



5 E. Cherry Street
North Liberty, IA 52317
(319) 626-5713
fax (319) 626-3288

CONSTRUCTION SITE RUNOFF APPLICATION & PERMIT

• Site Address: _____

OR

• Lot & Subdivision: _____

• Applicant: _____

Address: _____ City: _____ State _____ Zip _____

Daytime Phone: _____ Other Phone: _____

• Contractor: _____

Address: _____ City: _____ State _____ Zip _____

Daytime Phone: _____ Other Phone: _____

(Applicant's Designated Agent)

• 24-hour contact name: _____ Phone: (____) ____ - ____ Cell: (____) ____ - ____

Email: _____ (Required)

• Description of Activity: _____

• Location of SWPPP Documents: _____

By signing this document, the permittee understands:

1. This permit must be approved prior to any land disturbing activity.
2. The controls indicated on the Stormwater Pollution Prevention Plan (SWPPP) must be in place, maintained, and changes recorded.
3. Prior to any land disturbing activities, (unless required to install controls), the site must be inspected by the enforcement official and passed.
4. Signature assumes all responsibility for the Stormwater Pollution Prevention Plan (SWPPP) and amendments, and certifies the SWPPP complies with all the requirements of the construction site runoff control ordinance.

I have read and understand the conditions of this permit, and I am authorized to agree and attest to all the conditions and all their particulars.

Applicant's Signature: _____ Date: _____

Permit Fee \$150.00 – for any development on a platted lot regulated by a NPDES General Permit #2

City Use only:

NPDES Permit #: _____ [] Permittee [] Co-Permittee [] Transfer Permittee

Additional requirements: _____

City Approval by: _____ Date: _____

Construction Site Runoff Permit SWPPP Required Information Project Subcontractors and Estimated Scheduling

Project Address: _____

FYI: The IDNR General Permit #2 Part IV.D.7A. states, "The storm water pollution prevention plan must clearly identify for each measure in the plan, the contractor(s) and/or subcontractor(s) that will implement the measure."

Subcontractors:	Name	Contact #
Excavation -		
Flatwork -		
Foundation -		
Plumbing -		
Electric -		
Framing -		
Siding -		
Mechanical -		
Landscape -		
Misc. -		
Misc. -		
Misc. -		

Sequence of Construction Activities:	Date (Approx):	SWPPP Controls*:	Date (Approx):
Excavation			
Walls			
Groundwork			
Tar, Tile, Backfilling			
Flatwork			
Framing			
Roofing			
Bricklayer			
Drive and Walks			
Rough-ins			
Siding			
Insulation			
Sheetrock			
Texture, Mud, Tape			
Paint			
Interior Finish			
Landscaping (all sod)			

*SWPPP controls include the installation of perimeter controls, inlet protection, sanitary facilities location, stabilized entrance/exit, designate concrete washout & materials storage areas, etc.

Certification Statement for Co-Permittees

I certify under penalty of law that I understand the terms and conditions of the general National Pollutant Discharge Elimination System (NPDES) permit that authorizes the storm water discharges associated with industrial activity from the construction site as part of this certification. Further, by my signature, I understand that I am becoming a co-permittee, along with the owner(s) and other contractors and subcontractors signing such certifications, to the Iowa Department of Natural Resources NPDES General Permit No. 2 for "Storm Water Discharge Associated with Industrial Activity for Construction Activities" at the identified site. As a co-permittee, I understand that I, and my company, are legally required under the Clean Water Act and the Code of Iowa, to ensure compliance with the terms and conditions of the storm water pollution prevention plan developed under this NPDES permit and the terms of this NPDES permit.

Name and Title of Co-Permittee _____

Name, Address and Telephone Number of Contracting Firm _____

Address or Legal Description of the Site _____

Date Signed _____

Signature _____

**CITY OF NORTH LIBERTY
STORM WATER POLLUTION PREVENTION PLAN (SWPPP)
REVIEW CHECKLIST**

Project Name: _____
 Reviewed by: _____
 Date: _____

Required Documents					
Included Review				Reference	
Yes	No	N/A		Page	Item
			IDNR General Permit #2 Notice of Intent (NOI)	1 -2	N.A.
			N.L. CSR Application & Permit	3	N.A.
			IDNR General Permit #2 Letter of Authorization (when received)	4	N.A.
			Copies of any contractor/sub-contractor certifications	5	N.A.
			Storm Water Pollution Prevention Plan (SWPPP)	6 -8	N.A.
SWPPP Notes					
Included Review				Reference	
Yes	No	N/A		Page	Item
			Estimate total area of site (acres)	6 -8	1
			Estimate total disturbed area of site (acres)	6 -8	1
			List sequence of major activities	6 -8	2
			Note that installation of controls is to take place and be inspected prior to start of grading	6 -8	2
			Note the need for maintenance of controls (i.e. construction entrance/exit, intake protection, silt fence)	8	3
			Note that best management practices (bmp's) are to be removed following stabilization	8	3
			Note that the contractor must keep a copy of the SWPPP onsite at all times and such SWPPP shall be modified to match site conditions and changes	8	3
			Emphasize that contractor shall not disturb an area until it is necessary for construction to proceed	8	3
			Identify activities to limit impact on seasonal weather changes	8	3
			Note all construction site wastes and waste materials need to be properly disposed of and/or covered	8	3
			Statement of stabilization by 14th day of construction if area open 21 days	8	3
			Limitation of traffic and parking on disturbed areas	8	3
			Minimize off-site tracking of sediments and generation of dust	8	3
			Identify pollution prevention measures including but not limited to concrete washout	8	3

SWPPP Plan					
Included Review				Reference	
Yes	No	N/A		Page	Item
			Show location and description of construction entrances/exits	6 -7	4
			Show location and description of concrete truck washout		
			Drainage patterns shown by arrow (include offsite drainage are entering site)	6 -7	5
			Show areas of soil disturbance	6 -7	6
			Locations and description of all controls and bmp's (i.e. silt fence, ditch check, sediment basins, intake protection)	6 -7	7
			Show location and methods of areas to be stabilized (i.e. sod, seed, mulch)	6 -7	8
			Label all receiving and surface waters	6 -7	9
			Label locations where stormwater is discharged	6 -7	9
			Location and description of permanent stormwater management controls (i.e. detention/retention ponds, vegetative swales)	6 -7	10
			Velocity dissipation at outlets/outfalls	6 -7	11
			Show details for bmp's used	8	12
			Location of stockpiles and waste materials (as known)	6 -7	13
Review Suggestions					
Included Review				Reference	
Yes	No	N/A		Page	Item
			Preserve existing vegetation where applicable and limit disturbed areas	N.A.	N.A.
			Consider use of bmp's such as sediment basins/traps, rock checks, vegetative buffers	N.A.	N.A.
			Verify effectiveness of intake protection proposed	N.A.	N.A.

DESIGN STANDARDS/SPECIAL CONDITIONS
For
Storm Water Pollution Prevention

As required by the City of North Liberty NPDES General Permit # 52-52-0-03 and Ordinance #06-26, the following requirements serve to the maximum extent possible (MEP) prevent the pollution of surface water runoff from construction projects by keeping pollution out of the storm drains, by reducing the exposure and discharge of materials and wastes to storm water, and by reducing erosion and sedimentation.

FYI: The USEPA reports that sediment runoff rates from construction sites are typically 10 to 20 times greater than those of agricultural lands, and 1,000 to 2,000 times greater than those of forest lands.'

Contractor shall comply with the following requirements.

A. Storm Water Pollution Prevention Plan (SWPPP)

- a. SWPPP documents must be available for all regulatory inspections. An up-to-date copy of the applicable SWPPP shall be kept at all individual sites. If a Development SWPPP will be utilized by a CO-permittee² or transfer-permittee³, a copy of the original SWPPP must be kept on site or at a readily accessible location of each development.
- b. Relevant on-site documents will at minimum include an updated SWPPP site plan and the weekly/storm inspection forms.
- c. Unless otherwise specified, the SWPPP documents must be kept for three years by SWPPP permittee.

B. Scheduling

- a. Land will not be disturbed until it is necessary for construction to begin (i.e., the start-date specified on your CSR application). The Contractor shall implement site SWPPP controls prior to the start of any construction activity.
- b. The Contractor must continue to incorporate erosion and sediment control items in the construction schedule.
- c. Seasonal weather changes will be considered when outlining the intended sequence of construction activities.

C. Contractor Training and Awareness

Contractor shall train all employees and sub-contractors on the storm water pollution prevention requirements contained in these specification and those contained in any other pertinent regulatory requirements (i.e. City of North Liberty CSR/Erosion Control Ordinance, Storm Water Pollution Prevention Plan).

D. Monitoring

- a. Contact the City of North Liberty Inspector at 626-5713 for SWPPP site changes, monitoring form specifications and/or examples of site BMPs (Best Management Practices). SWPPP changes must be reported within 24-hrs of the change.
- b. Inspections -
 1. Contractor shall monitor the effectiveness of the BMPs used on site every 7-days

¹NPDES Phase II Storm Water Fact Sheet 2.6. USEPA, January 2000

² Per the IDNR General Permit #2 Part II Section F, "Transfer of Coverage Under This Permit" (2002-2007), a Co-permittee is a party who has taken ownership of a property or portion thereof covered under a current NPDES permit, and has assumed dual responsibility of all applicable stormwater regulatory compliance with the original NPDES permittee. The original SWPPP reflects the change(s).

³ A transferee-permittee has not only taken ownership of a property or portion thereof currently covered under a current NPDES permit, but has also taken sole responsibility in writing for the compliance of all applicable storm water regulations. The official notice of transfer of responsibility has been submitted to the IDNR and the original SWPPP reflects the change(s).

2. Contractor shall also monitor within 24-hrs of the end of a storm events of .5-in or more. Local meteorological information can be accessed at NOAA's National Weather Service Weather Forecast Office website, <http://www.crh.noaa.gov/dvn/climate/index.php>.
3. All inspections shall be documented and verify the status and effectiveness of all SWPPP controls.

ACTIVITY-SPECIFIC REQUIREMENTS

E. Erosion and Sediment Controls

- a. Properly install upstream diversions, down-slope, side-slope and perimeter controls before grading or excavating can begin.
 1. Upstream diversions redirect surface water away from areas where topsoil will be removed during construction.
 2. Down-slope and side-slope perimeter-controls prevent soil laden storm water from leaving site prior to the removal of sediment. Perimeter controls will not be removed until upstream/upslope areas are stabilized with permanent vegetation.
 3. If infiltration methods are used to contain surface water, they will be installed after the upstream areas of the site are stabilized. For instance, if a detention basin is going to capture storm water, ground cover needs to be established up-slope of the basin.
- b. All disturbed areas will be properly covered, stabilized and/or protected.
 1. To the maximum extent possible, cover stockpiled soil to prevent runoff.
 2. All stockpiled-soil and bare ground must be seeded between 15 and 21 days after the end of land disturbing activity. (Stockpile protection details in J.b.1-2.)
 3. Diverting surface water away from disturbed areas using earth dikes, brush barriers, straw bales, and drainage swales.
 4. Protecting land areas from concentrated flows that can erode vegetated areas, using gabions, reinforced soil retaining systems, and rock outlets.
- c. Practices to minimize the removal of sediment from the site during general construction activities and subsequent illicit discharges to local MS4s and surface water include:
 1. Fiber Rolls/Silt Fence - Contractor shall install fiber or silt fence at the perimeter of the site before to prevent rainwater run-on and run-off from the site.
 2. Stabilized Construction Entrance/Exit –
 1. Minimize off-site tracking of sediment using a rocked entrance/exit or tire wash, and identifying limited parking areas to keep vehicles off bare soil.
 2. Contractor shall install a stabilized entrance/exit to minimize the tracking of mud and dirt onto adjacent roads by construction vehicles. Length and width to be as large as practically possible. Depth of stabilized entrance should be at least 6-in., using no less than a 2-in un-graded material
 3. Storm Drain Inlet Protection/Filters - Contractor shall install temporary storm drain inlet protection or filters to improve the quality of water being discharged to the inlets or catch basins or to prevent sediment from accumulating during the rain. Storm Drain protection is required year round.
 4. Use a street-cleaner or bobcat with a flat blade to remove large amounts of soil material from the street immediately after tracking or runoff is identified. Contractor shall sweep area adjacent to site at the end of each work day to ensure all material is removed.

F. Concrete, Grout, and Mortar Waste Management

- a. Material Management – Contractor shall store concrete, grout, and mortar away from drainage areas and ensure that these materials do not enter the storm drain system; cover and protect from rainfall and to prevent run-off.

- b. Concrete Truck/Equipment Wash Out –
 - 1. Contractor shall not wash out concrete trucks or equipment into streets, gutters, storm drains, or creeks.
 - 2. Contractor shall perform washout of concrete trucks or equipment only in a designated washout area where the water will flow into a temporary pit in a dirt area or onto stockpiles of aggregate base or sand. This area must be an identified location.
 - 3. Contractor shall collect and return sweepings from exposed aggregate concrete to a stockpile or dispose of the waste in a trash container.

G. Dewatering Operations & Sediment Control (The removal of collected non-storm water from site.)

- a. Contractor shall route water through a control measure such as a sediment trap, sediment basin, or filter bag to remove settle-able solids prior to discharge directly to a storm drain basin. Direct discharge to streets, gutters, storm drains, or creeks is prohibited.
- b. Discharge to a landscape area is permissible under City approval on a case-by-case basis.

H. Painting

- a. Painting Cleanup - Contractor shall conduct cleaning of painting equipment and tools in a designated area that will not allow run-on of storm water or runoff of spills. Contractor shall not allow wash water from cleaning of painting equipment and tools into streets, gutters, storm drains, or creeks.
- b. Oil-based Paint – Contractor shall dispose of waste thinner and solvent, and sludge from cleaning of equipment and tools as hazardous waste.
- c. Waste Management –
 - 1. Contractor shall store paint, solvents, chemicals, and waste materials in compliance with the requirements of the Owner and all applicable Federal, State and County regulations. Contractor shall store these materials in a designated area that will not allow run-on of storm water or runoff of spills.
 - 2. Contractor shall dispose of dry, empty paint cans/buckets, old brushes, rollers, rags and drop cloths in the trash.

GENERAL REQUIREMENTS

I. Paving Operations and Saw Cutting Activities

- a. Project Site Management - Contractor shall cover or barricade all nearby catch basins using control measures, such as filter fabric, straw waddles, sand bags, and fine gravel dams, as necessary to keep paving material or cutting slurry out of the storm drain system. When protecting a catch basin, Contractor shall ensure the entire opening is covered.
- b. Waste Management – Contractor shall not sweep or wash down excess materials or new surfaces into gutters, storm drains, or creek.

J. Non-hazardous Material/Waste Management

- a. Designated Area – Contractor shall propose designated areas of the project site, for approval by the City, suitable for material delivery, storage, and waste collection that, to the maximum extent practical, are near construction entrances and away from catch basins, gutters, drainage courses, and creeks.
- b. Granular Material – (i.e. any excavated or imported earth, sand, aggregate base, etc.)
 - 1. Contractor shall store granular material at least ten feet away from catch basins or curb returns, and kept clear of gutters, swales, and drainage channels. No stockpiling is allowed in the street.

2. When rain is forecasted within the next 24-hours and stored granular material is a potential point source for an illicit discharge material must be covered with tarpaulin or plastic sheeting and surrounded with sandbags to prevent run-off.
- c. Street Sweeping - At the end of each working day or as directed by the City, Contractor shall clean and sweep public roadways and public right-of-way sidewalks of all materials attributed to site work. Contractor shall not use water to flush down streets.
- d. Disposal –
 1. At the end of each working day, Contractor shall collect all scrap, debris, and waste material, and dispose of such material.
 2. Contractor shall inspect any utilized dumpster(s) for leaks. If material is leaking from the dumpster, the dumpster must be replaced/repaired to prevent further discharges. Dumpster waste may not be discharged on-site.
 3. Contractor shall arrange for regular waste collection before dumpster(s) overflow(s).

K. Hazardous Material/Waste Management

- a. Storage – Contractor shall store all hazardous materials, such as pesticides, paints, thinners, solvents and fuels; and all hazardous wastes, such as waste oil and antifreeze; in accordance with City ordinances and all applicable Federal, State, and County regulations.
- b. Usage –
 1. When rain is forecasted within 24-hours or during wet weather, the City may prohibit Contractor from applying chemicals to the outside areas.
 2. Contractor shall to extent possible refrain from over-application of pesticides or fertilizers and shall follow material manufacturer's instruction regarding uses, handling, and application.
- c. Disposal and Spill Control –
 1. All hazardous material must be disposed of properly. For assistance in proper chemical handling and disposal contact Iowa City Hazardous Waste Collection Facility at (319) 356-5185.
 2. For emergency assistance and/or spill control of hazardous material spills (i.e. gasoline, antifreeze, etc.) contact North Liberty Fire Department at 911

L. Vehicle/Equipment Cleaning

Contractor shall perform vehicle or equipment cleaning, with water only, in a designated, bermed area that will not allow rinse water to run off-site into streets, gutters, storm drains, or creeks.

M. Vehicle/Equipment Maintenance and Fueling

- a. Contractor shall perform maintenance and fueling of vehicles or equipment in a designated, bermed area or over a drip pan that will not allow run-on of storm water or run-off of spill.
- b. Contractor shall clean up leaks and spills of vehicle or equipment fluids immediately and dispose of waste and cleanup materials as hazardous waste.

Storm Water Pollution Prevention Plan Resource List

1. Publications:

Iowa Erosion Control Document -

Iowa Construction Site Erosion Control (.PDF), <http://www.ctre.iastate.edu/erosion/>

Iowa Statewide Urban Design and Specification (SUDAS) Manual, <http://www.iowasudas.org/design.cfm>

2. Agencies and Associations that can offer technical assistance:

Iowa Stormwater Partnership, <http://www.iowastormwater.org/>

International Erosion Control Association, <http://www.ieca.org/>

Natural Resources Conservation Service, <http://www.nrcs.usda.gov/>

NOAA's National Weather Service Weather Forecast Office, <http://www.crh.noaa.gov/dvn/climate/index.php>

United States Geologic Service, <http://www.usgs.gov/>

SWPPP Site Inspection Sheet

Note: Regular, timely inspections are critical! Conduct inspections weekly and after every rainfall event of 1/2 inch or more. If it is determined that deficiencies exist, they are to be addressed as soon as practical. All changes to the SWPPP must be recorded on site documentation.

Site Location: _____ General Contractor: _____

Date: _____ routine weekly inspection rainfall event inspection

Time: (or time elapsed since end of rainfall, if applicable): _____

Inspected by (include name, qualifications, and title): _____

Signature: _____

	Date:	Yes or no?	Note any problems identified / action taken:
► Objective: Keep the soil in place			
Are all erosion prevention practices in place and functioning? (mulch, seeding, blankets, etc.)			
Are all exposed soils protected from erosion through acceptable soil stabilization practices?			
Is the site seeded and mulched or blanketed? (Include seeding dates & estimated percentage of cover established.)			
Are all erosion control devices in place and functioning according to the storm water pollution prevention plan?			
► Objective: Keep any sediment on site			
Are sediment traps, barriers, and basins clean and functioning properly?			
Is sediment prevention in place at the site perimeter and around storm drain inlets?			
Are all discharge points free of any noticeable pollutants?			
Are all sediments, mud, and debris being kept from public roads? Ensure that there are adequate provisions to prevent mud tracking off site. Ensure that there is a stable, rocked entrance to and from the site.			
Is on-site traffic properly routed, with parking and storage restricted to designated areas?			
► Objective: Note any other concerns			
Note weather conditions (Are dust control measures appropriately implemented?)			
Are materials, supplies, chemicals, portable toilets, fuel tanks, paints, solvents, and trash in approved areas and protected from erosion or spills?			
Are designated concrete washout storage and maintenance areas for material handling equipment clean and free of spills and leaks?			
Note any best-management practices that have failed, and corrective actions taken.			

pweng/swPPP site inspection sheet.doc

SWPPP Contractor Designee _____ Date: _____

STORM WATER/EROSION INSPECTION CONSTRUCTION

SITE NAME: _____ CONTACT _____ NPDES Permit# _____ DATE: _____

TYPE OF INSPECTION (SELECT ONE):

ROUTINE COMPLIANCE INSPECTION	COMPLIANT INVESTIGATION	NOTICE OF DISCONTINUATION
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	Yes	No	N/A	
A. Storm Water Pollution Prevention Plan				Comments
1. Is the signed and certified SWPPP on site?				
2. Does the site's SWPPP address the minimum BMP requirements?				
3. Is the contractor's inspection documentation in the file?				
4. Are amendments to the SWPPP clearly documented?				
5. Is the current SWPPP complete?				
B. Soil Stabilization Practices - Erosion Control				
1. Are BMPs implemented on inactive disturbed soil areas?				
2. Are BMPs implemented on active disturbed soil areas, or are control devices available for use?				
3. Do implemented BMPs appear to be effective in preventing erosion?				
4. Are implemented BMPs effectively stabilizing soil?				
5. Erosion observed: None Minor Major				Widespread Localized
C. Sediment Control Devices				
1. Are sediment controls placed on all significant erodible sideslopes and downslopes?				
2. Are implemented BMPs adequately controlling sediment?				
3. Sediment discharged: None Minor Major				Widespread Localized
D. Tracking Controls				
1. Are roads free of sediment?				
2. Are current BMPs effectively preventing tracking of sediment?				
E. Wind Erosion controls				
1. Are wind erosion control properly implemented?				
2. Are current BMPs adequately preventing wind erosion?				

Entered by: _____

Inspected by: _____

SITE NAME: _____ CONTACT _____

DATE: _____

TYPE OF INSPECTION (SELECT ONE):

ROUTINE COMPLIANCE INSPECTION	COMPLIANT INVESTIGATION	NOTICE OF TERMINATION
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F. Non-Storm Water Management	Yes	No	N/A		Comments
1. Have all unauthorized non-storm water discharges been eliminated or permitted?					
2. Are BMPs for authorized non-storm water discharges properly implemented?					
3. Are current BMPs adequate for management of authorized non-storm water discharges?					
G. Waste and Disposal Management	Yes	No	N/A		
1. Are containers for temporary storage of wastes labeled?					
2. Are waste materials recycled?					
3. Are hazardous wastes properly handled and disposed of?					
4. Is process debris removed regularly?					
5. Is the current SWPPP complete?					
6. Are current waste management BMPs adequate?					

H. Summary/Additional Comments:

I. Rating Level (Circle one, 1-6): _____ Site Supervisor's Signature: _____

- 1 Substantial compliance.
- 2 Minor deficiencies noted.
- 3 Major deficiencies or discharges(s) noted and require prompt correction. Revisit scheduled for _____
- 4 Critical deficiencies or discharges(s) noted and require prompt correction. Revisit scheduled for _____
- 5 Termination is appropriate.
- 6 Termination is not appropriate.

Entered by: _____

Inspected by: _____