

Town of Webster

Department of Engineering



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Town of Webster SWPPP Permit Checklist

Completed Application Form

Short Environmental Assessment Form

Stormwater Pollution Prevention Plan Requirements

- _____ A SWPPP is developed for each individual site including information on the scope, location, type, and size of project
- _____ Plan has site map/construction drawings (with northing arrow) including total site area; all areas of implementation; area of disturbance; areas not to be disturbed; existing vegetation; all surface waters; wetlands; drainage patterns; 100 yr flood plains; existing and final slopes; soils; easements/property lines; material, waste, and borrow or equipment storage areas.
- _____ Description of soils including Hydrologic Soil Groups
- _____ Calculation and description of the Cut/Fill proposed at the site. If exporting or importing soils, description of source/dump location, soil material characteristics. Maximum slopes must be kept to 2H:1V.
- _____ Construction phasing plan and sequence of operations including clearing and grubbing, erosion and sediment control implementation, excavation and grading, utility and infrastructure implementation.
- _____ Description of minimum erosion and sediment control practices to be installed including a schedule of implementation of each.
- _____ Temporary and permanent soil stabilization plan that meets the NYS Standards and Specifications for Erosion and Sediment Control (NYS SDESC) for each stage of the project to project completion. Note on the SWPPP that temporary stabilization must occur if the site, or portions of the site, remain undisturbed for 14 days or more.
- _____ Map showing location, length, and size of each erosion and sediment control practice.
- _____ Dimensions, material specifications, installation details, and operation and maintenance requirements for each erosion and sediment control practice. Includes location and sizing of any temporary sediment basins and diversions.
- _____ Pollution prevention measures to control litter, chemicals, and construction debris.

- _____ Description and location of any stormwater discharges associated with industrial activity.
- _____ Site inspection frequency (min. 1x/7 calendar days) listed and blank inspection form provided.
- _____ Identification and reasons of any elements of the plan that are NOT in conformance with the technical standards from the NYS SDESC.
- _____ Provide the Contractor/Subcontractor certification statement in the SWPPP for each contractor/subcontractor to be used onsite.
- _____ Post Construction Stormwater Control Requirements ***(NOTE: If you believe the Project does not qualify for post construction stormwater controls, provide a waiver request letter with your submission of the other documents included in this checklist)***
 - _____ Identification of all post-construction stormwater management practices to be implemented.
 - _____ Site map/drawing showing location and size of each stormwater management practice.
 - _____ Dimensions, material specifications, and installation details for each post-construction stormwater management practice.
 - _____ Hydrologic and hydraulic analysis conducted for all structural components of stormwater management system.
 - _____ Detailed summary, including calculation, of sizing criteria used for post-construction stormwater management practices from the NYS Stormwater Management Design Manual. If deviating from the manual, provide justification for deviation
 - _____ Operation and maintenance plan including inspection and maintenance schedule and actions to ensure effective operation of each post-construction stormwater management practice.
 - _____ Identification of entity responsible for long term operation and maintenance of each post-construction stormwater management practice