

REVISED July 2017

## CITY OF HOT SPRINGS

# STORMWATER POLLUTION PREVENTION PLAN (SWPPP)

## TEMPLATE COMPLETION INSTRUCTIONS

The following template of the City's Stormwater Pollution Prevention Plan is required to be used in the Stormwater Permit submittal package. **The SWPPP must be completed by a person with sufficient training in Sediment and Erosion control and approved by the CHS Stormwater Division (Administration Authority).** Contact CHS Stormwater Division for more information.

The following template contains **examples** of the information needed by the permittee relative to the particular project and owner. The plan is in a Microsoft Word version so that the permittee can easily cut out the examples and insert the needed information.

Upon completion of the SWPPP all examples and comments in **RED** should have been removed and replaced by the project's particular information. **Language in red should only be considered as an example.**

The SWPPP submittal package must also contain:

- Project plan / site map showing various details. (See Section F)
- QLP Site Notice (found on Stormwater Website)
- Details of sediment and erosion controls
- Details of post construction water quality device i.e. filter baskets, bio-swales, etc.
- Calculations and details of detention / retention device (if project is greater than one acre)
- Signatures of project owner, contractor and stormwater site inspector
- Listed Stormwater Site-Inspector must have a valid certification from the City of Hot Springs

### NOTE:

**Any site over one (1) acre disturbed or any commercial site regardless of size will require the following in addition to the CHS SWPPP:**

- **Stormwater Management Plan (prepared by a licensed professional engineer)**
- **Detention/Retention Plan (prepared by a licensed professional engineer)**
- **Stormwater Quality Plan (If required)**

**See the CHS Stormwater Management Manual for information regarding these plans.**

Stormwater Pollution Prevention Plan (SWPPP)  
For  
Construction Activity

National Pollution Discharge Elimination System  
General Permit #ARR150000

Prepared for

XXXX

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Date: XXXX

Prepared by

XXXX

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# Stormwater Pollution Prevention Plan (SWPPP)

## General Permit #ARR150000

### General Information:

**EXAMPLE:** Construction of approximately a XXXX square feet building with approximately XXXX square feet of associated parking, driveways, storm drain and other appurtenances.

### Project Name:

XXX

### Physical Address of Site:

XXX

**Latitude:** <http://itouchmap.com/latlong.html>

XX.XXX (decimal format, not DMS)

### Longitude:

XX.XXX (decimal format, not DMS)

### Owner / Operator Name, Address, Phone and Email: (No PO Boxes)

XXX

XXXXXX

XX, XX XXXXX

()XXX-XXXX

xx@xxxx.com

### Contractor Name, Address, Phone and Email: (No PO Boxes)

XXX

XXXXXX

XX, XX XXXXX

()XXX-XXXX

xx@xxxx.com

## A. Site Description

1. Pre-Construction Topographic View: Attached
2. Project Description and Intended Use after Notice of Termination is filed and City's permit is closed:

The site is proposed to be developed for a new XXXX square foot building to serve as XXXX. The site will have a XXX square foot asphalt parking area with associated driveway.

3. Sequence of Activities: (UPDATE THIS INFO—Must Be Project Specific)

### Initial Development

- Meet all City of Hot Springs and ADEQ stormwater requirements
- Install erosion and sediment controls
- Contact City of Hot Springs Stormwater Division prior to any land disturbing activities for an initial site inspection
- Clearing and grubbing
- Grading

### Final Development

- Install building foundation, gravel parking area, and drives
- Install landscape and sod

4. Total Acres Available / Total Acres Disturbed:
  - a. Of the total XX acres, approximately XX acres will be disturbed by construction activities.
  - b. Commercial Properties Only:  
Total amount of planned impervious surface including roof top, driveways, and parking lots: \_\_\_\_\_ square feet

5. Existing Site Information:

- a. Runoff Coefficient based on coefficient values from the [CHS Stormwater Management Manual Section 400](#)

**RUNOFF COEFFICIENTS ARE NOT REQUIRED FOR SINGLE FAMILY RESIDENCE LESS THAN 1 ACRE**

Before construction starts, the site has a runoff coefficient of \_\_\_\_\_.

After construction is completed, the site will have a runoff coefficient of \_\_\_\_\_.

- b. Soil Information: **The existing soil conditions are sandy clay and topsoil.**

## **B. Responsible Parties for Stormwater Pollution Prevention:**

The stormwater controls will be installed and maintained by \_\_\_\_\_.

The stormwater controls will be inspected by \_\_\_\_\_.

## **C. Receiving Waters:**

The following bodies of water receive runoff from the construction site:

The site's stormwater drains into XXX Creek, thence Lake Hamilton, thence into Lake Catherine, and ultimately into the Ouachita River.

## **D. TMDL and 303 (d) lists:**

The stormwater from the construction site discharges to Lake Hamilton, ultimately into the Ouachita River. This water body is not on the 303(d) list of impaired water bodies for siltation/turbidity. Since this water body is not impaired, a TMDL is not applicable to this construction project.

## **E. Attainment of Water Quality Standards after Authorization:**

The water quality standards for any receiving waters of this project's stormwater runoff will be continually monitored. In the case that the water quality standards change and the receiving water body becomes impaired and is listed on the 303(d) list the SWPPP will be updated to include measures necessary to meet the TMDL requirements.

## **F. Site Map:**

The site map shall show, at a minimum, the following items:

1. Direction of stormwater flow
2. Areas of soil disturbance and areas not to be disturbed
3. Location of major structural and nonstructural controls
4. Main construction entrance and exit
5. Location where stabilization practices are expected to occur
6. Location of offsite materials, storage, waste or borrow areas

7. Locations used for concrete truck wash out
8. Locations of portable toilets and any other hazardous materials
9. Location of all surface water bodies (including wetlands)
10. Locations where stormwater is discharged to a surface water and / or municipal separate stormwater sewer system, if applicable
11. Locations where stormwater is discharged off-site (should be continuously updated)
12. Areas where final stabilization has been accomplished and no further construction will take place
13. Location of detention / retention facility (include detail with elevations and profiles of outfall / overflow devices)

**G. Stormwater Controls** This section should be revised with project specific BMP's.

Language in red should only be considered as an example.

1. Erosion and Sediment Controls Best Management Practices (BMP's):
  - a. Initial clearing and land disturbance will be limited to that which is necessary for the installation of erosion and/or sediment controls.
  - b. Wire backed silt fence will be installed along the perimeter of the site to reduce the likelihood of sediment discharge onto adjacent properties or into waters of the State. Other structural controls, such as velocity dissipation, diversion berms, swales or approved equivalent will be installed as necessary to reduce or eliminate the runoff from the site to the waters of the state, municipal storm sewer system, and adjacent properties.
  - c. Any off-site accumulation of sediment, including off site tracking, will be cleaned immediately if necessary, but no later than 48 hours after discovery.
  - d. There are/are not offsite material storage or borrow areas to be covered within this permit.
2. Stabilization Practices:
  - a. Temporary seeding and mulch will be used no later than 14 days from the last construction activity on exposed soil areas. Temporary seeding will be conducive to the season. Seeding in the winter months will be annual rye applied at 200 pounds per acre (ppa). Seeding at all other times of the year will be a mixture of perennial rye (300 ppa) and common Bermuda (30 ppa). A commercial type fertilizer (10-10-10) will be applied to all seeded areas. Seeded area will also be mulched with 4,000 PPA straw reasonably free from noxious and foreign matter detrimental to the seeded grass.

- b. A 25-foot buffer zone **will** be maintained for projects adjacent to any water body including streams, wetlands, creeks, rivers, and lakes. A 50-foot buffer **will** be maintained if the water body is listed as an impaired 303 (d) or exceptional water body.
- c. Records of all stabilization activities and buffer zone conditions shall be kept and noted on weekly inspection reports.
- d. **Permanent stabilization of disturbed areas will be achieved by installing additional landscaping, asphalt and building infrastructure.**

## H. Other Controls:

All items in this section are required. A statement as to why a control measure will not be implemented should be included for anything that is inapplicable to the site.

1. A stabilized construction exit **will** be installed to help reduce vehicle tracking of sediments from leaving the site. The construction exit will be shown on the SWPPPP sitemap. Exit will be installed after excavation work has been completed, in order to ensure positive drainage of the site's runoff.
2. Once waste is being generated at the site, solid waste containment will be implemented to properly dispose of solid waste materials, including trash and construction debris. The solid waste dumpster will be shown on the SWPPP sitemap.
3. Prior to any concrete work being performed, a designated concrete truck washout area will be located and maintained on-site to reduce hazardous concrete washout from entering the storm sewer system and will be shown on the SWPPP site map. The washout will be distinguished with a sign to assure visibility to concrete truck drivers.
4. A portable restroom facility will be delivered and located in an area to reduce the chance of a hazardous spill into the storm sewer system. The temporary restroom will be shown on the SWPPP site map and will be maintained in accordance with applicable sanitary waste disposal regulations.
5. There **will/will not** be hazardous materials or wastes stored onsite. **If yes, provide detail or include information for compliant secondary containment.**

## I. Non-Stormwater Discharges:

Allowable Non-Stormwater Discharges: **Choose only the discharges that are applicable to this construction site.**

1. Firefighting activities.
2. Fire hydrant flushing.

3. Water used to wash vehicles (where detergents or other chemicals are not used) or control dust in accordance with Part II. A.I.2 of ADEQ Permit #ARR150000.
4. Potable water sources including uncontaminated waterline flushing.
5. Landscape irrigation.
6. Routine external building wash down which does not use detergents or chemicals.
7. Pavement wash waters where spills or leaks of toxic or hazardous materials have not occurred (unless all spill materials have been removed) and where detergents or other chemicals are not used.
8. Uncontaminated air conditioning, compressor condensate
9. Uncontaminated springs, excavation dewatering and groundwater
10. Foundation or footing drains where flows are not contaminated with process material such as solvents.
11. Swimming pool discharge where chlorine has been allowed to evaporate for 3-4 days prior to draining.

#### **J. Post Construction Stormwater Management:**

Post construction water quality will be achieved by diverting stormwater runoff through adequate **XXX control measure**, which will filter out floatable debris down to ½ inch size.

#### **K. State or Local Plans:**

The City of Hot Springs in which the construction activity occurs will be contacted to determine if there are erosion control and / or stormwater runoff requirements in the city code, city ordinances or city permits. All applicable requirements will be met. Documentation of compliance will be attached to this SWPPP for submittal to ADEQ.

#### **L. Inspections:**

The following are the minimum inspection, maintenance, and reporting practices that will be used to maintain erosion and sediment controls at our construction site:

1. Erosion and sediment controls will be inspected every 7 days and within 24 hours after any storm event of 1/2 inch or greater to make sure the controls are in effect and do not require any maintenance. Inspections will be performed by an inspector who has obtained certification by the Hot Springs Stormwater Division.
2. Inspection results will be documented on an inspection report and maintained on site for review by state and local inspectors.
3. A rain gauge will be kept on site and daily records of rain fall will be kept with inspection reports.



4. City of Hot Springs Inspection Form will be used. ([Attachment B](#))
5. All controls will be inspected to ensure that they meet manufacture's specifications.
6. Sediment basins and sediment traps will be cleaned when they reach 50% of the original capacity.
7. All site entrances and exits will be checked to ensure no off-site tracking.
8. All inspection reports will be maintained for a minimum of 3 years after permit termination.
9. In addition to inspections, records will be kept of the following:
  - a. Dates when major grading activities occur
  - b. Dates when construction activities cease in an area, temporarily or permanently
  - c. Dates when an area is stabilized, temporarily or permanently

#### **M. Maintenance of Controls:**

1. Any repairs or replacement will be done as soon as possible but no later than 48 hours after the inspection. Repairs and replacements will be documented on the inspection report.
2. Sediment deposits will be removed once sediment has reached one half (1/2) the height of a wire backed silt fence.
3. Sediment deposits will be removed once sediment has reached one half (1/2) the height of any other BMP such as check dams, storm wattles, rock bags, sediment basin or traps, or any other device.

#### **N. Completion of Job:**

1. After the completion of the job all sediment and erosion controls will be removed and the street will be cleaned to make sure it is free of debris.
2. The City of Hot Springs will be contacted to schedule a final inspection of the site and to terminate the City of Hot Springs Stormwater Permit.

#### **O. Employee Training:**

The City of Hot Springs requires each project to be inspected by an individual who has passed the City of Hot Springs Stormwater Site-Inspector Certification Course. The Certified Inspector will be qualified to provide training to other pertinent contractors or

employees working at this site. The owner/operator is responsible to ensure that the certified individual provides adequate training to other employees, contractors and/or subcontractors to implement and comply with conditions of the Permit.

**P. Contractors:**

All contractors should be identified in the plan. Plan can be updated as contracts are issued.

Contractor Printed Name:		Contractor Signature:	
Contractor Phone Number:			

Contractor Printed Name:		Contractor Signature:	
Contractor Phone Number:			

Contractor Printed Name:		Contractor Signature:	
Contractor Phone Number:			

Contractor Printed Name:		Contractor Signature:	
Contractor Phone Number:			

**Q. Stormwater Site Inspector Information:**

All stormwater site inspectors must be certified through the City of Hot Springs.

Inspector Printed Name:		Inspector Signature:	
Inspector Phone Number:		CHS Certification #	Expiration:

Inspector Printed Name:		Inspector Signature:	
Inspector Phone Number:		CHS Certification #	Expiration:

**Certification Statement:**

“I certify under penalty of law that this document and all attachments, such as inspection forms, 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 those persons directly responsible for gathering the information, the information submitted is, to 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.”

Owner / Operator Printed Name: \_\_\_\_\_

Owner / Operator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor's Printed Name: \_\_\_\_\_

Contractor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Detention / Retention Maintenance Plan

### City of Hot Springs

#### Stormwater Division

Project Name:

Project Address:

#### General Maintenance Requirements:

The owner or property owner's association (POA) shall maintain the stormwater detention/retention facilities in good working order in accordance with their design functions. Maintenance of the facilities is a continuous responsibility of the owner or POA. The owner shall keep a log of all maintenance activities, including the date and type of maintenance performed. The reports and maintenance log shall be made available to the City of Hot Springs for review upon request.

Primary maintenance activities include, but are not limited to:

- Mowing and general landscape maintenance
- Remove any trash that may have accumulated
- Remove and unclog restrictions from outlet control device(s)
- Check pond embankment stability
- Cleaning out accumulated sediment
- Herbicide spraying (in strict conformance with the City's policies and procedures)
- Alternative detention i.e., underground or bio-swales, shall be cleaned and maintained as necessary to ensure the systems functionality

#### Certification Statement:

I understand that maintenance of the detention/retention facility on my property is an integral part of the program for the entire city stormwater drainage system. I understand that I must inspect the detention/retention facility for compliance on an annual basis and that I will maintain an inspection log with the results of the inspections. I understand that the City's Stormwater Division has the authority to inspect and review private maintenance actions to ensure that private maintenance is being provided.

Owner Signature: \_\_\_\_\_

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

Print: \_\_\_\_\_

