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STORMWATER MANAGEMENT PLAN CHECKLIST

A Stormwater Management Plan (SWMP) is required for a Town of Berthoud Stormwater Quality Permit. The Applicant shall use this checklist and provide the information required below. The submittal includes plans, standard details and specifications, as well as a narrative description of the construction activity, pollutant sources and control measures. The submittal shall be completed through the Town's on-line permit system. Each item listed below must be addressed in the SWMP, referenced in the SWMP if another plan or document containing the information will be used, and attached as necessary.

PROJECT:

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1. DESIGNATE AN AUTHORIZED AGENT

Include the name and title of individual(s) with knowledge of the principles and practices of erosion and sediment control and pollution prevention. The Authorized Agent(s) must perform site inspections and therefore, possess skills to assess conditions that could impact stormwater quality and the effectiveness of stormwater controls used to comply with the permit.

completed ✓ or n/a	
Preparer	TOB

2. SITE DESCRIPTION

Include a narrative with the following information, at a minimum:

		Preparer	TOB
a.	A description of the construction activity.		
b.	A proposed construction schedule.		
c.	Total area of the site, and total disturbed area, including offsite staging/storage areas.		
d.	A description of the soil or soil erosion potential.		
e.	A description of the existing vegetation, including percent coverage and the method for determining the percentage.		
f.	A description of any non-stormwater discharges such as uncontaminated springs and landscape irrigation or those discharged in accordance with CDPHE Water Quality Control Division Low Risk Discharge Guidance. Construction dewatering cannot be discharged to surface waters or to the storm sewer system without separate CDPS permit coverage.		
g.	The name of the receiving water(s) or if the discharge is to a municipal separate storm sewer, the location of the storm sewer discharge, and the ultimate receiving water(s).		
h.	A list of potential pollution sources. At a minimum, each of the following sources must be evaluated and included in the SWMP if determined to be a potential pollution source:		
i.	Disturbed and stockpiled soil, including dust and contaminated soil;		
ii.	Vehicle tracking;		
iii.	Materials handling and material storage, including loading and unloading;		
iv.	Equipment maintenance and fueling;		
v.	Waste management including portable toilets, trash, sawcut waste, concrete washout and masonry mixing stations;		
vi.	Asphalt or concrete batch plants.		
i.	Include a spill prevention and response plan.		

3. SITE MAP

Include a plan sheet(s) with the following information, at a minimum:

	Preparer	TOB
a. Construction site boundaries indicating grading, cut, fill and stockpile locations.		
b. Arrows depicting stormwater flow directions.		
c. Locations of springs, streams, wetlands and State Waters.		
d. Stream crossings.		
e. Areas within 50' of a receiving water where pre-existing vegetation will be preserved. If determined infeasible, provide a statement.		
f. The Plan must indicate locations of control measures that will be used. The plan should clearly		
i. Before clearing and grading begins;		
ii. During all phases of construction (temporary construction and waste control		
iii. Post-construction/final stabilization (permanent BMPs).		
g. Identify staging areas, materials handling and material storage control measures (site management and waste control BMPs).		
h. Approved details must be included for each BMP indicated.		

4. INSPECTION PROCEDURES

The plan must include inspection procedures to ensure BMPs are effective and in good operating condition. The following are required minimum procedures:

	Preparer	TOB
a. Begin inspections within 7 days of commencement of site work.		
b. Inspections must be performed by the designated Authorized Agent(s).		
c. Perform inspections throughout construction in accordance with one of the following schedules: i. every 14 days, and within 24 hours of a storm event that causes erosion a. a post-event inspection can fulfill a 14 day inspection; b. a post-event inspection can be performed within 72 hours of a storm event if there is no site activity during the 72 hours; ii. every 7 days.		
d. Perform inspections once every 30 days at sites where construction is complete, but final stabilization is pending.		
e. During each inspection, observe disturbed areas, the site perimeter, material storage areas, and		

5. MAINTENANCE PROCEDURES

The plan must include maintenance procedures to ensure BMPs are effective and in good operating condition. The following are required minimum procedures:

	Preparer	TOB
a. Perform maintenance and repairs immediately on items or areas identified in the inspection report. Most repairs should be completed within 24 to 48 hours. Until the items are completed, the site is in non-compliance.		
b. Perform maintenance as required, per manufacturer's specifications, or other sources determined to be acceptable.		



6. RECORDKEEPING REQUIREMENTS

The plan must include the following recordkeeping procedures. The following are required minimum procedures:

SWMP		Preparer	TOB
a.	Retain a copy of the SWMP onsite when construction activities are occurring unless another		
b.	The SWMP must be made available to EPA, State and local inspectors for review.		
c.	Throughout construction, the SWMP must be regularly updated and reflect site conditions at all		
d.	Possible updates may include modifying, replacing, or adding BMPs and identifying additional potential sources of pollution.		
e.	Hand-written notations, including the date, description and location of the change, are adequate for most plan updates.		
f.	When deviations from the specific requirements listed below occur, the Permittee must take all necessary steps to prevent the discharge of pollutants and document the following information: <ul style="list-style-type: none"> i. When it is infeasible to immediately take corrective actions to install or replace a control measure: <ul style="list-style-type: none"> a. why the installation or repair of a deficient BMP cannot begin immediately; b. provide a schedule for the installation or repair of the deficient BMP to restore function as soon as possible. ii. When it is infeasible to install temporary stabilization BMPs within 14 days: <ul style="list-style-type: none"> a. the constraints necessitating an alternative schedule; b. the alternate stabilization schedule; and c. all locations to which the alternative schedule is applicable. 		
g.	Changes involving design, site hydrology, project scope or additional disturbed area must be submitted for review prior to making such changes		
h.	Note other permits associated with the project, such as a CDPS Dewatering Permit.		
Inspection Reports		Preparer	TOB
h.	Complete an inspection report for each inspection performed.		
i.	Keep inspection reports, maintenance records, spill response, etc. on-site as part of the		
j.	Use of the Town's inspection form is not required, however, the report must include all information on the Town's form.		
k.	The designated Authorized Agent(s) is required to sign all inspection reports with the following statement: <p><i>"I verify that, to the best of my knowledge and belief, that if any corrective action items were identified during the inspection, those corrective actions are complete, and the site is currently in compliance with the permit."</i></p>		

* Retain copies of all documentation for at least three years from the date the permit is terminated.