



CONSTRUCTION SITE SWPPP REVIEW CHECKLIST

SWPPP Manager Name: _____ **Phone #:** _____

Engineer/Designer for Project: _____

Signature of SWPPP Designer: _____ **Date:** _____

City Staff Will Complete

Reviewed By: _____ **Date:** _____

REQUIRED DOCUMENTS & NOTIFICATION

- By checking this box, I am providing the Transfer of Responsibility signed for this project site.

- By checking this box, I am acknowledging that this site is utilizing another entity's General Permit #2. The remainder of the checklist is not required.

Signature: _____ **Date:** _____

Included for Review:

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Notice of Intent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Owner's Contact Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contact Information for the Actual Construction Site
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contact Information for Co-Permittees (operators or contractors)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Owner Certification and Signature
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SWPPP prepared prior to submittal of NOI
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SWPPP will be implemented when construction commences
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NOI will be incorporated into SWPPP
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SWPPP in compliance with IDNR GP #2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Public Notice Requirements Met
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IDNR Letter of Authorization
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stormwater Pollution Prevention Plan (Not required for submittal to IDNR)

Date that Discharge will Commence: _____

SWPPP Contents

Included for Review:

Yes No N/A

1. General Information

- Option A:** Contract documents require contractor, before commencing work, to identify the contractor or subcontractor that will implement measures.
- 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 subcontractors that will implement measures.
- Contract documents provide information on inspection reports that summarize scope of inspection, name(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. Provide a process for the following required documentation. If changes are required but not made within 72 hours of required weekly inspection, it shall be documented in the plan why it is impracticable and with an estimated completion date and provided with the inspection reports.

Yes No N/A

2. Site Description

- *Legal description (1/4, 1/4, Section, T and R) and/or address
- Nature of Activity-description
- Estimate total area of site (acres)
- Estimate of total disturbed area (acres)
- Runoff coefficient of site after construction completed
- Existing soils data (County soil survey series and texture and the pertinent data)
- Receiving water(s) and ultimate receiving water(s)
- Existence of quantitative storm water discharge data

Yes No N/A

3. Site Map

- Approximate slopes after major grading activities
- Areas of soil disturbance
- Locations of major structural and non-structural controls in plan
- Locations of areas where stabilization practices are expected to occur
- Surface waters including wetlands
- Locations where stormwater is discharged to surface water
- *Equipment and materials storage areas

Yes No N/A

4. Controls

- Description of appropriate controls that will be implemented
- Description of intended sequence of major activities
- *Intended sequence of major activities and each activity based on the following
- Considerations: Install upstream diversions, downslope and sideslope perimeter controls before commencing land disturbing activities
- Do not disturb an area until it is necessary for construction to proceed
- Plan indicates stabilization will occur immediately whenever any cleaning, grading, excavating, or other earth disturbing activities have permanently ceased on any portion of the site or temporarily ceased on any portion of the site and will not resume for a period exceeding 14 calendar days.
- Time construction activities to limit impact on seasonal weather changes
- If infiltration methods are used, install them after upstream is stabilized
- Do not remove perimeter controls until upstream areas are stabilized
- Appropriate control measures and timing (scheduling and implementation) during construction process

Erosion & Sediment Control

Yes	No	N/A	Stabilization Practices
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Preserve existing vegetation where attainable and stabilize disturbed areas
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Practices may include: temporary seeding, permanent seeding, mulching, geotextiles, sod stabilization, vegetated buffer strips, protection of trees, preserve mature vegetation and other appropriate measures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site map shows stabilization measures used, including quantity, materials and/or specification(s) applicable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Description of procedures to maintain practices in effective operating conditions
Yes	No	N/A	Structural Practices
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Description of structural practices placed on upland soils to the degree attainable to divert flows from exposed soils, store flows from exposed soils, store flows or limit runoff from exposed areas.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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, and rock outlet protection, reinforced soil retaining systems, gabions, and temporary or permanent sediment basins.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sediment basin providing 3,600 cubic feet of storage per acre drained or equivalent sediment control measures are provided for common drainage locations that serve an area with more than 10 disturbed acres at one time.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For drainage locations serving 10 or fewer acres, sediment traps, silt fences or equivalent sediment controls are required for all sideslopes and downslopes.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Description of outlet structures designed to withdraw water from the surface when discharging from basins and impoundments, unless infeasible.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Description of measures to minimize soil compaction and unless infeasible, preserve topsoil.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site map shows control measures used, including quantity, materials and/or specification(s) where applicable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Description of procedures to maintain practices in effective operating conditions.

Federal Construction and Development Effluent Guidelines

Yes	No	N/A	Erosion and Sediment Controls
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Description of measures to control stormwater volume and velocity to minimize soil erosion in order to minimize stormwater discharges, including peak flow rates and total stormwater volume, to minimize channel and streambank erosion and scour in the immediate vicinity of discharge points.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Description of measures to minimize the amount of soil exposed during construction activity.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Description of measures to minimize the disturbance of steep slopes.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sediment and erosion controls to address factors such as amount, frequency, intensity and duration of precipitation, the nature of resulting storm water runoff and soil characteristics including the range of soil particle sizes expected to be present on the site to minimize sediment discharges.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Description of measures to provide and maintain natural buffers around waters of the United States, and to direct stormwater to vegetated areas and maximize stormwater infiltration to reduce pollutant discharges, unless infeasible.
Yes	No	N/A	Dewatering
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plan indicates discharges from dewatering activities, including discharges from dewatering of trenches and excavations, are prohibited unless managed by appropriate controls.

Yes	No	N/A	Prohibited Discharges
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plan indicates the following discharges are prohibited: wastewater from washout and cleanout of stucco, paint, form release oils, curing compounds and other construction materials, fuels, oils or other pollutants used in vehicle and equipment operation and maintenance, and soaps or solvents used in vehicle and equipment washing.
Yes	No	N/A	Permanent Stormwater Management Controls
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Includes a description of measures to control stormwater pollution after construction such as retention ponds, detention ponds, infiltration measures, sequential systems, vegetated swales and natural depressions if practicable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site map shows locations of all permanent stormwater management controls.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plan shows velocity dissipation devices at discharge locations and along length of outfall channel.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plan describes the inspection and maintenance of these controls prior to final stabilization.
Yes	No	N/A	Pollution Prevention Measures
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plan indicates the minimization of the discharge of pollutants from equipment and vehicle washing, wheel wash water and other wash waters. Wash waters must be treated in a sediment basin or alternative control that provides equivalent or better treatment prior to discharge.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plan indicates minimizing the exposure of building materials, building products, construction wastes, trash, landscape materials, fertilizers, pesticides, herbicides, detergents, sanitary waste and other materials present on the site to precipitation and storm water.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plan indicates minimizing the discharge of pollutants from spills and leaks and implements chemical spill and leak prevention and response procedures.
Yes	No	N/A	Other Controls
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minimize off-site tracking of sediments and generation of dust or equivalent.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*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.
Yes	No	N/A	Non-Stormwater Discharges
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify and ensure the implementation of appropriate pollution prevention measures including but not limited to discharges from such sources as concrete washout and wet saw cutting.
Yes	No	N/A	City of Waukee COSESCO Requirements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Submit copy of the General Permit No. 2 authorization letter
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Submit a copy of the SWPPP & copy of the SWPPP checklist signed by the SWPPP designer
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Submit a copy of the site control plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Submit a COSESCO application with fee

This checklist is based on requirements listed in IDNR General Permit Number 2 and includes additional items (*) added to assist MS-4 NPDES-permitted cities in the SWPPP review process. 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.gov/Environmental-Protection> for complete permit requirements. IDNR 319 funds were provided to IAMU for the development of this guidance document. (WAUKEE 6/2018)