

Village of Menands
MCM 7 Stormwater Program Management
BMP 7- 7 Procedures and Forms Compendium

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NOTE: Throughout this document there are references to Best Management Practices (BMPs) which are described in greater detail in the Coalition Joint Storm Water Management Program Plan (SWMP Plan). The SWMP Plan is posted on the Coalition website (www.stormwateralbanycounty.org).

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Construction Activity Permit (GP-0-15-002) – A Guidance Document for MS4s*

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**Village of Menands
Construction Site Runoff Control
Post Construction Stormwater Management
SWPPP Review Procedures
(MCM 4 BMP 4-2 & MCM 5 BMP 5-5)**

Background:

For the Village of Menands, while there are a variety of land use types and related zoning categories (residential, commercial, and industrial), typically development projects disturbing > 1 acre are commercial properties.

Often they meet Appendix B Table 2 criteria for Post Construction Stormwater Practices (see NYSDEC SPDES Construction Permit GP-0-15-002, pg. 45); require a Site Plan; and must follow Site Plan Review procedures as detailed in the Village code. Consequently, SWPPP review procedures for these projects tend to be a component of a more extensive site plan review.

Smaller projects which fall outside the site plan review requirements, but still disturb > 1 acre and meet criteria listed in Appendix B Table 1 of the Construction Activity Permit require slightly different procedures. Both are described in this document, along with procedures for Village owned properties.

**SWPPP Review Procedures:
(Private owners- Larger Projects - Typically Commercial)**

Individuals interested in developing a property typically go to the Menands Village Hall located at 280 Broadway where they are directed to the Project Review Coordinator (see organizational chart) who at the outset advises applicants to read the Village code, in particular *Chapter 140 Site Plan Review; Chapter A172 Site Plan Review Regulations; and Chapter 143 Stormwater Management and Erosion and Sediment Control*. The Project Review Coordinator explains that before a building permit can be issued the individual must comply with the terms of these various laws.

At the discretion of the Project Review Coordinator, the applicant receives a copy of the *Stormwater Coalition of Albany County-Oversight of the New York State Department of Environmental Conservation Construction Activity Permit (GP-0-15-002) – A Guidance Document for MS4s*, along with various forms and regulatory documents associated with Construction Activity Permit coverage (Notice of Intent; MS4 Acceptance Form; Notice of Termination; etc.).

As detailed in the Village Site Plan Review regulations and established by policy, there are various stages of project review, beginning first with an internal review of the project concept by relevant department heads (police, fire, public works, stormwater officer, building dept, and the village designated engineer, as needed). Comments are consolidated into one document by the Project Review Coordinator and distributed to the developer who is informed of potential stormwater concerns.

If still interested, the developer then prepares, as directed by the Project Review Coordinator a Conceptual Presentation for the Board of Trustees. This is the first appearance before the Board. Depending on the response, the developer is then advised to prepare various technical documents, one

of which is the Construction Activity Permit SWPPP. Simultaneously, the Village Designated Engineer provides a site plan review estimate for the Village, which includes reviewing the SWPPP.

If the developer chooses to go forward, they must pay for these review costs and the funds are deposited into an escrow account. When ready, the developer again presents the project to the Board of Trustees, this time at the Pre-Application Conference. This is the second appearance before the Board. At this meeting, the developer may receive Preliminary Site Plan Approval or at the discretion of the Board, within 60 days of receipt of the preliminary site plan approval application (this Pre-Application Conference) the Board may schedule a Public Hearing.

Any technical issues or concerns related to stormwater management or other issues are typically communicated to the developer by the Board during the Pre-Application Conference. Once addressed, the developer then submits the project to the Board of Trustees for Final Approval. This is the third appearance before the Board.

If approved, the Project Review Coordinator has the MS4 Acceptance Form signed by the Mayor, the developer/owner-operator submits the Construction Activity Permit Notice of Intent to NYSDEC, and NYSDEC sends an Acknowledgement Letter and SPDES Permit No. back to the developer/owner-operator. This same SPDES Permit No and Acknowledgment Letter is then sent to the Village Project Review Coordinator by the developer/owner-operator. Once received, upon payment of fees the Project Review Coordinator issues a Building Permit.

The public can comment on the SWPPP at any of the Board of Trustee meetings where the project is on the agenda and at the Public Hearing if one is scheduled. The Public Hearing notice typically circulated by the Village also invites the public to submit written comments about the project.

**SWPPP Review Procedures:
(Other Projects – Erosion and Sediment Control Only)**

The Project Review Coordinator as of 2016 also functions as the Stormwater Program Coordinator, Code Enforcement Officer, and Executive Assistant to the Mayor, in general someone likely to be aware of any development activity in the Village. Consequently, individuals intending to build, renovate, or undergo any kind of demolition, renovation, or structural change to buildings or property within the Village typically start by visiting Village Hall and discussing the project with the Project Review Coordinator. The Project Review Coordinator routinely explains that any land disturbance > 1 acre requires Construction Activity Permit coverage which involves submitting an acceptable Storm Water Pollution Prevention Plan to the Village.

Depending on the complexity of the project, the Village Project Review Coordinator may review and approve the SWPPP Erosion and Sediment Control Plan or send it to the Village Designated Engineer. Once approved by either party, the MS4 Acceptance Form is signed by the Mayor and the individual submits the Construction Activity Permit Notice of Intent to NYSDEC. NYSDEC then sends back an Acknowledgement Letter and SPDES Permit to the individual owner, who then forwards a copy of the SPDES Permit No and Acknowledgment Letter to the Village Project Review Coordinator. Once received, if required, the Village Project Review Coordinator issues a building permit or communicates in writing that the individual can begin work on their project as detailed in their SWPPP.

As needed the owner receives a copy of the Village code, *Chapter 143 Stormwater Management and Erosion and Sediment Control*; Construction Activity Permit forms; and the *Stormwater Coalition of Albany County-Oversight of the New York State Department of Environmental Conservation Construction Activity Permit (GP-0-15-002) – A Guidance Document for MS4s*.

**SWPPP Review Procedures:
(Property Owned By the Village)**

For projects owned by the Village, the Project Review Coordinator with assistance from the Village Designated Engineer explains to the Village Trustees various thresholds which may trigger a need for Construction Activity Permit coverage.

If the project does require Construction Activity Permit coverage, the Village decides who will design the stormwater pollution prevention plan (SWPPP), prepare and submit permit related documents, inspect the construction activity; and ensure that long term maintenance takes place. Vendor contracts for any services related to implementing the Construction Activity Permit are worded to protect the Village's interests and protect water quality.

Village of Menands, NY
Friday, October 14, 2016

Chapter 140. Site Plan Review

[HISTORY: Adopted by the Board of Trustees of the Village of Menands 1-30-1978 by L.L. No. 1-1978. Amendments noted where applicable.]

GENERAL REFERENCES

Uniform construction code — See Ch. 71.
Fire prevention and building construction — See Ch. 90.
Flood hazard control — See Ch. 93.
Sewers — See Ch. 135.
Signs and billboards — See Ch. 138.
Streets and sidewalks — See Ch. 145.
Subdivision of land — Ch. 148.
Zoning — See Ch. 169.
Site plan review regulations — See Ch. A172.
Subdivision regulations — See Ch. A173.

§ 140-1. Board to review plans.

[Amended 4-19-2010 by L.L. No. 3-2010; 4-29-2011 by L.L. No. 1-2011]

Pursuant to Article 7 of the Village Law, the Board of Trustees of the Village of Menands shall review and approve, approve with modifications or disapprove site plans showing the arrangement, layout and design of the proposed use of land shown on such plan prepared in accordance with specifications set forth herein.

§ 140-2. Uses requiring plans.

[Amended 11-4-1996 by L.L. No. 3-1996]

The uses, as defined in the Zoning Law of the Village of Menands, New York,^[1] or the applications for a building permit, for which the preparation, submission and approval of such a site plan shall be required are as follows:

- A. Townhouse structures or an application for a building permit to construct new multiple dwellings, including but not limited to townhouses, condominiums and other forms of clustering.
- B. Multiple-family dwelling units.
- C. Hotels, motels and similar facilities.
- D. Shopping centers.
- E. Bowling alleys, health, tennis, swimming and other similar clubs.
- F. Heavy manufacturing facilities.
- G. Scrap metal processing facilities and other similar facilities.
- H. Any application for a building permit for the construction, conversion, expansion or the substantial renovation, modification or alteration of a building which shall be used principally for any nonresidential purpose or use.

[1] *Editor's Note: See Ch. 169, Zoning.*

§ 140-3. Approved plans required for building permit or certificate of compliance.

[Amended 4-19-2010 by L.L. No. 3-2010; 4-29-2011 by L.L. No. 1-2011]

No building permit or certificate of compliance shall be issued to any person, firm or corporation for the uses set forth in § 140-2 hereof unless and until the Board of Trustees shall have approved the final site plan therefor pursuant to law and in accordance with its regulations duly adopted for such purpose.

§ 140-4. Duties of Building Inspector.

[Amended 4-19-2010 by L.L. No. 3-2010; 4-29-2011 by L.L. No. 1-2011]

Prior to the issuance of a building permit for the construction or the modification or alteration of an existing building or structure for a use as specified in the foregoing section and all related accessory uses, the Village Building Inspector shall require the preparation of a site plan by the applicant for such building permit in accordance with the rules and regulations, standards and procedures as adopted by the Board of Trustees, which he shall transmit to the Board of Trustees for its review and approval in accordance with such rules and regulations, standards and procedures.

§ 140-5. Required elements of plans.

[Amended 4-19-2010 by L.L. No. 3-2010; 4-29-2011 by L.L. No. 1-2011]

Such site plans submitted for the approval of the Board of Trustees shall include, where appropriate, elements thereof relating to the following areas, as well as such other information as may be required by its rules and regulations:

- A. Parking areas.
- B. Means of access and access points.
- C. Screening.
- D. Signs.
- E. Landscaping.
- F. Architectural features.
- G. Location and dimensions of buildings and structures.
- H. Any other features commonly considered accessory to the type of facility proposed.
- I. Topography, including the applicant's entire parcel and all properties, subdivisions, streets, watercourses and easements which pass through or are within one 100 feet of the site boundaries.
- J. Existing watercourses and the direction of drainage flow.
- K. Location of all existing or proposed site improvements, including storm drains, culverts, retaining walls and fences, waterlines and sanitary sewers and connections thereto, permitted signs, lighting facilities, parking areas, access drives and roads, existing vegetation and trees over four inches in diameter.
- L. Any special environmental or other considerations required by the Board or other elements integral to the proposed development as considered necessary by the Board, including design and construction standards to be followed in the preparation of the site plan.
- M. Impact of the proposed use on adjacent land uses.
- N. Such other elements as may reasonably be related to the health, safety and general welfare of the community.

§ 140-6. Effect of statutory provisions.

Plats showing lots, blocks or sites which are subject to review pursuant to authority adopted under § 7-728 of the Village Law shall continue to be subject to such review and shall not be subject to review pursuant to this chapter.

§ 140-7. Rules and regulations.

The Board of Trustees shall adopt and amend rules and regulations, standards and procedures governing the review and approval, approval with modifications or disapproval of site plans after public hearing on notice.

§ 140-8. Inspections.

The Building Inspector shall be responsible for the overall inspection of site improvements, including coordination with the Superintendent of Public Works and other officials and agencies, as appropriate.

Village of Menands, NY
Friday, October 14, 2016

Chapter A172. Site Plan Review Regulations

[HISTORY: Adopted by the Board of Trustees of the Village of Menands 1-30-1978. Amendments noted where applicable.]

GENERAL REFERENCES

Uniform construction code — See Ch. 71.
Fire prevention and building construction — See Ch. 90.
Sewers — See Ch. 135.
Site plan review — See Ch. 140.
Subdivision of land — See Ch. 148.
Zoning — See Ch. 169.
Subdivision regulations — See Ch. A173.

§ A172-1. Site plan review required for building permit; duties of Building Inspector.

- A. Prior to the issuance of a building permit for the construction or the modification or alteration of an existing building or structure for a use as specified in Ch. 140, Site Plan Review, of the Code of the Village of Menands, New York, and all amendments thereof, the Village Building Inspector shall require the preparation of a site plan showing the arrangement, layout and design of the proposed use in conformance with the requirements of Ch. 140, Site Plan Review.
[Amended 4-2-1990 by L.L. No. 1-1990]
- B. The Building Inspector shall transmit five copies of the site plan and all related material to the Board of Trustees for its review and approval in accordance with the procedures and design and construction standards set forth in the following sections.
[Amended 4-19-2010 by L.L. No. 3-2010; 4-29-2011 by L.L. No. 1-2011]

§ A172-2. Procedures for review.

- A. Preapplication conference.
- (1) A preapplication conference between the applicant and the Board of Trustees shall be held to review the basic design concept of the proposed project. The applicant shall submit five copies of a statement describing what is proposed and a sketch plan showing the arrangement, layout and design of the proposed use of land.
[Amended 4-19-2010 by L.L. No. 3-2010; 4-29-2011 by L.L. No. 1-2011]
 - (2) The sketch plan shall be drawn to a scale of one inch equals 20 feet for properties of two acres or less and to a scale of one inch equals 50 feet for properties larger than two acres, unless the Board of Trustees determines a different scale would be more appropriate.
[Amended 4-29-2011 by L.L. No. 1-2011]
 - (3) The sketch plan shall show the following:
 - (a) The applicant's entire parcel and all properties, subdivisions, streets, watercourses and easements which pass through or are within 100 feet of the site boundaries.

- (b) The location and dimensions of buildings, structures, parking areas, access points, signs, landscaping, architectural features and any other features commonly considered accessory to the type of facility proposed.
- (4) The preapplication conference may take place at any regular scheduled meeting of the Board of Trustees. A preapplication conference, not being a public hearing, shall not require public notice as required by a hearing.
[Amended 4-19-2010 by L.L. No. 3-2010; 4-29-2011 by L.L. No. 1-2011]
- (5) The Board of Trustees shall advise the applicant of the specific elements he must include, any special environmental or other considerations that he must address and the design and construction standards that he must follow in the preparation of the preliminary site plan.
[Amended 4-19-2010 by L.L. No. 3-2010; 4-29-2011 by L.L. No. 1-2011]

B. Preliminary site plan submission.

- (1) Except as may be modified by the Board of Trustees as a result of the preapplication conference, the preliminary site plan shall include the following:
[Amended 4-19-2010 by L.L. No. 3-2010; 4-29-2011 by L.L. No. 1-2011]
 - (a) The title of the drawing, including the name and address of the applicant or owner of record.
 - (b) The North arrow, scale and date.
 - (c) The name and address of the person, firm or organization preparing the site plan.
 - (d) Boundaries of the property plotted to scale as specified in Subsection **A(2)** above.
 - (e) Existing watercourses and the direction of drainage flow.
 - (f) A grading and drainage plan, showing existing and proposed contours at two-foot intervals.
 - (g) The location, proposed use and height of all principal and accessory buildings and structures.
 - (h) The location of all existing or proposed site improvements, including storm drains, culverts, retaining walls and fences, water lines and sanitary sewers and connections thereto, permitted signs, lighting facilities, parking areas, access drives and roads, existing vegetation and trees over four inches in diameter.
 - (i) Design and construction details of all the proposed site improvements cited in Subsection **B(1)(h)** above.
 - (j) A designation of the amount of building area proposed for retail sales, offices or similar commercial activity in terms of gross floor area or gross leasable area in regard to a proposed shopping center.
 - (k) A general landscaping plan and planting schedule.
- (2) Other elements integral to the proposed development, as considered necessary by the Board of Trustees, including identification of any required state or county permits.
[Amended 4-19-2010 by L.L. No. 3-2010; 4-29-2011 by L.L. No. 1-2011]
- (3) Should the site be susceptible to flooding, ponding or severe erosion, the applicant shall propose an acceptable solution(s) to these problems as part of his overall preliminary site plan submission.
- (4) The preliminary site plan submission shall be accompanied by a written statement in which the impact of the proposed use on adjacent land uses and all other environmental considerations requested by the Board of Trustees are discussed and assessed by the applicant.
[Amended 4-19-2010 by L.L. No. 3-2010; 4-29-2011 by L.L. No. 1-2011]
- (5) An application for preliminary site plan review and approval shall be accompanied by a fee as established by resolution of the Village Board of Trustees, which fee may be amended from time to time by resolution.
[Amended 3-15-2010 by L.L. No. 2-2010; 4-19-2010 by L.L. No. 3-2010; 4-29-2011 by L.L. No. 1-2011]

C. Factors considered in the review of a preliminary site plan.

[Amended 4-19-2010 by L.L. No. 3-2010; 4-29-2011 by L.L. No. 1-2011]

- (1) The Board of Trustees' review of a preliminary site plan shall include but is not limited to the following considerations, where appropriate:
 - (a) Full conformance with the requirements of these regulations and all applicable zoning provisions.
 - (b) The adequacy and arrangement of vehicular traffic access and circulation, including intersections, road widths, pavement surfaces, channelization structures and traffic controls.
 - (c) The adequacy and arrangement of pedestrian traffic access and circulation, walkway structures, control of intersections with vehicular traffic and overall pedestrian convenience.
 - (d) The location, arrangement, appearance and sufficiency of off-street parking and loading areas.
 - (e) The location, arrangement, size, design and general site compatibility of buildings, outdoor lighting and signs.
 - (f) The adequacy of stormwater and drainage facilities.
 - (g) The adequacy of water supply and sewage disposal facilities.
 - (h) The adequacy, type and arrangement of trees, shrubs and other landscaping constituting a visual and/or noise deterring buffer between the applicant's and adjoining lands, including the maximum retention of existing vegetation.
 - (i) The protection of adjacent properties against noise, glare, unsightliness or other objectionable features.
 - (j) The adequacy of fire lanes and other emergency zones and the provision of fire hydrants as necessary.
 - (k) Special attention to the design of buildings, structures and roadways and landscaping in areas with susceptibility to ponding, flooding and/or erosion.
 - (l) In the case of townhouses or a multifamily building or complex, the adequacy of usable open space for play areas and informal recreation.
- (2) In its review, the Board of Trustees may consult with the Village Building Inspector, an engineer or engineering firm designated by the Board, the Superintendent of Public Works, the Fire Chief or other Village and county offices, agencies of the state and federal government and private consultants.
- (3) The Board of Trustees may conduct a public hearing on the preliminary site plan. If a public hearing is conducted, such public hearing shall be conducted within 60 days of receipt of the application for preliminary site plan approval and shall be advertised in a newspaper of general circulation in the Village at least five days prior to the date of the hearing.

D. Preliminary site plan approval.

- (1) The Board of Trustees shall render a decision on the preliminary site plan within 60 days after the public hearing or after the application is filed if no hearing has been held.
[Amended 2-5-1996; 4-19-2010 by L.L. No. 3-2010; 4-29-2011 by L.L. No. 1-2011]
- (2) The Board's decision shall be in the form of a written statement to the applicant stating whether the preliminary site plan is approved, approved with modifications or disapproved.
- (3) The Board's statement may include recommendations of desirable modifications to be incorporated in the final site plan. Conformance with such modifications shall be considered a condition of final site plan approval.

- (4) Should the applicant's submission contain the additional material required for final site plan approval as detailed in Subsection E of this section and this additional material is acceptable to the Board of Trustees, the Board may give concurrent preliminary and final site plan approval at this stage of the site plan review process. In such case, the Board shall endorse its approval on a copy of the site plan and shall forward such copy to the Building Inspector, who shall then issue the building permit to the applicant. Payment of the final site plan application fee will not be required in this instance.
[Amended 4-19-2010 by L.L. No. 3-2010; 4-29-2011 by L.L. No. 1-2011]
- (5) If the preliminary site plan is disapproved, the Board's statement shall contain the reasons for disapproval. In such case, the Board may recommend further study of the site plan and resubmission of a preliminary site plan following revision or redesign.

E. Submission of a final site plan.

- (1) After receiving approval, with or without modifications, from the Board of Trustees on a preliminary site plan, the applicant shall submit five copies of an application and the final detailed site plan to the Board for approval. If more than six months have elapsed since the time of the Board's action on the preliminary site plan and if the Board finds that conditions have changed significantly in the interim, the Board may require a resubmission of the preliminary site plan for further review and possible revision prior to accepting the proposed final site plan for review.
[Amended 4-19-2010 by L.L. No. 3-2010; 4-29-2011 by L.L. No. 1-2011]
- (2) The final detailed site plan shall conform substantially to the approved preliminary site plan. It should incorporate any modifications that may have been recommended by the Board in its preliminary review. All such compliances shall be clearly indicated by the applicant on the appropriate submission.
- (3) The following additional information and certification shall accompany an application for final site plan approval:
 - (a) A record of application for and approval status of all necessary permits from state and county officials.
 - (b) Detailed material specifications and construction details for all proposed improvements.
 - (c) An estimated project construction schedule.
 - (d) The signature and seal of a licensed professional engineer, architect or surveyor or any combination thereof.
- (4) An application for final site plan review and approval shall be accompanied by a fee as established by resolution of the Board of Trustees, which fees may be amended from time to time by resolution.
[Amended 4-19-2010 by L.L. No. 3-2010]

F. Final site plan approval. Within 60 days of receipt of the application for final site plan approval, the Board of Trustees shall render a decision to the Building Inspector.
[Amended 2-5-1996; 4-19-2010 by L.L. No. 3-2010; 4-29-2011 by L.L. No. 1-2011]

- (1) Upon approval of the final site plan and payment by the applicant of all fees, disbursements, whether reimbursable or not, costs and expenses due to the Village, the Board shall endorse its approval on a copy of the final site plan and shall forward such copy to the Building Inspector. The Building Inspector shall then issue the building permit to the applicant.
- (2) Upon disapproval of a final site plan, the Board shall so inform the Building Inspector and the Building Inspector shall deny a building permit to the applicant. The Board shall also notify the applicant, in writing, of its decision and its reasons for disapproval.

§ A172-3. Design and construction standards.

- A. The Village of Menands Subdivision Design and Construction Standards^[1] shall govern for all paving, utility and miscellaneous construction indicated on final site plan submissions, both on private land and on public land. Construction not covered by these standards shall be in accordance with recognized good practice, such as that contained in the New York State Department of Transportation's Standard Specifications for Construction and Materials or recommendations of manufacturer's associations. All methods not covered by the above-cited standards require approval of the Village Building Inspector before construction begins.
- [1] *Editor's Note: See Ch. A173, Subdivision Regulations.*
- B. The design and construction standards for all buildings and other structures indicated on the final site plan shall be governed by the requirements of the Village of Menands Building Code^[2] and all other applicable ordinances and local laws.
- [2] *Editor's Note: See Ch. 71, Uniform Construction Code, and Ch. 90, Fire Prevention and Building Construction.*
- C. The Village Building Inspector shall be responsible for the overall inspection of site improvements, including coordination with the Superintendent of Public Works and other officials and agencies, as appropriate.

Stormwater Coalition of Albany County

Oversight of the NYSDEC Construction Activity Permit

SPDES General Permit No. GP-0-15-002

**A Guidance Document for MS4s
and Other Stormwater Practitioners**

**SWPPP Oversight Forms for MS4s
SWPPP Content Check Lists**

(Release Date: March 23, 2016)



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Members

Traditional Land Use Control MS4s (SPDES MS4 Permit No.): City of Albany (NYR20A464); Town of Bethlehem (NYR20A208); City of Cohoes (NYR20A243); Town of Colonie (NYR20A190); Village of Colonie (NYR20A076); Village of Green Island (NYR20A377); Town of Guilderland (NYR20A211); Village of Menands (NYR20A144); Town of New Scotland (NYR20A463); City of Watervliet (NYR20A087). **Traditional Non Land Use Control MS4:** Albany County (NYR20A359). **Non-Traditional MS4:** University at Albany-SUNY (NYR20A234).

ACKNOWLEDGMENTS

This Guidance Document was developed by the Forms Committee of the Stormwater Coalition of Albany County. The collective experience of Committee participants includes SWPPP design; SWPPP review; site inspections during construction; developing and implementing maintenance agreements; and inspection of post construction stormwater practices. Together the Committee represents a wide variety of MS4/municipal types, with two of the MS4 municipalities also responsible for a Combined Sewer Overflow (CSO) SPDES Permit and the related Albany Pool Long Term Control Plan (*).

The content of this document reflects the experience of several MS4s audited by the Federal Environmental Protection Agency (EPA) over the past 3 years.

Forms Committee

John Dzialo	Town of Colonie	Traditional Land Use Control MS4
Maryella Davenport, CPESC	City of Albany, Albany Water Board*	Traditional Land Use Control MS4
David Dressel	City of Watervliet*	Traditional Land Use Control MS4
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If you have suggestions for improving this document and related forms and check lists, go the Stormwater Coalition of Albany County website (<http://www.stormwateralbanycounty.org/>) and submit your comments using the Public Comment portal. Thank you!

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C. Erosion and Sediment Control Components	Same content as Part II.C. (see above)	p.5
D. Post Construction Stormwater Management Components	Same content as Part II.D. (see above)	p.10
E. Municipal Requirements-Maps, Construction Drawings, Standards	Same content as Part II.E. (see above)	p.19

Oversight of the Construction Activity Permit Guidance Document Explained & Instructions

Purpose

The purpose of this document is to help public entities regulated under the Federal Clean Water Act MS4 Permit, as administered by the New York State Department of Environmental Conservation (NYSDEC), better manage their oversight of the NYSDEC Construction Activity General Permit. It functions as a teaching tool to help explain what should be included in a Construction Activity Storm Water Pollution Prevention Plan (SWPPP) and as a compendium of forms to help MS4s manage the review process and track SWPPP content.

The “forms” presented here were created using Microsoft EXCEL and are available in two formats; as a PDF which includes all forms organized by topic as described in the Table of Contents and as an EXCEL workbook easily adapted to individual MS4 needs and interests.

While the document in total was created by the Stormwater Coalition of Albany County, how individual MS4s choose to use it is at the discretion of the MS4. Specific MS4 instructions can be noted below. In general the intent of this Guidance Document is to establish expectations beneficial to all involved with preparing, reviewing, and implementing SWPPPs.

Part I. SWPPP Oversight Tools for MS4s

This includes a set of forms intended to help MS4s track who is responsible for what regarding the SWPPP review process; the status of corrections and modifications of SWPPPs; the status of construction activity permit coverage over time; the status of internal municipal documents related to land disturbance permitting; and the status of long term maintenance agreements pertaining to post construction stormwater management practices. The Part I. G. Critical Information Summary form is used to record key information about the proposed SWPPP.

Part II. and Part III. SWPPP Content Check Lists – Long and Short Versions

These SWPPP Content Check Lists, both the Long and Short Versions are a comprehensive list of items to include in a SWPPP. They are broken out into topics, each with a specific purpose.

Section A. Project Parameters. Information establishes the type of SWPPP to be prepared, regulatory/MS4 requirements, site geography.

Section B. Forms and Documents. Lists all forms and documents to include with the SWPPP.

Section C. Erosion and Sediment Control Components. Reviewers and Preparers are reminded of required elements named in the NYSDEC Construction Activity Permit GP-0-15-002; MS4s clarify SWPPP requirements and note additional requests.

Section D. Post Construction Stormwater Management Components. Reviewers and Preparers are reminded of required elements named in the NYSDEC Construction Activity Permit GP-0-15-002 and NYSDEC Stormwater Management Design Manual (2015); MS4s clarify SWPPP requirements and note additional requests.

Section E. Municipal Requirements. Listing of municipal requirements pertaining to drawings, maps, and rainfall standards.

The Long Version is highly descriptive of permit and municipal requirements. This is intentional. The language is there to help explain the content of a SWPPP and serve as guidance for individuals less familiar with SWPPP requirements.

The Short Version is an abbreviated listing of requirements intended to remind experienced SWPPP Preparers and Reviewers of SWPPP requirements.

Individuals new to SWPPP preparation or review may want to use the Long Version Check List, while others more familiar with SWPPPs may want to use it for reference. Both versions use the same number to reference the same check list item. If using the Short Version, that number will refer back to the Long Version where there is a more detailed description. Some items have been removed from the Short Version. This explains gaps in the Short Version numbering system.

Using the SWPPP Content Check Lists. In the **SWPPP Preparer column**, the Preparer notes if the item is present, not applicable, and records where the item is located by page number in the SWPPP. In the **SWPPP Reviewer column**, MS4 staff and/or a consultants hired by the MS4 check the content of the SWPPP against the SWPPP Preparer's information. Items missing from the SWPPP or in need of clarification can then be recorded by the SWPPP Reviewer in the **Part I. SWPPP Oversight Forms for MS4s - E. SWPPP Comments and Corrections form**, tracked by item number and shared with others (SWPPP Preparer, SWPPP Reviewer(s), municipal staff), as needed.

HOW TO USE THESE FORMS & CHECK LISTS: MS4 INSTRUCTIONS TO SWPPP Preparers and/or Reviewers

CONTENT		
Part I. SWPPP Oversight Forms for MS4s		Part I
A. Basic Project Information	Place to record basic information used to identify the SWPPP	p.2
B. Permit Coverage Information	Place to track construction activity permit coverage over time; related changes in ownership; permitted land area; status of coverage	p.2
C. Contact Information	Place to record contact information pertaining to all individuals involved with the Construction Activity permit (Owner operator; SWPPP preparer/reviewers/inspectors; MS4 consultants/staff)	p.3
D. SWPPP Reviewers	Place to identify all SWPPP reviewers; submission dates; status of inter-MS4, stakeholder reviews	p.8
E. SWPPP Comments and Corrections	Place for SWPPP reviewers and MS4s to identify and communicate missing SWPPP components and status of corrections	p.10
F. Other Municipal Documents	Place for MS4s to communicate internally the status of municipal permits/documents related to land disturbance and associated development (building permits, fees, escrow accounts, maintenance agreements, deeds, etc.)	p.12
G. Critical Information Summary - From SWPPP - From MS4	Summary of key project information from SWPPP and/or from MS4. Information is used to determine SWPPP type and necessary design features given site.	p. 18

Part I. SWPPP Oversight Forms for MS4s A. Basic Project Information B. Permit Coverage Information				
A. Basic Project Information				
Project Name:	Site Address:			
Project Owner or Operator:	Location of Project (name of municipalit(ies); nearest cross streets)			
Date Project Submitted For Review:	If project requires SWPPP review by an MS4, name of MS4/municipality:			
	SPDES MS4 Permit No. of MS4/Municipality:			
# of Acres To Be Disturbed:	Project identifier used by MS4 to manage project, if available (GIS ID number; spreadsheet ID, etc.):			
B. Permit Coverage Information (For MS4 Staff)				
If project receives Construction Activity permit coverage...				
Construction SPDES Permit No:	Date SPDES Coverage Authorized (date stamp of Acknowledgment Letter from NYSDEC):			
For projects which required review by Town, Village or City...				
MS4 Official who signed MS4 SWPPP Acceptance Form/Date MS4 Official signed form:	MS4 Official who signed Notice of Termination Form/Date MS4 Official signed form:	Date SPDES Coverage Terminated (date stamp of Ack. Letter from NYSDEC):		
When project ownership changes...				
Directions from Construction Activity Permit GP-0-15-002, pg. 17: "If there is a change in operational control over the construction plans and specification, the original owner or operator must notify the new owner or operator, in writing of the requirement to obtain permit coverage by submitting a Notice of Intent (NOI) with the Department (NYSDEC). Once the new owner or operator obtains permit coverage, the original owner or operator shall then submit a completed Notice of Termination with the name and permit identification number of the new owner or operator to the Department at the address in Part II.A.1 of this permit. If the original owner or operator maintains ownership of a portion of the construction activity and will disturb soil, they must maintain coverage under the permit."				
Continuing Owner or Operator/Existing SPDES Permit No.	New Owner-Operator or Owner-Operator(s) if land area sub-divided.	New SPDES Permit No.	Date SPDES Coverage Authorized (date stamp of Acknowledgment Letter from NYSDEC)	Date SPDES Coverage Terminated (date stamp of Acknowledgement Letter from NYSDEC)

Part I. SWPPP Oversight Forms for MS4s C. Contact Information	
1. Owner Operator Information	
a. Project Owner or Operator (Applicant)	
First Name:	Last Name:
Mailing Address	
Street:	
Street:	
City, State, Zip Code:	
Phone Number:	Email:
b. Project Engineer (All Aspects of Project) TYPICAL FOR LARGE PROJECTS	
First Name:	Last Name:
Company Name:	
Mailing Address	
Street:	
Street:	
City, State, Zip Code:	
Phone Number:	Email:
c. SWPPP Preparer (Company)	
Name of Company:	
Mailing Address	
Street:	
Street:	
City, State, Zip Code:	
Phone Number:	Email:

Part I. SWPPP Oversight Forms for MS4s C. Contact Information	
d. SWPPP Preparer (Individual)	
First Name:	Last Name:
Mailing Address	
Street:	
Street:	
City, State, Zip Code:	
Phone Number:	Email:
SWPPP Preparer Credentials (circle all that apply): Professional Engineer (PE); Registered Landscape Architect (RLA); Certified Professional in Erosion and Sediment Control (CPESC)	
If SWPPP Includes Post Construction Practices:	
Name of <i>Qualified Professional</i> :	
Credentials of <i>Qualified Professional</i> :	
Role of <i>Qualified Professional</i> (circle one): Prepare SWPPP; Supervises SWPPP Preparer	
e. SWPPP Inspector for Owner or Operator (Individual) - ANTICIPATED	
First Name:	Last Name:
Company Name:	
Mailing Address	
Street:	
Street:	
City, State, Zip Code:	
Phone Number:	Email:
If SWPPP requires <i>Qualified Inspector*</i> , <i>Qualified Inspector</i> credentials (circle all that apply):	
Professional Engineer (PE); Registered Landscape Architect (RLA); Certified Professional in Erosion and Sediment Control (CPESC); <i>Trained Contractor</i> w/4 Hr E/SC training working under direct supervision of PE or RLA.	
If <i>Trained Contractor</i> , name of supervising PE or RLA:	
If SWPPP does NOT require <i>Qualified Inspector</i> , SWPPP Inspector credentials (circle all that apply):	
Professional Engineer (PE); Registered Landscape Architect (RLA); Certified Professional in Erosion and Sediment Control (CPESC); <i>Trained Contractor</i> w/4 Hr E/SC; Other (describe)	
*See criteria for needing a <i>Qualified Inspector</i> in Part IV.C.1. of GP-0-15-002 (pg. 25)	

Part I. SWPPP Oversight Forms for MS4s C. Contact Information	
2. MS4 Oversight of Construction Activity Permit	
a. SWPPP Reviewer (Individual)	
Role (circle all that apply): Consultant Hired By MS4; MS4 Staff Person	
Other Interested Party (circle all that apply): County 239 Review; Other Stakeholder (MS4); Other	
First Name:	Last Name:
Company Name:	
Mailing Address	
Street:	
Street:	
City, State, Zip Code:	
Phone Number:	Email:
SWPPP Reviewer credentials (circle all that apply): Professional Engineer (PE); Registered Landscape Architect	
(RLA); Certified Professional in Erosion & Sediment Control (CPESC); Trained Contractor (4 Hr E/SC Training);	
Other (describe)	
b. SWPPP Reviewer (Individual) - ADDITIONAL	
Role (circle all that apply): Consultant Hired By MS4; MS4 Staff Person	
Other Interested Party (circle all that apply): County 239 Review; Other Stakeholder (MS4); Other	
First Name:	Last Name:
Company Name:	
Mailing Address	
Street:	
Street:	
City, State, Zip Code:	
Phone Number:	Email:
SWPPP Reviewer Credentials (circle all that apply): Professional Engineer (PE); Registered Landscape Architect	
(RLA); Certified Professional in Erosion and Sediment Control (CPESC); Trained Contractor (4 Hr E/SC Training);	
Other (describe)	

Part I. SWPPP Oversight Forms for MS4s C. Contact Information	
c. MS4 Stormwater Program Staff Person (Individual)	
Role (circle all that apply): Stormwater Program Coordinator; Stormwater Management Officer	
Other (describe)	
First Name:	Last Name:
Company Name:	
Mailing Address	
Street:	
Street:	
City, State, Zip Code:	
Phone Number:	Email:
MS4 Staff Credentials (circle all that apply): Professional Engineer (PE); Registered Landscape Architect (RLA)	
Certified Professional in Erosion and Sediment Control (CPESC); Trained Contractor (4 Hr E/SC Training);	
Code Enforcement Officer (CEO); Other (describe)	
d. SWPPP Inspector for MS4 (Individual) - ANTICIPATED	
Role (circle all that apply): Consultant Hired By MS4; MS4 Staff Person; SWCD Staff; Others (describe)	
First Name:	Last Name:
Company/Institution Name:	
Mailing Address	
Street:	
Street:	
City, State, Zip Code:	
Phone Number:	Email:
SWPPP MS4 Inspector Credentials (circle all that apply): Professional Engineer (PE); Registered Landscape	
Architect (RLA); Certified Professional in Erosion and Sediment Control (CPESC); Trained Contractor (4 Hr E/SC	
Training); Code Enforcement Officer (CEO); Other (describe)	

Part I. SWPPP Oversight Forms for MS4s C. Contact Information	
e. SWPPP Enforcement - SW Management Officer for MS4 (Individual) - ANTICIPATED	
First Name:	Last Name:
MS4 Name:	
Mailing Address	
Street:	
Street:	
City, State, Zip Code:	
Phone Number:	Email:
SWPPP Management Officer Credentials (circle all that apply): Professional Engineer (PE);	
Certified Professional in Erosion and Sediment Control (CPESC); Registered Landscape Architect (RLA);	
Trained Contractor (4 Hr E/SC Training); Code Enforcement Officer (CEO); Other (describe)	

Part I. SWPPP Oversight Forms for MS4s D. SWPPP Reviewers
1. MS4 is not the owner or operator of the project , but as a Traditional MS4 w/Land Use Control (Town, Village, City), the MS4 oversees the Construction Activity Permit. MS4 SWPPP Acceptance Form is required and is submitted by the developer with the Construction Activity Permit Notice of Intent.
Date of Submission:
Name of Company and/or Individual submitting the SWPPP for review by a Traditional Land Use Control MS4:
Name of Individual from MS4 who received SWPPP:
Name of Individual from MS4 Responsible for Coordinating SWPPP review:
2. MS4 is the owner or operator of project
a. MS4 owns property, but as a Traditional MS4 w/ No Land Use Control (County) or Non Traditional MS4 (Public University), procedures exist to ensure MS4 Permit compliant oversight of the Construction Activity. MS4 SWPPP Acceptance Form is <u>not</u> required.
Name of consulting firm and/or individual who prepared SWPPP:
Are SWPPPs reviewed by others from MS4, Y/N? (If unclear, see County or Public University procedures)
If Yes, name of Individual who received the SWPPP for review:
If others review SWPPP, name of individual from MS4 responsible for coordinating internal SWPPP review:
Date SWPPP first provided to others for review:
b. MS4 owns property. SWPPP review, approval, and inspection requirements are embedded in procedures for municipal owned projects. MS4 SWPPP Acceptance Form is <u>not</u> required.
Name of consulting firm and/or individual who prepared SWPPP:
Are SWPPPs reviewed by others from MS4, Y/N?
If Yes, name of Individual who received the SWPPP for review:
If others review SWPPP, name of individual from MS4 responsible for coordinating internal SWPPP review:
Date SWPPP first provided to others for review:

Part I. SWPPP Oversight Forms for MS4s D. SWPPP Reviewers			
3. Other Reviewers (County, Other Stakeholders)			
Does this project potentially impact County infrastructure, other MS4/municipalities, or other stakeholders, Y/N?			
If Yes, list of others to review SWPPP; contact information, comments, and actions taken.			
a. Name of Institution/Stakeholder	Contact Name	Comments	Actions Taken
Email	Phone		
b. Name of Institution/Stakeholder	Contact Name	Comments	Actions Taken
Email	Phone		
b. Name of Institution/Stakeholder	Contact Name	Comments	Actions Taken
Email	Phone		
c. Name of Institution/Stakeholder	Contact Name	Comments	Actions Taken
Email	Phone		

Part I. SWPPP Oversight Forms for MS4s E. SWPPP Comments and Corrections

1. First Submission for Review

Name/Title of Reviewer: _____

Date	Issues By Item & Page Number (For Item/Pg #, see Part II & III Ck Lists)	Comments	Corrected, Y/N?

2. Second Submission for Review

Name/Title of Reviewer: _____

Date	Issues By Item & Page Number (For Item/Pg #, see Part II & III Ck Lists)	Comments	Corrected, Y/N?

Part I. SWPPP Oversight Forms for MS4s E. SWPPP Comments and Corrections

3. Third Submission for Review

Name/Title of Reviewer:

Date	Issues By Item & Page Number (For Item/Pg #, see Part II & III Ck Lists)	Comments	Corrected, Y/N?

4. Fourth Submission for Review

Name/Title of Reviewer:

Date	Issues By Item & Page Number (For Item/Pg #, see Part II & III Ck Lists)	Comments	Corrected, Y/N?

Part I. SWPPP Oversight Forms for MS4s F. Other Municipal Documents																	
List of Documents	MS4/Municipal Oversight																
	Name of MS4/Municipality: _____																
	Owner or operator		Construction Activity Permit No.:			Date SPDES Permit Issued*:											
*SPDES Permit coverage is required BEFORE land disturbance can begin.																	
Description	<input checked="" type="checkbox"/> Informed By MS4 That Document, Fees Required (Date?)	<input checked="" type="checkbox"/> Doc-Application Fees Submitted to MS4 (Date?)	<input checked="" type="checkbox"/> Pmt Rec'd (Date?)	<input checked="" type="checkbox"/> Doc Final-Executed-Issued (Date?)	<input checked="" type="checkbox"/> NA	<input checked="" type="checkbox"/> MS4 Informs Owner Operator Of Required Documents, Fees (Date?)	Doc-App-Fees Rec'd By MS4 (<input checked="" type="checkbox"/> By Whom, Date ?)		Permit Issued (<input checked="" type="checkbox"/> By Whom, Date ?)		Permit Terminated (<input checked="" type="checkbox"/> By Whom, Date ?)		Doc Final-Executed-Issued (<input checked="" type="checkbox"/> By Whom, Date ?)				
							<input type="checkbox"/> NA	<input type="checkbox"/> SW Prog	<input type="checkbox"/> Bldg Dept	<input type="checkbox"/> Chief Exec, Legal	<input type="checkbox"/> SW Prog	<input type="checkbox"/> Bldg Dept	<input type="checkbox"/> Chief Exec, Legal	<input type="checkbox"/> SW Prog	<input type="checkbox"/> Bldg Dept	<input type="checkbox"/> Chief Exec, Legal	
Stormwater NYSDEC SPDES Permits																	
Construction Activity Permit																	
MS4 SWPPP Acceptance Form																	
Notice of Termination Form (signed by MS4)																	
Multi -Sector General Permit																	
Municipal Permits																	
Building Permit																	
Grading Permit																	

Part I. SWPPP Oversight Forms for MS4s F. Other Municipal Documents																			
List of Documents	MS4/Municipal Oversight																		
	Name of MS4/Municipality: _____																		
	Owner or operator	Construction Activity Permit No.:			Date SPDES Permit Issued*:														
		*SPDES Permit coverage is required BEFORE land disturbance can begin.																	
Description	<input checked="" type="checkbox"/> Informed By MS4 That Document, Fees Required (Date?)	<input checked="" type="checkbox"/> Doc-Application Fees Submitted to MS4 (Date?)	<input checked="" type="checkbox"/> Pmt Rec'd (Date?)	<input checked="" type="checkbox"/> Doc Final-Executed-Issued (Date?)	<input checked="" type="checkbox"/> MS4 Informs Owner Operator Of Required Documents, Fees (Date?)	Doc-App-Fees Rec'd By MS4 (<input checked="" type="checkbox"/> By Whom, Date ?)			Permit Issued (<input checked="" type="checkbox"/> By Whom, Date ?)			Permit Terminated (<input checked="" type="checkbox"/> By Whom, Date ?)			Doc Final-Executed-Issued (<input checked="" type="checkbox"/> By Whom, Date ?)				
						<input checked="" type="checkbox"/> NA	<input checked="" type="checkbox"/> SW Prog Coor	<input checked="" type="checkbox"/> Bldg Dept	<input checked="" type="checkbox"/> Chief Exec, Legal	<input checked="" type="checkbox"/> SW Prog Coor	<input checked="" type="checkbox"/> Bldg Dept	<input checked="" type="checkbox"/> Chief Exec, Legal	<input checked="" type="checkbox"/> SW Prog Coor	<input checked="" type="checkbox"/> Bldg Dept	<input checked="" type="checkbox"/> NA	<input checked="" type="checkbox"/> SW Prog Coor	<input checked="" type="checkbox"/> Bldg Dept	<input checked="" type="checkbox"/> Chief Exec, Legal	
Clearing Permit																			
Clearing & Grading Permit																			
Demolition Permit																			
Highway Work Permit (Municipal)																			
Utility Permit (Water Supply)																			
Utility Permit (Sanitary)																			
Utility Permits (Storm)																			
Watercourses and Flood Plain Permit																			
Street Opening Permit																			

Part I. SWPPP Oversight Forms for MS4s F. Other Municipal Documents																		
List of Documents	MS4/Municipal Oversight																	
	Name of MS4/Municipality: _____																	
Owner or operator	Construction Activity Permit No.:																	
Date SPDES Permit Issued*:																		
<i>*SPDES Permit coverage is required BEFORE land disturbance can begin.</i>																		
Description	<input checked="" type="checkbox"/> Informed By MS4 That Document, Permit, Fees Required (Date?)	<input checked="" type="checkbox"/> Doc-Application Fees Submitted to MS4 (Date?)	<input checked="" type="checkbox"/> Pmt Rec'd (Date?)	<input checked="" type="checkbox"/> Doc Final-Executed-Issued (Date?)	<input checked="" type="checkbox"/> MS4 Informs Owner Operator Of Required Documents, Fees (Date?)	Doc-App-Fees Rec'd By MS4 (<input checked="" type="checkbox"/> By Whom, Date ?)			Permit Issued (<input checked="" type="checkbox"/> By Whom, Date ?)			Permit Terminated (<input checked="" type="checkbox"/> By Whom, Date ?)			Doc Final-Executed-Issued (<input checked="" type="checkbox"/> By Whom, Date ?)			
						<input checked="" type="checkbox"/> NA	Bldg Dept	SW Prog Coor	Chief Exec, Legal		Bldg Dept	SW Prog Coor	Chief Exec, Legal		Bldg Dept	SW Prog Coor	Chief Exec, Legal	
Other Documents (Not Permits)																		
Escrow account																		
Deed																		
Stormwater Maintenance Agreement																		
Certificate of Occupancy																		
NFIP Elevation Certificate																		

Part I. SWPPP Oversight Forms for MS4s F. Other Municipal Documents																			
List of Documents	MS4/Municipal Oversight																		
	Name of MS4/Municipality: _____																		
Owner or operator																			
Construction Activity Permit No.:																			
Date SPDES Permit Issued*:																			
*SPDES Permit coverage is required BEFORE land disturbance can begin.																			
Description	<input checked="" type="checkbox"/> Informed By MS4 That Document, Permit, Fees Required (Date?)	<input checked="" type="checkbox"/> Doc-Application Fees Submitted to MS4 (Date?)	<input checked="" type="checkbox"/> Pmt Rec'd (Date?)	<input checked="" type="checkbox"/> Doc Final-Executed-Issued (Date?)	<input checked="" type="checkbox"/> NA	<input checked="" type="checkbox"/> MS4 Informs Owner Operator Of Required Documents, Fees (Date?)	Doc-App-Fees Rec'd By MS4 (<input checked="" type="checkbox"/> By Whom, Date ?)			Permit Issued (<input checked="" type="checkbox"/> By Whom, Date ?)			Permit Terminated (<input checked="" type="checkbox"/> By Whom, Date ?)			Doc Final-Executed-Issued (<input checked="" type="checkbox"/> By Whom, Date ?)			
							<input type="checkbox"/> NA	Bldg Dept	SW Prog Coord	Chief Exec, Legal	<input type="checkbox"/> NA	Bldg Dept	SW Prog Coord	Chief Exec, Legal	<input type="checkbox"/> NA	Bldg Dept	SW Prog Coord	Chief Exec, Legal	
Municipal Fees																			
Permit Applications																			
Building																			
Demolition, Clearing, or Grading																			
Watercourses and Flood Plain																			
Land Use Review Fees																			
Commercial Site Review Fee																			
Residential Subdivisions																			
Commercial Subdivision																			

Part I. SWPPP Oversight Forms for MS4s F. Other Municipal Documents																				
List of Documents	MS4/Municipal Oversight																			
	Name of MS4/Municipality: _____																			
	Owner or operator																			
Description	Construction Activity Permit No.:																			
	Date SPDES Permit Issued*:																			
*SPDES Permit coverage is required BEFORE land disturbance can begin.																				
Description	<input checked="" type="checkbox"/> Informed By MS4 That Document, Permit, Fees Required (Date?)	<input checked="" type="checkbox"/> Doc-Application Fees Submitted to MS4 (Date?)	<input checked="" type="checkbox"/> Pmt Rec'd (Date?)	<input checked="" type="checkbox"/> Doc Final-Executed-Issued (Date?)	<input checked="" type="checkbox"/> MS4 Informs Owner Operator Of Documents, Fees Permits, Fees (Date?)	Doc-App-Fees Rec'd By MS4 (By Whom, Date ?)		Permit Issued (By Whom, Date ?)		Permit Terminated (By Whom, Date ?)		Doc Final-Executed-Issued (By Whom, Date ?)								
						<input checked="" type="checkbox"/> NA	<input checked="" type="checkbox"/> NA	<input checked="" type="checkbox"/> NA	<input checked="" type="checkbox"/> NA	<input checked="" type="checkbox"/> NA	<input checked="" type="checkbox"/> NA	<input checked="" type="checkbox"/> NA	<input checked="" type="checkbox"/> NA	<input checked="" type="checkbox"/> NA						
Other Fees																				
Development Activity Fee																				

I. SWPPP Oversight Forms for MS4s		
G. Critical Information Summary - From SWPPP - From MS4 (☑ Check All That Apply; Provide Info Where Indicated)		
1. Project Owner	<input type="checkbox"/>	MS4/Municipality
	<input type="checkbox"/>	Project NOT owned by MS4, but is located in an MS4 municipality with land use control (town-village-city)
	<input type="checkbox"/>	Project NOT owned by MS4, NOT located in an MS4 municipality
2. Private Developer Projects Reviewed by MS4		
a. Local Law by number and date which authorizes oversight of Construction Activity Permit by MS4 of this project	2.a.	_____
b. Land disturbance threshold (acres and/or square feet) adopted by MS4 and included in local law which triggers oversight of land disturbance activity	2.b.	_____
c. Municipal laws-codes-ordinances adopted by MS4 to support use of green infrastructure practices and remove obstacles for developers	2.c.	_____
d. Policies adopted by MS4 to encourage use of green infrastructure practices and remove obstacles for developers	2.d.	_____
e. If MS4 owns storm water infrastructure which discharges to an impaired waterbody segment listed in Appendix 2 of the MS4 permit, there may be additional MS4 requirements related to stormwater management practices design. Describe these requirements.	2.e.	_____
3. Municipal Permits; Other Public Entity Permits Policy Documents		
a. Permits owner-operator must obtain before land disturbance can begin (ex. Building; Grading; Clearing; Grubbing; Demolition; Land Development Activity Permit; Other)	3.a.	_____ _____
b. Policy and/or procedures document developed by MS4 for MS4 owned construction projects intended to support use of green infrastructure and encourage better management of construction activity	3.b.	_____ _____
4. Municipalities with CSO and MS4 SPDES Permits		
a. Albany Pool CSO LTCP Plan Consent Order requirements which impact design of stormwater practices in areas with storm system infrastructure (construction activity may discharge to storm only and/or combined storm- sanitary infrastructure)	4.	_____
5. Site Disturbance	Total site area (acres): _____	
	Total disturbed area (acres): _____ (total disturbance includes entire common plan of development)	
	Total area not disturbed (acres): _____	

I. SWPPP Oversight Forms for MS4s			
G. Critical Information Summary - From SWPPP - From MS4 (☑ Check All That Apply; Provide Info Where Indicated)			
6. Project Type	<input type="checkbox"/>	Erosion and Sediment Controls Only (formerly referred to as "BASIC" SWPPP)	Why E-SC only project? List relevant Construction Activity Permit Appendix B Table 1 Activity. Include all that apply. _____ _____ _____
	<input type="checkbox"/>	Erosion and Sediment Controls AND Post Construction Stormwater Management Practices (formerly referred to as "FULL" SWPPP)	Why E-SC with post-construction practices project? List relevant Construction Activity Permit Appendix B Table 2 Activity. Include all that apply. _____ _____ _____
7. Project Activity Type (Post Construction Stormwater Practices)	<input type="checkbox"/>	New Development	
	<input type="checkbox"/>	New Development in Enhanced Phosphorus Removal Watershed	
	<input type="checkbox"/>	Redevelopment Activity	
	<input type="checkbox"/>	Redevelopment Activity and New Development	
8. Receiving Waters of Construction Activity discharges			
a. Stream classification of receiving water	<input type="checkbox"/>	Class C (T) or Class C (TS) "Trout waters"	
	<input type="checkbox"/>	Class AA or AA-s; and b "Drinking water"	
	<input type="checkbox"/>	Other	
b. Regulatory status			
i. Receiving water is an impaired 303 (d) segment listed in Appendix E of Construction Activity Permit, Y/N?	<input type="checkbox"/>	Y, Ann Lee (Shakers) Pond, Stump Pond	
	<input type="checkbox"/>	Y, Basic Creek Reservoir	
	<input type="checkbox"/>	No	
ii. Receiving water is an impaired 303 (d) segment listed in Appendix 2 of MS4 Permit	<input type="checkbox"/>	Y. Ann Lee (Shakers) Pond, Stump Pond. Primary Pollutant of Concern: Phosphorus	
	<input type="checkbox"/>	Y. Basic Creek reservoir. Primary Pollutant of Concern: Phosphorus	
	<input type="checkbox"/>	No	
ii. Receiving water is an impaired 303 (d) segment	<input type="checkbox"/>	Y. Name of waterbody: _____	
	<input type="checkbox"/>	No	
iii. Stream order of initial receiving water (from NHDPlus dataset)	<input type="checkbox"/>	First order	
	<input type="checkbox"/>	Second order	
	<input type="checkbox"/>	Third order	
	<input type="checkbox"/>	Fourth order	
	<input type="checkbox"/>	Fifth order (Cpv doesn't apply)	
d. Does site discharges directly to tidal water?	<input type="checkbox"/>	Yes, discharges to tidal water (Cpv doesn't apply)	
	<input type="checkbox"/>	No, does NOT discharge to tidal water	

I. SWPPP Oversight Forms for MS4s			
G. Critical Information Summary - From SWPPP - From MS4 (☑ Check All That Apply; Provide Info Where Indicated)			
9. Storm system infrastructure			
a. If Construction Activity Permit discharges are conveyed to another storm system, who owns that system?	<input type="checkbox"/>	Private owner	
	<input type="checkbox"/>	Public storm system, owned by MS4. Name of MS4(s): _____	
	<input type="checkbox"/>	Publically owned system, not an MS4. Name of owner: _____	
	<input type="checkbox"/>	Combined sanitary/storm system owned by municipality with MS4 & CSO Permit. Early stages of project, discharges may go to a combined sanitary/storm system; by the end of the project, discharges to a separated system.	
b. If area of the construction activity receives stormwater runoff, who owns the sending storm system?	<input type="checkbox"/>	Private owner	
	<input type="checkbox"/>	Public storm system, owned by MS4. Name of MS4(s): _____	
	<input type="checkbox"/>	Publically owned system, not an MS4. Name of owner: _____	
10. Site Conditions			
a. Hydrological soil groups (HSG) present at site	<input type="checkbox"/>	HSG A	
	<input type="checkbox"/>	HSG B	
	<input type="checkbox"/>	HSG C	
	<input type="checkbox"/>	HSG D	
	<input type="checkbox"/>	HSG A/D*	
	<input type="checkbox"/>	HSG B/D*	
	<input type="checkbox"/>	HSG C/D*	
		*first letter drained conditions/second letter undrained conditions	
b. Soil erodibility	<input type="checkbox"/>	Highly erodible soils present	
	<input type="checkbox"/>	Moderately erodible soils present	
	<input type="checkbox"/>	Minimal erodible soils present	
c. Karst topography	<input type="checkbox"/>	Karst bedrock present	
	<input type="checkbox"/>	Karst bedrock NOT present	
d. Slopes	<input type="checkbox"/>	Construction activity where map unit Soil Slope Phase identified as E or F (USDA Soil Survey for Albany County) and no existing impervious cover	
	<input type="checkbox"/>	Construction activity where map unit is inclusive of 25% or greater slope (USDA Soil Survey for Albany County)	
	<input type="checkbox"/>	Slopes between 0% and 15%	

I. SWPPP Oversight Forms for MS4s		
G. Critical Information Summary - From SWPPP - From MS4 (☑ Check All That Apply; Provide Info Where Indicated)		
e. Aquifers	<input type="checkbox"/>	Aquifers present
	<input type="checkbox"/>	Regulatory sole source aquifer present
	<input type="checkbox"/>	No aquifers
f. Infiltration rate of soils	<input type="checkbox"/>	Less than 0.5 inches/hour
	<input type="checkbox"/>	Greater than 0.5 inches/hour
g. Depth to seasonal high groundwater table	<input type="checkbox"/>	Less than or equal to 3 ft
	<input type="checkbox"/>	Greater than 3 ft
i. Depth to bedrock	<input type="checkbox"/>	Less than or equal to 2 ft
	<input type="checkbox"/>	Greater than 2 ft
11. Stormwater hotspots		Proposed project includes one or more of activities, listed below. Check all that apply
List of stormwater hotspots from NYSDEC Stormwater Management Design Manual (2015) Chapter 4. Those asterisked need a stormwater pollution prevention plan. "Hotspot" projects have additional post construction stormwater practices design requirements.	<input type="checkbox"/>	*vehicle salvage yards and recycling facilities;
	<input type="checkbox"/>	vehicle fueling stations
	<input type="checkbox"/>	vehicle service and maintenance facilities;
	<input type="checkbox"/>	*vehicle and equipment cleaning facilities
	<input type="checkbox"/>	*fleet storage areas (bus, truck, etc.)
	<input type="checkbox"/>	industrial sites (based on SIC codes outlined in the SPDES General Permit for Stormwater Discharges Associated with Industrial Discharges)
	<input type="checkbox"/>	*marinas (service and maintenance)
	<input type="checkbox"/>	outdoor liquid container storage;
	<input type="checkbox"/>	outdoor loading/unloading facilities
	<input type="checkbox"/>	public works storage areas;
	<input type="checkbox"/>	*facilities that generate or store hazardous materials;
	<input type="checkbox"/>	commercial container nursery
	<input type="checkbox"/>	none of the above

CONTENT		Part II
Part II. SWPPP Content Check List - Long Version		
A. Project Parameters	Project location; site regulatory features; local laws; policy documents; physical geography; eligibility for construction activity permit coverage; project type (E/SC only, E/SC-Post Cons)	p.2
B. Forms and Documents	Forms and documentation to submit with SWPPP	p.6
C. Erosion and Sediment Control Components	Required SWPPP content named in Construction Activity Permit GP-0-15-002 and by request from MS4s	p.10
D. Post Construction Stormwater Management Components	Required SWPPP content named in Construction Activity Permit GP-0-15-002; the NYS Stormwater Management Design Manual (2015); and by request from MS4s	p.17
E. Municipal Requirements-Maps, Construction Drawings, Standards	Requirements developed by MS4s to help standardize SWPPP submissions, clarify MS4 expectations, and visualize all phases of the construction project	p.31

Part II. SWPPP Content Check List - Long Version								
A. Project Parameters (location; project activities; site geography; regulatory features; eligibility for permit coverage; E-SC Only or E-SC & Post C.)								
Item	SWPPP Preparer			SWPPP Reviewer(s)				Project Information
	☑, if present	☑, if NA	Item Location (Pg #)	Consultant		MS4 Staff/Others		SWPPP Contents
				☑, if present	☑, if NA	☑, if present	☑, if NA	
1								1. General Information
2								a. Project name
3								b. Project location (which municipality)
4								c. Project location (tax map numbers-Section/Block/Lot)
5								d. Project location (latitude and longitude; centroid of project; NYTM Units, UTM coordinates). Source of geographic information (NYSDEC Stormwater Interactive Map; NYSDEC Environmental Mapper; Other)
6								e. Project address (if available)
7								f. Name of project owner or operator
8								g. Address of project owner or operator
9								h. If SWPPP MS4 Acceptance Form required, name of MS4/municipality signing form.
10								2. Project Specifics
11								a. General overview (purpose and extent of proposed development).
12								b. Project area (acres): total site area; total disturbed area; total undisturbed area. Clear statement that total disturbed includes the entire common plan of development.
13								d. Description of project type (erosion and sediment control only or erosion and sediment control and post construction stormwater management practices). The description explains why this project type and references appropriate activities listed in table 1 or Table 2 of Appendix B of the GP-0-15-002 Construction Activity Permit. All relevant activities are included in the description.
14								e. If project is a single family home or single family residential subdivision, project type is stated clearly given percentage of impervious cover at site build-out and location of project relative to potential discharges into 303(d) impaired segments named in the Construction Activity Permit (Appendix E) and MS4 Permit (Appendix 2).
15								f. If project requires post construction stormwater management practices description states whether or not it is New Development, New Development in an Enhanced Phosphorus Removal Watershed, Redevelopment Activity, or Redevelopment Activity and New Development.
16								g. If the project is a Redevelopment Activity, description notes status of impervious area (will decrease, increase, or stay the same)
17								h. If project requires review and acceptance by an MS4 town, village, or city the SWPPP states the local law by number and date which authorizes oversight of construction activity by the MS4; describes the land disturbance acreage which triggers submission of SWPPP; and names local municipal permits for clearing, grubbing, grading, or excavating required by the municipality before land disturbance can begin. Permits may/may not be named in local law.

Part II. SWPPP Content Check List - Long Version								
A. Project Parameters (location; project activities; site geography; regulatory features; eligibility for permit coverage; E-SC Only or E-SC & Post C.)								
Item	SWPPP Preparer			SWPPP Reviewer(s)				Project Information
	☑, if present	☑, if NA	Item Location (Pg #)	Consultant		MS4 Staff/Others		SWPPP Contents
				☑, if present	☑, if NA	☑, if present	☑, if NA	
18								i. If project is located in a municipality which owns and operates both a separated storm sewer system and a combined sanitary/stormwater system the SWPPP describes which infrastructure will receive stormwater runoff from this project and describes which local laws, design criteria, and/or regulatory requirements will guide project design.
19								j. If project is owned by the MS4, the SWPPP references operating procedures used to guide oversight of construction activity and describes any policy documents used to guide the design of post construction stormwater practices.
20								k. If the project requires post construction practices, the SWPPP list all of the practices proposed for this site by name from the NYSDEC Stormwater Management Design Manual (2015) as well as proprietary practices. Practices not designed in conformance with the performance criteria of the Design Manual are noted.
21								3. Physical Geography; Regulatory Features; Eligibility for General Permit Coverage
22								a. Name of all waterbodies receiving stormwater discharges from this site (includes initial stream segment(s) by NHD stream ID number if possible; stream order of the initial segment(s); identification of segment as tributary, if appropriate; and name of the final receiving water).
23								b. Stream classification of initial receiving waters of construction activity discharges. Note if receiving waters are trout streams (Class C (T) or Class C (TS)) or tributary to source of drinking water (Class AA or AA-s; and b).
24								c. Regulatory status of initial receiving water of construction activity discharges noting if segment is on the most current NYSDEC 303(d) impaired waterbody list; listed in Appendix E of GP-0-15-002 Construction Activity Permit; listed in Appendix 2 of GP-0-15-003 MS4 Permit (primary pollutant of concern. named)
25								<i>For Albany County:</i>
26								<i>Construction Activity Permit Appendix E 303(d) impaired waterbodies are Ann Lee (Shakers) Pond,/Stump Pond and Basic Creek Reservoir</i>
27								<i>MS4 Permit Appendix 2 impaired waterbodies are Ann Lee (Shakers) Pond/Stump Pond, primary pollutant of concern phosphorus and Basic Creek Reservoir, primary pollutant of concern phosphorus.</i>
28								d. Description of separated storm sewer systems which receive discharges from this project (Who owns it? If MS4, name of MS4.)
29								e. Description, if any of land areas where there is no existing impervious cover and where discharges from construction activities are undertaken on land with a Soil Slope Phase that is identified as an E or F, or the map unit is inclusive of 25% of greater slope on the United State Department of Agriculture ("USDA") Soil Survey for the County.

Part II. SWPPP Content Check List - Long Version								
A. Project Parameters (location; project activities; site geography; regulatory features; eligibility for permit coverage; E-SC Only or E-SC & Post C.)								
Item	SWPPP Preparer			SWPPP Reviewer(s)				Project Information
	☑, if present	☑, if NA	Item Location (Pg #)	Consultant		MS4 Staff/Others		SWPPP Contents
				☑, if present	☑, if NA	☑, if present	☑, if NA	
30								f. Description, if any of construction activities or discharges that may adversely affect an endangered or threatened species and actions taken to address issue. (See Check List Part IV. SWPPP Contents A. Documents).
31								g. Description, if any of construction activities that have the potential to affect an historic property and actions taken to address the issue. (See GP-0-15-002 Construction Activity Permit Part I.F.8 and Check List Part IV. SWPPP Contents A. Documents)
32								h. Description of natural features influencing construction and maintenance of erosion and sediment controls (site slopes; soil erobility/K-value; infiltration rate; type of soils)
33								i. Description of natural features influencing design of post construction practices(site slopes; soil erobility/K-value; presence/absence of karst topography; depth to seasonally high water table; depth to bedrock; presence/absence of aquifers, including sole source aquifers; site hydrological soil groups ("HSG"); infiltration rate)
34								j. Description of man-made features influencing design of post construction practices (presence/absence of fill, utility lines; brownfields; underground storage tanks)
35								k. Description, if any of stormwater hotspots associated with the intended land use or activity of project. Description notes those activities required to prepare a stormwater pollution prevention plan are identified
36								<i>Land uses and activities deemed stormwater hotspots are listed in the NYS Storumwater Management Design Manual (2015) Chapter 4 as follows, with those asterisked needing a stormwater pollution prevention plan: *vehicle salvage yards and recycling facilities; vehicle fueling stations; vehicle service and maintenance facilities; *vehicle and equipment cleaning facilities; *fleet storage areas (bus, truck, etc.); industrial sites (based on SIC codes outlined in the SPDES General Permit for Stormwater Discharges Associated with Industrial Discharges Multi-Sector General Permit; *marinas (service and maintenance); outdoor liquid container storage; outdoor loading/unloading facilities; public works storage areas; *facilities that generate or store hazardous materials; commercial container nursery; other land uses as designated by an appropriate authority.</i>
37								4. General Permit Coverage for Construction Activity
38								a. Statement affirming that this land disturbance project is eligible for general permit coverage under NYSDEC SPDES GP-0-15-002 Construction Activity Permit.
39								<i>If this project results in discharges or activities as described below and the necessary permits are not obtained, the project can not be authorized for Construction Activity general permit coverage. (See NYSDEC GP-0-15-003 Construction Activity Permit Part I.E, pgs.10-12)</i>
40								<i>~Discharges after construction activities have been completed and the site has undergone final stabilization;</i>

Part II. SWPPP Content Check List - Long Version								
A. Project Parameters (location; project activities; site geography; regulatory features; eligibility for permit coverage; E-SC Only or E-SC & Post C.)								
Item	SWPPP Preparer			SWPPP Reviewer(s)				Project Information
	☑, if present	☑, if NA	Item Location (Pg #)	Consultant		MS4 Staff/Others		SWPPP Contents
				☑, if present	☑, if NA	☑, if present	☑, if NA	
41								~Discharges that are mixed with sources of non-stormwater other than those expressly authorized under sub-section E. 3. of the Part and identified in the SWPPP required by this permit;
42								~Discharges that required to obtain an individual SPDES permit of another SPDES permit pursuant to Part VII.K. of this permit;
43								~Construction activities or discharges from construction activities that may adversely affect an endangered or threatened species unless the owner or operator has obtained a permit issued pursuant to 6 NYCRR Part 182 for the project or the Department has issued a letter of non-jurisdiction for the project. All documentation necessary to demonstrate eligibility shall be maintained on site in accordance with Part II.C.2 of this permit.
44								~Discharges which either cause or contribute to a violation of water quality standards adopted pursuant to the ECL and its accompanying regulations;
45								~Construction activities for residential, commercial, and institutional projects: a. Where the discharges from the construction activities are tributary to waters of the state classified as AA or AA-s; and b. Which disturb one or more acres of land with no existing impervious cover; and c. Which are undertaken on land with a Soil Slope Phase that is identified as an E or F, or the map unit name is inclusive of 25% of greater slope, on the United States Department of Agriculture ("USDA") Soil Survey for the County where the disturbance will occur.
46								~Construction activities for linear transportation projects and linear utility projects: a. Where the discharges from construction activities are tributary to waters of the state classified as AA or AA-s; and b. Which disturb two or more acres of land with no existing impervious cover; and c. Which are undertaken on land with a Soil Slope Phase that is identified as an E or F, or the map unit name is inclusive of 25% of greater slope, on the United States Department of Agriculture ("USDA") Soil Survey for the County where the disturbance will occur.
47								~Construction activities that have the potential to affect an historic property, unless there is documentation that such impacts have been resolved. The documentation necessary to demonstrate eligibility with this requirement shall be maintained on site in accordance with Part II.C.2 of this permit and made available to the Department in accordance with Part VII.F of this permit.
48								~Discharges from construction activities that are subject to an existing SPDES individual or general permit where a SPDES permit for construction activity has been terminated or denied; or where the owner or operator has failed to renew an expired individual permit.

Part II. SWPPP Content Check List - Long Version								
B. Forms and Documents to Submit With SWPPP								
Item	SWPPP Preparer			SWPPP Reviewer(s)				SWPPP Related Documents Description
	☑, if present	☑, if NA	Item Location (Pg #)	Consultant		MS4 Staff/Others		
				☑, if present	☑, if NA	☑, if present	☑, if NA	
49								1. Construction Activity Permit Forms
50								<i>a. Notice of Intent (NOI) Form</i> for GP-0-15-002 Construction Activity Permit (filled in & signed by signatories named in the Construction Activity Permit)
51								<i>b. Notice of Intent (eNOI) Submission Form.</i> (filled in and signed, if electronic submission is intended).
52								<i>c. SWPPP Preparer Certification Form</i> for GP-0-15-002 Construction Activity Permit (filled in & signed)
53								<i>d. Owner/Operator Certification Form</i> for GP-0-15-002 Construction Activity Permit (filled in & signed)
54								<i>e. Contractor and Sub Contractor Certification Form</i> (filled in as much as possible.) This is an in-house form developed by the Stormwater Coalition based on language and requirements detailed in GP-0-15-002 Construction Activity Permit, Part III.A.6. At the time of SWPPP submission the content is filled in as much as possible. Prior to construction, all information must be filled in and is typically finalized at a pre-construction meeting which includes contractors and/or sub-contractors.
55								<i>f. Notice of Termination (NOT) Form</i> For Construction Activities Seeking Authorization Under SPDES General Permit (filled in as much as possible, not signed).
56								2. MS4 Permit Forms Related to Oversight of Construction Activity Permit (Includes forms required by the MS4 Permit and Construction Activity Permit and other forms either developed or requested by the MS4 to help manage construction activity components of their stormwater program).
57								<i>a. MS4 SWPPP Acceptance Form</i> for Construction Activities Seeking Authorization Under SPDES General Permit (filled in and not signed). Once the SWPPP is deemed acceptable by the MS4, this form is signed by the MS4 Official (principal executive officer or ranking elected officials or Duly Authorized Representative)
58								<i>b. Notice of Termination (NOT) Form</i> For Construction Activities Seeking Authorization Under SPDES General Permit (At time of SWPPP submission, filled in as much as possible). Once project is completed, the MS4 Official must sign the Notice of Termination.
59								<i>c. MS4 Construction Site Inspection Form</i> (not filled in) This is an in-house form developed by the Stormwater Coalition or individual MS4s which is based on language and requirements detailed in GP-0-15-003 MS4 Permit Part VII.A.4.a.ix. At the time of SWPPP submission it is blank. It is included as part of the SWPPP submission for instructional purposes, highlighting for owner or operators seeking Construction Activity Permit coverage what land use control MS4s will be looking for when conducting site inspections. These inspections are mandated in the MS4 Permit.

Part II. SWPPP Content Check List - Long Version								
B. Forms and Documents to Submit With SWPPP								
Item	SWPPP Preparer			SWPPP Reviewer(s)				SWPPP Related Documents
	☑, if present	☑, if NA	Item Location (Pg #)	Consultant		MS4 Staff/Others		Description
				☑, if present	☑, if NA	☑, if present	☑, if NA	
60								d. Blank copy of owner or operator: Contractor Maintenance Inspection Report Form (This form is used by the trained contractor to inspect erosion and control practices and pollution prevention measures being implemented within the active work area daily to ensure that they are being maintained in effective operation at all times. The form may be part of the Qualified Inspector Form. It could also be the form used for single family construction projects not required to have a qualified inspector.
61								e. Blank copy of owner or operator: "Qualified Inspector" Inspection Report Form , (Items to include in the form are listed in the Construction Activity Permit, Part IV.C.2.4. pg. 27-28. This form is used for site inspections of all construction activities, with the exception of: the construction of a single family residential subdivision with 25% less impervious cover at total build-out that involves a soil disturbance of one (1) or more acres of land but less than five (5) acres of land and is not located in Appendix C watersheds (East of Hudson; Onondaga Lake; Greenwood Lake; Oscawana Lake; Kinderhook Lake) and <u>not</u> directly discharging to one of the 303(d) segment listed in Appendix E
62								3. Other Documents Named in Construction Activity Permit (GP-0-15-002)
63								a. State Historic Preservation Act (SHPA)
64								Documentation of Eligibility for General Permit Coverage State Historic Preservation Act (SHPA) requirements. As described in Part I.F.8.a to d. of Construction Activity Permit GP-0-15-002, determining "SHPA"-related eligibility involves multiple steps. As of the release of this check list, required regulatory paperwork is incomplete, in particular the Construction Activity Permit NOI has yet to include questions referenced in the Cultural Resource and Potential Cultural Impacts Flow Charts (Questions 14, 15, 16, and 17). However some SHPA related documentation can be submitted with the SWPPP, as follows.
65								Cultural Resources Screening Flow Chart. Use Flow Chart to explain if the project is Eligible or Not Eligible for coverage, state why. For Eligible Projects note which documents need to be maintained on site.
66								For Eligible Projects, include with the SWPPP submission, documents to be maintained on site. Possible documents are listed below:
67								i. Map showing that the project is not within an archeological sensitive area and not located or immediately adjacent to a property listed or determined to be eligible for listing on the National and State Register of Historic Places
68								ii. Documentation showing the age of all buildings, structures or objects within the specified distances are less than 50 years old. (If 2015, 50 years = 1965)
69								iii. Documentation from OPRHP, a Historic Preservation Commission of a Certified Local Government, or a qualified preservation professional stating the buildings, structures, or objects that are more than 50 years old within the specified distances are not historically/archeologically significant.

Part II. SWPPP Content Check List - Long Version								
B. Forms and Documents to Submit With SWPPP								
Item	SWPPP Preparer			SWPPP Reviewer(s)				SWPPP Related Documents Description
	☑, if present	☑, if NA	Item Location (Pg #)	Consultant		MS4 Staff/Others		
				☑, if present	☑, if NA	☑, if present	☑, if NA	
70								For Not Eligible Projects, review Resolution of Potential Cultural Impacts Flow Chart ; submit a Request for State Historic Preservation Act Review ; summarize determination. Include the original Request for State Historic Preservation Review and related documentation with SWPPP submission.
71								Following a State Historic Preservation Review, for projects eventually determined to be eligible by OPRHP and DEC, note what documents need to be maintained on site and include with SWPPP submission. Possible documents are listed below; note which are applicable/not applicable.
72								i. NHPA 106 Documents: No Adverse Impact, No Affect, or Memorandum of Agreement
73								ii. SHPA 14.09 documents
74								iii. SEQR EAF with Negative Declaration or Findings Statement; Documentation of OPRHP's agreements with resolution; DEC consultation form sent to OPRHP and copy to DEC APO (Agency Preservation Officer?)
75								iv. Letter of No Impact and DEC Consultation Form
76								v. Letter of No Adverse Impact and DEC Consultation Form
77								vi. Letter of Resolution (LOR) and DEC Consultation Form
78								For Projects which continue to be Not Eligible for coverage, continue to work with DEC APO and OPRHP to resolve. If SHPA issues can not be resolved, the project is ineligible for permit coverage under the general permit for Construction Activity. Other options need to be discussed with NYSDEC.
79								b. State Environmental Quality Review Act ("SEQRA")
80								Documentation that project review pursuant to the <i>State Environmental Quality Review Act ("SEQRA")</i> has been satisfied, when SEQRA is applicable.
81								c. Uniform Procedures Act ("UPA")
82								Documentation that where required, that all necessary Department permits subject to the Uniform Procedures Act ("UPA") (see 6 NYCRR Part 621 of NYS Environmental Conservation Law (ECL), Article 70) have been obtained.
83								Below is a list of permits included in the GP-0-15-002 Construction Activity Permit Notice Of Intent (pg. 13), presumably named in the "Uniform Procedures Act". For this Check List, note which Permits are "not applicable"; for those permits which are applicable, include with the SWPPP submission.
84								Air Pollution
85								Coastal Erosion
86								Hazardous Waste
87								Long Island Wells
88								Mined Land Reclamation
89								Solid Waste
90								Navigable Waters Protection/Article 15
91								Water Quality Certification
92								Dam Safety
93								Water Supply
94								Freshwater Wetlands/Article 24
95								Tidal Wetlands

Part II. SWPPP Content Check List - Long Version								
B. Forms and Documents to Submit With SWPPP								
Item	SWPPP Preparer			SWPPP Reviewer(s)				SWPPP Related Documents
	☑, if present	☑, if NA	Item Location (Pg #)	Consultant		MS4 Staff/Others		Description
				☑, if present	☑, if NA	☑, if present	☑, if NA	
96								Wild, Scenic, and Recreational Rivers
97								Stream Bed or Bank Protection/Article 15
98								Endangered or Threatened Species (Incidental Take Permit)
99								Individual SPDES Permit
100								SPDES Multi-Sector Permit
101								Other
102								d. Federal Permits
103								i. Underground Injection Control Permit
104								Copy of permit when certain conditions are met (see NYSDEC Stormwater Management Design Manual (2015), Chapter 4, Section 4.3, page 4-7 for details and reference to EPA documents).
105								ii. Army Corps of Engineers-Wetland Permits
106								4. Documents Pertaining to Post Construction Stormwater Management Practices (Required by MS4)
107								All necessary stormwater easement documentation, if applicable.
108								Maintenance Agreement

Part II. SWPPP Content Check List - Long Version									
C. Erosion and Sediment Control Components									
Item	SWPPP Preparer			SWPPP Reviewer(s)				Erosion and Sediment Control Components	
	☑, if present	☑, if NA	Item Location (Pg #)	Consultant		MS4 Staff/Others		Required SWPPP Content	Additional SWPPP Content
				☑, if present	☑, if NA	☑, if present	☑, if NA	Text from Construction Activity Permit GP-0-15-002	MS4 Clarifications & Requests
109								<p>Erosion and sediment control component - All SWPPPs prepared pursuant to this permit shall include erosion and sediment control practices designed in conformance with the technical standards, New York State Standards and Specifications for Erosion and Sediment Control, dated August 2005. Where erosion and sediment control practices are not designed in conformance with the design criteria included in the technical standard, the <i>owner or operator</i> must demonstrate <i>equivalence</i> to the technical standard.</p>	
110									If construction activity is a single family home, use Appendix E Erosion and Sediment Control Plan for Small Homesite Construction from the NYS Standards and Specifications for Erosion and Sediment Control dated August, 2005 or provide equivalent details and specifications.
111								At a minimum, the erosion and sediment control component of the SWPPP, shall include the following:	
112								Background info about: scope of project, including location, type, and size of project.	
113								~location	
114								~type	
115								~size	
116								Site map/construction drawing(s) for the project, including a general location map.	
117								At a minimum, the site map shall show:	
118								~the total site area;	
119								~all improvements;	
120								~areas of disturbance;	
121								~areas that will not be disturbed;	
122								~on-site and adjacent off-site surface water(s);	
123								~floodplain/floodway boundaries;	
124								~wetlands and drainage patterns that could be affected by the <i>construction activity</i> ;	
125								~existing and final contours;	
126									~existing and final proposed topography a minimum of 50' beyond the property (min. 2' contours) or as required by MS4

Part II. SWPPP Content Check List - Long Version									
C. Erosion and Sediment Control Components									
Item	SWPPP Preparer			SWPPP Reviewer(s)				Erosion and Sediment Control Components	
	☑, if present	☑, if NA	Item Location (Pg #)	Consultant		MS4 Staff/Others		Required SWPPP Content	Additional SWPPP Content
				☑, if present	☑, if NA	☑, if present	☑, if NA	Text from Construction Activity Permit GP-0-15-002	MS4 Clarifications & Requests
127								~locations of different soil types with boundaries;	
128								~material waste, borrow, or equipment storage areas located on adjacent properties;	
129									Specific details for:
130									~material stockpiling
131									~equipment staging
132									~material storage
133									~borrow/spoil areas
134									~dewatering operations
135									~spill/waste containment
136									~concrete wash-out
137								~location(s) of stormwater discharge(s);	
138									~boundary of the proposed limits of clearing and, if different, limits of grading on the site.
139								A description of the soil(s) present at the site, including identification of the Hydrological Soil Group.	
140								Construction phasing plan and sequence of operations describing the intended order of <i>construction activities</i> , including:	Phasing plan must limit active disturbance to under 5 acres.
141								~clearing and grubbing;	
142								~excavation and grading;	
143								~utility and infrastructure installation;	
144								~any other activity at the site that results in soil disturbance	
145									~stockpiling
146									~final stabilization
147								A description of the minimum erosion and sediment control practices to be installed or implemented for each construction activity that will result in soil disturbance. Include a schedule that:	
148								~ identifies the timing of initial placement or implementation of each erosion and sediment practice and;	
149								~the minimum time frames that each practice should remain in place or be implemented.	

Part II. SWPPP Content Check List - Long Version									
C. Erosion and Sediment Control Components									
Item	SWPPP Preparer			SWPPP Reviewer(s)				Erosion and Sediment Control Components	
	☑, if present	☑, if NA	Item Location (Pg #)	Consultant		MS4 Staff/Others		Required SWPPP Content	Additional SWPPP Content
				☑, if present	☑, if NA	☑, if present	☑, if NA	Text from Construction Activity Permit GP-0-15-002	MS4 Clarifications & Requests
150								A temporary and permanent soil stabilization plan that meets the requirements of this general permit and the technical standard, NYS Standards and Specifications for Erosion and Sediment Control dated August, 2005, for each stage of the project, including land clearing and grubbing to project completion and achievement of final stabilization.	
151									Specifications for temporary and permanent seeding – note seed types and application rates
152									Statement which reads that in areas where soil activity has temporarily or permanently ceased, the application of soil stabilization measures must be initiated by the end of the next business day and completed within fourteen (14) days from the date the current soil disturbance activity ceased.
153									For construction sites that directly discharge to one of the 303(d) listed segments in Appendix E (Ann Lee (Shakers) Pond, Stump Pond, Basic Creek Reservoir), a statement which reads that the application of soil stabilization measures must be initiated by the end of the next business day and completed within seven (7) days from the date the current soil disturbance activity ceased.
154								A site map/construction drawing(s) showing the specific location(s), size(s), and length(s) of each erosion and sediment control practice	
155									Descriptions of structural practices used to divert flows from exposed soils, store flows, or otherwise limit runoff and the discharge of pollutants from the exposed areas of the site

Part II. SWPPP Content Check List - Long Version									
C. Erosion and Sediment Control Components									
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				☑, if present	☑, if NA	☑, if present	☑, if NA	Text from Construction Activity Permit GP-0-15-002	MS4 Clarifications & Requests
156								The dimensions, material specifications, installation details, and operation and maintenance requirements for all erosion and sediment control practices. Include the location and sizing of any temporary sediment basins and structural practices that will be used to divert flows from exposed soils	
157									Calculations for siting and sizing of any temporary sediment basins and/or traps
158									Identification of any maintenance or inspection actions that are required prior to converting practices to permanent control measures
159								A maintenance inspection schedule for the contractor(s) identified in Part III.A.6 of GP 0-15-002, to ensure continuous and effective operation of the erosion and sediment control practices. The maintenance inspection schedule shall be in accordance with the requirements of the technical standard, NYS Standards and Specifications for Erosion and Sediment Control dated August, 2005.	
160								A description of the pollution prevention measures that will be used to control litter, construction chemicals, and construction debris from becoming a pollutant source	
161								~control litter	
162								~construction chemicals	
163								~construction debris	
164									Description of construction and waste materials expected to be utilized on-site or adjacent to site
165									Description of controls to reduce pollutants from these materials
166									Description of cleanup procedures and spill prevention and notification for each material
167								A description and location of any stormwater discharges associated with industrial activity other than construction at the site, including but not limited to, stormwater discharges from asphalt plants and concrete plants located on the construction site.	

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C. Erosion and Sediment Control Components									
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	☑, if present	☑, if NA	Item Location (Pg #)	Consultant		MS4 Staff/Others		Required SWPPP Content	Additional SWPPP Content
				☑, if present	☑, if NA	☑, if present	☑, if NA	Text from Construction Activity Permit GP-0-15-002	MS4 Clarifications & Requests
168								Identification of any elements of the design that are not in conformance with the design criteria in the technical standard, NYS Standards and Specifications for Erosion and Sediment Control dated August, 2005...	
169								~include the reason for the deviation or alternative design	
170								~provide information which demonstrates that the deviation or alternative design is equivalent to the standard.	
171									If project is in a regulated MS4, description of winter month, October 15 to April 15, requirements related to E&SC (i.e. anchoring mulch material, sediment removal from basins/traps, use of winter rye seed, offset silt fence, etc.). See Winter Shutdown and Site Inspection Requirements available from MS4.
172								TRACKING SPECIFIC DESIGN ELEMENTS:	
173								<i>To help track the review of E/SC practices for presence/absence, size, and length information, MS4s may want to call out practices of concern and note comments. Space is provided here for that purpose.</i>	
174								<i>E/SC Practice #1 Description of Practice: _____ . Location present, Y/N ___? Size present Y/N ___? Length present, Y/N ___? Comments:</i>	

Part II. SWPPP Content Check List - Long Version									
C. Erosion and Sediment Control Components									
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				☑, if present	☑, if NA	☑, if present	☑, if NA	Text from Construction Activity Permit GP-0-15-002	MS4 Clarifications & Requests
175								<i>E/SC Practice #2 Description of Practice: _____. Location present, Y/N ___? Size present Y/N ___? Length present, Y/N ___? Comments:</i>	
176								<i>To help track the review of each E/SC practice for presence/absence of dimension, material specification, installation details, and operation and maintenance requirements for erosion and control practices MS4s may want to call out specific practices of interest and make comments. Space is provided here for that purpose.</i>	
177								<i>E/SC Practice #1 Description of Practice _____. _____. Items present: Dimensions, Y/N___? Installation details, Y/N___? Operation and maintenance requirements, Y/N___? If temporary sediment basin, location present, Y/N___? Size present, Y/N___? If structural practice to divert flows, location present, Y/N ___? Size present, Y/N ___? Comments:</i>	
178								<i>E/SC Practice #2 Description of Practice _____. _____. Items present: Dimensions, Y/N ___? Installation details, Y/N___? Operation and maintenance requirements, Y/N___? If temporary sediment basin, location present, Y/N___? Size present, Y/N___? If structural practice to divert flows, location present, Y/N ___? Size present, Y/N ___? Comments:</i>	

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C. Erosion and Sediment Control Components									
Item	SWPPP Preparer			SWPPP Reviewer(s)				Erosion and Sediment Control Components	
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				☑, if present	☑, if NA	☑, if present	☑, if NA	Text from Construction Activity Permit GP-0-15-002	MS4 Clarifications & Requests
179								<i>To help track design elements not in conformance with the design criteria in the technical standards, MS4s may want call out specific practices of interest, as follows, and make comments. Space is provided here for that purpose.</i>	
180								Non-Conforming Design Element #1 Description: <hr/> _____ Reason for deviation or alternate design present, Y/N__? Info demonstrating that deviation or alternative design is equivalent to standard present, Y/N__? Comments:	
181								Non-Conforming Design Element #2 Description: <hr/> _____ Reason for deviation or alternate design present, Y/N__? Info demonstrating that deviation or alternative design is equivalent to standard present, Y/N__? Comments:	

Part II. SWPPP Content Check List - Long Version									
D. Post Construction Stormwater Management Components									
Item	SWPPP Preparer			SWPPP Reviewer(s)				Post Construction Stormwater Management	
	☑, if present	☑, if NA	Item Location (Pg #)	Consultant		MS4 Staff/Others		Required SWPPP Content	Additional SWPPP Content
				☑, if present	☑, if NA	☑, if present	☑, if NA	Text from Construction Activity Permit GP-0-15-002 or NYS Stormwater Management Design Manual (2015) Chapters 3 & 9	MS4 Clarifications & Requests
182								From Construction Activity Permit:	
183								Post-construction stormwater management component -The <i>owner or operator</i> of any construction project identified in Table 2 of Appendix B as needing post-construction stormwater management practices shall prepare a SWPPP that includes practices designed in conformance with the applicable <i>sizing criteria</i> in Part I.C.2.a.,c. or d. of this permit and <i>performance criteria</i> in the technical standard, New York State Stormwater Management Design Manual dated January 2015.	
184								Where post-construction stormwater management practices are not designed in conformance with the <i>performance criteria</i> in the technical standard, the <i>owner or operator</i> must include in the SWPPP the reason(s) for the deviation or alternative design and provide information which demonstrates that the deviation or alternative design is <i>equivalent</i> to the technical standard.	
185								The post-construction stormwater management practice component of the SWPPP shall include the following:	
186								Identification of all post-construction stormwater management practices to be constructed as part of the project. Include the dimensions, material specifications and installation details for each post-construction stormwater management practice.	
187								A site map/construction drawing(s) showing the specific location and size of each post-construction stormwater management practice	
188								Stormwater Modeling and Analysis Report that includes:	
189								~Map(s) showing pre-development conditions , including watershed/sub-catchment boundaries, flow paths/routing, and design points	Watershed/sub-catchment includes any upstream watersheds draining onto the project site and the associated stormwater collection and conveyance structures

Part II. SWPPP Content Check List - Long Version									
D. Post Construction Stormwater Management Components									
Item	SWPPP Preparer			SWPPP Reviewer(s)				Post Construction Stormwater Management	
	☑, if present	☑, if NA	Item Location (Pg #)	Consultant		MS4 Staff/Others		Required SWPPP Content	Additional SWPPP Content
				☑, if present	☑, if NA	☑, if present	☑, if NA	Text from Construction Activity Permit GP-0-15-002 or NYS Stormwater Management Design Manual (2015) Chapters 3 & 9	MS4 Clarifications & Requests
190								~Map(s) showing post-development conditions, including watershed/sub-catchment boundaries, flow paths/routing, design points, and post-construction stormwater practices	Watershed/sub-catchment includes any upstream watersheds draining onto the project site and the associated stormwater collection and conveyance structures
191								~Results of stormwater modeling (i.e. hydrology and hydraulic analysis) for the required storm events, include supporting calculations (model runs), methodology, and a summary table that compares pre and post development runoff rates and volumes for different storm events.	
192								~Summary table, with supporting calculations, which demonstrates that each post- construction stormwater practice has been designed in conformance with the <i>sizing criteria</i> included in the Design Manual	
193								~Identification of any sizing criteria that is not required based on the requirements included in Part I.C. of this permit.	
194								~Identification of any elements of the design that are not in conformance with the <i>performance criteria</i> in the Design Manual. Include the reason(s) for the deviation or alternative design and provide information which demonstrates that the deviation or alternate design is <i>equivalent</i> to the Design Manual.	
195								Soil testing results and locations (test pits, borings)	Logs and mapping of borehole or test pits for all identified post construction practices. Testing is conducted in conformance with the NYS Stormwater Management Design Manual (2015) Appendix D. Includes the geotechnical report, if generated. Soil tests at location of practice, to depth of practice, seasonal high groundwater elevation noted.
196								Infiltration results, when required, in particular at location of stormwater management practices.	

Part II. SWPPP Content Check List - Long Version									
D. Post Construction Stormwater Management Components									
Item	SWPPP Preparer			SWPPP Reviewer(s)				Post Construction Stormwater Management	
	☑, if present	☑, if NA	Item Location (Pg #)	Consultant		MS4 Staff/Others		Required SWPPP Content	Additional SWPPP Content
				☑, if present	☑, if NA	☑, if present	☑, if NA	Text from Construction Activity Permit GP-0-15-002 or NYS Stormwater Management Design Manual (2015) Chapters 3 & 9	MS4 Clarifications & Requests
197								From Construction Activity Permit:	
198								If Enhanced Phosphorus Removal Watershed(s):	
199								All construction projects identified in Table 2 of Appendix B that are located in the watersheds identified in Appendix C shall prepare a SWPPP that includes post-construction stormwater management practices designed in conformance with the applicable <i>sizing criteria</i> in Part I.C.2.b.c. or d. of this permit and the performance criteria, Enhanced Phosphorus Removal Standards included in the Design Manual.	
200								Chapter 3 Stormwater Management Planning Requirements (Five Step Process)	MS4 Requests & Clarifications
201								Planners and designers must address this approach (<i>i.e. stormwater management planning</i>) in a step-wise process that involves site planning and stormwater management practice (SMP) selection. This includes providing information in the SWPPP which documents compliance with the required process. The steps include:	
202								The Six Step Process for Stormwater Site Planning and Practice Selection	
203								Step 1 Site Planning	
204								The designer uses practices identified in Design Manual Chapter 3, Table 3.1 to protect natural resources and utilize the hydrology of the site before laying out the proposed development. The Preservation of Natural Resources practices include protecting natural areas, avoiding sensitive areas and minimizing grading and soil disturbance.	Text or chart which describes how Preservation of Natural Resources practices have been incorporated into the SWPPP Stormwater Management Plan.
205								Table 3.1 Green Infrastructure Planning General Categories and Specific Practices	
206								Preservation of Natural Resources Practices	
207								Preservation of Undisturbed Areas	
208								Preservation of Buffers	
209								Reduction of Clearing and Grading	

Part II. SWPPP Content Check List - Long Version									
D. Post Construction Stormwater Management Components									
Item	SWPPP Preparer			SWPPP Reviewer(s)				Post Construction Stormwater Management	
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				☑, if present	☑, if NA	☑, if present	☑, if NA	Text from Construction Activity Permit GP-0-15-002 or NYS Stormwater Management Design Manual (2015) Chapters 3 & 9	MS4 Clarifications & Requests
210								Locating Development in Less Sensitive Areas	
211								Open Space Design	
212								Soil Restoration	
213								The designer then considers practices to reduce impervious cover when laying out the initial site design. The Reduction of Impervious Cover practices include conservation design and reducing impervious cover in roads, driveways, and parking lots.	Text or chart which describes how Reduction of Impervious Cover practices have been incorporated into the SWPPP Stormwater Management Plan.
214								Table 3.1 Green Infrastructure Planning General Categories and Specific Practices (cont'd).	
215								Reduction of Impervious Area Practices	
216								Roadway Reduction	
217								Sidewalk Reduction	
218								Driveway Reduction	
219								Cul-de-sac Reduction	
220								Building Footprint Reduction	
221								Parking Reduction	
222								The SWPPP must include an evaluation of all green infrastructure planning measures as they apply to the site. The evaluation process requires the following measures:	
223								1. Developing a map that identifies natural resource areas and drainage patterns, including, but not limited to:	
224								~Wetlands (jurisdictional, wetland of special concern)	~Map includes NYSDEC freshwater wetlands and adjacent area boundaries or certification of no wetlands
225									~Map includes boundary of US Army Corps of Engineers wetlands under federal jurisdiction or certification of no wetlands
226								~Waterways (major, perennial, intermittent, springs)	~Map includes location of adjacent perennial and intermittent streams using NYSDEC classification and naming of surface waters, note as text or on map, waterways included on the impaired 303 (d) waterbody list

Part II. SWPPP Content Check List - Long Version**D. Post Construction Stormwater Management Components**

Item	SWPPP Preparer			SWPPP Reviewer(s)				Post Construction Stormwater Management	
	☑, if present	☑, if NA	Item Location (Pg #)	Consultant		MS4 Staff/Others		Required SWPPP Content	Additional SWPPP Content
				☑, if present	☑, if NA	☑, if present	☑, if NA	Text from Construction Activity Permit GP-0-15-002 or NYS Stormwater Management Design Manual (2015) Chapters 3 & 9	MS4 Clarifications & Requests
227								~Buffers (stream, wetlands, forest, etc.)	~Map includes location and boundaries of resource areas and status of protection (protected/not protected); includes stream buffers, wetland buffers, forest buffers, etc.)
228								~Floodplains	~Map includes 100-yr floodplain and floodway limits if disturbance proposed is in the floodplain
229								~Forest, vegetative cover	~Map includes description and boundaries of the existing predominant vegetative cover on the project site
230								~Critical areas	~Map includes location and boundaries of resource protection areas (water supply well setbacks, septic system setbacks, sole source aquifers, etc.)
231								~Topography (contour lines, existing flow paths, steep slopes, etc.)	~Map includes existing topography a minimum of 50' beyond the property (min. 2' contours), or as required by MS4
232								~Soil (hydrological groups, highly erodible soils, etc.)	~Map includes description and map of all soils on the site (HSG, highly erodible soils, E and F Soil Slope Phase, others)
233								~Bedrock, significant geological features	~Map notes location of karst bedrock, if any
234									~If project near Hudson River, map notes location of sea-level rise projections along Hudson for 2020, 2050, and 2080 ClimAID Supplement Risk Information September, 2014 (Rule making pending-Community Risk and Resiliency Act)
235								2. Devising the strategies for protection and enhancement of natural resources	
236								Prior to site layout, preserve natural features (site fingerprinting)	
237								Utilize natural features to preserve the natural hydrology	

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D. Post Construction Stormwater Management Components									
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238								Maximize the retention of forest cover and undisturbed soils	
239								Avoid erodible soils on steep slopes and limit mass grading	
240								3. Reduce the impacts of development by reducing impervious surfaces	
241								4. Demonstrating that all reasonable opportunities for preserving natural conditions of the site are employed to minimize the runoff and maintain the pre-construction hydrology	
242								During the planning step, the designer should check with municipalities to determine if there are local laws and ordinances that regulate wetlands, stream buffers, forest or habitat protection, erosion control or grading. The designer should also consult the municipality for laws relating to conservation or cluster design, roads, driveways, and parking lots to determine level of flexibility in reducing impervious surfaces.	SWPPP acknowledges and complies with applicable local laws .
243								Step 2 Determine Water Quality Treatment Volume (WQv)	
244								The designer calculates the required WQv for the site using criteria in Chapter 4. Once the preliminary site layout is prepared:	
245								~impervious areas are defined	SWPPP calculates impervious area using Design Manual Chapter 4 definition. Total area, impervious area, % impervious calculated for each sub-catchment. % impervious used in WQv calculations.
246								~sub-catchments are delineated	SWPPP text and related maps identify the sub-catchments used to calculate water quality volume (WQv).
247								~designer calculates the water quality volume	Water quality volume calculations matched to sub-catchment and impervious areas.
248								Step 3 Apply Runoff Reduction Techniques and Standards SMPs with RRv Capacity (e.g. infiltration practices, bioretention, open channel practices) to Reduce Total WQv	

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D. Post Construction Stormwater Management Components									
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				☑, if present	☑, if NA	☑, if present	☑, if NA	Text from Construction Activity Permit GP-0-15-002 or NYS Stormwater Management Design Manual (2015) Chapters 3 & 9	MS4 Clarifications & Requests
249								Designer experiments with combinations of runoff reduction techniques and standard SMPs with RRV capacity on site. In each case, the designer estimates the spatial area to be treated by each runoff reduction technique, potentially reducing the required WQv by incorporating runoff reduction techniques or standard SMPs with RRV capacity within each drainage area on the site.	SWPPP includes a thorough and clear analysis of:
250							1) how the require total WQv was calculated;		
251							2) description and calculation of minimum runoff reduction requirement;		
252							3) description of runoff reduction calculations for each of the techniques listed in Table 3.2 and SWPs with RRV capacity;		
253							4) reason why a particular runoff reduction technique or techniques were selected by the designer;		
254							5) reasons why a particular runoff reduction technique was not selected; and		
255							6) for redevelopment projects use of any runoff reduction techniques, if any		
256							Table 3.2 Runoff Reduction Techniques:		
257							Conservation of Natural Areas		
258							Sheetflow to riparian buffers or filter strips		
259							Vegetative open swale		
260							Tree planting/tree box		
261							Stream daylighting for redevelopment projects		
262							Rain garden		
263							Green roof		
264							Stormwater planter		
265							Rain tank/cistern		
266							Porous pavement		
267							SMPs with RRV capacity (% of WQv provided by the practice):		
268							Infiltration Practices, 100%		
269							Bioretention Practice, 100% in HSG A and B (without underdrain) and 40% HSG and D (with underdrain)		
270							Dry Swale (Open Channel Practices), 40% in HSG A and B and 20% in HSG C and D		

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D. Post Construction Stormwater Management Components									
Item	SWPPP Preparer			SWPPP Reviewer(s)				Post Construction Stormwater Management	
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				☑, if present	☑, if NA	☑, if present	☑, if NA	Text from Construction Activity Permit GP-0-15-002 or NYS Stormwater Management Design Manual (2015) Chapters 3 & 9	MS4 Clarifications & Requests
271								If the standard SMPs with RRv capacity listed above are used to address RRv criteria, the practices must be designed to capture runoff at the source.	SWPPP text describes location of any standard SMPs with RRv capacity included in the SWPPP and provides an estimated distance from source of runoff to SMP.
272								By applying a combination of runoff reduction techniques and standard SMPs with RRv capacity, the designer must reduce 100% of the WQv calculated in Step 2. If the RRv calculated in Step 3 is greater than or equal to WQv, the designer has met the RRv requirement and may proceed to Step 6.	SWPPP text states clearly based on calculated values documented in the SWPPP (runoff reduction worksheets) that the RRv value is greater than or equal to WQv value.
273								Acceptable site limitations include conditions that prevent the use of an infiltration technique and or infiltration of the total WQv. Typical site limitations include: seasonal high groundwater; shallow depth to bedrock; soils with an infiltration rate less than 0.5 inches/hour. For construction activities that can not reduce the total WQv, the designer shall identify the specific site limitations in the SWPPP.	If runoff reduction volume can not be met, SWPPP states clearly specific site limitations related to all possible runoff reduction techniques. Explanation references data from soil borings, test pits, and infiltration tests.
274								In the event that a designer cannot reduce 100% of the WQv due to site limitations, they shall direct runoff from all newly constructed impervious areas to a RR technique or standard SMP with RRv capacity unless infeasible.	If designer can not reduce 100% of the WQv due to site limitations, the SWPPP states which runoff reduction techniques or standard SMP with RRv capacity will be used unless infeasible.
275								Step 4 Determine the minimum RRv required	
276								In Step 4, the designer determines the minimum RRv required for the construction activity as calculated using the criteria in Section 4.3 of the Design Manual and compares this to the runoff reduction achieved from impervious surfaces (determined in Step 3). In no case shall the runoff reduction achieved from the newly constructed impervious areas be less than the Minimum RRv.	SWPPP text describes how the minimum RRv was calculated.
277								Step 5 Apply Standard Stormwater Management Practices to Address Remaining Water Quality Volume	

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D. Post Construction Stormwater Management Components									
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				☑, if present	☑, if NA	☑, if present	☑, if NA	Text from Construction Activity Permit GP-0-15-002 or NYS Stormwater Management Design Manual (2015) Chapters 3 & 9	MS4 Clarifications & Requests
278								In Step 5, the designer uses standard SMPs such as filtering practices, ponds, or stormwater wetlands to treat the remaining water quality volume that cannot be reduced by applying the runoff reduction techniques and standard SMPs with RRv capacity. The designer must verify that the RRv requirement has been met; otherwise the plan does not comply with the required sizing criteria in Chapter 4.	SWPPP text describes how much of the water quality volume will be treated using runoff reduction techniques or SMPs with RRv capacity and describes which standard SMPs will be used to treat the remaining WQv
279								Step 6 Apply Volume and Peak Rate Control Practices if Still Needed to Meet Requirements	
280								The channel protection volume, overbank flood control, and extreme flood control must be met for the plan to be completed. In Step 6, the designer may use practices such as infiltration basins, dry detention basins, and blue roofs to meet water quantity requirements.	SWPPP text describes which channel protection; overbank flood control, and extreme flood controls will be used to meet water quantity requirements, as needed.
281								Criteria for Practice Addition	
282								All proposed alternative stormwater management practices in new construction are considered to be in deviation from State Standards.	SWPPP text, as needed describes alternate stormwater management practices in new construction. Description includes all relevant explanations regarding equivalency, required performance and sizing criteria, and requirements related to proprietary practices.
283								If alternative stormwater practices are included in SWPPP, such practices must provide a full description to justify the reasons(s) for deviation as well as detailed justification on how the proposed practice is equivalent to the standards defined in this Design Manual.	
284								In order to be in compliance with the technical standards, projects must meet both the required performance and sizing criteria.	

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D. Post Construction Stormwater Management Components									
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	☑, if present	☑, if NA	Item Location (Pg #)	Consultant		MS4 Staff/Others		Required SWPPP Content	Additional SWPPP Content
				☑, if present	☑, if NA	☑, if present	☑, if NA	Text from Construction Activity Permit GP-0-15-002 or NYS Stormwater Management Design Manual (2015) Chapters 3 & 9	MS4 Clarifications & Requests
285								The equivalency of the performance of the proposed new technologies to the performance criteria required by New York State must be verified and certified by one of the sources accepted by the Department and documented in the SWPPP.	
286								Exceptions to Meeting the Runoff Reduction Volume (RRV) Criteria:	
287								<i>1. If a redevelopment activity, although encouraged, meeting the RRv criteria is not required for redevelopment activities that meet the criteria in Chapter 9 of the Design Manual.</i>	If project is a redevelopment activity, SWPPP text explains Chapter 9 criteria and status of this project for meeting RRv criteria.
288								<i>2. If karst geology, meeting the RRv criteria is required for projects over karst geology. However, use of large infiltration basins must be avoided and geotechnical assessment is recommended for infiltration and recharge at small scales</i>	If project is located in area with karst geology, SWPPP text explains results of recommended geotechnical assessment, the need to avoid large infiltration basins; and explains why and which runoff reduction techniques are included in the SWPPP.
289								<i>3. If the project meets the "hotspot" criteria in Chapter 4 of the Design Manual, designers shall use non-infiltration type practices to meet RRv criteria.</i>	If project activity will result in or include any of the NYSDEC stormwater hotspots, the SWPPP describes which non-infiltration type practices will be used to meet the RRv criteria.
290								Chapter 9 Redevelopment Activity NYSDEC Stormwater Management Design Manual-2015	MS4 Requests & Clarifications
291								Determinations regarding waiver of water quantity requirements:	
292								10- and 100-year water quantity control criteria waived because no change in hydrology will occur that would increase the discharge rate from the site	Calculations indicating no alteration of hydrology that would increase discharge rate (ref. Results of stormwater modeling, Ck List Item No.____)

Part II. SWPPP Content Check List - Long Version									
D. Post Construction Stormwater Management Components									
Item	SWPPP Preparer			SWPPP Reviewer(s)				Post Construction Stormwater Management	
	☑, if present	☑, if NA	Item Location (Pg #)	Consultant		MS4 Staff/Others		Required SWPPP Content	Additional SWPPP Content
				☑, if present	☑, if NA	☑, if present	☑, if NA	Text from Construction Activity Permit GP-0-15-002 or NYS Stormwater Management Design Manual (2015) Chapters 3 & 9	MS4 Clarifications & Requests
293								Channel protection water quantity control criteria waived because no change in hydrology will occur that would increase the discharge rate from the site	Calculations showing that the post-construction 1-yr 24-hour discharge rate and velocity will not exceed the pre-construction condition (ref. Results of Stormwater Modeling: Ck List Item No. ____)
294								Treatment is required for 100% of runoff from newly created impervious surfaces and 25% of redeveloped (pre-existing) impervious surfaces	Calculation of the water quality volume with separate components for new impervious surfaces and reconstructed impervious surfaces (ref. Step 2, Determine Water Quality Treatment Volume: Ck List Item No. ____)
295								Option selected for meeting the water quality criteria for redeveloped portions of site (or all of site if no increase in impervious):	
296								___Impervious cover at close of construction reduced by at least 25% of the total disturbed impervious area, with soil restoration in newly created pervious areas	Site plans clearly indicate areas converted from impervious to pervious conditions and text/narrative shows acreages or square footage reduced
297								___A minimum of 25% of the WQv from the disturbed impervious area is captured and treated by standard practices or reduced by runoff reduction techniques.	Site plans show location of standard or runoff reduction practices and indicate the contributing drainage areas to them.
298								___Alternative ("proprietary") practices will treat 75% of the WQv from the disturbed impervious area as well as any additional runoff from tributary areas outside the disturbed impervious area.	Site plans show location of proprietary practices and drainage areas to them, and list the manufacturer and model for validation that the technology is accepted by NYSDEC.
299								___A combination of the above three approaches is proposed and weighted using the following formula: % WQv treatment by Alternative practice = (25 - (%IC reduction + WQv treatment by Standard practice + % Runoff reduction)) x 3	If this formula is used to determine the proportion of the WQv that must be handled by alternative practice, inputs to the calculation should be provided with supporting data.

Part II. SWPPP Content Check List - Long Version									
D. Post Construction Stormwater Management Components									
Item	SWPPP Preparer			SWPPP Reviewer(s)				Post Construction Stormwater Management	
	☑, if present	☑, if NA	Item Location (Pg #)	Consultant		MS4 Staff/Others		Required SWPPP Content	Additional SWPPP Content
				☑, if present	☑, if NA	☑, if present	☑, if NA	Text from Construction Activity Permit GP-0-15-002 or NYS Stormwater Management Design Manual (2015) Chapters 3 & 9	MS4 Clarifications & Requests
300								From Construction Activity Permit:	
301								An operations and maintenance plan that includes inspection and maintenance schedules and actions to ensure continuous and effective operation of each post-construction stormwater management practice.	
302								Chapter 3 Stormwater Management Planning (Operations & Maintenance Plan)	
303								Operations and maintenance plan, which:	
304								a. identifies the location of stormwater management practice signage (runoff reduction practices and standard stormwater management practices) which notes that the sign is to be erected or posted in the immediate vicinity of the stormwater management practice, not less than 18 inches by 24 inches (or 10" x 12" for footprints smaller than 400 sf) bearing the following information: Stormwater Management Practice - (name of the practice); Must Be Maintained In Accordance With O & M Plan; DO NOT REMOVE OR ALTER	
305								b. identifies entity that will be responsible for long term operation and maintenance of each practice	
306								c. identifies mechanism used to ensure long term operation and maintenance of the stormwater management practices (deed covenant, easements/right of way, executed maintenance agreement, etc.)	
307								d. includes a copy of the mechanism used to ensure long term operation and maintenance of the stormwater management practices (deed covenant, easements/right of way, executed maintenance agreement, etc.).	
308								e. includes a copy of the schematics of the practice, with the measurements of design specifications clearly defined	
309								f. notes proper frequency of maintenance and includes inspection and maintenance schedule	
310								g. includes a maintenance log for tracking and observation	
311								h. notes actions to ensure continuous and effective operation of each post construction stormwater practice;	

Part II. SWPPP Content Check List - Long Version									
D. Post Construction Stormwater Management Components									
Item	SWPPP Preparer			SWPPP Reviewer(s)				Post Construction Stormwater Management	
	☑, if present	☑, if NA	Item Location (Pg #)	Consultant		MS4 Staff/Others		Required SWPPP Content	Additional SWPPP Content
				☑, if present	☑, if NA	☑, if present	☑, if NA	Text from Construction Activity Permit GP-0-15-002 or NYS Stormwater Management Design Manual (2015) Chapters 3 & 9	MS4 Clarifications & Requests
312								TRACKING SPECIFIC DESIGN ELEMENTS:	
313								<i>To help track the review of post construction stormwater management practices for require elements, SWPPP reviewers may want to call out practices of concern and note comments. Space is provided here for that purpose.</i>	
314								<i>Post Construction Practice #1 Description of Practice:</i> _____. Sizing criteria met, Y/N? ___ Performance criteria met, Y/N? ___ Required elements present, Y/N? ___ Comments? _____ _____ _____	
315								<i>Post Construction Practice #2 Description of Practice:</i> _____. Sizing criteria met, Y/N? ___ Performance criteria met, Y/N? ___ Required elements present, Y/N? ___ Comments? _____ _____ _____	
316								<i>To help track design elements <u>not</u> in conformance with the design criteria in the technical standards, MS4s may want call out specific practices of interest, as follows, and make comments. Space is provided here for that purpose.</i>	
317								<i>Non-Conforming Design Element #1 Description:</i> _____ Reason for deviation or alternate design present, Y/N ___? Info demonstrating that deviation or alternative design is equivalent to standard present, Y/N ___? Comments:	

Part II. SWPPP Content Check List - Long Version									
D. Post Construction Stormwater Management Components									
Item	SWPPP Preparer			SWPPP Reviewer(s)				Post Construction Stormwater Management	
	☑, if present	☑, if NA	Item Location (Pg #)	Consultant		MS4 Staff/Others		Required SWPPP Content	Additional SWPPP Content
				☑, if present	☑, if NA	☑, if present	☑, if NA	Text from Construction Activity Permit GP-0-15-002 or NYS Stormwater Management Design Manual (2015) Chapters 3 & 9	MS4 Clarifications & Requests
318								<p>Non-Conforming Design Element #2</p> <p>Description:</p> <hr/> <p>Reason for deviation or alternate design present, Y/N__? Info demonstrating that deviation or alternative design is equivalent to standard present, Y/N__? Comments:</p>	

Part II. SWPPP Content Check List - Long Version								
E. Municipal Requirements for Drawings, Maps, and Specifications Pertaining to Stormwater Management								
Item	SWPPP Preparer			SWPPP Reviewer(s)				Municipal Requirements
	<input type="checkbox"/> , if present	<input type="checkbox"/> , if NA	Item Location (Pg #)	Consultant		MS4 Staff/Others		Drawings, Maps, Specifications, Standards
				<input type="checkbox"/> , if present	<input type="checkbox"/> , if NA	<input type="checkbox"/> , if present	<input type="checkbox"/> , if NA	Requested by MS4s
319								Map requirements (can be incorporated into other SWPPP maps)
320								~project boundary,
321								~adjacent parcels,
322								~streets
323								~adjacent municipalities
324								~adjacent MS4s of all types
325								Standardization:
326								For stormwater practices which require sizing: Use standard Town of Colonie rainfall amounts for the 1, 2, 10, 25, 50, 100-year 24-hour and 90% rainfall events. They are 1-yr = 2.5", 2-yr = 2.8", 10-yr = 4.5", 25-yr = 5.0"; 50-yr = 5.8"; 100-yr = 7.0", and 90% rainfall (P) = 1.2".
327								<i>RAINFALL AMOUNTS EXPLAINED: To minimize biased interpretations of isohyet maps in the NYSDEC Stormwater Management Design Manual 2015 and to promote a consistent review of SWPPP applications, the Town of Colonie established rainfall amounts to be applied throughout the Town for all projects. These amounts are based on the NYSDEC 2015 Stormwater Design Manual 2015 isohyet maps in Chapter 4 Uniform Stormwater Sizing Criteria and recommendations from consulting engineers hired by the Town to review SWPPP applications. None of these standardized amounts are lower than all possible 2015 isohyet precipitation amounts for Albany County, and in some cases they are slightly higher. Also, as stated in the Design Manual, "Designers may also use the most recent rainfall frequency values developed by acceptable sources. These maps are available online at http://precip.eas.cornell.edu". For the purposes of this check list, either the Town of Colonie rainfall amounts or the Extreme Precipitation in New York and New England, An Interactive Web Tool for Extreme Precipitation (http://precip.eas.cornell.edu) dataset is acceptable.</i>
328								Use of City-Town-Village-County-University Standard Specifications (if any) for design of the storm drain system (i.e. catch basins, manholes, piping, etc.)
329								Construction drawings:
330								Stamped construction drawings and SWPPP with the signature and seal of a 'Qualified Professional', as defined in GP-0-15-002 Construction Activity Permit.
331								Location of existing and proposed roadways, lot boundaries, buildings, and other structures
332								Location of existing and proposed utilities (e.g. water, sewer (sanitary and storm), gas, electric) and easements
333								Location of existing and proposed conveyance systems (i.e. swales, MHs, CBs, pipes, etc.)
334								Existing and proposed elevations for storm drain structures (i.e. pipes, CBs, manholes, etc.). Include vertical separation distances for all utilities.
335								Flow paths of surface and subsurface stormwater management structures (use flow arrows)
336								Locations and dimensions of all proposed channel modifications (i.e. bridges & culverts)
337								Final landscaping plans - include buffer zones, reforestation, or wetland mitigation areas

Part II. SWPPP Content Check List - Long Version								
E. Municipal Requirements for Drawings, Maps, and Specifications Pertaining to Stormwater Management								
Item	SWPPP Preparer			SWPPP Reviewer(s)				Municipal Requirements
	<input type="checkbox"/> , if present	<input type="checkbox"/> , if NA	Item Location (Pg #)	Consultant		MS4 Staff/Others		Drawings, Maps, Specifications, Standards
				<input type="checkbox"/> , if present	<input type="checkbox"/> , if NA	<input type="checkbox"/> , if present	<input type="checkbox"/> , if NA	Requested by MS4s
338								Location of sea-level rise projections along Hudson for 2020, 2050, and 2080 ClimAID Supplement Risk Information September, 2014

CONTENT		
Part III. SWPPP Content Check List - Short Version		Part III
A. Project Parameters	Same content as Part II.A. (Numbering of line items is the same as Part II. SWPPP Content Check List. Where appropriate, content has been abbreviated.	p.2
B. Forms and Documents	Same content as Part II.B. (see above)	p.4
C. Erosion and Sediment Control Components	Same content as Part II.C. (see above)	p.5
D. Post Construction Stormwater Management Components	Same content as Part II.D. (see above)	p.10
E. Municipal Requirements-Maps, Construction Drawings, Standards	Same content as Part II.E. (see above)	p.19

Part III. SWPPP Content Check List - Short Version								
A. Project Parameters (location; project activities; site geography; reg features; E-SC Only or E-SC & Post C.)								
Item	SWPPP Preparer			SWPPP Reviewer(s)				Project Information
	☑, if present	☑, if NA	Item Location (Pg #)	Consultant		MS4 Staff/Others		SWPPP Contents
				☑, if present	☑, if NA	☑, if present	☑, if NA	
1								1. General Information
2								a. Project name
3								b. Project location (which municipality)
4								c. Project location (tax map numbers-Section/Block/Lot)
5								d. Project location (latitude and longitude)
6								e. Project address (if available)
7								f. Name of project owner or operator
8								g. Address of project owner or operator
9								h. If SWPPP MS4 Acceptance Form required, name of MS4
10								2. Project Specifics
11								a. General overview (purpose and extent of proposed development).
12								b. Project area (acres)
13								d. Description of project type (E/SC or E/SC and post construction stormwater practices)
14								e. Project type is stated clearly given Construction Activity Permit (Appendix E) and MS4 Permit (Appendix 2).
15								f. Project type states whether or not it is New Development, New Development in an Enhanced Phosphorus Removal Watershed, Redevelopment Activity, or Redevelopment Activity and New Development.
16								g. If Redevelopment Activity, status of impervious area (will decrease, increase, or stay the same) noted.
17								h. SWPPP states the local law by number and date which triggers submission of SWPPP; and names required local municipal permits for clearing, grubbing, grading, or excavating.
18								i. SWPPP describes which infrastructure (separated or combined) will receive stormwater runoff from project, describes which local laws, design criteria, and/or regulatory requirements will guide project design.
19								j. For projects owned by the MS4, describe any policy documents used to guide the design of post construction stormwater practices.
20								k. List all of the practices proposed for this site.

Part III. SWPPP Content Check List - Short Version								
A. Project Parameters (location; project activities; site geography; reg features; E-SC Only or E-SC & Post C.)								
Item	SWPPP Preparer			SWPPP Reviewer(s)				Project Information
	☑, if present	☑, if NA	Item Location (Pg #)	Consultant		MS4 Staff/Others		SWPPP Contents
				☑, if present	☑, if NA	☑, if present	☑, if NA	
21								3. Physical Geography; Regulatory Features; Eligibility for General Permit Coverage
22								a. Name of all waterbodies receiving stormwater discharges from this site
23								b. Stream classification of initial receiving waters of construction activity discharges.
24								c. Regulatory status of initial receiving water of construction activity discharges
28								d. If project discharges directly to separated storm sewer systems, name of owner? If MS4, name of MS4.?
29								e. Description, if any of land areas where Soil Slope Phase is identified as an E or F, or the map unit is inclusive of 25% of greater slope on the USDA Soil Survey for the County.
30								f. Description, if any of construction activities or discharges that may adversely affect an endangered or threatened species and actions taken to address issue.
31								g. Description, if any of construction activities that have the potential to affect an historic property and actions taken to address the issue.
32								h. Description of natural features influencing construction and maintenance of erosion and sediment controls (site slopes; soil erodibility/K-value; infiltration rate; type of soils)
33								i. Description of natural features influencing design of post construction practices
34								j. Description of man-made features influencing design of post construction practices
35								k. Description, if any of stormwater hotspots associated with the intended land use or activity of project.
37								4. General Permit Coverage for Construction Activity
38								a. Statement affirming that this land disturbance project is eligible for general permit coverage under NYSDEC SPDES GP-0-15-002 Construction Activity Permit.

Part III. SWPPP Content Check List - Short Version								
B. Forms and Documents to Submit With SWPPP								
Item	SWPPP Preparer			SWPPP Reviewer(s)				SWPPP Related Documents Description
	☑, if present	☑, if NA	Item Location (Pg #)	Consultant		MS4 Staff/Others		
				☑, if present	☑, if NA	☑, if present	☑, if NA	
49								1. Construction Activity Permit Forms
50								<i>a. Notice of Intent (NOI) Form</i>
51								<i>b. Notice of Intent (eNOI) Submission Form.</i>
52								<i>c. SWPPP Preparer Certification Form</i>
53								<i>d. Owner/Operator Certification Form</i>
54								<i>e. Contractor and Sub Contractor Certification Form</i>
55								<i>f. Notice of Termination (NOT) Form</i>
56								2. MS4 Permit Forms Related to Oversight of Construction Activity Permit
57								<i>a. MS4 SWPPP Acceptance Form</i>
58								<i>b. Notice of Termination (NOT) Form (filled in as much as possible for MS4)</i>
59								<i>c. MS4 Construction Site Inspection Form (not filled in)</i>
60								<i>d. Blank copy of owner or operator: Contractor Maintenance Inspection Report Form</i>
61								<i>e. Blank copy of owner or operator: "Qualified Inspector" Inspection Report Form</i>
62								3. Other Documents Named in Construction Activity Permit (GP-0-15-002)
63								<i>a. State Historic Preservation Act (SHPA)</i>
79								<i>b. State Environmental Quality Review Act ("SEQRA")</i>
81								<i>c. Uniform Procedures Act ("UPA")</i>
102								<i>d. Federal Permits</i>
103								<i>i. Underground Injection Control Permit</i>
105								<i>ii. Army Corps of Engineers-Wetland Permits</i>
106								4. Documents Pertaining to Post Construction Stormwater Management Practices (Required by land use control MS4)
107								All necessary stormwater easement documentation, if applicable.
108								Maintenance Agreement

Part III. SWPPP Content Check List - Short Version									
C. Erosion and Sediment Control Components									
Item	SWPPP Preparer			SWPPP Reviewer(s)				Erosion and Sediment Control Components	
	☑, if present	☑, if NA	Item Location (Pg #)	Consultant		MS4 Staff/Others		Required SWPPP Content	Additional SWPPP Content
				☑, if present	☑, if NA	☑, if present	☑, if NA	Text from Construction Activity Permit GP-0-15-002	MS4 Clarifications & Requests
110									If construction activity is a single family home, use Appendix E Erosion and Sediment Control Plan for Small Homesite Construction from the NYS Standards and Specifications for Erosion and Sediment Control dated August, 2005 or provide equivalent details and specifications.
111								At a minimum, the erosion and sediment control component of the SWPPP, shall include the following:	
112								Background info about: scope of project, including location, type, and size of project.	
116								Site map/construction drawing(s) for the project, including a general location map.	
117								At a minimum, the site map shall show:	
118								~the total site area;	
119								~all improvements;	
120								~areas of disturbance;	
121								~areas that will not be disturbed;	
122								~on-site and adjacent off-site surface water(s);	
123								~floodplain/floodway boundaries;	
124								~wetlands and drainage patterns that could be affected by the <i>construction activity</i> ;	
125								~existing and final contours;	
126									~existing and final proposed topography a minimum of 50' beyond the property (min. 2' contours) or as required by MS4
127								~locations of different soil types with boundaries;	
128								~material waste, borrow, or equipment storage areas located on adjacent properties;	
129									Specific details for:
130									~material stockpiling
131									~equipment staging
132									~material storage
133									~borrow/spoil areas
134									~dewatering operations
135									~spill/waste containment
136									~concrete wash-out

Part III. SWPPP Content Check List - Short Version									
C. Erosion and Sediment Control Components									
Item	SWPPP Preparer			SWPPP Reviewer(s)				Erosion and Sediment Control Components	
	☑, if present	☑, if NA	Item Location (Pg #)	Consultant		MS4 Staff/Others		Required SWPPP Content	Additional SWPPP Content
				☑, if present	☑, if NA	☑, if present	☑, if NA	Text from Construction Activity Permit GP-0-15-002	MS4 Clarifications & Requests
137								~location(s) of stormwater discharge(s);	
138									~boundary of the proposed limits of clearing and, if different, limits of grading on the site.
139								A description of the soil(s) present at the site, including identification of the Hydrological Soil Group.	
140								Construction phasing plan and sequence of operations describing the intended order of <i>construction activities</i> , including:	Phasing plan must limit active disturbance to under 5 acres.
141								~clearing and grubbing;	
142								~excavation and grading;	
143								~utility and infrastructure installation;	
144								~any other activity at the site that results in soil disturbance	
145									~stockpiling
146									~final stabilization
147								A description of the minimum erosion and sediment control practices to be installed or implemented.... Include a schedule that:	
148								~ identifies the timing of initial placement or implementation of each erosion and sediment practice and;	
149								~the minimum time frames that each practice should remain in place or be implemented.	
150								A temporary and permanent soil stabilization plan	
151									Specifications for temporary and permanent seeding – note seed types and application rates
152									Statement which reads that in areas where soil activity has temporarily or permanently ceased, the application of soil stabilization measures must be initiated by the end of the next business day and completed within fourteen (14) days from the date the current soil disturbance activity ceased.

Part III. SWPPP Content Check List - Short Version									
C. Erosion and Sediment Control Components									
Item	SWPPP Preparer			SWPPP Reviewer(s)				Erosion and Sediment Control Components	
	☑, if present	☑, if NA	Item Location (Pg #)	Consultant		MS4 Staff/Others		Required SWPPP Content	Additional SWPPP Content
				☑, if present	☑, if NA	☑, if present	☑, if NA	Text from Construction Activity Permit GP-0-15-002	MS4 Clarifications & Requests
153									For construction sites that directly discharge to one of the 303(d) listed segments in Appendix E, a statement which reads that the application of soil stabilization measures must be initiated by the end of the next business day and completed within seven (7) days from the date the current soil disturbance activity ceased.
154								A site map/construction drawing(s) showing the specific location(s), size(s), and length(s) of each erosion and sediment control practice	
155									Descriptions of structural practices used to divert flows
156								The dimensions, material specifications, installation details, and operation and maintenance requirements for all erosion and sediment control practices.	
157									Calculations for siting and sizing of any temporary sediment basins and/or traps
158									Identification of any maintenance or inspection actions that are required prior to converting practices to permanent control measures
159								A maintenance inspection schedule for the contractor(s)	
160								A description of the pollution prevention measures that will be used	
164									Description of construction and waste materials expected to be utilized on-site or adjacent to site
165									Description of controls to reduce pollutants from these materials
166									Description of cleanup procedures and spill prevention and notification for each material

Part III. SWPPP Content Check List - Short Version									
C. Erosion and Sediment Control Components									
Item	SWPPP Preparer			SWPPP Reviewer(s)				Erosion and Sediment Control Components	
	☑, if present	☑, if NA	Item Location (Pg #)	Consultant		MS4 Staff/Others		Required SWPPP Content	Additional SWPPP Content
				☑, if present	☑, if NA	☑, if present	☑, if NA	Text from Construction Activity Permit GP-0-15-002	MS4 Clarifications & Requests
167								A description and location of any stormwater discharges associated with industrial activity	
168								Identification of any elements of the design that are not in conformance with the design criteria in the technical standard	
169								~include the reason for the deviation or alternative design	
170								~provide information which demonstrates that the deviation or alternative design is equivalent to the standard.	
171									If project is in a regulated MS4, description of winter month, October 15 to April 15, requirements related to E&SC (i.e. anchoring mulch material, sediment removal from basins/traps, use of winter rye seed, offset silt fence, etc.). See Winter Shutdown and Site Inspection Requirements available from MS4.
172								TRACKING SPECIFIC DESIGN ELEMENTS:	
173								<i>To help track the review of E/SC practices for presence/absence, size, and length information, MS4s may want to call out practices of concern and note comments. Space is provided here for that purpose.</i>	
174								<i>E/SC Practice #1 Description of Practice: _____ . Location present, Y/N ___? Size present Y/N ___? Length present, Y/N ___? Comments:</i>	
176								<i>To help track the review of each E/SC practice for presence/absence of dimension, material specification, installation details, and operation and maintenance requirements for erosion and control practices MS4s may want to call out specific practices of interest and make comments. Space is provided here for that purpose.</i>	

Part III. SWPPP Content Check List - Short Version									
C. Erosion and Sediment Control Components									
Item	SWPPP Preparer			SWPPP Reviewer(s)				Erosion and Sediment Control Components	
	☑, if present	☑, if NA	Item Location (Pg #)	Consultant		MS4 Staff/Others		Required SWPPP Content	Additional SWPPP Content
				☑, if present	☑, if NA	☑, if present	☑, if NA	Text from Construction Activity Permit GP-0-15-002	MS4 Clarifications & Requests
177								<i>E/SC Practice #1 Description of Practice _____ _____. Items present: Dimensions, Y/N__? Installation details, Y/N__? Operation and maintenance requirements, Y/N__? If temporary sediment basin, location present, Y/N__? Size present, Y/N__? If structural practice to divert flows, location present, Y/N__? Size present, Y/N__? Comments:</i>	
179								<i>To help track design elements not in conformance with the design criteria in the technical standards, MS4s may want call out specific practices of interest, as follows, and make comments. Space is provided here for that purpose.</i>	
180								<i>Non-Conforming Design Element #1 Description: _____ _____ Reason for deviation or alternate design present, Y/N__? Info demonstrating that deviation or alternative design is equivalent to standard present, Y/N__? Comments:</i>	

Part III. SWPPP Content Check List - Short Version									
D. Post Construction Stormwater Management Components									
Item	SWPPP Preparer			SWPPP Reviewer(s)				Post Construction Stormwater Management	
	☑, if present	☑, if NA	Item Location (Pg #)	Consultant		MS4 Staff/Others		Required SWPPP Content	Additional SWPPP Content
				☑, if present	☑, if NA	☑, if present	☑, if NA	Text from Construction Activity Permit GP-0-15-002 or NYS Stormwater Management Design Manual (2015) Chapters 3 & 9	MS4 Clarifications & Requests
182								From Construction Activity Permit:	
183								Post-construction stormwater management component-	
185								The post-construction stormwater management practice component of the SWPPP shall include the following:	
186								Identification of all post-construction stormwater management practices	
187								A site map/construction drawing(s)	
188								Stormwater Modeling and Analysis Report that includes:	
189								~Map(s) showing pre-development conditions,	Watershed/sub-catchment includes any upstream watersheds draining onto the project site and the associated stormwater collection and conveyance structures
190								~Map(s) showing post-development conditions	Watershed/sub-catchment includes any upstream watersheds draining onto the project site and the associated stormwater collection and conveyance structures
191								~Results of stormwater modeling (i.e. hydrology and hydraulic analysis)	
192								~Summary table, with supporting calculations	
193								~Identification of any sizing criteria that is not required	
194								~Identification of any elements of the design that are not in conformance with the <i>performance criteria</i>	
195								Soil testing results and locations (test pits, borings)	Testing is conducted in conformance with the NYS Stormwater Management Design Manual (2015) Appendix D.
196								Infiltration results, when required, in particular at location of stormwater management practices.	
197								From Construction Activity Permit:	
198								If Enhanced Phosphorus Removal Watershed(s): (NA for Albany County)	

Part III. SWPPP Content Check List - Short Version									
D. Post Construction Stormwater Management Components									
Item	SWPPP Preparer			SWPPP Reviewer(s)				Post Construction Stormwater Management	
	☑, if present	☑, if NA	Item Location (Pg #)	Consultant		MS4 Staff/Others		Required SWPPP Content	Additional SWPPP Content
				☑, if present	☑, if NA	☑, if present	☑, if NA	Text from Construction Activity Permit GP-0-15-002 or NYS Stormwater Management Design Manual (2015) Chapters 3 & 9	MS4 Clarifications & Requests
200								Chapter 3 Stormwater Management Planning Requirements (Five Step Process)	MS4 Requests & Clarifications
201								Planners and designers must address this approach (<i>i.e. stormwater management planning</i>) in a step-wise process that involves site planning and stormwater management practice (SMP) selection. This includes providing information in the SWPPP which documents compliance with the required process. The steps include:	
202								The Six Step Process for Stormwater Site Planning and Practice Selection	
203								Step 1 Site Planning	
204									Text or chart which describes how Preservation of Natural Resources practices have been incorporated into the SWPPP Stormwater Management Plan.
213									Text or chart which describes how Reduction of Impervious Cover practices have been incorporated into the SWPPP Stormwater Management Plan.
222								The SWPPP must include an evaluation of all green infrastructure planning measures as they apply to the site. The evaluation process requires the following measures:	
223								1. Developing a map that identifies natural resource areas and drainage patterns, including, but not limited to:	
224								~Wetlands (jurisdictional, wetland of special concern)	
226								~Waterways (major, perennial, intermittent, springs)	
227								~Buffers (stream, wetlands, forest, etc.)	
228								~Floodplains	~Map includes 100-yr floodplain and floodway limits if disturbance proposed is in the floodplain
229								~Forest, vegetative cover	~Map includes description and boundaries of the existing predominant vegetative cover on the project site

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D. Post Construction Stormwater Management Components									
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				☑, if present	☑, if NA	☑, if present	☑, if NA	Text from Construction Activity Permit GP-0-15-002 or NYS Stormwater Management Design Manual (2015) Chapters 3 & 9	MS4 Clarifications & Requests
230								~Critical areas	~Map includes location and boundaries of resource protection areas (water supply well setbacks, septic system setbacks, sole source aquifers, etc.)
231								~Topography (contour lines, existing flow paths, steep slopes, etc.)	~Map includes existing topography a minimum of 50' beyond the property (min. 2' contours), or as required by MS4
232								~Soil (hydrological groups, highly erodible soils, etc.)	~Map includes description and map of all soils on the site (HSG, highly erodible soils, E and F Soil Slope Phase, others)
233								~Bedrock, significant geological features	~Map notes location of karst bedrock, if any
234									~If project near Hudson River, map notes location of sea-level rise projections along Hudson for 2020, 2050, and 2080 ClimAID Supplement Risk Information September, 2014 (Rule making pending-Community Risk and Resiliency Act)
235								2. Devising the strategies for protection and enhancement of natural resources	
240								3. Reduce the impacts of development by reducing impervious surfaces	
241								4. Demonstrating that all reasonable opportunities for preserving natural conditions of the site are employed	
242								During the planning step, the designer should check with municipalities to determine if there are local laws and ordinances that regulate wetlands, stream buffers, forest or habitat protection, erosion control or grading. The designer should also consult the municipality for laws relating to conservation or cluster design, roads, driveways, and parking lots to determine level of flexibility in reducing impervious surfaces.	SWPPP acknowledges and complies with applicable local laws .

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D. Post Construction Stormwater Management Components									
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				☑, if present	☑, if NA	☑, if present	☑, if NA	Text from Construction Activity Permit GP-0-15-002 or NYS Stormwater Management Design Manual (2015) Chapters 3 & 9	MS4 Clarifications & Requests
243								Step 2 Determine Water Quality Treatment Volume (WQv)	
244								The designer calculates the required WQv for the site using criteria in Chapter 4. Once the preliminary site layout is prepared:	
245								~impervious areas are defined	SWPPP calculates impervious area using Design Manual Chapter 4 definition. Total area, impervious area, % impervious calculated for each sub-catchment. % impervious used in WQv calculations.
246								~sub-catchments are delineated	SWPPP text and related maps identify the sub-catchments used to calculate water quality volume (WQv).
247								~designer calculates the water quality volume	Water quality volume calculations matched to sub-catchment and impervious areas.

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D. Post Construction Stormwater Management Components									
Item	SWPPP Preparer			SWPPP Reviewer(s)				Post Construction Stormwater Management	
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				☑, if present	☑, if NA	☑, if present	☑, if NA	Text from Construction Activity Permit GP-0-15-002 or NYS Stormwater Management Design Manual (2015) Chapters 3 & 9	MS4 Clarifications & Requests
248								Step 3 Apply Runoff Reduction Techniques and Standards SMPs with RRv Capacity (e.g. infiltration practices, bioretention, open channel practices) to Reduce Total WQv	
249								SWPPP includes a thorough and clear analysis of: 1) how the require total WQv was calculated; 2) description and calculation of minimum runoff reduction requirement; 3) description of runoff reduction calculations for each of the techniques listed in Table 3.2 and SWPs with RRV capacity; 4) reason why a particular runoff reduction technique or techniques were selected by the designer; 5) reasons why a particular runoff reduction technique was not selected; and 6) for redevelopment projects use of any runoff reduction techniques, if any	
250									
251									
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253									
254									
255									
271								If the standard SMPs with RRv capacity listed above are used to address RRv criteria, the practices must be designed to capture runoff at the source.	SWPPP text describes location of any standard SMPs with RRv capacity included in the SWPPP and provides an estimated distance from source of runoff to SMP showing that practice captures runoff at source.
272									SWPPP text states clearly based on calculated values documented in the SWPPP (runoff reduction worksheets) that the RRv value is greater than or equal to WQv value.
273									If runoff reduction volume can not be met, SWPPP states clearly specific site limitations related to all possible runoff reduction techniques. Explanation references data from soil borings, test pits, and infiltration tests.

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D. Post Construction Stormwater Management Components									
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				☑, if present	☑, if NA	☑, if present	☑, if NA	Text from Construction Activity Permit GP-0-15-002 or NYS Stormwater Management Design Manual (2015) Chapters 3 & 9	MS4 Clarifications & Requests
274									If designer can not reduce 100% of the WQv due to site limitations, the SWPPP states which runoff reduction techniques or standard SMP with RRv capacity will be used unless infeasible.
275								Step 4 Determine the minimum RRv required	
276									SWPPP text describes how the minimum RRv was calculated.
277								Step 5 Apply Standard Stormwater Management Practices to Address Remaining Water Quality Volume	
278									SWPPP text describes how much of the water quality volume will be treated using runoff reduction techniques or SMPs with RRv capacity and describes which standard SMPs will be used to treat the remaining WQv. Text verifies that RRv requirement has been met.
279								Step 6 Apply Volume and Peak Rate Control Practices if Still Needed to Meet Requirements	
280									SWPPP text describes which channel protection; overbank flood control, and extreme flood controls will be used to meet water quantity requirements, as needed.
281								Criteria for Practice Addition	
282									SWPPP text, as needed describes alternate stormwater management practices in new construction. Description includes all relevant explanations regarding equivalency, required performance and sizing criteria, and requirements related to proprietary practices.

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D. Post Construction Stormwater Management Components									
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				☑, if present	☑, if NA	☑, if present	☑, if NA	Text from Construction Activity Permit GP-0-15-002 or NYS Stormwater Management Design Manual (2015) Chapters 3 & 9	MS4 Clarifications & Requests
286								Exceptions to Meeting the Runoff Reduction Volume (RRV) Criteria:	
287									If project is a redevelopment activity, SWPPP text explains Chapter 9 criteria and status of this project for meeting RRv criteria.
288									If project is located in area with karst geology, SWPPP text explains results of recommended geotechnical assessment, the need to avoid large infiltration basins; and explains why and which runoff reduction techniques are included in the SWPPP.
289									If project activity will result in or include any of the NYSDEC stormwater hotspots, the SWPPP describes which non-infiltration type practices will be used to meet the RRv criteria.
290								Chapter 9 Redevelopment Activity NYSDEC Stormwater Management Design Manual-2015	MS4 Requests & Clarifications
291								Determinations regarding waiver of water quantity requirements:	
292								10- and 100-year water quantity control criteria waived ...	Calculations indicating no alteration of hydrology that would increase discharge rate (ref. Results of stormwater modeling, Ck List Item No.188.
293								Channel protection water quantity control criteria waived because no change in hydrology....	Calculations showing that the post-construction 1-yr 24-hour discharge rate and velocity will not exceed the pre-construction condition (ref. Results of Stormwater Modeling: Ck List Item No. 188)

Part III. SWPPP Content Check List - Short Version									
D. Post Construction Stormwater Management Components									
Item	SWPPP Preparer			SWPPP Reviewer(s)				Post Construction Stormwater Management	
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				☑, if present	☑, if NA	☑, if present	☑, if NA	Text from Construction Activity Permit GP-0-15-002 or NYS Stormwater Management Design Manual (2015) Chapters 3 & 9	MS4 Clarifications & Requests
294								Treatment is required for 100% of runoff from newly created impervious surfaces and 25% of redeveloped (pre-existing) impervious surfaces	Calculation of the water quality volume with separate components for new impervious surfaces and reconstructed impervious surfaces (ref. Step 2, Determine Water Quality Treatment Volume: Ck List Item No. 188)
295								Option selected for meeting the water quality criteria for redeveloped portions of site (or all of site if no increase in impervious):	
296								___Impervious cover at close of construction reduced by at least 25% of the total disturbed impervious area, with soil restoration in newly created pervious areas	Site plans clearly indicate areas converted from impervious to pervious conditions and text/narrative shows acreages or square footage reduced
297								___A minimum of 25% of the WQv from the disturbed impervious area is captured and treated by standard practices or reduced by runoff reduction techniques.	Site plans show location of standard or runoff reduction practices and indicate the contributing drainage areas to them.
298								___Alternative ("proprietary") practices will treat 75% of the WQv from the disturbed impervious area as well as any additional runoff from tributary areas outside the disturbed impervious area.	Site plans show location of proprietary practices and drainage areas to them, and list the manufacturer and model for validation that the technology is accepted by NYSDEC.
299								___A combination of the above three approaches is proposed and weighted using the following formula: %WQv treatment by Alternative practice = (25 - (%IC reduction + WQv treatment by Standard practice + % Runoff reduction)) x 3	If this formula is used to determine the proportion of the WQv that must be handled by alternative practice, inputs to the calculation should be provided with supporting data.

Part III. SWPPP Content Check List - Short Version									
D. Post Construction Stormwater Management Components									
Item	SWPPP Preparer			SWPPP Reviewer(s)				Post Construction Stormwater Management	
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				☑, if present	☑, if NA	☑, if present	☑, if NA	Text from Construction Activity Permit GP-0-15-002 or NYS Stormwater Management Design Manual (2015) Chapters 3 & 9	MS4 Clarifications & Requests
300								From Construction Activity Permit:	
302								Chapter 3 Stormwater Management Planning (Operations & Maintenance Plan)	
303								Operations and maintenance plan, which...	
312								TRACKING SPECIFIC DESIGN ELEMENTS:	
313								<i>To help track the review of post construction stormwater management practices for require elements, SWPPP reviewers may want to call out practices of concern and note comments. Space is provided here for that purpose.</i>	
314								Post Construction Practice #1 Description of Practice: _____ Sizing criteria met, Y/N? ____ Performance criteria met, Y/N? ____ Required elements present, Y/N? ____ Comments? _____ _____ _____ _____	
316								<i>To help track design elements not in conformance with the design criteria in the technical standards, MS4s may want call out specific practices of interest, as follows, and make comments. Space is provided here for that purpose.</i>	
317								Non-Conforming Design Element #1 Description: _____ _____ Reason for deviation or alternate design present, Y/N? ____? Info demonstrating that deviation or alternative design is equivalent to standard present, Y/N? ____? Comments:	

Part III. SWPPP Content Check List - Short Version								
E. Municipal Requirements for Drawings, Maps, and Specifications Pertaining to Stormwater Management								
Item	SWPPP Preparer			SWPPP Reviewer(s)				Municipal Requirements
	<input type="checkbox"/> , if present	<input type="checkbox"/> , if NA	Item Location (Pg #)	Consultant		MS4 Staff/Others		Drawings, Maps, Specifications, Standards
				<input type="checkbox"/> , if present	<input type="checkbox"/> , if NA	<input type="checkbox"/> , if present	<input type="checkbox"/> , if NA	Requested by MS4s
319								Map requirements (can be incorporated into other SWPPP maps)
320								~project boundary,
321								~adjacent parcels,
322								~streets
323								~adjacent municipalities
324								~adjacent MS4s of all types
325								Standardization:
326								For stormwater practices which require sizing: Use standard Town of Colonie rainfall amounts for the 1, 2, 10, 25, 50, 100-year 24-hour and 90% rainfall events. They are 1-yr = 2.5", 2-yr = 2.8", 10-yr = 4.5", 25-yr = 5.0"; 50-yr = 5.8"; 100-yr = 7.0", and 90% rainfall (P) = 1.2".
328								Use of City-Town-Village-County-University Standard Specifications (if any) for design of the storm drain system (i.e. catch basins, manholes, piping, etc.)
329								Construction Drawings
330								Stamped construction drawings and SWPPP with the signature and seal of a 'Qualified Professional', as defined in GP-0-15-002 Construction Activity Permit.
331								Location of existing and proposed roadways, lot boundaries, buildings, and other structures
332								Location of existing and proposed utilities (e.g. water, sewer (sanitary and storm), gas, electric) and easements
333								Location of existing and proposed conveyance systems (i.e. swales, MHs, CBs, pipes, etc.)
334								Existing and proposed elevations for storm drain structures (i.e. pipes, CBs, manholes, etc.). Include vertical separation distances for all utilities.
335								Flow paths of surface and subsurface stormwater management structures (use flow arrows)
336								Locations and dimensions of all proposed channel modifications (i.e. bridges & culverts)
337								Final landscaping plans - include buffer zones, reforestation, or wetland mitigation areas
338								Location of sea-level rise projections along Hudson for 2020, 2050, and 2080 ClimAID Supplement Risk Information September, 2014