

Site:	Applicant/Owner:
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Date LDP Received:	Date Reviewed:	Reviewed By:
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Notes:

Key: Items in **Red** must be addressed to obtain LDP & Building Permit approvals, **see review notes tab** for more info.

GENERAL

1)	Owner, contractor, engineer name, address, phone and email listed.
2)	Project property location and estimated start date listed.
3)	Land disturbance size including pre-and-post construction impervious surfaces specified.
4)	Contractor name, address, contact name and all contact information listed.
5)	Stormwater plan sheets and/or SWPPP or equivalent submitted.
6)	Map showing existing public and private utilities, and surface waters discharged to from the project.
7)	Applied for the MPCA Construction stormwater permit if disturbing 1 acre or more or part of common plan development. Click Here

SPECIAL WATERS / AREAS

8)	Are there any discharge points on the project within 1 mile of a special or impaired water and flows to that special or impaired water? If yes, NPDES permit BMP requirements must be followed for the project if 1 acre or larger of land disturbance.
9)	Does the site discharge to a wetland? If yes, has the wetland mitigation sequence been followed if required?
10)	Does the site impact or potentially impact a City Environmental Sensitive Area (ESA)? Show area(s) on map. Detail BMPs to protect and meet City requirements. https://www.ci.stcloud.mn.us/DocumentCenter/View/4964/Appendix-A-1-1-2-14?bidId=

SWPPP NARRATIVE

11)	Description of construction activity.
12)	Person identified who will oversee implementation of the SWPPP and installation, inspection and maintenance of BMPs.
13)	NPDES training requirements met as necessary for responsible parties and included in the SWPPP.
14)	Design calculations and estimated quantities included in the SWPPP. Include temporary & final stabilization.
15)	Inspect the site at least every 7 days and within 24 hours of 1/2 inch rain. Inspection notes and details shown per NPDES permit requirements
16)	Installation and timing for all BMPs described.
17)	All final stabilization methods are described for all exposed soils.
18)	BMP Maint described: Clean out sediment from conveyances and sediment basins; repair perimeter controls when 1/2 full, sweeping, etc.
19)	SWPPP must account for expected precipitation, expected stormwater run-on & runoff and range of soil sizes for BMP design factors

PLAN SHEETS

20)	Site map(s) with existing and final grades, direction of flow for all pre-and-post construction drainage, all discharge points, areas of steep slopes and locations of potential pollutant-generating activities. Maps must also includes impervious surfaces, soil types and topology.
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21)		Areas not to be disturbed clearly defined including, buffers, phasing and BMPs to protect sensitive areas.
22)		All surface waters and existing wetlands identified that will receive stormwater runoff during or after construction.
23)		Standard plates and/or specifications for all temporary & permanent BMPs, including location and type of all temporary BMPs.
24)		Procedures to establish additional temporary BMPs.
25)		Methods used to minimize soil compaction and preserve topsoil described.
26)		Temporary sediment basins required when 10 or more acres drain to a common location; NPDES design requirements must be met.

PERMANENT STORMWATER TREATMENT - *Discuss with engineering department early in project design*

27)		Are City/State volume reduction, water quality, rate control and BMP design requirements met as reviewed by the City Engineering Department? See checklist at: www.ci.stcloud.mn.us/DocumentCenter/View/825/Appendix-F-3-16-18?bidId=
28)		If constructing permanent stormwater treatment practices, items from the stormwater easement and maintenance agreement checklist shall be submitted prior to permit approval: www.ci.stcloud.mn.us/DocumentCenter/View/14931/Stormwater-Documents-Checklist?bidId=
29)		For infiltration systems, submit the contamination screening checklist or your own assessment to determine the suitability for infiltration. See MN Stormwater Manual for guidance and section 16.15 of the NPDES permit. https://stormwater.pca.state.mn.us/index.php?title=Screening_assessment_for_contamination_at_potential_stormwater_infiltration_sites

EROSION PREVENTION

30)		Stabilization initiated immediately when activity will be ceased for 14 days. All exposed soil areas, including stockpiles, must be stabilized no later than 14 days after activity has ceased. Describe all stabilization BMPs. 7 days for special water areas.
31)		Last 200 feet of drainage ditches/swales stabilized within 24 hours after connecting to a surface water or property edge. Describe BMPs.
32)		Pipe outlets have energy dissipation within 24 hours after connecting to a surface water or permanent stormwater treatment system.
33)		Unless infeasible, must direct discharges from BMPs to vegetated areas of the site.

SEDIMENT CONTROL

34)		Ditch checks as appropriate for site conditions.
35)		Sediment control practices established on down gradient perimeters (e.g. silt fence, biologs); Redundant BMPs required if overloading concern.
36)		All inlets downhill from land disturbance protected. Show inlet protections and detail BMPs. High flow protections required in high traffic areas.
37)		Sediment controls required around stockpiles; Stockpiles placed in areas away from surface waters and flow paths.
38)		Vehicle tracking BMPs (e.g. rock pad) at exits to paved surfaces identified and have appropriate BMPs to minimize track out.
39)		Street sweeping plan identified to remove tracked sediment within 1 day or sooner.
40)		If project disturbance within 50 feet of surface water, a 50' buffer required, or provide redundant sediment control BMPs (5 feet apart)

POLLUTION PREVENTION & OTHER BMPs

41)		BMP plan for dewatering (e.g. pumped discharge/ trench cut) as to not cause nuisance conditions, erosion, and utilize sediment basins.
42)		Pesticides herbicides, fertilizers, treatment chemicals, etc. must be under cover.
43)		Hazardous materials (oil, gas, paint, etc.) must be properly stored in sealed containers and meet State secondary containment requirements.
44)		Solid wastes stored, collected and disposed of properly.
45)		Portable toilets secured as to not tip or be knocked over
46)		Adequate spill response kit and disposal plan on-site. Spills must be cleaned up immediately.
47)		All MPCA liquid and solid waste (concrete, stucco, paint, cures, etc.) washout requirements are met (wash water must not touch the ground).