

Erosion & Sediment Control Minimum Standard

Stage of Construction

- Initial clearing and grubbing Road/utility construction Building construction

Part I – Report

Developer related

Builder related

Subdivision Name/AC# _____ SWM # _____

Address /Lot# ----- Bldg. Permit # -----

Inspection Date _____ Time _____ Responsible Land _____

Disturber/Permittee _____ (Print name)

Inspected/investigated by _____ Acknowledge receipt of report/violation _____

(Signature)

Yes	No	NA	CHECKLIST		Yes	No	NA	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MS-1	Have all denuded areas requiring temporary or permanent stabilization been stabilized? Seeded? yes/no Mulched? yes/no Graveled? yes/no	<input type="checkbox"/>	<input type="checkbox"/>	MS-12 & 15	Is in-stream construction conducted using measures to minimize channel damage? Restabilization complete when necessary?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MS-2	Are soil stockpiles adequately stabilized with seeding and/or controlled with sediment trapped measures?	<input type="checkbox"/>	<input type="checkbox"/>	MS-13	Are temporary stream crossings of non-erodible material installed where applicable?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MS-3	Does permanent vegetation provide adequate stabilization?	<input type="checkbox"/>	<input type="checkbox"/>	MS-16	Are utility trenches stabilized properly?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MS-4 & 5	Have sediment trapping facilities been constructed as a first in LDA? Including perimeter silt fence or stabilized berms.	<input type="checkbox"/>	<input type="checkbox"/>	MS-17	Are soil and mud kept off public roadways at intersections with site access roads?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MS-6	Are sediment basins installed where needed?	<input type="checkbox"/>	<input type="checkbox"/>	MS-18	Have all temporary control structures that are no longer needed been removed?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MS-7	Are finished cut and fill slopes adequately stabilized?	<input type="checkbox"/>	<input type="checkbox"/>		Have all control structure repairs and sediment removal been performed (routine maintenance)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MS8, 9 & 11	Are stormwater conveyance channels adequately stabilized with channel lining and/or outlet protection?	<input type="checkbox"/>	<input type="checkbox"/>	MS-19	Are properties and waterways downstream from development adequately protected from erosion and sediment deposition due to increases in peak stormwater runoff?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MS-10	Do all operational storm sewer inlets have adequate inlet protection?				

The owner, developer and permittee are responsible for obtaining all applicable federal, state and local permits (MS-14).

Referred to: SWM Permits Subdivision Building Inspection (MS-1 thru MS-4 and MS-17&18)

Comments -----

Part II – Notice to Comply

You are hereby notified of non-compliance of Chapter 26 of the City Code. The above checked non-complying items will have to be completed by _____. Failure to comply will result in issuing a Stop Work Order followed by taking any or all of the actions listed in part III without further notice.

A Stop Work Order may be issued without prior notice where the alleged non-compliance is causing or is in imminent danger of causing harmful erosion of lands or sediment deposition in waters within the watershed of the states.

Part III – Action to be taken

Revoke Land Disturbing Permit Assess civil penalty Collect under E&S bond Issue summons for prosecution

Action taken by _____ Date _____ Date of Compliance _____

Distribution List: Building Inspection, Subdivision Inspection, Stormwater, Permits, Developer, RLD

INSTRUCTIONS

Inspections Department: Complete the project information and MS-1, MS-2, MS-3, MS-4, MS-17 and MS-18 in Part I for residential lots. Refer to SWM for further action.

Stormwater (SWM): Login the referral forms, assign SWM number and forward to subdivision inspectors if in active subdivisions – a subdivision is considered active if under construction pending activation of utility improvements. Check the GIS layer for subdivisions construction status.

Field verify the referrals and complete Part II if the utility improvements in a subdivision have been activated. If the builders fail to comply by the specified date*, prepare the stop work order (SWO) letter with recommendation of an action to be taken in Part III. Forward the SWO letter/recommendation electronically to the City Engineer for consideration and signature. Issue and post the SWO, red card, upon the City Engineer's approval.

Prepare a release letter for the City Engineer's signature as soon as the builders fully comply with the requirements.

Subdivision: Complete Parts I and II for violations by builders and developers in active subdivisions. Route a copy to SWM for tracking purposes. Prepare the SWO letter and recommendation of an action(s) to be taken in Part III for the City Engineer's consideration and signature. Post the SWO, the red card.

Prepare the release letter for the City Engineer's signature as soon as the builders fully comply with the requirements.

Permits: Coordinate with the City Attorney's Office for collecting under bond or revoking the land disturbing permit as directed by the City Engineer. Responsibilities include E&SC inspection of the commercial sites.

The City Engineer signs the SWO letter, issues the red card for subdivisions, determines the penalty and assigns the division(s) to process enforcing the penalty.

SWM is primarily responsible for routine inspection of the individual lots in in-active subdivisions and processing the referrals. All divisions are encouraged to report residential E&SC violations to SWM by completing Part I, MS1-MS4,MS17&18. Commercial lots to be referred to Permits. All interdepartmental referral/correspondence to be delivered electronically (scan/e-mail) to the extent possible.

Frequency of inspections - every two (2) weeks and within 48 hours after runoff producing rainfalls

*Builder's (individual lots) time to comply not to exceed three (3) days. Developer's (Subdivisions) time to comply not to exceed five (5) days. SWO to be issued the day after the specified date to comply.

Inspector's/Investigator's Copy
