

**Departments of Public Works and
Building Inspections**

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**CONSTRUCTION SITE SWPPP
REVIEW CHECKLIST**



Reviewed by: _____

Date (mm/dd/yy): _____

Project Name: _____

COSESCO Permit No.: _____ Engineer/Designer: _____

IDNR NPDES Authorization No. _____

Required Documents and Notification

Included Review			
Yes	No	N/A	
			IDNR Letter of Authorization
			Stormwater Pollution Prevention Plan
			Transfer of Responsibility (If submitting a Transfer Application)
			1. Master SWPPP
			2. Transferee SWPPP
			Date that Discharge will Commence:

SWPPP Contents

Included Review			
Yes	No	N/A	
			1.a General Information
			Option a. Contract documents require contractor to submit copies of Certification Statements from all contractors or subcontractors that become co-permittees under the permit.
			Option b. Certification Statement by contractor and all sub-contractors that could potentially be involved in activities resulting in stormwater pollution. Plan identifies for each measure in the plan the contractor(s) and/or subcontractor(s) that will implement measures.
			Contract documents provide information on inspection reports that summarize scope of inspection, names(s) and qualifications of personnel making inspection, date(s) of inspection, major observations relating to plan and actions taken.
			Contractor indicates that a copy of the SWPPP will be kept onsite, if not list location.
			Contractor identifies a SWPPP manager for the job.

SWPPP Contents			
Included Review			
Yes	No	N/A	
			1. b Inspection Information
			A qualified person (provided by the discharger) shall inspect disturbed areas of the construction site that have not been finally stabilized at least once every seven calendar days and within 24 hours of the end of a storm that is .5 inches or greater.
			Disturbed areas and areas used for storage of materials that are exposed to precipitation shall be inspected for evidence, or the potential for pollutants entering the drainage system. Erosion and sediment control measures and permit pollution prevention measures identified in the plan shall be inspected and changes should be revised as soon as practicable. Modifications shall provide for timely implementation of any changes to the plan within 7 calendar days following the inspection.
			A Report summarizing the scope of the inspection, names, and qualification of personnel making the inspection, the date of the inspection, major observations relating to the implementation of the storm water pollution prevention plan and actions taken to keep the plan and site in compliance. Inspection reports must be retained for at least three years or until project termination. The reports must be signed in accordance with part VI.G of the NPDES general permit #2.
			Reports should describe the condition of sediment and erosion controls and if they are functioning effectively or need maintenance. Additional controls or removal of controls should be noted in the inspection report and on the site map. The site map should be updated as changes occur. Proper disposal of construction wastes should be noted in the report.

SWPPP Contents			
Yes	No	N/A	
			2. Site Description
			a. Legal description (¼, ¼, Section, T and R) and/or address
			b. Nature of Activity-description
			c. Estimate total area of site (acres)
			d. Estimate total disturbed area of site (acres)
			e. Runoff coefficient of site after construction is complete
			f. Existing soils data (County soil survey series and texture and other pertinent data)
			g. Receiving water(s) and ultimate receiving water(s)
			h. Existence of quantitative stormwater discharge data
			3. Site Map
			a. Drainage patterns shown by flow direction arrows (Include offsite drainage area entering site and channels)
			b. Approximate slopes after major grading activities
			c. Areas of soil disturbance
			d. Locations of major structural and nonstructural controls in plan
			e. Location of areas where stabilization practices are expected
			f. Surface waters including wetlands
			g. Locations where stormwater is discharged from site must be labeled
			h. Equipment and materials storage areas
			4. Controls
			Description of appropriate controls that will be implemented
			Description of intended sequence of major activities
			1. Intended sequence of major activities and each activity based on the following considerations: Install perimeter controls including: upstream diversions, downslope and sideslope perimeter controls before commencing land disturbing activities
			2. Do not disturb an area until it is necessary for construction to proceed
			3. Cover or stabilize disturbed areas as soon as possible
			4. Construction activities to limit impact during seasonal weather changes
			5. If infiltration methods are used, install them after upstream is stabilized
			6. Do not remove perimeter controls until upstream areas are stabilized
			Appropriate control measures and timing (sequence and implementation) during construction process
			Plan indicates that stabilization will be initiated by 14 th day of construction if area is to be open 21 days

SWPPP Contents			
Yes	No	N/A	
			Erosion and Sediment Controls
			Stabilization Practices
			a. Preserve existing vegetation, where attainable.
			b. Site map shows stabilization measures used. Practices may include: temporary seeding, permanent seeding, mulching, geotextiles, sod stabilization, vegetative buffer strips, protection of trees, and other appropriate measures.
			c. Description of procedures to maintain practices in effective operating conditions.
			Structural Practices
			a. Site map shows location of structural measures used and description of structural practices placed on upland soils to the degree attainable to divert flows from exposed soils, store flows, or limit runoff from exposed areas. Practices may include: silt fences, earth dikes, brush barriers, drainage swales, sediment traps, check dams, subsurface drains, pipe slope drains, level spreaders, storm drain inlet protection, rock outlet protection, reinforce soil retaining systems, gabions, and temporary or permanent sediment basins.
			b. Inlet protection must be below grad in paved areas after street inlets are installed.
			b. Sediment basin providing 3,600 cubic feet of storage per acre drained or equivalent control measures are provided for common drainage locations that serve an area with more than 10 disturbed acres at one time.
			c. For drainage locations serving 10 or less acres, sediment traps, silt fences or equivalent sediment controls are required for all side slopes and down slopes.
			d. Description of procedures to maintain practices in effective operating conditions.
			Permanent Stormwater Management Controls
			a. Description of measures to control storm water pollution after construction such as retention ponds (wet basins), detention ponds (dry basins), infiltration measure, sequential systems, vegetated swales and natural depressions if practicable.
			b. Site map shows location of all permanent stormwater management controls.
			c. Velocity dissipation devices at discharge locations and along length of outfall channel.
			d. Description of the inspection and maintenance of these controls prior to final stabilization.

SWPPP Contents			
Yes	No	N/A	
			Other Controls
			a. Description of measures for proper disposal of construction site wastes and waste materials including but not limited to: construction debris, liquid and hazardous waste, containment to prevent loose and/or lightweight materials from being carried by wind.
			b. Concrete washout contained when washing out on-site
			b. Description of how sanitary wastes generated on-site will be treated or disposed of in accordance with state and local requirements.
			c. Minimize off-site tracking of sediments and generation of dust or equivalent.
			d. Site map indicates measures such as rock construction entrances/exits, limitations on traffic and parking, and other measures as necessary to prevent off-site tracking and dust generation.
			Non-stormwater Discharges
			a. Identify and ensure the implementation of appropriate pollution prevention measures including but not limited to discharges from such sources as concrete washout.
Additional Requirements			
			a. Soil Quality restoration including compaction reduction -Design according to Section 2E-5 in Iowa Storm Water Management Manual http://www.ctre.iastate.edu/PUBS/stormwater/index.cfm -70% green space 6" depth of tillage -50% green space 8" depth of tillage -30% green space 12" depth of tillage -20% green space 18" depth of tillage -Incorporate 1" coarse compost -Rip tillage, deep tillage equipment, not rotary tilling
			b. Stockpiles covered, vegetated, mulched, perimeter
			c. Erosion and sediment controls to prevent damage to adjacent properties
			d. Methods to prevent damage to sensitive areas according to ordinance

The form is provided for your convenience and is not intended as a substitute for IDNR General Permit No. 2 requirements. Refer to <http://www.iowadnr.com/water/stormwater/forms.html> for complete permit requirements. Rev 1-23-08