

# STORMWATER POLLUTION PREVENTION PLAN

## **PART I GENERAL PROJECT INFORMATION -**

To be completed by Owner or Consultant

**PROJECT NAME:** \_\_\_\_\_

**PROPERTY OWNER'S NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE #:** \_\_\_\_\_ **FAX #:** \_\_\_\_\_

**MOBILE #:** \_\_\_\_\_ **PAGER #:** \_\_\_\_\_

**DEVELOPER'S NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE #:** \_\_\_\_\_ **FAX #:** \_\_\_\_\_

**MOBILE #:** \_\_\_\_\_ **PAGER #:** \_\_\_\_\_

## **GENERAL DESCRIPTION OF PROJECT:**

## **LOCATION OF PROJECT:**

Address \_\_\_\_\_

Legal Description \_\_\_\_\_

Receiving Stream \_\_\_\_\_ Class \_\_\_\_\_

Distance from project outfall to receiving water; \_\_\_\_\_ feet

Note: If outfall discharges to more than one receiving water body, attach information for each outfall. If discharge is to a sinkhole, list groundwater as receiving water and submit a Sinkhole Evaluation report.

**The SWPPP shall be amended when appropriate. Field implementation shall match narrative and illustrated depictions.**

## **PART II PROJECT PLANNING & DESIGN**

To be completed by CONSULTANT

**CONSULTANT'S NAME:** \_\_\_\_\_

**COMPANY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE #:** \_\_\_\_\_ **FAX #:** \_\_\_\_\_

**NOTE: ATTACH SEDIMENT & EROSION CONTROL PLAN (SECP).**

**TYPE OF SOIL DISTURBING ACTIVITIES PROPOSED:**

Soil disturbing activities for this subdivision will include the following:

(Check those which apply)

- clearing and grubbing of existing vegetation
- stripping of topsoil within the limits of construction
- stockpiling and re-spreading topsoil
- utility trench excavation and backfill
- preparing subgrade for streets and sidewalks
- backfilling curbs and sidewalks
- construction of sediment basins and stormwater detention basins
- disposal areas for excess excavated material
- borrow areas for fill material
- construction of compacted fill areas for residential building construction
- other (specify) \_\_\_\_\_

NOTE: Limits of land disturbance must be clearly shown on the sediment and erosion control plan and outfalls must be labeled.

TOTAL SITE AREA: \_\_\_\_\_ ACRES  
ESTIMATED AREA TO BE DISTURBED  
BY ALL PROPOSED CONSTRUCTION ACTIVITIES: \_\_\_\_\_ ACRES

NOTE: Attach Missouri State Operating Permit.

RUNOFF COEFFICIENT PRIOR TO DEVELOPMENT: \_\_\_\_\_  
RUNOFF COEFFICIENT AFTER DEVELOPMENT: \_\_\_\_\_

IS A SECTION 404 PERMIT FOR THIS SITE FROM THE UNITED STATES ARMY CORPS OF ENGINEERS REQUIRED? \_\_\_\_\_ Yes \_\_\_\_\_ No.  
If yes, please attach.

ARE RECEIVING WATERS, STREAMS, LAKES, OR RESERVOIRS IDENTIFIED AS CRITICAL HABITAT FOR ENDANGERED SPECIES AS DETERMINED BY MISSOURI DEPARTMENT OF CONSERVATION AND U.S. FISH AND WILDLIFE SERVICE?  
\_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, please attach letter from the Department of Conservation as to their recommendations.

**SEDIMENT & EROSION CONTROLS TO BE USED**

**TEMPORARY CONTROLS**

- |  |   |
|--|---|
| <input type="checkbox"/> Silt fence              | <input type="checkbox"/> Straw/hay bale dike                    |
| <input type="checkbox"/> Silt Containment Berm   | <input type="checkbox"/> Sediment Basin                         |
| <input type="checkbox"/> Diversion Berm or Swale | <input type="checkbox"/> Temporary gravel construction entrance |
| <input type="checkbox"/> Vegetative buffers      | <input type="checkbox"/> Other (specify) _____                  |

**Note; The SWPPP shall require a sedimentation basin for each drainage area with 10 or more acres disturbed at one time. The sediment basin shall be sized to contain 0.5 inch of sediment from the drainage area and be able to contain a 2 year, 24 hour storm. The sediment shall be cleaned out of the basin and otherwise maintained as needed until the drainage area is stabilized. This requirement does not apply to flows from areas where such flows are properly diverted around both the disturbed areas and the sediment basin. Discharges from the basin shall not cause scouring of the banks or bottom of the receiving stream.**

**TEMPORARY STABILIZATION**

- |  |                                   |
|--|-----------------------------------|
| <input type="checkbox"/> Temporary Seeding     | <input type="checkbox"/> Mulching |
| <input type="checkbox"/> Other (specify) _____ |                                   |

**PERMANENT EROSION CONTROLS**

- |  |  |
|--|--|
| <input type="checkbox"/> Diversion berm          | <input type="checkbox"/> Diversion swale               |
| <input type="checkbox"/> Riprap/paved chute      | <input type="checkbox"/> Riprap Outlet Protection      |
| <input type="checkbox"/> Riprap channel lining   | <input type="checkbox"/> Reinforced Sod Channel Lining |
| <input type="checkbox"/> Sod Channel Lining      | <input type="checkbox"/> Concrete trickle channel      |
| <input type="checkbox"/> Concrete channel lining | <input type="checkbox"/> Vegetative buffers            |
| <input type="checkbox"/> Other (specify) _____   |  |

**PERMANENT STABILIZATION**

- |  |   |
|--|---|
| <input type="checkbox"/> Seeding               | <input type="checkbox"/> Straw mulch                          |
| <input type="checkbox"/> Hydromulch            | <input type="checkbox"/> Pavement & other permanent surfacing |
| <input type="checkbox"/> Other (specify) _____ |   |

NOTE: Attach specifications and details for any of the items listed above, which are not shown on the attached Sediment & Erosion Control Plan.

**GENERAL DESCRIPTION OF STORMWATER MANAGEMENT PLAN:**

**GENERAL SEQUENCE OF CONSTRUCTION:** Describe the general sequence of construction. Note any critical construction sequences, time restrictions, etc. of which the contractor must be aware in planning his activities.

**PART III CONSTRUCTION PHASE**

To be completed by GENERAL CONTRACTOR

**GENERAL CONTRACTOR'S NAME:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_  
**PHONE #:** \_\_\_\_\_ **FAX #:** \_\_\_\_\_  
**MOBILE #:** \_\_\_\_\_ **PAGER #:** \_\_\_\_\_

The General Contractor must designate a **SEDIMENT CONTROL OFFICER** who has primary responsibility for ensuring compliance with the Stormwater Pollution Prevention Plan during construction.

**NAME OF SEDIMENT & EROSION CONTROL OFFICER:** \_\_\_\_\_

**Phone #** \_\_\_\_\_ **Fax#** \_\_\_\_\_  
**Mobile#** \_\_\_\_\_ **Pager#** \_\_\_\_\_

**SUBCONTRACTORS:** Check land disturbance items for which subcontractors are to be used and attach list of subcontractors.

- |                          |                                    |
|--------------------------|------------------------------------|
| _____ Grading            | _____ Sanitary Sewers              |
| _____ Storm Sewers       | _____ Concrete drainage structures |
| _____ Paving             | _____ Curb & gutter                |
| _____ Concrete flatwork  | _____ Sediment controls            |
| _____ Seeding & mulching | _____ Water                        |
| _____ Gas                | _____ Electric                     |
| _____ Blasting           | _____ Other: _____                 |

List all additional subcontractors whose scope of work includes land disturbance activities.

_____	_____
_____	_____
_____	_____
_____	_____

**OTHER CONTRACTORS:** List utility companies which will doing work on the site with their own contractors and any other contractors who may have land disturbance activities on the site:

Telephone: \_\_\_\_\_  
 Cable TV: \_\_\_\_\_  
 Other: \_\_\_\_\_

**BLASTING:** List all contractors who will perform blasting work or handle explosives. Attach insurance certificates for all contractors on this list.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SEQUENCE OF CONSTRUCTION:** The General Contractor **MUST** complete the following sequence of construction for land disturbance activities before a Grading Permit is issued.

ITEM	SUBCONTRACTOR
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

## GENERAL SEDIMENT CONTROL PRACTICES

The contractor shall implement the following general sediment and erosion control practices in addition to specific measures required on the SECP.

- No more than 50% of the site or 10 acres, whichever is less, will be stripped of vegetation at any one time.
- Clearing, grubbing and stripping topsoil is not allowed within 25 feet of a stream bank and should be avoided within 50 feet of a stream bank.
- Work within watercourses and drainageways shall be completed as quickly as possible once the work has been initiated, and the disturbed area revegetated or protected from erosion as soon as possible. Work within watercourses may not commence until all equipment and material necessary to complete the work have been delivered to the site.
- Disturbed areas within 50 feet of a defined watercourse must be regraded, seeded, and mulched within 5 working days of the initial disturbance.
- If construction ceases in an area for more than 30 days that area must be seeded and mulch in accordance with the temporary seeding schedule.
- The maximum time period for disturbed areas to be without vegetative cover shall be minimized to the extent practical and in no case shall exceed 30 days.

## MAINTENANCE/INSPECTION PROCEDURES

The following maintenance and inspection practices are required to maintain sediment and erosion controls:

- **All control measures will be inspected at least once per week and following any storm event of ½" or more.**
- All measures will be maintained in good working order. If a repair is necessary, it will be initiated within 24 hours of report.
- Silt fence and straw bales will be inspected **weekly** for proper anchorage and leakage underneath. Silt fencing shall also be inspected for tears.
- Built-up sediment will be removed from silt barriers when it has reached 1/3 of the height of the barrier.
- Sediment basins will be inspected for depth of sediment on a **monthly** basis and built up sediment will be removed when 1/3 of the basin volume is filled.
- Temporary and permanent seeding and planting will be inspected for bare spots, washouts and healthy growth. Developer is responsible for maintaining planted areas until growth has reached 1" in height.

**MATERIALS INVENTORY:** List below all materials which will be stored outside on the site during construction:

- Pipe, fittings and joint compounds for underground utility piping
- Gravel and stone bedding material
- Concrete forming materials
- Other (specify) \_\_\_\_\_

**Please list ALL sources of possible pollution.**

NOTE: Fuels, oils, and other petroleum products; forming oils and compounds; fertilizers; pesticides; or any other hazardous or toxic compounds shall not be stored outside on the site unless specifically approved in this plan.

### **SPILL PREVENTION / MATERIAL MANAGEMENT PRACTICES**

**PETROLEUM PRODUCTS:** All vehicles kept on the site will be monitored for leaks and receive regular preventive maintenance to reduce the chance of leakage. Petroleum products will be stored in tightly sealed containers which are clearly labeled. Any asphalt substances used on-site will be applied according to the manufacturer's recommendations.

**FUELING & SERVICING:** No fueling, servicing, maintenance, or repair of equipment or machinery may be done within 50 feet of a stream, or within 100 feet of a classified stream, losing stream or sinkhole.

**MUD TRACKING:** A stabilized construction entrance has been designated on the plan. Only designated entrances can be used for construction access to the site. The General Contractor is responsible for keeping mud cleaned from adjoining streets on a daily basis if needed.

**CONCRETE TRUCKS:** Concrete trucks will be allowed to wash only in locations where discharge is directed to a sediment basin.

**DISPOSAL OF OIL:** No fuels, oils, lubricants, solvents, or other hazardous materials can be disposed of on the site. All hazardous material must be properly disposed of in accordance with State law.

**TRASH / SOLID WASTE:** The General Contractor is responsible for disposing of all solid waste from the site in accordance with State law. Dumpsters or other collection facilities must be provided as needed. Solid waste may not be buried on the site.

**SANITARY WASTE:** The General Contractor is responsible for providing sanitary facilities on the site. Sanitary waste may be disposed only in locations having a State permit.

**OTHER DISCHARGES:** Water for pressure testing sanitary sewers, flushing water lines, etc. may be discharged only in approved areas.

### **AIR EMISSIONS**

**BURNING:** Any burning on the site requires a permit from the Missouri Department of Natural Resources. Call the Southwest Regional Office at (417) 891-4300.

**DUST CONTROL:** The Contractor is required by State law to control fugitive dust blown from the site. Dust can be minimized by stabilizing areas with mulch as soon as possible. Watering must be provided in unstabilized areas. Fugitive dust emissions are regulated by the Department of Natural Resources. Call the Southwest Regional Office at 417/891-4300 for guidance.

**OTHER GOOD HOUSEKEEPING PRACTICES:** In addition to the foregoing, the following good housekeeping practices will be followed during the construction of the project:

- An effort will be made to store only enough products to do the job.
- All materials stored on-site will be stored in a neat, orderly manner in their appropriate containers and, if possible, under a roof or other enclosure.
- Products will be kept in their original containers with the original manufacturer's label.

- Whenever possible, all of a product will be used up before disposing of the container.
- Manufacturer's recommendations for proper use and disposal will be followed.
- The site superintendent shall inspect daily to ensure proper use, storage, and disposal of materials.
- Fertilizers will be applied only in the minimum amounts recommended by the manufacturer.
- All paint containers will be tightly sealed and stored when not required for use. Excess paint will not be dumped into the storm sewer system but will be properly disposed of according to manufacturer's instructions and State regulations.

### **HAZARDOUS PRODUCTS**

- Products will be kept in original containers unless they are not resealable. If product is transferred to a new container, it must be properly marked and labeled
- Original labels and material safety data will be retained.
- If surplus product must be disposed of, disposal must be done in accordance with State law.

### **SPILL CONTROLS**

- The Sediment & Erosion Control Officer will be the spill prevention and cleanup coordinator.
- In addition to the good housekeeping practices and material management practices listed in the previous sections of this plan, the following practices will be followed for spill prevention and clean-up:
  - Manufacturer's recommended methods for spill cleanup will be clearly posted and site personnel will be made aware of the procedures and the location of the information and cleanup supplies.
  - Material and equipment necessary for spill cleanup will be kept in the material storage area on-site. Equipment and materials will include, but not be limited to, brooms, dust pans, mops, rags, gloves, goggles, kitty litter, sand, sawdust, and plastic and metal trash containers specifically for this purpose.
  - All spills will be cleaned up immediately after discovery.
  - The spill area will be kept well ventilated and personnel will wear appropriate protective clothing to prevent injury from contact with a hazardous substance.
  - Spills of toxic or hazardous material will be reported immediately to the Local Emergency Planning Committee (LEPC) at 417-869-6040, regardless of the size of the spill. The permittee or his authorized representative is required to notify the MDNR Environmental Emergency Response in accordance with 40CFR117 and CFR302 as soon as they have knowledge of the discharge of any hazardous substance or petroleum product in excess of the reportable quantity.
  - The spill prevention plan will be adjusted to include measures to prevent this type of spill from re-occurring and how to clean up the spill if there is another one.

### **SAMPLING REQUIREMENTS**

There are no sampling requirements required as a part of this plan. The Department may require sampling and reporting as a result of illegal discharges, compliance issues, complaint investigations, or other such evidence of off-site contamination from activities at the site. If such an action is needed the Department will specify in writing any additional sampling requirements.

**PART IV MAINTENANCE PHASE**

To be completed by DEVELOPER

The maintenance phase covers the period between the time that the subdivision improvements (streets, storm drainage facilities and utilities) are completed and approved, and the time that construction of residential housing units in the development is completed. The Developer will retain responsibility unless written notification is given to lot purchasers informing them that the Developer is transferring responsibility for sediment and erosion control to them prior to the sale of the lots. (For sites with a State Operating Permit, an Individual Lot Certification must be submitted to MDNR for each lot.)

In most instances it will be more practical for the developer to maintain sediment controls for the entire site rather than to attempt to provide sediment controls on a lot by lot basis. If the Developer elects to do this he must designate a SEDIMENT CONTROL OFFICER who has primary responsibility for ensuring compliance with the Stormwater Pollution Prevent Plan during this phase.

DEVELOPER WILL \_\_\_\_\_ WILL NOT \_\_\_\_\_ retain responsibility for sediment and erosion control during this phase.

**NAME OF SEDIMENT & EROSION CONTROL OFFICER:** \_\_\_\_\_

Phone # \_\_\_\_\_ Fax# \_\_\_\_\_

Mobile# \_\_\_\_\_ Pager# \_\_\_\_\_

**PERFORMANCE GUARANTY**

Prior to approval to the subdivision improvements, the Developer must submit a Security Agreement to guarantee his performance for the following items during this phase:

1. Maintenance of sediment controls specified on the SECP to remain in place during this phase. These will typically include the sediment basin or basins, vegetative buffers, silt barriers or temporary diversions.
2. Maintaining sodded and seeded areas and repair of erosion within drainage easements for a period of one year after initial installation.
3. Cleaning sediment from the sediment basin and final establishment of vegetative cover in the basin.
4. Cleaning accumulated sediment from storm sewers and other drainage facilities.

Final cleanup and removal of sediment can be done when construction of houses, including establishment of lawns, is completed on 90% of the lots in the subdivision.

**MAINTENANCE & INSPECTION PROCEDURES, MATERIAL MANAGEMENT PRACTICES, SPILL PREVENTION, SPILL CONTROL**

The Developer will adhere to the same practices for maintenance and inspection of sediment controls, material management practices, spill prevention and spill control set forth in PART III of this plan.

**PART V CERTIFICATION**

**CONSULTANT'S DECLARATION**

I hereby declare that the Sediment & Erosion Control Plan and information contained in Part II of this plan has been prepared under my direction or supervision in accordance with City of Ozark Regulations, and applicable State and Federal Regulations and that the information submitted is, to the best of my knowledge and belief, true accurate, and complete.

**CONSULTANT** \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

**OWNER'S CERTIFICATION**

I hereby certify, that I am the owner of the property described in this plan, or his legally authorized agent, and that I assume full responsibility for the performance of the operation stated in this plan.

**OWNER** \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

**GENERAL CONTRACTOR'S CERTIFICATION**

I hereby certify that I understand the requirements stated in this plan, that I am responsible for completing the requirements set forth in Part III of the plan and shown on the Sediment & Erosion Control Plan, and that I am responsible for the performance of the subcontractors listed in the plan.

**GENERAL CONTRACTOR:** \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

**SUBCONTRACTOR'S CERTIFICATION**

All subcontractors performing land disturbance activities must sign,

I hereby certify that I understand the requirements stated in this plan, that I am responsible for completing the requirements which have been listed in the plan as being a part of my scope of work.

SUBCONTRACTOR: \_\_\_\_\_  
By: \_\_\_\_\_ Title: \_\_\_\_\_  
Date: \_\_\_\_\_

RESPONSIBLE FOR: \_\_\_\_\_

SUBCONTRACTOR: \_\_\_\_\_  
By: \_\_\_\_\_ Title: \_\_\_\_\_  
Date: \_\_\_\_\_

RESPONSIBLE FOR: \_\_\_\_\_

SUBCONTRACTOR: \_\_\_\_\_  
By: \_\_\_\_\_ Title: \_\_\_\_\_  
Date: \_\_\_\_\_

RESPONSIBLE FOR: \_\_\_\_\_

SUBCONTRACTOR: \_\_\_\_\_  
By: \_\_\_\_\_ Title: \_\_\_\_\_  
Date: \_\_\_\_\_

RESPONSIBLE FOR: \_\_\_\_\_

SUBCONTRACTOR: \_\_\_\_\_  
By: \_\_\_\_\_ Title: \_\_\_\_\_  
Date: \_\_\_\_\_

RESPONSIBLE FOR: \_\_\_\_\_

SUBCONTRACTOR: \_\_\_\_\_  
By: \_\_\_\_\_ Title: \_\_\_\_\_  
Date: \_\_\_\_\_

RESPONSIBLE FOR: \_\_\_\_\_

SUBCONTRACTOR: \_\_\_\_\_  
By: \_\_\_\_\_ Title: \_\_\_\_\_  
Date: \_\_\_\_\_

RESPONSIBLE FOR: \_\_\_\_\_

\_\_\_\_\_



# LAND DISTURBANCE INSPECTION CHECKLIST

City of Ozark

205 N 1st St, Ozark, MO. 65721, office 417-581-1705, fax 417-581-1708

This form can be used for either private building and development self-inspections or by city inspection staff. This form is to be filled out weekly and after individual rain events of 1/2" or greater. Attach to the project's SWPPP and kept on-site according to federal and state regulations.

Date of Inspection: \_\_\_\_\_ Project Name: \_\_\_\_\_

Permit #: \_\_\_\_\_ Contractor: \_\_\_\_\_

Location of Outfalls: \_\_\_\_\_

Inspected By: \_\_\_\_\_ Date of Last Rain: \_\_\_\_\_ Rain Amount: \_\_\_\_\_

Inspection Type: Weekly \_\_\_ >1/2" Rain \_\_\_ Complaint \_\_\_ Drive By \_\_\_ Pre-Con \_\_\_ End \_\_\_

## INSPECTION CHECKLIST

	Satisfactory	Deficient	N/A
1. SWPPP is on site and updated with records attached?	___	___	___
2. Sign/notice is posted at construction site?	___	___	___
3. Erosion/sediment control BMPs installed according to SWPPP?	___	___	___
4. Mud tracking is controlled at construction entrance/exit?	___	___	___
5. Streets and other property are free of sediment?	___	___	___
6. Litter, construction debris, and construction chemicals are controlled?	___	___	___
7. Disturbed areas are stabilized after activity has ceased for 14 days?	___	___	___
8. Sedimentation basins/traps are properly installed/maintained?	___	___	___
9. Perimeter protection BMPs are properly installed/maintained?	___	___	___
10. Discharge/outfall location's control devices are adequate?	___	___	___
11. Ditch checks/channel linings are installed/established/maintained?	___	___	___
12. Diversion channels/slope drains are properly installed/maintained?	___	___	___
13. Inlet protections for active inlets are properly installed/maintained?	___	___	___
14. Streams/sinkholes/caves/springs are protected from sediment?	___	___	___
15. Permanent stabilization measures are properly installed/maintained?	___	___	___
16. Dewatering operations are filtering sediment/pollutants?	___	___	___
17. Stockpiles are stabilized or contained by a BMP?	___	___	___
18. Have all temporary BMPs that are no longer needed been removed?	___	___	___
19. Have all control BMPs been repaired/sediment accumulation removed?	___	___	___
20. Other: _____?	___	___	___

Areas Where Land Disturbance Has Ceased: \_\_\_\_\_

Areas of Concern (attach additional sheets if needed): \_\_\_\_\_

Recommendations (attach additional sheets if needed): \_\_\_\_\_

Verbal/Written (circle one) Notification Given To (if applicable): \_\_\_\_\_

Inspector's Signature: \_\_\_\_\_ Date: \_\_\_\_\_