**PHOTOS**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Inspector (Print name) Date of Inspection

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Qualified Professional (print name) Qualified Professional Signature

The above signed acknowledges that, to the best of his/her knowledge, all information provided on the forms is accurate and complete.

# Appendix D - Monthly Summary Reports

**Monthly Summary of Site Inspection Activities**

|  |  |  |
| --- | --- | --- |
| **Name of Facility:** | **Today’s Date:** | **Reporting Month:** |
| **Location:**  |
| **Name of Site Inspector:** | **Telephone # of Site Inspector:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of Inspection** | **Regular/Rainfall****Based Inspection** | **Name of Inspector** | **Items of Concern** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*[Include additional rows or delete as necessary.]*

**Qualified Inspector’s Certification:**

“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 understand that certifying false, incorrect or inaccurate information is a violation of the laws of the City of New York and could subject me to criminal or civil penalties and/or administrative proceedings.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Qualified Professional (print name) Qualified Professional Signature

# Appendix E - Contractor’s Certifications & Forms

**CONTRACTOR’S CERTIFICATION STATEMENT**

**I. SITE INFORMATION**

Construction Site Name: Insert Construction Site Name

Site Location: Insert Site Location

**II. CONTRACTORS INFORMATION**

Contracting Firm Name: Insert Contracting Firm Name

Contracting Firm Address: Insert Address

Telephone Number(s): Insert Telephone No.

Contact(s): 1) Insert Contact’s Name

2) Insert Contact’s Name

**III. STORMWATER MEASURES**

Contractor is responsible for all stormwater pollution prevention measures described within the SWPPP and Erosion and Sediment Control Plan, but not limited to the following storm water measures:

1. Insert Stormwater Measure 4. Insert Stormwater Measure 7. Insert Stormwater Measure

2. Insert Stormwater Measure 5. Insert Stormwater Measure 8. Insert Stormwater Measure

3. Insert Stormwater Measure 6. Insert Stormwater Measure 9. Insert Stormwater Measure

**IV. CERTIFICATION**

“I hereby certify under penalty of law that I understand and agree to comply with the terms and conditions of the SWPPP and agree to implement any corrective actions identified by the qualified inspector during a site inspection. I also understand that the developer must comply with the terms and conditions of the NYC Stormwater Construction Permit, the most current version of the New York State Pollutant Discharge Elimination System (SPDES") general permit for stormwater discharges from construction activities and that it is unlawful for any person to cause or contribute to a violation of water quality standards. Furthermore, I am aware that there are significant penalties for submitting false information that I do not believe to be true, including the possibility of fine and imprisonment for knowing violations.”

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Contractor (print name) Contractor Signature

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Title Date

**SUBCONTRACTOR’S CERTIFICATION STATEMENT**

**I. SITE INFORMATION**

Construction Site Name: Insert Construction Site Name

Site Location: Insert Site Location

**II. CONTRACTORS INFORMATION**

Contracting Firm Name: Insert Contracting Firm Name

Contracting Firm Address: Insert Address

Telephone Number(s): Insert Telephone No.

Contact(s): 1) Insert Contact’s Name

2) Insert Contact’s Name

**III. STORMWATER MEASURES**

Subcontractor is responsible for all stormwater pollution prevention measures described within the SWPPP and Erosion and Sediment Control Plan, but not limited to the following storm water measures:

1. Insert Stormwater Measure 4. Insert Stormwater Measure 7. Insert Stormwater Measure

2. Insert Stormwater Measure 5. Insert Stormwater Measure 8. Insert Stormwater Measure

3. Insert Stormwater Measure 6. Insert Stormwater Measure 9. Insert Stormwater Measure

**IV. CERTIFICATION**

“I hereby certify under penalty of law that I understand and agree to comply with the terms and conditions of the SWPPP and agree to implement any corrective actions identified by the qualified inspector during a site inspection. I also understand that the developer must comply with the terms and conditions of the NYC Stormwater Construction Permit, the most current version of the New York State Pollutant Discharge Elimination System (SPDES") general permit for stormwater discharges from construction activities and that it is unlawful for any person to cause or contribute to a violation of water quality standards. Furthermore, I am aware that there are significant penalties for submitting false information that I do not believe to be true, including the possibility of fine and imprisonment for knowing violations.”

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Subcontractor (print name) Subcontractor Signature

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Title Date

**CERTIFICATE OF ISSUANCE**

As directed by the developer, a copy of the SWPPP will be retained at the site, along with all signed statements, reports and schedules contained herein for completion by the contractor. Upon completion, the SWPPP and all records shall be returned to the developer.

Date of issuance: Insert Date of Issuance

Name: Insert Name

Title: Insert Title

Firm: Insert Firm Name

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

**Received from:**

Name: Insert Name

Title: Insert Title

Address: Insert Address

Tel. Number(s): Insert Telephone No.

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

*(****Note:*** Inquiries in regard to copies of SWPPP by either the State Director or any local agency having jurisdiction to be directed to owner’s project representative.)

**EROSION AND WATER QUALITY CONTROL IDENTIFICATION**

The contractor and/or subcontractors that will implement each erosion control measure must be identified:

**IDENTIFICATION**

|  |  |
| --- | --- |
| **Name of Contractor and/or Subcontractor** | **Measure to be Implemented** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

*[Include additional rows or delete as necessary.]*

*(****Note:*** *Each contractor and subcontractor identified must sign a copy of the certification statement. Those copies must be filed with the SWPPP, kept on-site, and kept up to date.*

*This identification does not reassign or remove responsibility for all measures as agreed to the contract documents. The contractor is responsible for all subcontractors.)*

**CONSTRUCTION STABILIZATION**

The contractor shall initiate stabilization measures as soon as practicable in portions of the site where construction activities have temporarily or permanently ceased, but in no case more than 14 days after the construction activity in that portion of the site has temporarily or permanently ceased. When construction activity is precluded by snow cover, stabilization measures shall be initiated as soon as practicable. When construction activity will resume within 21 days from when activity ceased, then stabilization measures do not have to be initiated on that portion of the site by the 14th day after construction activity temporarily ceased.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Major Work Activity** | **Portion of the Site** | **Date Commenced** | **Date Ceased (Permanently/Temporarily)** | **Date Stabilization Measures Initiated** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*[Include additional rows or delete as necessary.]*

**\*THESE MUST BE KEPT UP TO DATE AND ON-SITE FOR INSPECTION AT ANYTIME.**

**CERTIFICATE OF CHANGE BY THE CONTRACTOR**

To: Insert Name

Project: Insert Name

Site Address: Insert Address

Enclosed, please find your written notification of the following provision(s) of the SWPPP not being met:

Insert Text Here

Provisions of the plan requiring modification:

Insert Text Here

Action taken to modify plan to bring project into compliance:

Insert Text Here

Date Completed: Insert Date

Received By:

Name: Insert Name

Title: Insert Title

Contracting Firm:

Insert Contracting Firm Name

Address: Insert Address

Tel. Number: Insert Telephone No.

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

Received By:

Name: Insert Name

Title: Insert Title

Contracting Firm:

Insert Contracting Firm Name

Address: Insert Address

Tel. Number: Insert Telephone No.

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

*(****Note:*** *Plan amendments – major and minor need to be filed on-line. Major amendments include changes to structural components that would require design review. All others shall be filed as a minor amendment, but will not require review.)*

[PLEASE INCLUDE CORRECTIVE ACTIONS FORM HERE]

# Appendix F - End of Construction Documents

**FINAL STABILIZATION AND RETENTION OF RECORDS**

A. Qualified Professional Certification: A qualified professional shall perform a final site inspection.

Yes No N/A

[ ]  [ ] [ ] Final site drainage will prevent erosion, concentrated flows to adjacent properties, uncontrolled overflow, and ponding.

[ ]  [ ]  [ ] Conveyance systems are stabilized.

[ ]  [ ] [ ] Channels and stream banks are seeded at the outlet points.

“I hereby certify that the site has undergone final stabilization. Final stabilization means that all soil disturbing activities have been completed and a uniform, perennial vegetative cover with a density of eighty (80) percent has been established or equivalent stabilization measures (such as the use of mulches or geotextiles) have been employed on all unpaved areas and areas not covered by permanent structures. Further, all temporary erosion and sediment controls (such as silt fence) not specified for permanent erosion control have been removed. I understand that certifying false, incorrect or inaccurate information is a violation of the referenced permit and the laws of the City and State of New York and could subject me to criminal, civil and/or administrative proceedings. ”

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Qualified Professional (print name) Qualified Professional Signature

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date

B. Retention of Records: The developer shall retain copies of SWPPPs, all reports, and records of all data for a period of at least five years from the date that the site is finally stabilized.

C. Maintenance of SWPPP and Reports at the Construction Site: The operator shall retain a copy of the SWPPP at the construction site from the data of initiation of construction activities to the date of final stabilization.

**CERTIFICATE OF RETURN**

As directed by the owner’s representative, the copy of the storm water pollution prevention plan retained at the site, along with all signed statements, reports and schedules contained herein for completion by the contractor are to be returned to the owner. The owner shall retain the plan, reports and records of all data for a period of five years from the date that the site is stabilized. This period may be extended by the City director at any time upon written notification.

Date of issuance: Insert Date of Issuance

Name: Insert Name

Title: Insert Title

Firm: Insert Firm Name

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

**Received from:**

Name: Insert Name

Title: Insert Title

Address: Insert Address

Tel. Number(s): Insert Telephone No.

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

*(****Note:*** *Inquiries in regard to copies of pollution prevention plan by either the State Director or any local agency having jurisdiction to be directed to owner’s project representative.)*

# Appendix G – NYSDEC Notice of Intent Form

Instructions:

* A copy of the NYSDEC NOI is required to complete a SWPPP
* When updating SWPPPs or responding to comments, the NOI must also be updated.

# Appendix H - Water Quality Product Data

Instructions:

* Please include required data to support the use of SMPs not included in the NYS SWMDM
* Data must verify that SMP meets the requirements of NYSDEC and if necessary NYC NNI.

# Appendix I – Soil Testing Data

Instructions:

* Please include Soil Testing Results, Boring Log Data and Boring Location Maps for background and practice location.
* Permeability data to support use or nonuse of infiltration practices.

# Appendix J - Stormwater Modeling and Calculations

Instructions (see NYC Code 19.1-03. (b)(3) and (4) and NYSDEC GP015002 Parts III.B)

* Please include WQv calculations and RRv calculations required for this project.
* Summarize the specific site limitations and justify not reducing 100% of WQv required (Including any supporting documents or evaluations of site limitations.
* Please include Channel Protection and Flood Control Calculations and/or justification for Channel Protection and Flood Control waiver.
* Include routing calculations to demonstrate that practices will operate as designed during the WQ storm, the 1-yr, 10-yr and 100yr 24 hour storm.

# Appendix K - Preliminary Operation and Maintenance Manual for Post Construction SMPs

Instructions (see NYC Code 19.1-03. (c)(1)(ii) (viii) and NYSDEC GP015002 Parts V.A. (5)):

* All projects that require post construction practices must include an Operation and Maintenance (O&M) manual for long term operation and maintenance of the proposed SMPs.
* When submitting an application for a Stormwater Maintenance Permit from NYC, the O&M manual must be updated to reflect any changes during construction and submitted with the application materials.

# Appendix L - Copy of the NYS Construction General Permit

Instructions (see NYSDEC GP015002):

* A copy of the NYSDEC general permit for construction activities is required to complete a SWPPP.

# Appendix M – Documentation for Underground Injection Control Requirements

Instructions (see [EPA web site](https://www.epa.gov/uic/stormwater-drainage-wells#reqs) for more information):

* Include any supporting documentation.

# Appendix N – Required Drawings

Instructions (See NYC Code 19.1-03. (b)(3) and (b) (4)):

* Please include required plans and drawings.
* Please include Soil testing results and Boring Location Maps in **Appendix I**.
* Plan view should show existing and proposed layout, scale should be at least 1”=50’.  For small projects may be one sheet for larger projects could be many sheets. Should include adjacent sites within at least 50-feet of the property line and information noted below. Show any surface waters within 50-feet of the property boundary and include a note stating what the name of the receiving water) that is the ultimate discharged point.
* Plans should include the construction sequence and maintenance details for the described practice or phase.