

Stormwater Management Plan Preparation Checklist		
Project Name:	<input type="checkbox"/> Basic SWPPP (E&SC Plan)	<input type="checkbox"/> Full SWPPP
Site Address:	Owner/Operator:	Reviewer:
Phone:	Address:	Date:
Fax:		SPEDES Permit No: NYR

Note: Preparation Checklist consists of six (6) pages

General Project Information

- Site address and legal description of site
- Owner/Operator name, legal address, phone number
- Contractor (and subcontractors, if applicable) certification statement(s)
- Copy of signed **Notice of Intent (NOI)**
- Signed owner certification
- Vicinity Map, showing project boundary and receiving water(s)

**Existing and proposed mapping and plans
(recommended scale of 1" = 50') which illustrates at minimum:**

- Existing and proposed topography (minimum 2-foot contours recommended).
- Location of perennial and intermittent streams.
- Mapping and description of predominant soils from USDA Soil Survey as well as location of any site- specific borehole investigations that may have been performed.
- Boundaries of existing predominant vegetation and proposed limits of clearing.
- Location and boundaries of resource protection areas such as wetlands, lakes, ponds and other setbacks (e.g. stream buffers, drinking water well setbacks, septic setbacks)

- Boundary and acreage of upstream watershed.
- Location of existing and proposed roads, lot boundaries, buildings and other structures.
- Location and size of staging areas, equipment storage areas, borrow pits and spoil areas.
- Existing and proposed utilities (e.g. water, sewer, gas, electric) and easements.
- Location of existing and proposed conveyance systems such as grass channels, swales, culverts and storm drains.
- Flow paths for surface and subsurface stormwater management structures.
- Location of floodplain/floodway limits and relationship of site to upstream and downstream properties and drainages.
- Location and dimensions of proposed channel modifications, such as bridge or culvert crossings.
- Location, size, maintenance access and limits of disturbance of proposed temporary and permanent stormwater management and erosion and sediment control practices, including timing and duration of temporary practices.
- Construction drawings certified and signed by licensed or certified professional.
- Flow Path.

Representative cross-section and profile drawings and details of structural stormwater management practices and conveyances (i.e., storm drains, open channels, swales, etc.):

- Existing and proposed structural elevations (e.g., invert of pipes, manholes, etc.)
- Design water surface elevations.
- Structural details of outlet structures, embankments, spillways, stilling basins, grade control structures, conveyance channels, etc.
- Logs of borehole investigations that may have been performed along with supporting geotechnical report.

Hydrologic and hydraulic analysis:

For all structural components of stormwater system (e.g., drains, open channels, swales, management practices, etc.) for applicable design storms including items below:

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- Existing condition analysis for time of concentrations, runoff rates, volumes, velocities and water surface elevations showing methodologies used and supporting calculations, include existing watershed map with design points and flow paths.
 - Proposed condition analysis for time of concentrations, runoff rates, volumes, velocities, water surface elevations and routing showing the methodologies used and supporting calculations, include proposed watershed map with design points and flow paths.
 - Preliminary analysis of potential downstream impact/effects of project, where necessary.
 - Preliminary selection and rationale for structural stormwater management practices.
 - Preliminary sizing calculations for stormwater treatment practices including contributing drainage area, storage, and outlet configuration.
 - Final sizing calculations for structural stormwater Management practices including, contributing drainage area, storage, and outlet configuration.
 - Stage-discharge or outlet rating curves and inflow and outflow hydrographs for storage facilities (e.g. stormwater ponds and wetlands)
 - Final analysis of potential downstream impact/effects of project, where necessary.
 - Dam breach analysis, where necessary.
 - Comparison summary of post-development stormwater runoff conditions with pre-development conditions for 1-year, 10-year, 100-year design storms in accordance with the **NYS Stormwater Design Manual** and **NYS DEC** technical standards.
 - Calculations for the WQv and CPv, in the format from **Chapter 4** and **Chapter 8** of the **NYS Stormwater Management Design Manual**.
 - Infiltration/percolation test results – performed in accordance with **Appendix D** of the “**Design Manual**”, where required by practice.

Erosion and Sediment Control, Vegetative Measures:

- Preliminary landscaping plans for stormwater treatment practices and any site reforestation or revegetation.
- Preliminary erosion and sediment control plan that at a minimum meets the requirements outlined in the Town of Malta’s Performance & Design Criteria for Erosion and Sediment Control.
- Identification of preliminary waiver requests.

- Material specifications, dimensions and installation details for erosion and sediment control practices, including the siting and sizing of any temporary sediment basins. Provide required calculations and sizing information as identified in the **NYS Standards & Specifications for Erosion & Sediment Control (“Blue Book”)**.
- Description of temporary and permanent structural and vegetative measures for soil stabilization, runoff control and sediment control for each stage of the project from initial land clearing and grubbing to project close-out.
- Site map/construction drawing(s) showing the specific location(s), size(s), and length(s) of each erosion and sediment control practice. Each practice must be identified in the sequencing schedule for proper installation, maintenance, and removal.
- Maintenance schedule to ensure continuous and effective operation of the erosion and sediment control practices, and description of temporary practices to be converted to permanent control measures.
- Description of structural practices to divert flows from exposed soils, store flows, or otherwise limit runoff and the discharge of pollutants from exposed areas of the site to the degree attainable.
- Construction phasing plan describing sequence of construction activities, including clearing and grubbing; excavation and grading; implementation, timing and duration of temporary and permanent erosion and sediment control practices; installation of utilities and infrastructure; or any other soil disturbing activity. Provide anticipated start and end date.
- Final landscaping plans for structural stormwater management practices and any reforestation or revegetation.
- Description of pollution prevention measures to control construction litter, chemicals and debris expected on the construction site.
- Description of construction and waste materials expected to be stored on-site, controls to reduce pollutants from these material, storage practices to minimize exposure of the materials to storm water, and spill prevention and response.
- Evidence of acquisition of necessary legal agreements restricting land (e.g. easements, covenants, land trusts, deed restrictions).

Miscellaneous requirements:

- Final landscaping plans for structural stormwater Management practices and any site reforestation or revegetation.
- Structural calculations, where necessary.
- Applicable construction specifications.

- Erosion and sediment control plan that at a minimum meets the requirements of the **Town of Malta's Performance & Design Criteria for Erosion and Sediment Control.**
- Sequence of construction.
- Evidence of acquisition of all applicable local and non-local permits.
- Evidence of acquisition of all necessary legal agreements, (e.g., easements, covenants, land trusts)
- Waiver requests – **See below**
- Request to disturb greater than five acres at any given time including justification for disturbance, additional erosion and sediment control measures to mitigate disturbance, construction sequencing, total acreage to be disturbed during each phase.
- Documentation of downstream analysis or discharge to fourth-order stream to justify waiving control of Channel Protection Volume, Overbank Flood Control or Extreme Flood Control.
- Justification for deviation from **NYS Stormwater Management Design Manual**, including reasoning for practice selection and certification by licensed professional that assures compliance with **NYS Water Quality Standards** and the substantive intent of the Permit and documented pollutant removal efficiencies of stormwater treatment practice, i.e. vendor field test results.
- Signature and certification by licensed professional on projects discharging a pollution of concern to a **TMDL** watershed or **303(d)** listed waterway, or projects utilizing the **Interim Strategy for Redevelopment:**
www.dea.state.ny.us/website/dow/toolbox/interim_strategy.html
- Review agency should have inspector's checklist identifying potential features to be inspected on site visits.

Maintenance plan:

- Post-construction maintenance schedule to ensure continuous and effective operation of each post-construction stormwater control practice, including monitoring and maintenance frequency, identification of responsible parties, description of applicable easements, vegetative requirements, access and safety issues, and testing and disposal of sediments as they are removed.
- Weekly and 1/2"-24-hour inspection checklist identifying measures to be inspected and information recorded during site visits.
- Name, address, and phone number of responsible parties for maintenance.
- Description of annual maintenance tasks.

- Description of funding source.
- Minimum vegetative cover requirements.
- Access and safety issues.
- Testing and disposal of sediments that will likely be necessary.
- Maintenance Agreement with the Town of Malta for privately owned stormwater facilities.

End of Preparation Checklist for Stormwater management Plan