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# Appendix A: SWPPP Template

## Instructions

To help you develop the narrative section of your construction site SWPPP, EPA has created this electronic SWPPP template. The template is designed to help guide you through the SWPPP development process and help ensure that your SWPPP addresses all the necessary elements stated in your construction general permit. You should use this template with EPA's guidance on *Developing Your Stormwater Pollution Prevention Plan*. Both are available on EPA's website at [www.epa.gov/npdes/swpppguide](http://www.epa.gov/npdes/swpppguide)

This template covers the SWPPP elements that most state construction general permits require, however, you are strongly encouraged to customize this template. There are two major reasons to customize this template:

- **To reflect the terms and conditions of your construction general permit**
- **To reflect the conditions at your site**

Some states might have their own SWPPP template. If so, use the state-suggested format. In such cases, this document and its template might provide useful background information.

### *Using the SWPPP Template*

Each section of this template includes “instructions” and space for “project information.” You should read the instructions for each section as you complete the project information. This template was developed in Word so that you can easily add tables and additional text. Some sections may require only a brief description while others may require several pages of explanation.

### *Tips for completing the SWPPP template*

- If there is more than one construction operator for your project, consider coordinating development of your SWPPP with the other operators.
- Multiple operators may share the same SWPPP, but make sure that responsibilities are clearly described.
- Modify this SWPPP template so that it addresses the requirements in your construction general permit and meets the needs of your project. Consider adding permit citations in the SWPPP when you address a specific permit requirement.

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# Stormwater Pollution Prevention Plan

## For:

The Retreat at Hook Farms 1<sup>st</sup> Plat  
Pryor Road and SW Hook Road, Lee's Summit, MO

## Stormwater Manager and SWPPP Contact(s):

Hunt Midwest Real Estate Development, Inc.  
Terry Owens  
8300 NE Underground Drive, Suite 200  
Kansas City, MO 64161  
(816) 455-2500  
(816) 455-8701 towens@huntmidwest.com

## SWPPP Preparation Date:

8-13-20

## Estimated Project Dates:

Start of Construction: **TBD**  
Completion of Construction: **TBD**

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## SECTION 1: SITE EVALUATION, ASSESSMENT, AND PLANNING

### 1.1 *Project/Site Information*

<b>Instructions:</b>
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- In this section you can gather some basic site information that will be helpful to you later when you file for permit coverage.
- For more information, see *Developing Your Stormwater Pollution Prevention Plan: A SWPPP Guide for Construction Sites* (also known as the “SWPPP Guide”), Chapter 2
- Detailed information on determining your site’s latitude and longitude can be found at [www.epa.gov/npdes/stormwater/latlong](http://www.epa.gov/npdes/stormwater/latlong)

<b>Project Information:</b>
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Project/Site Name: [The Retreat at Hook Farms 1<sup>st</sup> Plat](#)

Project Street/Location: [Pryor Road and SW Hook Rd.](#)

City: Kansas City State: Missouri Zip Code:64063

Project Location: [Indicated on attached maps](#)

County or Similar Subdivision: [Jackson County](#)

Is the project located in Indian country?     Yes             No

If yes, name of Reservation, or if not part of a Reservation, indicate "not applicable." \_\_\_\_\_

Is this project considered a federal facility?             Yes             No

NPDES project or permit tracking number:\_\_\_\_\_

(This is the unique identifying number assigned to your project by your permitting authority after you have applied for coverage under the appropriate NPDES construction general permit.)

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## 1.2 Contact Information/Responsible Parties

### Instructions:

- List the operator(s), project managers, stormwater manager, and person or organization that prepared the SWPPP. Indicate respective responsibilities, where appropriate.
- Also, list subcontractors expected to work on-site. Notify subcontractors of stormwater requirements applicable to their work.
- See SWPPP Guide, Chapter 2.B. and your construction general permit for the definition of *operator*.

### Project Information:

#### Project Manager(s) or Site Supervisor(s):

Hunt Midwest Real Estate Development, Inc.

Lance Poage

8300 NE Underground Drive, Suite 200

Kansas City, MO 64161

(816) 455-2500

(816) 455-8701 lpoage@huntmidwest.com

#### Stormwater Manager and SWPPP Contact(s):

Hunt Midwest Real Estate Development, Inc.

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#### This SWPPP Was Prepared By:

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#### Emergency 24 hour contact:

Terry Owens

(816) 215-1424

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### 1.3 Nature and Sequence of Construction Activity

<b>Instructions:</b>
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- Briefly describe the nature of the construction activity and approximate timeframes (one or more paragraphs, depending on the nature and complexity of the project).
- See SWPPP Guide, Chapter 3.A. for more information.

<b>Project Information:</b>
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- Describe the general scope of the work for the project, major phases of construction, etc:

Stockpiling, Grading, storm sewer, curbs, streets, water, sidewalks

What is the function of the construction activity?

Residential       Commercial       Industrial       Road Construction

Linear Utility

Other (please specify): \_\_\_\_\_

Estimated Project Start Date:                      **TBD**

Estimated Project Completion Date:              **TBD**

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## 1.4 Soils, Slopes, Vegetation, and Current Drainage Patterns

### Instructions:

- Describe the existing soil conditions at the construction site including soil types, slopes and slope lengths, drainage patterns, and other topographic features that might affect erosion and sediment control.
- Also, note any historic site contamination evident from existing site features and known past usage of the site.
- This information should also be included on your site maps (See SWPPP Guide, Chapter 3.C.).
- For more information, see SWPPP Guide, Chapter 3.A. for more information.

### Project Information:

#### Soil type(s):

- **Sharpsburg silt loam, Ladoga silt loam, Macksburg loam, Armster loam, Snead-Rock outcrop Complex Slopes (describe current slopes and note any changes due to grading or fill activities):**
- Rolling topography with 0% to 8% slopes. Post grading slopes to remain in same percentage range.

#### Drainage Patterns (describe current drainage patterns and note any changes dues to grading or fill activities):

- Drainage Mouse Creek. Post fill activities will not change drainage patterns.

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## 1.5 Construction Site Estimates

<b>Instructions:</b>
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- Estimate the area to be disturbed by excavation, grading, or other construction activities, including dedicated off-site borrow and fill areas.
- Calculate the percentage of impervious surface area before and after construction
- Calculate the runoff coefficients before and after construction.
- For more information, see SWPPP Guide, Chapter 3.A. and Appendix C

<b>Project Information:</b>
-----------------------------

The following are estimates of the construction site:

Construction Site Area to be disturbed	24.63 acres
Total Project Area	24.63 acres
Estimated Increase in Impervious area	70 %
Runoff coefficient before construction	.30
Runoff coefficient after construction	.51

## 1.6 Receiving Waters

<b>Instructions:</b>
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- List the waterbody(s) that would receive stormwater from your site, including streams, rivers, lakes, coastal waters, and wetlands. Describe each as clearly as possible, such as *Mill Creek, a tributary to the Potomac River*, etc.
- Note any stream crossings, if applicable.
- List the storm sewer system or drainage system that stormwater from your site could discharge to and the waterbody(s) that it ultimately discharges to.
- If any of the waterbodies above are impaired and/or subject to TMDLs, please list the pollutants causing the impairment and any specific requirements in the TMDL(s) that are applicable to construction sites. Your SWPPP should specifically include measures to prevent the discharge of these pollutants.
- For more information, please see SWPPP Guide, Chapter 3.A. and 3.B.
- Also visit [www.epa.gov/npdes/stormwater/tmdl](http://www.epa.gov/npdes/stormwater/tmdl) for more information and a list of TMDL contacts and links by state.



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## 1.6 Receiving Waters (continued)

### Project Information:

Description of receiving waters:

Tributaries of the Mouse Creek

Description of storm sewer systems:

Enclosed sewer system with outfalls to existing riparian corridors.

## 1.7 Site Features and Sensitive Areas to be Protected

### Instructions:

- Describe unique site features including streams, stream buffers, wetlands, specimen trees, natural vegetation, steep slopes, or highly erodible soils that are to be preserved.
- Describe measures to protect these features.
- Include these features and areas on your site maps.
- For more information, see SWPPP Guide, Chapter 3.A. and 3.B. for more information

### Project Information:

Description of unique features and measures to protect them:

There are no wetlands that exist near the project area that will not be disturbed.

## 1.8 Potential Sources of Pollution

### Instructions:

- Identify and list all potential sources of sediment from construction materials and activities which may reasonably be expected to affect the quality of stormwater discharges from the construction site.
- Identify and list all potential sources of pollution, other than sediment, from construction materials and activities which may reasonably be expected to affect the quality of stormwater discharges from the construction site.
- See SWPPP Guide, Chapter 3.A. for more information.

### Project Information:

Potentials sources of sediment to stormwater runoff:

- Disturbed ground is a potential source of sediment to storm water runoff. However temporary sediment traps, diversion berms along with erosion fence and rock check dams will be constructed to help prevent sedimentation from leaving the site.

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## 1.8 Potential Sources of Pollution (continued)

Potential pollutants and sources, other than sediment, to stormwater runoff:

- None

## 1.9 Endangered Species Certification

<b>Instructions:</b>
----------------------

- Before commencing construction, determine whether endangered or threatened species or their critical habitats are on or near your site.
- Adapt this section as needed for state or tribal endangered species requirements.
- For more information on this topic, see SWPPP Guide, Chapter 3.B.
- Additional information related to EPA's Construction General Permit can be found at [www.epa.gov/npdes/stormwater/esa](http://www.epa.gov/npdes/stormwater/esa)

<b>Project Information:</b>
-----------------------------

Are endangered or threatened species and critical habitats on or near the project area?

Yes       No

Describe how this determination was made:      [No indications of threatened species or critical habitats were identified.](#)

## 1.10 Historic Preservation

<b>Instructions:</b>
----------------------

- Before you begin construction, you should review federal and any applicable state, local, or tribal historic preservation laws and determine if there are historic sites on or near your project. If so, you may need to make adjustments to your construction plans or to your stormwater controls to ensure that these historic sites are not damaged.
- For more information see SWPPP Guide, Chapter 3.B or contact your state or tribal historic preservation officer.

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## 1.10 Historic Preservation (Continued)

<b>Project Information:</b>
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Are there any historic sites on or near the construction site?

Yes       No

- Describe how this determination was made: No historic features or structures were found or identified during thorough examination of this site.

## 1.11 Maps

<b>Instructions:</b>
----------------------

- Attach at least two site maps. The first should show the undeveloped site and its current features. An additional map or maps should be created to show the developed site or the major phases of development, for more complicated sites.

**These maps should include:**

**These items are indicated on the Grading and Erosion Control Plans attached to this document.**

- Direction(s) of stormwater flow and approximate slopes before and after major grading activities
- Areas and timing of soil disturbance and areas that will not be disturbed
- Natural features to be preserved
- Locations of major structural and non-structural BMPs identified in the SWPPP
- Locations and timing of stabilization measures
- Locations of off-site material, waste, borrow, or equipment storage areas
- Locations of all waters of the U.S., including wetlands
- Locations where stormwater discharges to a surface water
- Locations of storm drain inlets
- Areas where final stabilization has been accomplished
- For more information, see SWPPP Guide, Chapter 3.C.

<b>Project Information:</b>
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- Include the site maps with the SWPPP.

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## SECTION 2: EROSION AND SEDIMENT CONTROL BMPS

<b>Instructions:</b>
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- Describe the BMPs that will be implemented to control pollutants in stormwater discharges. For each major activity identified:
  - X Clearly describe appropriate control measures. – *Use of silt fence, rock check dams, sediment traps, diversion berms, inlet protection, outlet protection, vehicle tracking control devices and re-seeding.*
  - X Describe the general sequence during the construction process in which the measures will be implemented. *Silt fence, rock check dams, diversion berms, vehicle tracking control devices and sediment traps will be installed during clearing and grading operations. Inlet and outlet protection and reseeding will take place after storm sewers are constructed.*
  - X Describe the maintenance and inspection procedures that will be undertaken for that specific BMP. *BMPs will be inspected weekly and repaired as needed.*
  - X Include protocols, thresholds, and schedules for cleaning, repairing, or replacing damaged or failing BMPs. *If BMPs are damaged and not functioning properly as determined upon inspections, they will be repaired or replaced.*
  - X Identify staff responsible for maintaining BMPs. *Lance Poage is responsible for inspections and maintenance of BMPs.*
- Categorize each BMP under one of the following 10 areas of BMP activity as described below:
  - X *Control Stormwater flowing onto and through the project Silt fence and diversion berms along with rock checks*
  - X *Stabilize Soils Reseeding*
  - X *Protect Slopes Reseeding*
  - X *Protect Storm Drain Inlets Inlet protection*
  - X *Establish perimeter controls and sediment barriers Silt Fence and rock check dams, temporary sediment traps and diversion berms*
  - X *Retain Sediment On-Site and Control Dewatering Practices Sediment Traps, silt fence, rock checks*
  - X *Establish Stabilized Construction Exits Vehicle tracking devices*

**Note the location of each BMP on your site map(s). The location of each BMP is shown on the Erosion Control Plans attached to this document.**

- Any structural BMPs should have design specifications and details referred to and attached as appendices to the SWPPP.
- For more information, see SWPPP Guide, Chapter 4.

- 
- Consult your state's design manual or one of those listed in Appendix D of the SWPPP Guide.
  - For more information or ideas on BMPs see EPA's National Menu of BMPs <http://www.epa.gov/npdes/stormwater/menuofbmps>

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<b>Project Information:</b>
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***1. Minimize Disturbed Area and Protect Natural Features and Soil:***

Describe the areas that will be disturbed with each phase of construction and the methods (signs, fences, etc.) that you will use to protect those areas that should not be disturbed. Describe natural features identified earlier and how each will be protected during construction activity. Also describe how topsoil will be preserved. Include these areas and associated BMPs on your site map(s) also. (See SWPPP Guide, Chapter 4, ESC Principle 1 for more information.)

- All necessary areas will be graded on the site. Grading limits including areas not be disturbed will be managed by on board GPS units or construction staking. Natural features will be protected with rock check dams, erosion fence and sediment traps. These BMPs will be inspected weekly and maintained as needed.
- Phase Construction Activity: Construction will occur in this order: Grading, storm sewer, streets.

Describe the intended construction sequencing and timing of major activities, including grading activities, road and utility installation, and building phases. (See SWPPP Guide, Chapter 4, ESC Principle 2 for more information.) It may be useful to develop a separate, detailed site map for each phase of construction.

Sediment traps will be installed during the first phase of construction. Silt fence and rock check dams will be installed as grading takes place. Inlet and outlet protection will be installed during storm sewer construction. Seeding will be the final erosion control phase.

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## 2. *Control Stormwater Flowing Onto and Through the Project:*

Describe structural practices (i.e., diversions, berms, ditches, storage basins) including design specifications and details used to divert flows from exposed soils, retain or detain flows, or otherwise limit runoff and the discharge of pollutants from exposed areas of the site. (See SWPPP Guide, Chapter 4, ESC Principle 3 for more information.)

- BMP Description: [Silt fence and Rock check Dams along with sediment traps](#)
- Installation Schedule: [During grading operations where applicable.](#)
- Maintenance and Inspection: [Weekly inspections, after storm events maintenance as needed](#)
- Responsible Staff: [Lance Poage](#)

## 3. *Stabilize Soils:*

Describe controls (i.e., temporary seeding with native vegetation, hydroseeding, etc.) to stabilize exposed soils where construction activities have temporarily or permanently ceased. Also describe measures to control dust generation. Use of impervious surfaces for stabilization should be avoided whenever possible. (See SWPPP Guide, Chapter 4, ESC Principle 4 for more information.)

- BMP Description: [Seeding](#)  
X Permanent       Temporary
- Installation Schedule: [After final grading](#)
- Maintenance and Inspection: [Weekly inspections, after storm events maintenance as needed.](#)
- Responsible Staff: [Lance Poage](#)

## 4. *Protect Slopes:*

Describe controls (i.e., erosion control blankets, tackifiers, etc.) including design specifications and details that will be implemented to protect all slopes. (See SWPPP Guide, Chapter 4, ESC Principle 5 for more information.)

- BMP Description: [Seeding and Erosion Blanket](#)  
X Permanent       Temporary
- Installation Schedule: [After final grading](#)
- Maintenance and Inspection: [Weekly inspections, after storm events maintenance as needed.](#)
- Responsible Staff: [Lance Poage](#)

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**5. *Protect Storm Drain Inlets:***

Describe controls (i.e., inserts, rock-filled bags, or block and gravel, etc.) including design specifications and details that will be implemented to protect all inlets receiving stormwater from the project during the entire duration of the project. (See SWPPP Guide, Chapter 4, ESC Principle 6 for more information.)

- BMP Description: [Inlet protection](#)
- Installation Schedule: [After storm sewer box installation and after curbs](#)
- Maintenance and Inspection: [Weekly inspections, after storm events maintenance as needed](#)
- Responsible Staff: [Lance Poage](#)

**6. *Establish perimeter controls and sediment barriers:***

Describe structural practices (i.e., silt fences or fiber rolls) including design specifications and details to filter and trap sediment before it leaves the construction site. (See SWPPP Guide, Chapter 4, ESC Principle 7 for more information.)

- BMP Description: [Silt fence and rock check dams, sediment traps, diversion berms](#)
- Installation Schedule: [During grading operations where applicable](#)
- Maintenance and Inspection: [Weekly inspections, after storm events maintenance as needed](#)
- Responsible Staff: [Lance Poage](#)

**7. *Retain Sediment On-Site and Control Dewatering Practices:***

Describe sediment control practices (i.e., sediment trap or sediment basin), including design specifications and details (volume, dimensions, outlet structure) that will be implemented at the construction site to retain sediments on-site. Describe dewatering practices that will be implemented if water must be removed from an area so that construction activity can continue. (See SWPPP Guide, Chapter 4, ESC Principle 8 for more information.)

- BMP Description: [Sediment traps with diversion berms](#)
- Installation Schedule: [During grading operations applicable](#)
- Maintenance and Inspection: [Weekly inspections, after storm events maintenance as needed](#)
- Responsible Staff: [Lance Poage](#)



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8. ***Establish Stabilized Construction Exits:***

Describe location(s) of vehicle entrance(s) and exit(s), procedures to remove accumulated sediment off-site (i.e., vehicle tracking), and stabilization practices (i.e., stone pads and/or wash racks) to minimize off-site vehicle tracking of sediments and discharges to stormwater. (See SWPPP Guide, Chapter 4, ESC Principle 9 for more information.)

- BMP Description: [Vehicle tracking devices](#)
- Installation Schedule: [During grading operations](#)
- Maintenance and Inspection: [Weekly inspections, after storm events maintenance as needed](#)
- Responsible Staff: [Lance Poage](#)

## SECTION 3: GOOD HOUSEKEEPING BMPS

### 3.1 ***Good Housekeeping BMPS***

<b>Instructions:</b>
----------------------

- Describe the key good housekeeping and pollution prevention (P2) measures that will be implemented to control pollutants in stormwater. [Our contractors will be required to adhere to acceptable construction practices throughout the construction schedule. Fueling, servicing, maintenance, or repair of equipment or machinery should be done 50 feet away from a stream and 100 feet away from classified streams. Disposal of oils, fuels, lubricants, solvents, or other hazardous material must be properly disposed of in accordance with State Law. For guidance, contact 1-800-361-4827 in Missouri. Any spills by the contractors will be contained immediately with earth berm and or ditch checks. They will then be cleaned up with, but not limited to, brooms, pans, mops, rags, gloves, goggles, kitty litter, sand, sawdust, and plastic and metal containers specifically for this purpose. All spills need to be cleaned up immediately after discovery and properly containerized for proper disposal. Burial is not acceptable. Spills of toxic or hazardous materials will be reported immediately to the appropriate state or local government agencies, regardless of size. In Missouri call the MDNR Emergency Spills hot line at 1-573-634-2436.](#)
- Categorize each good housekeeping and pollution prevention (P2) BMP under one of the following 7 categories and follow the instructions to SWPPP Guide your description:
  - X ***Material Handling and Waste Management:***
  - X ***Designate Washout Areas:***
- For more information, see SWPPP Guide, Chapter 5.
- Consult your state's design manual or resources in Appendix D of the SWPPP Guide.

- For more information or ideas on BMPs, see EPA’s National Menu of BMPs <http://www.epa.gov/npdes/stormwater/menuofbmps>

**Project Information:**

**1. Material Handling and Waste Management:**

Describe measures (i.e., trash disposal, sanitary wastes, recycling, and proper material handling) to prevent the discharge of solid materials to waters of the U.S., except as authorized by a permit issued under section 404 of the CWA. (See SWPPP Guide, Chapter 5, P2 Principle 1)

- BMP Description: [Trash haul off](#)
- Installation Schedule: [Trash will be hauled off once it is generated](#)
- Maintenance and Inspection: [Weekly inspections, after storm events maintenance as needed](#)
- Responsible Staff: [Lance Poage](#)

**2. Designate Washout Areas:**

Describe location(s) and controls to minimize the potential for stormwater pollution from washout areas for concrete mixers, paint, stucco, etc. (See SWPPP Guide, Chapter 5, P2 Principle 3 for more information.)

- BMP Description: [Washout will not be allowed](#)
- Installation Schedule: [Prior to concrete work starting](#)
- Maintenance and Inspection: [Weekly inspections, maintenance as needed](#)
- Responsible Staff: [Lance Poage](#)

**3.2 Allowable Non-Stormwater Discharge Management**

**Instructions:**

- Identify all allowable sources of non-stormwater discharges (except flows from firefighting activities) that are not identified above. [None](#)
- Identify measures used to eliminate or reduce these discharges and the BMPs used to prevent them from becoming contaminated.
- For more information, see SWPPP Guide, Chapter 3.A. Also, review your permit for exact details.

**SECTION 4: SELECTING POST-CONSTRUCTION BMPs**

**Instructions:**

- Describe all post-construction stormwater management measures that will be installed during the construction process to control pollutants in stormwater discharges after construction operations have been completed. Examples of post-construction BMPs include:
  - X Outlet protection/velocity dissipation devices [Rip-rap will be installed at the outlet of each storm sewer system.](#)
  - X Slope protection [Vegetation establishment will be required on all slopes.](#)
- Identify any applicable federal, state, local, or tribal requirements for design or installation.
- Describe how low impact designs or smart growth considerations have been incorporated into the design.
- Any structural BMPs should have design specifications and details referred to and attached as appendices to the SWPPP.
- For more information on this topic, please refer to your state’s stormwater manual.
- You may also want to consult one of the references listed in Appendix D of the SWPPP Guide.
- Visit the post-construction section of EPA’s Menu of BMPs at: [www.epa.gov/npes/menuofbmps](http://www.epa.gov/npes/menuofbmps)

<b>Project Information:</b>
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- |                                                                                                                                                                             |                                                                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• BMP Description:</li> <li>• Installation Schedule:</li> <li>• Maintenance and Inspection:</li> <li>• Responsible Staff:</li> </ul> | <ul style="list-style-type: none"> <li><a href="#">Sediment traps</a></li> <li><a href="#">During grading operations where applicable</a></li> <li><a href="#">Monthly inspections, maintenance as needed</a></li> <li><a href="#">Lance Poage</a></li> </ul> |
| <ul style="list-style-type: none"> <li>• BMP Description:</li> <li>• Installation Schedule:</li> <li>• Maintenance and Inspection:</li> <li>• Responsible Staff:</li> </ul> | <ul style="list-style-type: none"> <li><a href="#">Rip rap</a></li> <li><a href="#">After storm sewers are constructed</a></li> <li><a href="#">Monthly inspections, maintenance as needed</a></li> <li><a href="#">Lance Poage</a></li> </ul>                |
| <ul style="list-style-type: none"> <li>• BMP Description:</li> <li>• Installation Schedule:</li> <li>• Maintenance and Inspection:</li> <li>• Responsible Staff:</li> </ul> | <ul style="list-style-type: none"> <li><a href="#">Vegetation establishment</a></li> <li><a href="#">After street construction</a></li> <li><a href="#">Monthly inspections, maintenance as needed</a></li> <li><a href="#">Lance Poage</a></li> </ul>        |

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## SECTION 5: INSPECTIONS and MAINTENANCE

### 5.1 *Inspections*

<b>Instructions:</b>
----------------------

- Identify the individual(s) responsible for conducting inspections and describe their qualifications. Reference or attach the inspection form that will be utilized.
- Describe the frequency that inspections will occur at your site including any correlations to storm frequency and intensity.
- Note that inspection details for particular BMPs should be included in Sections 2 and 3.
- You should also document the repairs and maintenance that you undertake as a result of your inspections. These actions can be documented in the corrective actions log described in Section 5.3 below.
- For more on this topic, see SWPPP Guide, Chapters 6 and 8.
- Also, see suggested inspection form in Appendix B.

<b>Project Information:</b>
-----------------------------

#### 1. *Inspection Personnel:*

Identify the person(s) who will be responsible for conducting inspections and describe their qualifications.

- [Lance Poage](#)

#### 2. *Inspection Schedule and Procedures:*

i. Describe the inspection schedules and procedures you have developed for your site (include frequency of inspections for each BMP or group of BMPs, indicate when you will inspect, e.g. before/during/and after rain events, spot inspections, etc.).

- [Typical weekly inspections and inspections after all rainfall events of more than a ½ inch](#)

ii. Describe the general procedures for correcting problems when they are identified. Include responsible staff and timeframes for making corrections.

- [If deficiencies are noted, Lance Poage will contact our sub-contractors to rectify the situation immediately.](#)

iii. Attach a copy of the inspection report you will use for your site.

- [Attached](#)

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## 5.2 Maintenance of Controls

### Instructions:

- Summarize routine maintenance of structural and non-structural BMPs. Include schedules (daily, weekly, etc.) as well as the staff responsible.
- Maintenance procedures for individual BMPs should be included in Section 2 and 3.
- Specific maintenance activities can be documented in the corrective action log described below in Section 5.3.
- For more on this topic, see SWPPP Guide, Chapters 4 and 5 and the suggestions on the Sample Inspection Report in Appendix B.

### Project Information:

Maintenance Procedures: [If deficiencies are noted or maintenance is needed, Lance Poage will contact our sub-contractors to rectify the situation immediately.](#)

## 5.3 Corrective Action Log

### Instructions:

- Create here, or as an attachment, a corrective action log. This log should describe repair, replacement, and maintenance of BMPs undertaken based on the inspections and maintenance procedures described above. Actions related to the findings of inspections should reference the specific inspection report.
- This log should describe actions taken, date completed, and note the person that completed the work.

### Project Information:

Corrective Action Log: [Any corrections will be in the inspection sheets](#)

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## SECTION 6: Recordkeeping and Training

### **6.1 Recordkeeping**

<b>Instructions:</b>
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The following is a list of records you should keep at your project site available for inspectors to review:

- A copy of the construction general permit (attach).
- The signed and certified NOI form or permit application form (attach).
- A copy of the letter from the EPA/State notifying you of their receipt of your complete NOI/application (attach).
- Inspection reports (attach).
- Records relating to historic preservation (attach).
- Check your permit for additional details.
- For more on this subject, see SWPPP Guide, Chapter 6.C.

<b>Project Information:</b>
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Dates when major grading activities occur:

- [Will be noted in inspection reports or on the plans when commenced](#)

Dates when construction activities temporarily or permanently cease on a portion of the site

- [Will be noted in inspection reports or on the plans when commenced](#)

### **6.2 Log of Changes to the SWPPP**

<b>Instructions:</b>
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Create a log here, or as an attachment, of changes and updates to the SWPPP. You should include additions of new BMPs, replacement of failed BMPs, significant changes in the activities or their timing on the project, changes in personnel, changes in inspection and maintenance procedures, and updates to site maps, etc.

<b>Project Information:</b>
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Log of changes and updates to the SWPPP

- [When changes happen they will be logged in the inspection report or on the plans and SWPPP.](#)

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## 6.3 Training

<b>Instructions:</b>
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- Training your staff and subcontractors is an effective BMP. As with the other steps you take to prevent stormwater problems at your site, you should document the training that you conduct for your staff, for those with specific stormwater responsibilities (e.g. installing, inspecting, and maintaining BMPs), and for subcontractors.
- Include dates, number of attendees, subjects covered, and length of training.
- For more on this subject, see SWPPP Guide, Chapter 8.

<b>Project Information:</b>
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Describe Training Conducted:

- General stormwater and BMP awareness training for staff and subcontractors  
[Yearly attendance of EPA/DNR seminars included in appendix J](#)
- Detailed training for staff and subcontractors with specific stormwater responsibilities  
[Yearly attendance of EPA/DNR seminars included in appendix J](#)

Individual(s) Responsible for Training:

- [Lance Poage](#)

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## SECTION 7: FINAL STABILIZATION

### Instructions:

- Describe procedures for final stabilization. If you complete major construction activities on part of your site, you can document your final stabilization efforts for that portion of the site. Many permits will allow you to then discontinue inspection activities in these areas (be sure to check your permit for exact requirements.) You can amend or add to this section as areas of your project are finally stabilized.
- Update your site plans to indicate areas that have achieved final stabilization.
- For more on this topic, see SWPPP Guide, Chapter 9.

### Project Information:

- Permanent vegetation will be established after construction is complete. This will be accomplished by drill or disc seeding fescues, ryes seed mixtures, native seed and fertilizers.



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## SECTION 8: CERTIFICATION AND NOTIFICATION

<b>Instructions:</b>
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- The SWPPP should be signed and certified by the construction operator(s). Attach a copy of the NOI and permit authorization letter received from EPA or the State in Appendix D.

<b>Project Information:</b>
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I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name: \_\_\_\_\_ Terry Owens \_\_\_\_\_ Title: Sr. Manager of Residential Projects

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## SWPPP APPENDICES

Attach the following documentation to the SWPPP:

***App A - General Location Map – Land Disturbance Plans Attached***

***App B - Site Maps – Land Disturbance Plans Attached***

***App C - Copy of Construction General Permit – Attached***

***App D - Copy of NOI and acknowledgement letter from EPA/State – Attached***

***App E - Inspection Reports – Attached***

***App F - Corrective Action Log (or in Section 5.3) See Appendix B***

***App G - Log of Changes and Updates to SWPPP (or in Section 6.3) – See Appendix B***

***App H - Subcontractor Certifications/Agreements – Attached***

***App I - BMP specifications and details – See Appendix B***

***App J - Additional Information (i.e., Endangered Species and Historic Preservation documentation)***