



Project Name: _____
Project Address: _____

CHECKLIST
Class 2 Grading & Drainage Permit (Page 1 & 2)
Stormwater Pollution Prevention Plan (Page 3-6)
Required for land disturbing activity 1 acre or more
City Ordinance Chapter 34 "Public Utilities"

Narrative/Cover Letter Requirements

In letter form, please include the following:

- 1) Name(s), address(es) and telephone numbers of the owner and developer of the site, the contractor(s) and any/all consulting firms retained by the applicant
- 2) Certification that **city approved**, updated, and most up to date plan sheets and SWPPP will be provided to all contractors PRIOR to anyone obtaining the grading and drainage permit
- 3) A \$250.00 application fee No fee - Enterprise Zone
- 4) A faithful performance bond or bonds, letter of credit, or other improvement security by the permittee in an amount approved by the City Engineer. Amount agreed upon must include cost with prevailing wages to protect the perimeters and stabilize the entire site. Show line items for individual measures such as inlet protection, silt fence, seeding, etc.
- 5) Approved Bond amount \$ _____
- 6) Brief description of current drainage patterns and proposed drainage patterns and justifications
- 7) Pre and Post Impervious acreage or square footage
- 8) Maintenance responsibilities: discuss who, what, how, funding, etc.
- 9) Other Miscellaneous notes, features, proposals, etc.

Calculations and Supporting Documentation

Engineering calculations, data supporting all proposed plans and devices, and hydrologic design shall be completed in accordance with Section 34-4202 (hydrologic design criteria) of this article. Detention system design shall be completed in accordance with Section 34-4203 (detention system design criteria) of this article. At a minimum, the calculations submittal shall include the following:

- 1) Basis of design for final drainage system components
- 2) A statement giving applicable engineering assumptions and calculations
- 3) A statement by the design engineer of the drainage system's provision for handling events greater than the 100 year, 24 hour runoff
- 4) Design calculations and other submittals as required by the ordinance
- 5) A statement of certification of all drainage plans, calculations, and supporting data by a licensed PE
- 6) Engineering calculations and data supporting all proposed plans

Plan Sheets: Site, Demolition, Utility, Grading, and Erosion & Sediment Control Plan

All above plan sheets are required if applicable. Items listed below should be shown on all appropriate sheets with further discussion in the cover letter or SWPPP if necessary, or noted as "None" or "NA" below (or circle NONE).

- 1) Site plan with ALL proposed improvements
- 2) Existing AND proposed contours surveyed at 2' contours or 1' for relatively flat areas where additional detail will be required to see drainage designs
- 3) Existing AND proposed drainage plan for the property and one hundred feet (100') surrounding the property at a scale of not more than one hindered feet (100') to one inch (1")
- 4) Topographic survey of the property keyed to a consistent datum

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- 5) All existing AND proposed structures and sizes
- 6) Area(s) of existing AND proposed impervious surface
- 7) All existing AND proposed easements
- 8) All existing, abandoned, or proposed water or monitoring wellhead locations **(Note if "NONE")**
- 9) All existing, abandoned, AND proposed water and sanitary sewer mains, line, & drains **(Note if "NONE")**
- 10) All existing AND proposed USTs, ASTs, product line, o/w separators, etc. **(Note if "NONE")**
- 11) The banks and centerline of streams and channels **(Note if "NONE")**
- 12) Shoreline of lakes, ponds, and detention basins with normal water level elevation **(Note if "NONE")**
- 13) Farm drains and tiles **(Note if "NONE")**
- 14) Location, size, and slope of storm water conduits and drainage swales
- 15) Detention facilities (including 100 yr water elevations & elevation-area-volume tables)
- 16) Roads, streets and associated storm water inlets including finished grades
- 17) All Existing and proposed storm sewers and associated appurtenances **(Note if "NONE")**
- 18) A vicinity map showing the relationship of the site to its general surroundings at a scale of not less than two thousand feet (2,000') to one inch (1")
- 19) Title, scale, north arrow, legend, seal of licensed PE, date, & name of person preparing plans
- 20) Subwatershed boundaries within the property
- 21) Abandoned mines **(Note if "NONE")**
- 22) Delineated area or limits of land disturbance
- 23) Existing and Proposed flow patterns **AND** overflow routes **with arrows**
- 24) All stormwater MANAGEMENT features including, but not limited to: pipes, detention, retention, bioswales, rain gardens, permeable features, green roofs, velocity dissipation, underground storage, etc. with corresponding detail sheet(s)
- 25) All proposed erosion and sediment control measures including, but not limited to (with corresponding detail sheet(s)): **Note if "NONE"**
 - All stabilized area(s) with seeding, concrete, rock, mulch, etc. specified
 - Perimeter controls
 - Designated concrete washout
 - Construction exits
 - Inlet Protection devices
 - Stabilized contractor parking areas
 - Others (specify and show on plan)_____
- 26) All proposed pollution control measures including, but not limited to: **Note if "NONE"**
 - temporary rest rooms
 - hazardous materials
 - construction materials
 - proposed dust suppressants
 - dumpsters
 - Others (specify and show on plan)_____
- 27) Sensitive Environmental Features onsite or adjacent to the site, including but not limited to the following (if none present, please note here or in narrative/cover letter):
 - Wetlands (regulatory and non-regulatory)
 - Trees greater than 8 inches in diameter
 - Designated natural areas
 - Existing and/or proposed environmental mitigation features
 - Threatened or endangered habitat
 - Floodway, flood fringe, flood plain
 - Channel modifications
- 28) MOST RECENT REVISION DATE in month/day/year format

Storm Water Pollution Prevention Plan (SWPPP)

This document should be in report form with all necessary verbiage, discussions, descriptions, etc., included in organized sections or chapters. Attachments, forms, plans, and supplemental information should be included in appendices. Additionally, the SWPPP report must include detailed products (i.e., silt fence will be used around the perimeter; drop in protection devices will be used in inlets; straw wattles, socks, etc. will be used on the south side of the property; triangular silt dykes will be used as check dams; etc.), descriptions, and discussions for all necessary information outlined below, and as stated in the city ordinance (Chapter 34), the NPDES permit, the Illinois Urban Manual, and all other IEPA requirements.

- 1) Most up-to-date revision date
- 2) Name and **24-hour** Contact information for:
 - _____ Owner
 - _____ Contractor
 - _____ Engineer
 - _____ SWPPP manager
- 3) Brief description of the project
- 4) Types of land disturbing activity
- 5) Proposed start and completion dates
- 6) Receiving waters
- 7) Route to receiving water (open channel, private system, city system, combination of several, etc.)
- 8) Is the receiving water on the TMDL list
- 9) Soil information
- 10) Pre-construction runoff coefficient
- 11) Post-construction runoff coefficient
- 12) Total site area
- 13) Total area (sf or acreage) of land disturbance
- 14) Total **PRE and POST construction** impervious area (sf or acreage)
- 15) Total **PRE and POST construction** pervious area (sf or acreage)
- 16) Reference the Illinois Urban Manual for proper erosion and sediment controls
- 17) Erosion and Sediment control measures will be installed **PRIOR** to land disturbing activities and will remain in place until final stabilization is achieved and a Notice of Termination is submitted to the IEPA. Additionally, erosion & sediment control, as well as stabilization measures **MUST** be properly installed and maintained to the intended and effective purpose of each measure/device.
- 18) Perimeter control requirements
 - _____ Proper product selection based on conditions
 - _____ Downstream placement
 - _____ Installation before land disturbance
 - _____ Proper maintenance
 - _____ Kept in place until stabilization is achieved
 - _____ Removed after stabilization
 - _____ If sediment leaves site, it will be cleaned and placed back on site
 - _____ Other (please specify) _____
- 19) Construction Access
 - _____ At least 75 feet long
 - _____ Clearly marked on plans
 - _____ Installation before traffic arrives on site
 - _____ Must have fabric under rock
 - _____ Proper rock size
 - _____ Necessity to reapply rock and maintenance
 - _____ Tracking is not allowed but if unavoidable, tracked material must be cleaned immediately. Additionally, brooming must have catch pan attached. Brooming and scraping into inlet is **NOT** allowed.
 - _____ Wheel washer
 - _____ Other (please specify) _____

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- 20) Inlet Protection
 - _____ Proper control measures specified (NO silt fence under grates)
 - _____ Proper installation
 - _____ Proper maintenance techniques
 - _____ Other (please specify) _____
- 21) Proper flow line protection type, installation, maintenance
- 22) Hazardous storage
 - _____ Away from drainage ways, inlets, etc.
 - _____ Stored in designated area
 - _____ Stored properly and as instructed by manufacturers
 - _____ MSDS on site
 - _____ Notify National Response Center at 800-424-8802 for reportable releases
 - _____ Notify local fire department for reportable releases
 - _____ Notify City of Moline Stormwater Section at 309-524-2363 for reportable releases
 - _____ Notify IEPA of SWPPP violation if spill enters a drainage way
- 23) Stabilization
 - _____ Proper type(s) of temporary and permanent stabilization must be specified (reference Illinois Urban Manual)
 - _____ Specify appropriate Illinois Urban Manual methods appropriate for seasons and terrain
 - _____ Areas with no intended activity for 14 days must be at least temporarily stabilized immediately. Measures for temporary stabilization must begin within one day of disturbance cessation, and be completed within 14 days.
 - _____ Bank stabilization must consist of anchored stabilization measures
 - _____ Specify seasonal stabilization measures considering each season and anticipated completion dates
 - _____ Final stabilization should be specified as appropriate and as outlined in the Illinois Urban Manual
 - _____ Final stabilization must be complete to a uniform perennial vegetative cover with a density of 70% of the unpaved onsite and off site areas or an equivalent permanent stabilization has been utilized.
 - _____ A Notice of Termination (NOT) must be submitted to the IEPA
- 24) Sediment Traps
- 25) De-Watering activities
- 26) Use of treatment chemicals (polymer flocculants, etc.)
- 27) Stormwater diversion channels
- 28) Vegetative Buffers
- 29) Description of construction phasing and sequencing of land disturbing activities
- 30) Disturb smallest area possible
- 31) Avoid sensitive areas or wooded areas and tree preservation
- 32) Proper maintenance of stormwater BMPs (rain gardens, detention ponds, permeable surfaces, etc.) during construction
- 33) Inspections
 - _____ Name and 24-hour contact information for person responsible for inspections
 - _____ Inspector must meet NPDES definition of "qualified personnel"
 - _____ Must be performed every 7 days AND after every rain event of .5" or more
 - _____ During winter months WHEN CONSTRUCTION HAS STOPPED, inspections once a month unless there is a rain event of .5" or discharge due to snow melt occurs
 - _____ Inspection reports must be filled out and left on site as part of the SWPPP
 - _____ Violations to the SWPPP and NPDES must be noted on an Incidence of Non-Compliance and submitted to the IEPA and the City of Moline
 - _____ Deficiencies noted during inspections MUST be fixed immediately, but at least prior to the next rain event, and no later than 7 days after the deficiency is noted
 - _____ The Erosion & Sediment Control plan should be marked up with alterations, changes, installations, stabilizations, deletions, etc. and should be kept on site at all times with the SWPPP

34) Records

- _____ The NPDES coverage letter must be posted on site
- _____ Name and 24 hour contact responsible for SWPPP must be posted on site
- _____ SWPPP must be kept on site during construction
- _____ SWPPP must be kept on file for 3 years after the submittal of the NOI to the IEPA
- _____ A log of erosion & sediment control installation, stabilization, alterations, etc. during construction must be kept with the SWPPP
- _____ A log of changes to the SWPPP during construction must be kept with the SWPPP
- _____ A log of changes to the Erosion & Sediment Control Plan during construction must be kept with the SWPPP

35) Statements and Certification

- _____ Statement that work performed will comply with IEPA rules and Regulations
- _____ Statement that work performed will comply with the NPDES permit
- _____ Statement that work performed will comply with City of Moline Ordinance
- _____ Statement that work performed will comply with City of Moline Class 2 permit
- _____ Statement that work performed will comply with the SWPPP

_____ **Owner/Operator Certification:**

"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 person or persons who manage the system, or the person directly responsible for gathering the 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"

_____ **Contractor/Subcontractor/"Others" working within the NPDES regulated areas:**

"I certify under penalty of law that I understand the terms and conditions of the general National Pollutant Discharge Elimination System (NPDES) permit (ILR10) that authorized the storm water discharges associates with industrial activity from the construction site identified as part of this certification."

_____ **Inspection Certification:**

"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 person or persons who manage the system, or the person directly responsible for gathering the 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"

36) Preconstruction meeting should be encouraged

37) Updated signature sheets, ESC plans, grading plans, etc will be submitted to the City of Moline and IEPA

38) The following forms and information should be included in the SWPPP appendices (in no particular order)

- _____ Illinois Environmental Protection Agency Notice of Intent
- _____ Illinois Environmental Protection Agency NPDES Permit Coverage Letter
- _____ Illinois Historical Preservation Agency Approval
- _____ United States Corps of Engineers Approval letter
- _____ Illinois Department of Natural Resources/EcoCat Clearance
- _____ Inspection Sheets
- _____ Subcontractor signature pages
- _____ Incidence of Non-compliance
- _____ Notice of Termination
- _____ Log of ESC and Stabilization measures with dates
- _____ Log of land disturbing activities/grading activities with dates
- _____ Log of changes to SWPPP
- _____ Grading Plan (showing all necessary items listed above)
- _____ Erosion and Sediment Control plan (showing all necessary items listed above)
- _____ Miscellaneous

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Miscellaneous Notes:

1. **Temporary CO's** will NOT be given unless all disturbed areas on and off site are properly stabilized and/or appropriately protected with erosion and sediment control measures.
2. **Permanent CO's** will NOT be given until all stabilization measures are complete and a density of 70% vegetated growth is established over the entirety of the site and all disturbed off site areas.

Please contact Erica Williams at 524-2363 or Kurt Haiar at 524-2364 with questions or concerns

Approved By: _____ Date: _____
(City Representative)

Permittee: _____ Date: _____

Signature certifies that any land clearing, construction, or development involving the movement of earth shall be in accordance with this permit, approved plans approved upon issuance of this permit, the SWPPP, City Ordinance, and all other applicable regulatory entities.

Date of Approved SWPPP: _____ Date of Approved Plans: _____

NOTES:

Internal Use Only:
Zoning Approval: _____ Calculations Approval: _____ Other Approval: _____