

SWPPP SUBMITTAL GUIDANCE FOR CONSTRUCTION PROJECTS
ALL PROJECTS: 1 ac. OR MORE DISTURBED

	General SWPPP Document	Comments
1.	<u>Original signatures on all documents and seal of a Professional Engineer licensed in Texas, or other approved professional on SWPPP.</u>	
2.	TCEQ Site Notice for Primary and Secondary Operators	
3.	If site is larger than 5 acres: <ul style="list-style-type: none"> • Notice of Intent for Primary Operator (NOT shall be added to the SWPPP at the end of the project) • Endangered Species Certification signed by Owner and Primary Operator • Historical Places Certification (if applicable) signed by Owner and Primary Operator 	
4.	Operator Certifications signed by all Operators	
5.	Delegation of Authority signed by Owner and Primary Operator	
6.	Delegation of Authority from Primary Operator to Site Inspector	
7.	List of Operator responsibilities and contact information (person, company, address and phone number)	
8.	SWPPP must be bound and tabbed with pages numbered and a table of contents (must include a copy of the TPDES General Permit)	
9.	Final SWPPP with revisions, inspection logs, and other documentation must be kept for 3 years following the end of construction.	

	Site/Project Description	Comments
10.	Location of site by street address and legal description	
11.	Map showing the general location of the site	
12.	List of potential pollutants and sources	
13.	Number of acres of the entire property	
14.	Number of acres of disturbed area where construction activities will occur, including off-site material storage, staging areas, stockpiles of dirt and borrow areas <i>For subdivisions, if the site is not to be mass-graded, the following formula should be used to determine the amount of disturbance (note must be added to the plans stating the assumed disturbance in SF for each lot):</i> $\text{Amount of Disturbance} = 2[\text{Max Restricted Building Size}][\text{Number of Lots}] + \text{Right of Way (ROW) areas} \{ \text{ROW areas include clearing for roads, utilities, easements etc.} \}$	
15.	Existing data describing the soil type of the site	
16.	Description of the construction activity (include pre and post construction conditions)	
17.	Description of project phases and/or major soil disturbing events (include placeholders for actual dates of each phase/event and for responsible operator)	
18.	Name and segment of receiving water(s) and if they are listed as impaired by TCEQ (Refer to the latest TCEQ Index of Water Quality Impairments)	

	Site Map and/or Plan(s)	Comments
19.	Existing and proposed drainage area map	
20.	Existing and proposed 1' or 2' site contours and flow arrows	
21.	Existing and proposed on site or near-site inlets and outfalls	
22.	Locations of proposed stormwater controls or BMPs (for each phase of construction)	
23.	Limits of soil disturbance	
24.	Locations of material storage, staging areas, support activities, and borrow areas	
25.	Location of on-site or near site wetland, surface waters, and mapped floodplains	
26.	Location of concentrated stormwater discharges to water bodies or stormwater systems (include names of any receiving water bodies)	
27.	Location of all buffers, areas to be preserved , and trees to be protected	
28.	Location of temporary and permanent stabilization practices	
29.	Location of all construction site entrances and exits	
30.	Details and notes for each stormwater control including installation and maintenance guidance (Plans must indicate that sediment must be removed from controls when design capacity is reduced by 50% or when deemed necessary by the City)	

	Best Management Practices	Comments
31.	Listing of stormwater controls associated with each phase or event of construction	
32.	Include velocity dissipation devices at discharge locations and along the length of any outfall channel to provide a non-erosive flow velocity from the structure to the watercourse (no significant changes in the hydrological or hydraulic regime of the receiving water)	
33.	Include stormwater controls to minimize erosion and offsite sediment discharge (including vehicle tracking, dust and sediment-laden runoff)	
34.	Updateable list of materials to be stored on-site	
35.	Covered trash receptacle for on-site litter and construction debris	
36.	Temporary detention structure if 10 or more disturbed acres drain to a common point or a discussion of why it is not feasible (if applicable)	
37.	Pit for temporary on-site disposal of concrete waste from mixing drums and chutes	
38.	Liquid tight bermed area (liner required) or other spill protection measure per the Fire Code for any temporary fuel tanks placed on site during construction	
39.	List of allowable non-storm water discharges and indicate appropriate control measures for non-storm water components of the discharge	
40.	Note that ensures and demonstrates compliance with applicable federal, state and/or local waste disposal, sanitary sewer or septic system regulations	
41.	List of measures to be installed during construction that	

	will remain after construction as post construction BMPs	
42.	Stormwater controls must be adequate and in compliance with the Design Criteria Manual	

	Site Inspection	Comments
43.	SWPPP must provide for inspections by the permittee(s) once every 2 weeks and within 24 hours after a storm event of 0.5 inches or more. Alternatively inspections may be performed once every 7 days without additional inspections after rain events.	
44.	<p>Example inspection checklist including:</p> <ul style="list-style-type: none"> • <i>A place for the inspector's name and qualifications</i> • <i>A place for the date(s) of the inspection(s) to be recorded</i> • <i>Disturbed areas of the construction site that have not been stabilized</i> • <i>Areas used for storage of materials that are exposed to precipitation</i> • <i>Structural control measures</i> • <i>Locations where vehicles enter or exit the site</i> • <i>Identification of measures that need to be maintained, modified, or added to correct problems (and specify update of plan within 7 calendar days)</i> • <i>A place to be signed in accordance with 30 TAC § 305.128</i> • <i>The inspection of adjacent areas daily, and the pick-up of construction waste materials, debris, and fugitive sediment that have blown or washed off-site</i> 	
45.	Placeholder for dates when construction activities temporarily or permanently ceases and will not resume on that portion of the site within 21 days in order to ensure that stabilization measures are initiated by the 14 th day without construction activity	