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## **SWPPP Guidance Document**

### **(Storm Water Pollution Prevention Plan)**

Development/Project Name: \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_

Address/Location: \_\_\_\_\_

Net Area (Acres): \_\_\_\_\_

Disturbed Area (Acres): \_\_\_\_\_

The City of El Mirage requires all development that disturbs one acre or more to submit the required Storm Water Pollution Prevention Plan (SWPPP), including the Notice of Intent (NOI). The owner/developer is still required to submit all required documents to the Arizona Department of Environmental Quality (ADEQ) as required by law. The site <https://azdeq.gov/node/1143> is designed to provide you with a quick and easy way to file a Notice of Intent (NOI) online for permit coverage, apply for a waiver, or file a Notice of Termination (NOT) to terminate coverage under the AZPDES Construction General Permit, AZG2020-001 or call ADEQ at (844) 827-4768 for assistance.

In addition, the SWPPP shall include all requirements of Maricopa County Rule 310 and all requirements of the El Mirage City Code as it pertains to storm water. Copies of all requirements, forms and guidance are available in the latest version of the Drainage Design Manual for Maricopa County Volume III Erosion Control available at the Flood Control District, 2801 West Durango, Phoenix, Arizona 85009, Phone No (602) 506-1501.

This checklist serves to minimize redline comments on the check prints and to maintain consistency among plan reviewers on plans for Storm Water and Dust Control Management. Plan approval, issuing permits, and certain grading clearances depend on compliance with the comments made on the check prints and this checklist. The engineer of record shall satisfy themselves of the completeness and accuracy of the design. This review shall serve as a courtesy review only. The Owner is ultimately responsible to ensure that all of the requirements outlined under AZPDES are followed.

**Please return this checklist and the check prints with your next submittal.** Discussion of redline comments on plans or this checklist should be directed to the City Plan Reviewer.

**GENERAL REQUIREMENTS:**

- Sheets to be 24" X 36"; submit two sets of plans.
- Separate Storm Water Management Plans shall be submitted with grading and drainage plan at time of First review.
- Cover sheet is required on plans of more than two sheets.
- Site Information** – to be included on the First/Cover sheet:
  - Project title block with name and address of project.
  - Legal description of project location.
  - Total site area (acres).
  - Total area of disturbance (acres).
  - Vicinity map with north arrow.
  - Index of plan sheets if more than one plan sheet.
  - Owner's/Developer's name, address, and telephone number.
  - Engineer's name, address, and telephone number.
  - Contractor's name, address and telephone number. If contractor is not known, leave this area blank for future completion.
- Add Storm Water Pollution Prevention (SWPPP) Notes to plan. Notes can be found here <http://www.cityofelmirage.org/documentcenter/view/345>
- SWPPP Certification** – The site owner (operator) or his authorized representative shall sign and certify the plan. In signing, the person certifies that the information is true and assumes liability for the plan. The registrant preparing the plan may be liable to the site operator/owner. However, ultimate responsibility – for purposes of violations, and fines shall lie with the site operator/owner and site contractor.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the operator or operators who manage this system, or those operators directly responsible for gathering information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. In addition, I certify that the permittee will comply with all terms and conditions stipulated in General Permit No. AZG2020-001 issued by the Director.

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Job Title

\_\_\_\_\_

Signature

\_\_\_\_\_

Company Name

- Contractor Certification** – ADEQ also requires that the contractors and subcontractors responsible for implementing measures in the SWPPP be listed in the plan with the measures for which they are responsible, and that they sign a certification statement that they understand the permit requirements as reflected on the SWPPP .

I (*Printed Individual's Name*) acting as (*Job Title*) for the (*contractor/subcontractor's name*), an authorized representative, having reviewed this Storm Water Management Plan (SWPPP) and all of the relevant documents, do hereby certify that I understand all components of this plan and will perform all required inspections and maintenance activities as required; and that I will maintain all necessary and required records at the job site and up to date.

\_\_\_\_\_  
Signature

- Provide a legend identifying grades, symbols, and lines, etc.
- Maricopa County Rule 310 permit #\_\_\_\_\_
- ADEQ tracking number AZCON\_\_\_\_\_
- All sheets shall have the qualified Arizona registrant's seal and original signature prior to plan submittal.
- North arrow and bar scale

The following is a checklist of information that is to be included in the SWPPP. Additional information regarding the data to be included in the SWPPP is provided in the Construction General Permit issued by ADEQ. The Construction General Permit can be downloaded from: [https://static.azdeq.gov/permits/azpdes/cgp\\_permit.pdf](https://static.azdeq.gov/permits/azpdes/cgp_permit.pdf)

- Existing Conditions** – show existing contours, floodplain limits and any stormwater structures on or adjacent to the project site.
- Construction Activity Description** - the SWPPP must contain a description of the purpose or goal(s) of the construction project (e.g. a single-family residential, commercial development, etc.). Additionally, the SWPPP must list all soil-disturbing activities necessary to complete the project (e.g. clearing, excavating, and stockpiling).
- Final Slope Grades** - Location and steepness of slopes after grading.
- Final Drainage Patterns** – Drainage patterns of the site after major grading activities and the location of the points where storm water will discharge from the site.
- Disturbed Areas** - Location and areas of soil disturbing activities or the total area of the site where soil will be disturbed. (This must be identified on the map and area called-out).
- Undisturbed Areas** – The SWPPP shall reflect all areas designated as being undisturbed. This would include Natural open space, jurisdictional washes (Per section 404 of the CWA), etc. All designated areas must be delineated/ and fenced-off in the field.
- Offsite Flows** – Show location of offsite flows including quantities. If offsite flows are being rerouted through the site, a note should be added to reflect the no disturbance zone.
- Erosion and Sediment Controls** – The SWPPP must describe the erosion and sediment controls to be used during construction. Such controls include stabilization measures for disturbed areas and structural controls to divert runoff and remove sediments. Selected controls must be per the Best Management Practices (BMP) outlined in the latest Drainage Design Manual for Maricopa County Volume III Erosion Control (ECM).

- ❑ **Best Management Practices (BMPs)** – Structural devices or non-structural practices that are designated to prevent pollutants from entering into storm water flows, to direct flows of storm water or to treat polluted storm water flows. The emphasis should be placed on eliminating the source of pollutant(s). All selected BMPs details must be shown on the plan sheets or included as part of the Storm Water Management Plan.
- ❑ **Sediment Basins** - Show location of all temporary or permanent sediment basins to be installed. Temporary basins may be substituted for permanent basins during grading phase only. These basins must provide at least 3,600 cubic feet of storage for every acre of contributing land.
- ❑ **Other Controls** – The SWPPP must also include controls that address other potential sources of storm water pollution, such as:
  - ❑ Construction site waste material storage.
  - ❑ Preventing offsite tracking of sediments and generation of dust.
  - ❑ Hazardous material storage (e.g. fuel, equipment oil, etc.)
  - ❑ Equipment maintenance/ parking areas.
- ❑ **Post-Construction** – The SWPPP must include a description of storm water management controls that will be installed to control pollutants after construction completion.
- ❑ **Future Activities** – The SWPPP shall address all grading activities to be performed on any site that is part of the “greater common plan or development” (e.g. construction of individual lot(s) within a subdivision).
- ❑ **Location of Controls** – the BMPs selected for the site must be shown on the SWPPP, including the location of each measure used for erosion and sediment control, storm water management, and other pollution controls.
- ❑ **Inspection and Maintenance Plan** – The SWPPP must contain a description of the procedures that will be used to maintain the BMPs on site. The plan shall include an inspection and maintenance checklist for each control measure. The checklist must address specific items to inspect for and evaluation criteria.
- ❑ **Description of Controls** – The SWPPP shall include a list of the BMPs to be used at the site, describing each control and its purpose. Many of the BMPs selected from the ECM already contain the descriptions and purpose.
- ❑ **Sequence of Major Activities** – The SWPPP shall contain a sequence of major activities. The sequence should address the installation of all controls, earth disturbing activities, and stabilization activities, and the maintenance required for the controls. The sequence should indicate, clearly, the order in which these activities will take place along with a proposed timeline associated with each activity.

In developing a sequence of major activities, the following general principals should be followed:

1. Install down slope and side slope perimeter controls before the land disturbing activity occurs.
2. Cover or stabilize disturbed areas as soon as possible. (*Under ADEQ’s general permit, disturbed areas of the construction site that will not be re-disturbed must be stabilized within 14 days of the most recent land disturbance*).
3. Time construction activities to limit impact from seasonal climate changes or weather events.
4. Delay construction of infiltration measures until the end of the construction project, if possible. Otherwise, provide proper Storm Water Management Controls to eliminate potential sources of pollution.
5. Do not remove temporary perimeter controls until after all upstream areas are finally

stabilized.

- Additional Comments** - The following are additional comments specific to this site:

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