

INDIVIDUAL NPDES (FOR CONSTRUCTION ACTIVITIES)
APPLICATION CHECKLIST

APPLICATION CHECKLIST
NPDES INDIVIDUAL PERMIT FOR DISCHARGES OF STORMWATER
ASSOCIATED WITH CONSTRUCTION ACTIVITIES

Please check the following list to make sure that you have included all the required information. Place a check mark in the column provided for all items completed and/or provided. Failure to provide all of the requested information will delay the processing of the application and may result in the application being placed ON HOLD with NO ACTION, or being considered withdrawn and the application file closed.

THIS CHECKLIST MUST BE COMPLETED AND ENCLOSED WITH YOUR INDIVIDUAL PERMIT APPLICATION FORM

| CHECKLIST FOR <u>NEW</u> INDIVIDUAL NPDES STORMWATER PERMIT APPLICATION | | | | Applicant Check <input checked="" type="checkbox"/> If Included | Official Use Only |
|--|--|-------------------|----------------------------|--|--------------------------|
| 1. | Fully completed, properly signed and notarized Individual Permit Application (1 original and 2 copies). | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. | Fully completed General Information Form (GIF) (1 original and 2 copies) | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. | Complete Erosion and Sediment Control Plan (3 copies) Location: Drawings (D), Narrative (N). | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| a. | Written Narrative (<i>Must be labeled "E&S Plan" or "Erosion & Sediment Control Plan", be complete & legible, and be the final plan for construction</i>) Written Narrative Includes the following: | Location <u>N</u> | Binder 5 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| i. | 8.5" X 11" USGS map with outline of project area | Location <u>N</u> | Binder 5, App. A | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ii. | Soils information (including hydric soils) Types, depth, slope and locations of soils | Location <u>N</u> | Binder 4, Page 2-7, App. B | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| iii. | Physical characteristics and limitations of soils | Location <u>N</u> | Binder 5, Page 2-8 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| iv. | Supporting calculations to show anticipated peak flows for the design storms | Location <u>N</u> | Binder 5, Page App. 1 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| v. | Analysis of the impact that runoff from the project site will have on existing downstream watercourses resistance to erosion | Location <u>N</u> | Binder 5, Page 2 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| vi. | Provide supporting calculations, standard worksheets, and description of the location for all proposed E&S Control BMPs used before, during and after earth disturbance including but not limited to the following: | | Binder 5 | | |
| A. | Channels | Location <u>N</u> | Page App. H | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| B. | Sediment Basins | Location <u>N</u> | Page App. E | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| C. | Sediment Traps | Location <u>N</u> | Page NA | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| D. | Filter Fabric Fencing | Location <u>N</u> | Page App. D | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| E. | Outlet Protection | Location <u>N</u> | Page App. G | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| G. | Other BMPs (Specify) Slope Protection | Location <u>N</u> | Page App. C | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

| H. Other BMPs (Specify) Temporary Excavation Dewatering | Location <u>N</u> | Page <u>F</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|---|-------------------|---|---|--------------------------|
| | | | Applicant Check <input checked="" type="checkbox"/> If Included | Official Use Only |
| b. Plan Drawings (<i>Must be labeled "E&S Plan" or "Erosion & Sediment Control Plan", be complete & legible, and be the final plan for construction</i>) Drawings include the following: | Location <u>D</u> | Page <u>CS8001-</u> <u>CS8310</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| i. Legend for any symbols that may be used on the drawing | Location <u>D</u> | Page <u>CS8004</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ii. Topographic Features including existing contours, improvements, streams, wetlands, watercourses, etc. and sufficient surrounding area | Location <u>D</u> | Page <u>CS8101-</u> <u>CS8136</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| iii. Soil types and locations | Location <u>D</u> | Page <u>CS8001,</u> <u>CS8002,</u> <u>CS8101-</u> <u>CS8136</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| iv. Construction techniques or special considerations to address soil limitations | Location <u>D</u> | Page <u>CS8002</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| v. Limits of project area, NPDES boundary | Location <u>D</u> | Page <u>CS8001</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| vi. Limits of earth disturbance | Location <u>D</u> | Page <u>CS8101-</u> <u>CS8136</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| vii. Proposed alteration including proposed contours and proposed improvements | Location <u>D</u> | Page <u>CS8101-</u> <u>CS8310</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| viii. Maximum during construction drainage areas to hydraulic BMPs | Location <u>D</u> | <u>Binder 6</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ix. Location of water which may receive runoff and receiving water classification pursuant to Chapter 93 and the "statewide existing use listing" | Location <u>D</u> | Page <u>CS8001</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| x. Standard Construction Details for all proposed E&S Control BMPs used before, during and after earth disturbance | Location <u>D</u> | Page <u>CS8501-</u> <u>CS8503</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| xi. Location of BMPs showing final contours are identified | Location <u>D</u> | Page <u>CS8101-</u> <u>CS8310</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| xii. Complete and site specific sequence of BMP installation and removal including activities planned to limit exposed areas | Location <u>D</u> | Page <u>CS8003-</u> <u>CS8004</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| xiii. Procedures or Note requiring the proper recycling or disposal of waste materials associated with the project site | Location <u>D</u> | Page <u>CS8504</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| xiv. Maintenance Program including inspection schedule, sediment cleanout levels, repair parameters and time frames, and directions for sediment removal | Location <u>D</u> | Page <u>CS8504</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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| | xv. Note explaining responsibilities for fill materials including definition of environmental due diligence and clean fill | Location <u>D</u> | Page <u>CS8504</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. | Permit filing fee of \$500 payable to the appropriate Clean Water Fund. Binder 1, Sect. D | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5. | Notifications to the local municipality and county governments that specify Acts 67 and 68 Coordination, and that the application is for an individual NPDES stormwater permit authorizing the discharge of stormwater during construction activities. A "sample" notification letter is provided in Appendices B and C. Binder 1, Sect. E | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | | | | Applicant Check <input checked="" type="checkbox"/> If Included | Official Use Only |
| 6. | Proof of receipt of municipal notifications; copies of certified mail receipts or acknowledgment letters from the local municipality and county government. (3 copies) Binder 1 Sect. E | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 7. | Copy of Cultural Resource Notice including PHMC reply or certified mail receipt (for projects disturbing ten acres or more). (3 copies) Binder 1, Sect. F | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 8. | The PNDI Review receipt for the project area. Include impact clearance letters if proof of agency coordination is required. (3 copies) Binder 1, Sect. G | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 9. | Complete Post Construction Stormwater Management Plan. (3 copies) Location: Drawings (D), Narrative (N). | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| a. | Written Narrative (<i>Must be a stand alone, separate plan from the E&S Plan and labeled "PCSM" or Post-Construction Stormwater Management"</i>) and be the final plan for construction) Written Narrative Includes the following: | Location <u>N</u> | Binder <u>2</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | i. Site Description & Analysis | Location <u>N</u> | Page <u>1-2</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | ii. Soil types and descriptions (including hydric soils) | Location <u>N</u> | Page <u>2-7</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | iii. Pre-development and post-development drainage area runoff calculations for each drainage area | Location <u>N</u> | Page <u>7-14</u> <u>App. C, D, G</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | iv. Routing Analysis to demonstrate peak control for the 1-year through 100-year storm events (<i>Routing should consider the benefits of BMPs</i>) | Location <u>N</u> | Page <u>14-28</u> , Binder <u>3</u> , App. <u>H</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | v. Calculations for permanent stormwater BMPs (<i>including volume of water treated through BMPs</i>) | Location <u>N</u> | Binder <u>3</u> , App. <u>I</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | vi. Curve Numbers and/or land use coefficients | Location <u>N</u> | Binder <u>2</u> , App <u>C&D</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | vii. Infiltration/Geotechnical report and soil infiltration test pit results | Location <u>N</u> | Binder <u>4</u> , App. <u>J</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| b. | Additional Worksheets Note: Required Worksheets 1 through 5 are attached after Appendix B. Complete and attach the following worksheets where applicable | Location <u>N</u> | Binder <u>3</u> , App. <u>I</u> , Binder <u>1</u> , Section <u>H</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | i. Worksheet 6 – Small Site/Small Impervious Area Exception for peak rate Mitigation Calculations <i>(If worksheet 6 is not applicable, rate control is required)</i> | Location <u>N</u> | Page <u>N/A</u> | <input type="checkbox"/> | <input type="checkbox"/> |

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| | ii. Worksheet 10 – Water Quality Compliance for Nitrate <i>(Required if using CG 1)</i> | Location <u>N</u> | Binder 3, App. I, Binder 1 Section H | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | iii. Worksheet 11 – BMPs for Pollution Prevention <i>(Required if not using CG1 or if applicant is not meeting Nitrate requirements)</i> | Location <u>N</u> | Page <u>N/A</u> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | Applicant Check <input checked="" type="checkbox"/> If Included | Official Use Only |
| | iv. Worksheet 12 – Water Quality Analysis of Pollutant Loading from all Disturbed Areas <i>(Required if not using CG1 or if applicant is not meeting Nitrate requirements)</i> | Location <u>N</u> | Page <u>N/A</u> | <input type="checkbox"/> | <input type="checkbox"/> |
| | v. Worksheet 13 – Pollutant Reduction Through BMP Applications <i>(Required if not using CG 1 or if applicant is not meeting Nitrate requirements)</i> | Location <u>N</u> | Page <u>N/A</u> | <input type="checkbox"/> | <input type="checkbox"/> |
| | c. Plans/Drawings <i>(Must be separate from E&S Plan and labeled "PCSM" or Post-Construction Stormwater Management" and be the final plan for construction)</i> | Location <u>D</u> | Page <u>CS1401- CS1536</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | i. Standard Details for permanent stormwater BMPs including permanent stabilization | Location <u>D</u> | Page <u>CS6100- CS6104</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | ii. Location of BMPs showing final contours are identified | Location <u>D</u> | Page <u>CS1501- CS1536; Binder 1, Appendix J, BMP Maps 1 & 2</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | iii. Location of soil types are identified (including hydric soils) | Location <u>D</u> | Page <u>CS1401, CS1501- CS1536</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | iv. Location and depths of test pits/infiltration testing sites are identified | Location <u>D</u> | Page <u>CS1401, CS1501- CS1536</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | d. Ownership, Operations, and Maintenance Procedures <i>(Must be included on drawings)</i> | Location <u>D</u> | Page <u>CS6100</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | i. Applicant or entity (association, company, agency, etc.) listed as responsible party | Location <u>D</u> | Page <u>CS6100</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 10. | Consistency letter from Municipal or County Engineer (where applicable) | | Will be provided once reviewed by Salem Township | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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| 11 | Appendix A Land Use Questions | | Binder 1, Section E | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 12 | Completed Required Worksheets 1 – 5 (see worksheets at the end of this checklist) | | Binder 1, Section H, Binder 3, App. I | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 13 | Checklist for Subsequent Phases (of permitted projects) | N/A | | | |
| | a Estimated time frame for phased project build-out (update as necessary) | N/A | | <input type="checkbox"/> | <input type="checkbox"/> |
| | b Complete E & S Plans for specific phase (3 copies) | N/A | | <input type="checkbox"/> | <input type="checkbox"/> |
| | c New Section C and complete PCSM Plan for specific phase (3 copies) | N/A | | <input type="checkbox"/> | <input type="checkbox"/> |
| | d Consistency letter from municipal or county engineer (were applicable) | N/A | | <input type="checkbox"/> | <input type="checkbox"/> |
| CHECKLIST FOR INDIVIDUAL NPDES PERMIT RENEWALS ONLY | | | | Applicant Check <input checked="" type="checkbox"/> If Included | Official Use Only |
| 1. | Resubmit items 1 through 6, 9 and 10. Note: Only one copy of the Erosion and Sediment Control Plan and Post Construction Stormwater Management Plan is required. N/A | | | <input type="checkbox"/> | <input type="checkbox"/> |