

PACKET B

Erosion and Sediment Control Construction Plans and NOI Letter

The following are required:

- 1.) A **Construction Site Development Permit Application and Review** form shall be submitted for review and approval.
 - a. Prior to the initiation of any land disturbing activities.
 - b. For review and verification that the plan meets the requirements of the rule
- 2.) **Construction Drawings** (three sets) shall accompany the permit application and include requirements of 327 IAC 15-5 Sections 6.5 and 7
 - a. Project narrative
 - b. Vicinity map
 - c. Existing site layout
 - d. Final site layout
 - e. Grading plan*
 - f. Drainage plan*
 - g. Storm Water Pollution Prevention Plan
 - h. Post-Construction Storm Water Pollution Prevention Plan*
- 3.) If the construction plan required is determined to be deficient the reviewing agency may require modifications, terms, and conditions as necessary to meet the requirements of the rule.
- 4.) If the project site owner does not receive notification within twenty-eight (28) days after the plan is received by the reviewing agency stating that the reviewing agency finds the plan is deficient, the project owner may submit the NOI letter information to IDEM.
 - a. However, if notification of a deficient plan is received after the review period outlined above and following commencement of construction activities, the plans must be modified to meet the requirements of the rule and resubmitted within fourteen (14) days or receipt of the notification of deficient plans.
- 5.) After the project site owner has received notification from the reviewing agency that the construction plans meet the requirements of the rule or the review period has expired, a Notice of Intent (NOI) shall be submitted to the IDEM at least forty-eight (48) hours prior to the initiation of land disturbing activities at the site. If the NOI letter is determined to be deficient, the project site owner must address the deficient items and submit an amended NOI letter to the commissioner.
- 6.) A copy of the completed NOI letter must also be submitted to the local reviewing agency.
- 7.) During the construction process, a project site owner shall, at least, meet the requirements of section 7:
 - a. The project site owner shall post a notice near the main entrance of the project site. The notice must be maintained and contain the following information:
 - i. Copy of the completed NOI letter and the NPDES Permit Number
 - ii. Name, company name, telephone number, e-mail address and address of the project site owner or a local contact person
 - iii. Location of the construction plan if the project site does not have an on-site location to store the plan.

- b. The project site owner shall inform all general contractors, construction management firms, grading or excavating contractors, utility contractors, and the contractors that have primary oversight on individual building lots of the terms and conditions permitted, conditions of the storm water pollution prevention plan and the schedule for proposed implementation.
 - c. A self-monitoring program must be implemented by a trained individual including all required evaluations, inspections and reporting
 - d. Sediment-laden water which otherwise would flow from the project site shall be treated by erosion and sediment control measures appropriate to minimize sedimentation. All storm water quality measures must be designed and installed under the guidance of a trained individual.
 - e. Appropriate measures shall be implemented to minimize or eliminate wastes or unused building materials from entering into stormwater runoff.
 - i. Identification of areas where concrete truck washout is permissible must be clearly posted at appropriate areas of the site.
 - ii. Garbage, debris, wastes, unused building materials, etc. shall be managed and disposed of in accordance with all applicable statutes and regulations.
 - f. A stable construction site access shall be provided at all points of construction traffic ingress and egress to the project site.
 - g. Clean-up of sediment that is either tracked or washed onto roads.
 - i. Bulk clearing of sediments shall not include flushing the area with water.
 - ii. Cleared sediment must be redistributed or disposed of in a manner that is in compliance with all applicable statutes and regulations.
 - h. Phasing of construction activities shall be used, where possible, to minimize disturbance of large areas.
 - i. Collected run-off leaving a project site must be either discharged directly into a well-defined, stable receiving channel or diffused and released to adjacent property without causing an erosion or pollutant problem to the adjacent property owner.
 - j. Drainage channels and swales must be designed and adequately protected so that their final gradients and resultant velocities will not cause erosion in the receiving channel or at the outlet.
 - k. Natural features, including wetlands and sinkholes, shall be protected from pollutants associated with storm water run-off.
 - l. Unvegetated areas that are scheduled or likely to be left inactive for fifteen (15) days or more must be temporarily or permanently stabilized with measures appropriate for the season to minimize the erosion potential. Vegetated areas with a density of less than seventy percent (70%) shall be restabilized using appropriate methods to minimize the erosion potential.
 - m. During the period of construction activities, all storm water quality measures necessary to meet the requirements of this rule shall be maintained in working order.
 - n. Proper storage and handling of materials, such as fuels or hazardous wastes, and spill prevention and clean-up measures shall be implemented to minimize the potential for pollutants to contaminate surface or ground water or degrade soil quality.
 - o. Final stabilization of a project site is achieved when:
 - i. All land disturbing activities have been completed and a uniform perennial vegetative cover with a density of seventy percent (70%) has been established on all unpaved areas and areas not covered by permanent structures and;
 - ii. Construction projects on land used for agricultural purposes are returned to their preconstruction agricultural use or disturbed areas, not previously used for agricultural production meet the final stabilization requirements in clause (a).
- 8.) The project site owner shall submit a notice of termination (NOT) letter to the local reviewing agency as outlined in section (8).

Construction Site Development Permit Application and Technical Review

Plan Submittal Date: / /	Permit No. _____
Permit Type: <input type="checkbox"/> Subdivision <input type="checkbox"/> Single Lot Subdivision Name, if applicable _____	
<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other (explain)	

Project Information	Project Name: _____
	Project Location Description: _____
	Latitude and Longitude: _____ HUC14: _____ County: _____
	Civil Township: _____ Quarter: _____ Section: _____ Township: _____ Range: _____
	Project Owner Name: _____
	Contact: _____
	Address: _____
	City: _____ State: _____ Zip: _____
	Phone: _____ FAX: _____ E-Mail: _____
	Plan Preparer Name: _____
Affiliation: _____	
Address: _____	
City: _____ State: _____ Zip: _____	
Phone: _____ FAX: _____ E-Mail: _____	

Plan Review	Principal Plan Reviewer: _____	Signature: _____
	Agency: _____	Review Date: _____
	Address: _____	
	City: _____ State: _____ Zip: _____	
	Phone: _____ FAX: _____ E-Mail: _____	
	<input type="checkbox"/> A copy of this review has been sent to the MS4 Operator MS4 Operator's Name: _____	

PLAN IS ADEQUATE: A comprehensive plan review has been completed and it has been determined that the plan satisfies the minimum requirements and intent of 327 IAC 15-5.

Please refer to additional information included on the following page(s).

Submit Notice of Intent (NOI): Attach a copy of this cover page when submitting the NOI to the Indiana Department of Environmental Management. Construction activities may begin 48 hours following the submittal of the NOI.

A preliminary plan review has been completed; a comprehensive review will not be completed within the 28-day review period. The reviewing authority reserves the right to perform a comprehensive review at a later date and revisions to the plan may be required at that time to address deficiencies.

Please refer to additional information included on the following page(s).

Submit Notice of Intent (NOI): Attach a copy of this cover page when submitting the NOI to the Indiana Department of Environmental Management. Construction activities may begin 48 hours following the submittal of the NOI.

PLAN IS DEFICIENT: Significant deficiencies were identified during the plan review.

Please refer to additional information included on the following page(s).

DO NOT file a Notice of Intent for this project.

DO NOT commence land disturbing activities until all deficiencies are adequately addressed, the plan re-submitted, and notification has been received that the minimum requirements have been satisfied.

Plan Revisions Deficient Items should be mailed or delivered to the Principal Plan Reviewer identified in the Plan Review Section above.