



REVIEW 1 DATE: _____

REVIEW 2 DATE: _____

REVIEW 3 DATE: _____

Engineering Review - SWPPP Checklist

DEVELOPMENT NAME:

The attached document is a list of typical Engineering Department review criteria for Storm Water Pollution Prevention Plans (SWPPPs). Each submittal shall include (1) 8-1/2"x 11" hardcopy with legible site map(s) submitted to the Public Works Department, and an electronic copy with signed NOI, City Stormwater Permit, Owner/Operator Certifications, and Inspection Delegation Letter. The SWPPP Reviewer/Writer is responsible for initialing each item on the checklist. Please check with the Engineering Department before assuming that an item is not applicable, unless it is obviously not applicable.

Documents submitted to the Engineering Department shall be organized according to the following general format:

Section 1	Contact Information/Responsible Parties
Section 2	Site Evaluation, Assessment, & Planning
Section 3	Water Quality
Section 4	Pollution Prevention Standards
Section 5	Erosion and Sediment Controls
Section 6	Pollution Prevention
Section 7	Inspections & Corrective Actions
Section 8	Training & Record Keeping
Section 9	Certification
SWPPP Appendices	Appendix A - General Location Map
	Appendix B - Site Maps
	Appendix C - Construction General Permit
	Appendix D - NOI and Acknowledgment Letter from EPA/State/MS4
	Appendix E - Inspection Reports
	Appendix F - Corrective Action Log (or in Part 5.4)
	Appendix G - SWPPP Amendment Log (or in Part CGP 7.4.3)
	Appendix H - Subcontractor Certifications/Agreements
	Appendix I - Grading and Stabilization Activities Log (see CGP 7.2.4.b)
	Appendix J - Training Log
	Appendix K - Construction Drawings
	Appendix L - Additional Information (i.e., Other permits such as dewatering, stream alteration, wetland, and out of date SWPPP documents, including signed NOI and City Stormwater Permit)
	Appendix M - BMP Specifications

Upon first submittal for SWPPP review, the applicant must sign the State NOI, the City Stormwater permit, and all other documents requiring signatures as verification on the SWPPP Review Checklist indicating he/she has personally inspected the checklist and that all items on the checklist have been initialed by the responsible SWPPP Reviewer/Writer. A copy of this checklist must accompany the SWPPP with all subsequent reviews. The City will not accept SWPPPs for review without this signed checklist.

For additional information: See the EPA's guidance in *Developing Your Storm Water Pollution Prevention Plan (SWPPP Guide)*.

Note: The following is not intended to be a comprehensive list of items. The City may require more information based on site specific conditions.

Applicant Submitted (Provide Initials)	Section 1: Contact Information / Responsible Parties	City Use Only Accepted Date
	(Completeness Review) Section 1.1 lists the operator(s), project managers, storm water contact(s), and person or organization that prepared the SWPPP. Section 1.1 also indicates respective responsibilities, where appropriate.	
	(Completeness Review) Section 1.1 lists subcontractors expected to work on-site.	
	(Completeness Review) Section 1.2 identifies the staff members (by name or position) that comprise the project's storm water team as well as their individual responsibilities. At a minimum the storm water 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 requirements in this permit (i.e., installing and maintaining storm water controls, conducting site inspections, and taking corrective actions where required). (CGP Part 7.2.1)	

Applicant Submitted (Provide Initials)	Section 2: Site Evaluation, Assessment, & Planning	City Use Only Accepted Date
	(Completeness Review) Section 2.1 includes Project/Site Name, Project Street/Location, City, and County or Similar Subdivision.*	
	(Completeness Review) Section 2.1 includes Latitude/Longitude Coordinates.	
	(Completeness Review) Section 2.1 includes a current UPDES project or permit tracking number.	
	(Completeness Review) Section 2.6 describes the intended construction sequencing and timing of major activities, including any opportunities for phasing grading and stabilization activities to minimize the overall amount of disturbed soil that will be subject to potential erosion at one time. Also, Section 2.6 describes opportunities for timing grading and stabilization so that all or a majority of the soil disturbance occurs during a time of year with less erosion potential (i.e., during the dry or less windy season). (CGP Section 7.2.4)**	
	(Completeness Review) Section 2.7 describes unique site features including streams, stream buffers, wetlands, specimen trees, natural vegetation, steep slopes, or highly erodible soils that are to be preserved.***	
	(Completeness Review) Section 2.7 describes measures to protect these features.	
	(Critical Review) Section 2.7 includes these features and areas on the site map(s).	

*For Latitude/Longitude Coordinates, visit www.epa.gov/npdes/stormwater/latlong

**see EPA's Construction Sequencing BMP Fact Sheet at <https://www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater#constr>

***The permit does not diminish from or alter in any way a permittees responsibility under the Endangered Species Act (ESA). This permit does not have any requirements pertaining to the ESA. CGP 1.1.5.

***The permit does not diminish from or alter in any way a permittees responsibility under the National Historic Preservation Act (NHPA). The permit does not have any requirements pertaining to the NHPA. CGP 1.1.6.

Applicant Submitted (Provide Initials)	Section 3: Water Quality	City Use Only Accepted Date
	(Completeness Review) Section 3.2 lists the name of the first surface water(s) that would receive discharges from the site.*	
	(Completeness Review) If any of the surface waters are impaired, Section 3.2 provides specified information about pollutants causing the impairment and whether or not a Total Maximum Daily Load (TMDL) has been completed for the surface water that is applicable to the construction site.	
	(Completeness Review) If the first surface water to which the site discharges is identified by the state as a Category 1 or 2 water (a Category 1 water is only found within Forest Service boundaries), Section 3.2 lists the project to discharge to a Category 1 or 2 water. For discharges that enter a storm sewer system prior to discharge, the first surface water to which the site discharges is the water body that receives the storm water discharge from the storm sewer system (see Appendix C).	
	(Completeness Review) Section 3.2 indicates the location of all waters, including wetlands, on the site map.	
	(Completeness Review) Section 3.3 lists a description and distance to receiving waters.	
	(Critical Review) Section 3.7 describes structural practices (e.g., 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.	

*For more TMDL information visit: <http://www.waterquality.utah.gov/TMDL/> or www.epa.gov/npdes/stormwater/tmdl

Applicant Submitted	Section 4: Pollution Prevention Standards	City Use Only
(Provide Initials)		Accepted Date
	(Completeness Review) Section 4.1 identifies and lists all potential sources of sediment, which may reasonably be expected to affect the quality of storm water discharges from the construction site.	
	(Completeness Review) Section 4.1 identifies and describe all potential sources of pollution or pollutant-generating activity (e.g., paving operations; concrete, paint, and stucco washout and waste disposal; solid waste storage and disposal), other than sediment, which could be exposed to rainfall or snowmelt, and may reasonably be expected to discharges from the construction site.	
	(Completeness Review) Section 4.1 identifies the location of the pollutant or pollutant constituent source and/or the pollutant-generating activity (or on the SWPPP site map).	
	(Completeness Review) Section 4.2 identifies all allowable sources of non-storm water discharges that are not previously identified (CGP Part 7.2.7) (allowable non-storm water discharges are found in the CGP Part 1.3.4).	
	(Completeness Review) Section 4.2 identifies measures used to eliminate or reduce allowable sources of non-storm water discharges and the BMPs used to prevent them from becoming contaminated.*	
	(Completeness Review) If a surface water is located within 50 feet of construction activities, Section 4.3 describes the compliance alternative (CGP Part 2.1.2.a.i, ii, iii, or iv) that was chosen to meet the buffer requirements, and includes any required documentation supporting the alternative selected. The compliance alternative selected must be maintained throughout the duration of permit coverage. (Consult CGP Part 2.1.2a and Appendix D for information on how to comply with the buffer requirements).	
	(Completeness Review) If the site qualifies for one of the exceptions in the CGP Part 2.1.2.a.v, Section 4.3 includes documentation related to the qualification for such exceptions.	

*For more information or ideas on BMPs, see EPA's National Menu of BMPs <https://www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater#constr>

Applicant Submitted	Section 5: Erosion and Sediment Controls	City Use Only
(Provide Initials)		Accepted Date
	(Critical Review) Section 5.2 describes structural practices (e.g., silt fences or fiber rolls) including design specifications and details to filter and trap sediment before it leaves the construction site.*	
	(Critical Review) Section 5.3 describes sediment control practices (e.g., 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.**	
	(Completeness Review) Section 5.4 describes location(s) of vehicle entrance(s) and exit(s), procedures to remove accumulated sediment off-site (e.g., vehicle tracking), and stabilization practices (e.g., stone pads or wash racks or both) to minimize off-site vehicle tracking of sediments and discharges to storm water.***	
	(Completeness Review) Section 5.7 describes controls and procedures that will be used at the project/site to minimize the generation of dust.	

*see EPA's Silt Fence BMP Fact Sheet at <https://www3.epa.gov/npdes/pubs/siltfences.pdf>, or Fiber Rolls BMP Fact Sheet at <https://www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater#constr>

**see EPA's Sediment Basin BMP Fact Sheet at <https://www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater#constr>

***see EPA's Construction Entrances BMP Fact Sheet at <https://www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater#constr>

Applicant Submitted (Provide Initials)	Section 6: Pollution Prevention	City Use Only Accepted Date
	(Completeness Review) Section 6.1 describes the spill prevention and control plan to include ways to reduce the chance of spills, stop the source of spills, contain and clean up spills, dispose of materials contaminated by spills, and train personnel responsible for spill prevention and control.*	
	(Completeness Review) If the site is required to develop a Spill Prevention Control and Countermeasure (SPCC) plan under a separate regulatory program, or if they already have one (40 CFR 112), Section 6.1 includes references to the relevant requirements from the plan.	
	(Completeness Review) Section 6.1 includes the materials and method of containment and for flowing liquid, cleanup, disposal and follows the minimum spill controls listed. (Spill controls must contain spills, and be mobilized at the moment of need).	
	(Completeness Review) Section 6.2 describes measures (e.g., trash disposal, sanitary wastes, recycling, and proper material handling) to prevent the discharge of solid materials to receiving waters, except as authorized by a permit issued under section 404 of the CWA.**	
	(Completeness Review) Section 6.3 describes location(s) and controls to eliminate the potential for discharges from washout areas for concrete mixers, concrete washout, paint, stucco, mortar, drywall mud, and so on.***	
	(Completeness Review) Section 6.4 describes construction materials expected to be stored on-site and procedures for storage of materials to minimize exposure of the materials to storm water.	
	(Completeness Review) Section 6.5 describes equipment/vehicle fueling and maintenance practices that will be implemented to control pollutants to storm water (e.g., secondary containment, drip pans, and spill kits).****	
	(Completeness Review) Section 6.6 describes 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 washing (e.g., locating activities away from surface waters and storm water 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).*****	
	(Completeness Review) Section 6.6 describes how the discharge of soaps, detergents, or solvents will be prevented from coming into contact with rainwater by providing either (1) cover (examples: plastic sheeting or temporary roofs) or (2) a similarly effective means designed to prevent the discharge of pollutants from these areas.	
	(Completeness Review) Section 6.7 describes how the plan will comply with the CGP Part 2.3.5 requirement to “minimize discharges of fertilizers containing nitrogen or phosphorus”.	
	(Completeness Review) Section 6.8 describes any additional BMPs that do not fit into the above categories and indicates the problem they are intended to address.	

*see EPA’s Spill Prevention and Control Plan BMP Fact sheet at <https://www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater#constr>

**see EPA’s General Construction Site Waste Management BMP Fact Sheet at <https://www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater#constr>

***see EPA’s Concrete Washout BMP Fact Sheet at <https://www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater#constr>

****see EPA’s Vehicle Maintenance and Washing Areas BMP Fact Sheet at <https://www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater#constr>

*****see EPA’s Vehicle Maintenance and Washing Areas BMP Fact Sheet at <https://www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater#constr>

Applicant Submitted	Section 7: Inspections & Corrective Actions	City Use Only
(Provide Initials)		Accepted Date
	(Completeness Review) Section 7.1 identifies the individual(s) responsible for conducting inspections and ensures they are a "qualified person" per the CGP Part 4.	
	(Completeness Review) Section 7.1 references the inspection form that will be used.	
	(Completeness Review) Section 7.1 describes the frequency that inspections will occur at the site including any correlations to storm frequency and intensity.	
	(Completeness Review) For sites discharging to sensitive waters, Section 7.1 increases in inspection frequency (CGP 4.1.3).	
	(Completeness Review) If applicable, Section 7.1 notes that inspection details for particular BMPs should be included in Sections 2 and 3.	
	(Completeness Review) Section 7.2 contains a corrective action log. The log describes repair, replacement, maintenance of BMPs undertaken as a result of the inspections and maintenance procedures described, actions taken, date completed, and the person that completed the work.	
	(Completeness Review) Section 7.3 identifies the individual(s) or specifically describes the position where the construction site operator has delegated authority for the purposes of signing inspection reports, certifications, or other information.	
	(Completeness Review) Section 7.3 notes that each inspection report must be signed in accordance with Appendix G, Part G. 16 of the permit.	

Applicant Submitted	Section 8: Training & Record Keeping	City Use Only
(Provide Initials)		Accepted Date
	(Completeness Review) Section 8.1 documents that the personnel required to be trained in CGP Part 6 completed the appropriate training and includes dates, number of attendees, subjects covered, and length of training.	
	(Completeness Review) Section 8.2 contains a list of records that should be kept at the project site available for inspectors to review, including: Dates of Grading, Construction Activity and Stabilization, a copy of the Construction General Permit (attached), the signed and certified NOI form or permit application (attached), a copy of the letter from the EPA or the State notifying their receipt of the complete NOI/application (attached), Inspection Reports (attached), and additional details as the permit requires.	
	(Completeness Review) Section 8.3 contains a log, or an attachment, listing changes and updates to the SWPPP, including 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, updates to site maps, and so on.	

Applicant Submitted	Section 9: Certification	City Use Only
(Provide Initials)		Accepted Date
	(Critical Review) Section 9 (see Appendix H) contains signatures of the owner and general contractor for certification. Printed Name, Title, Signature, and Date are provided for the note below:	

*This note is required to have printed name and signature by the Owner and General Contractor of the project:
"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."

**You can get a copy of the General Storm Water Permit for Construction Activity on the same web page that this template was obtained (<https://deq.utah.gov/legacy/permits/water-quality/utah-pollutant-discharge-elimination->

Applicant Submitted	SWPPP Appendices	City Use Only
(Provide Initials)		Accepted Date
	(Critical Review) Appendix B contains Site Maps that conform with the information provided in the SWPPP.	
	(Completeness Review) Appendix D has attached a completed NOI with Acknowledgement Letter from the EPA, State, or MS4 acknowledged by printed name, signatures, and a date of the Owner and Operator. <i>All signatures are provided, and NOI and City Stormwater Permit are not expired.</i>	
	(Completeness Review) Appendix K includes construction drawings.	
	(Critical Review) Appendix M contains BMP Specifications appropriate to the project/site.	