



Applicant Checklist for City Stormwater Management Plan(s)

Applicability: Prior to the issuance of a building permit for any “Applicable Construction Activities” the project must submit a Stormwater Management Plan (SWMP) to the Routt County Building Department as part of their development package. The City’s Stormwater Staff shall review the SWMP to confirm that appropriate control measures for all stages of construction, including Final Stabilization, are included and that installation and implementation specifications or a reference to the document with installation and implementation specifications for all structural control measures are also included.

“Applicable Construction Activities” definition: construction activities that result in a land disturbance of greater than or equal to one acre or that is less than one acre, but is part of a larger common plan of development or sale that would disturb, or has disturbed since March 2, 2001, one acre or more, unless the disturbed areas have been finally stabilized.

This *Applicant Checklist for City Stormwater Management Plan(s) (SWMP)* is provided for applicants to ensure that the required information is included in the SWMP submittal. Additional information may be required based on site-specific conditions. The applicant is required to sign the affidavit on the bottom of the checklist, accepting responsibility for any incomplete submittal and thus possible result of a delayed review time. For additional information regarding a particular requirement, please contact the City’s Stormwater Inspector (970) 871-8236.

Project Name:	Building Permit #:
Applicant Name:	CDPHE Construction Permit#:
Applicant Phone#:	Applicant Email:

	Check		
	Yes	No	N/A
1. General SWMP Information			
a. Project Name, Location, Owner, Operator, CDPHE Cert. No.			
b. Qualified Stormwater Manager			
c. Total area of ground disturbance (including staging and storage areas)			
d. Project description and construction activity			
e. Name of receiving water			
f. The proposed sequence of major activities and schedule (approximate dates)			
g. Description of the control measures for each stage of construction (e.g.: clearing, grading, utilities, vertical, final stabilization)			
h. Description of how the project will be phased			
i. A description and percent of existing vegetation			
j. A description of non-structural control measures			
2. Site Map			
a. Site maps identifying the control measures to be used during each stage of construction (e.g.: clearing, grading, utilities, vertical, final			

stabilization)			
b. Property boundaries			
c. Construction site boundaries including staging and borrow and fill areas			
d. Locations of structural and non-structural control measures			
e. Areas used for storage of soil			
f. Hazardous material storage areas, concrete washout, grout mixing stations, porta-lets			
g. Arrows depicting stormwater flow directions			
h. Receiving waters and drainages			
3. Potential Pollutant Assessment: At a minimum, structural and non-structural control measures shall be selected, described, and evaluated for each of the below potential pollution sources and activities.			
a. Land disturbance and storage of soils			
b. Vehicle tracking			
c. Loading and unloading operations			
d. Outdoor storage of construction site materials, building materials, fertilizers, and chemicals			
e. Bulk storage of materials			
f. Vehicle and equipment maintenance and fueling			
g. Significant dust or particulate generating processes			
h. Routine maintenance activities involving fertilizers, pesticides, detergents, fuels, solvents, and oils			
i. Concrete truck/equipment washing, including the concrete truck chute and associated fixtures and equipment			
j. Dedicated asphalt and concrete batch plants			
k. Other areas or operations where spills can occur			
l. Other non-stormwater discharges including construction dewatering not covered under the Construction Dewatering Discharges general permit and wash water that may contribute pollutants to the Municipal Separate Storm Sewer (MS4)			
m. Installation and implementation specifications for all structural control measures selected for the above potential pollutants (Note that a reference to the document with installation and implementation specifications is adequate)			
4. Final and Temporary Soil Stabilization			
a. Description of control measures used to achieve temporary and final stabilization of all disturbed areas at the site (e.g., hydro mulching, erosion control blankets, turf reinforcement mats, tracking)			
b. Approximate schedule for temporary and final stabilization control measures (disturbed areas need to be stabilized by November 1)			
c. Seed mix used for revegetation			

I _____ accept responsibility for the accuracy and completeness of the contents of this Stormwater Management Plan submittal and accept responsibility for any associated delays in City review due to incompleteness.

Applicant Signature:

Date:
