|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project Name: |  | | | |
| City Project Tracking Number: | **Permit Number:** | | | |
| SWPPP Date: |  | | **WDID:** |  |
| Project Address: |  | | | |
| Total Disturbed Area: | **Risk:** | | | |
| Project Owner:  Address:  Email:  Phone: | | **Qualified SWPPP Developer:**  **Address:**  **Email:**  **Phone:** | | |

The following checklist is required to be completed by the Qualified SWPPP Developer (QSD) preparing the Storm Water Pollution Prevention Plan (SWPPP) for submittal to the City of San Diego prior to the issuance of applicable grading or building permits. It is the responsibility of the QSD to ensure that the SWPPP is prepared within the guidance set forth in the City of San Diego Storm Water Standards Part 2 Construction BMP Standards. This checklist does not alleviate the QSD’s responsibility to determine the appropriate level of BMP planning and implementation to prevent pollutant discharges. The SWPPP must be prepared using California Stormwater Quality Association (CASQA) or Caltrans or equivalent Template.

Complete the checklist by identifying the applicable page or section in the SWPPP for each set of requirements below.

|  |  |
| --- | --- |
| 1. General Requirements | |
| Page or Section |  |
|  | Contact information, including phone number and email address, for Project Owner, QSD, and Qualified Contact Person. |
|  | Project and site description including construction activities, existing site conditions, and relevant prior land use. |
|  | Construction Schedule information including the anticipated start and end dates of construction, phases of significant [grading](#Grading) activities, and work near drainages or receiving waters. |
|  | City’s Weather Triggered Action Plan (WTAP) Template that addresses the City’s WTAP requirements. |
|  | Risk Factors and back-up for site-specific factors (if required). |
|  | Vicinity Maps showing surrounding area and major crossroads. |
|  | SWPPP Maps which meet the requirements of the Construction General Permit and include a clear access route for the City inspector. |

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| 1. Scheduling/Phasing Plan | |
| Page or Section |  |
|  | The scheduling/phasing plan must address work activities and BMP sequencing for each phase (i.e., demolition, grading, streets and utilities, vertical construction, and landscaping). |
|  | Identify steps the project will implement to reduce the amount of soil exposed at any one time and during periods of high precipitation potential; maintain stabilized areas; and minimize work areas, staging areas, and construction roads. |
|  | For sites less than 10 acres, this plan must consist of a listed sequence of construction activities and BMP installation activities which identifies the specific order in which construction activities and BMPs must be implemented. |
|  | If the project will disturb 10 acres or more, then additional information is required to be included in the scheduling/phasing plan. This expanded scheduling/phasing plan must meet the requirements stated above and clearly describe narratively, by providing the information below, how the site will be protected and will properly implement prescribed BMPs to prevent pollutant discharges during each phase of construction and transitions or significant milestones with phases. The following phases must be addressed as applicable:  a) Demolition;  b) Mass Grading;  c) Rough Grading;  d) Final Grading; and  e) Stabilization.  The plan must include the following information to demonstrate that planning and scheduling will be used to protect the site with respect to storm water compliance:  a) BMP contractor information;  b) Specific erosion and sediment control products;  c) Timing of BMP deployment related to phase transitions and prior to forecasted rain;  d) Resources for BMP deployment to demonstrate adequate planning (e.g., external BMP contractor vs. trained onsite crew); and  e) Location of BMP materials onsite or offsite (specific information is required if materials are located offsite).  **Note**: The expanded scheduling/phasing plan must be prepared for each phase of construction and kept onsite and made available for inspection upon request by a representative of the City, SDRWQCB, or the SWRCB. |

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| 1. Good Site Management “Housekeeping” BMPs | |
| Page or Section | *The SWPPP addresses the following BMPs and includes City-specific requirements as identified in Storm Water Standards Part 2 Chapter 5:* |
|  | Material Management |
|  | Stockpile Management |
|  | Landscape Material Management |
|  | Solid and Liquid Waste Management |
|  | Vehicle and Equipment Pollution Prevention |
|  | Spill Prevention and Control |
|  | Concrete Waste Management |
|  | Sanitary/Septic Waste Management |

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| 1. Non-Storm Water Management BMPs | |
| Page or Section | *The SWPPP addresses the following BMPs and includes City-specific requirements as identified in Storm Water Standards Part 2 Chapter 5:* |
|  | Illegal Discharges/Non-Storm Water Discharges |
|  | Illicit Connection Detection and Reporting |
|  | Water Conservation Practices |
|  | Dewatering Operations |

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| 1. Erosion Control BMPs | |
| Page or Section | *The SWPPP addresses the following BMPs and includes City-specific requirements as identified in Storm Water Standards Part 2 Chapter 5:* |
|  | Erosion control for Construction Support Areas |
|  | Erosion Control for inactive areas |
|  | Erosion Control for all areas prior to rain |
|  | End-of-Day stabilization for work within City Right-of-Way |
|  | Dust Control |

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| 1. Sediment Control BMPs | |
| Page or Section | *The SWPPP addresses the following BMPs and includes City-specific requirements as identified in Storm Water Standards Part 2 Chapter 5:* |
|  | Linear Sediment Controls/Perimeter Controls |
|  | Storm Drain Inlet Protection |
|  | Sediment Trap/Basin, must include procedures dewatering to address capacity and vector control. |
|  | Tracking Control/Street Sweeping |

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| 1. Runoff Control BMPs | |
| Page or Section | *The SWPPP addresses the following BMPs and includes City-specific requirements as identified in Storm Water Standards Part 2 Chapter 5:* |
|  | Dikes, Swales, and Slope Drains |
|  | Temporary Energy Dissipation |

I have prepared this SWPPP and certify that it is compliant with the requirements set forth in the City’s Storm Water Standards Manual.

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| --- | --- | --- |
|  |  |  |
| Name | Certification # | Date |

A scheduling/phasing plan must be developed for each project to address the major construction phases and activities included in the project and the implementation of BMPs in relation to construction activities. It is the responsibility of the QSD to develop a project-specific scheduling/phasing plan clearly denoting BMP installation activities. Activities must be presented in the order (sequence) they are expected to be completed, with BMP installation activities indicated *in italics*. Note: Construction activities and BMPs may occur or reoccur at different times throughout some projects.

A scheduling/phasing plan must be prepared for each phase before the work is performed. The scheduling/phasing plan must be kept onsite and made available for inspection upon request by a representative of the City, SDRWQCB, or the SWRCB.

An example sequence of BMP installation activities for each phase is provided below for reference.

**Example SWPPP Phase 1 - Mobilization and Grading**

|  |  |  |
| --- | --- | --- |
| Activity | Start Date | End Date |
| 1. Survey and flag construction and laydown area boundaries |  |  |
| 1. *Install perimeter control BMPs as shown on the SWPPP Map* |  |  |
| 1. *Install construction entrances (rock) as shown on SWPPP Map* |  |  |
| 1. Prepare temporary parking and staging areas |  |  |
| 1. *Install inlet protection as shown on SWPPP Map* |  |  |
| 1. Begin clearing and grubbing |  |  |
| 1. *Temporarily stabilize disturbed areas throughout construction* |  |  |
| 1. *Begin permanent stabilization as areas are brought to final grade* |  |  |

**Example SWPPP Phase 2 - Foundations, Utilities, & Roadways Construction**

|  |  |  |
| --- | --- | --- |
| Activity | Start Date | End Date |
| 1. *Implement material management and waste management BMPs* |  |  |
| 1. *Inspect and maintain Phase 1 BMPs* |  |  |
| 1. *Stabilize disturbed areas that will be inactive for 14 days or more.* |  |  |
| 1. *Install concrete washout* |  |  |
| 1. Begin excavations for utilities and foundations |  |  |
| 1. Install utilities and storm drains |  |  |
| 1. *Install inlet protection devices as inlets are completed* |  |  |
| 1. Start construction of foundations |  |  |
| 1. Stabilize access roadways with asphalt pavement |  |  |

**Example SWPPP Phase 3 - Vertical Construction and Final Stabilization**

|  |  |  |
| --- | --- | --- |
| Activity | Start Date | End Date |
| 1. *Inspect and maintain Phase 1 and Phase 2 BMPs* |  |  |
| 1. *Stabilize disturbed areas that will be inactive for 14 days* |  |  |
| 1. Pave site |  |  |
| 1. Perform vertical construction activities |  |  |
| 1. Complete grading of site andinstall permanent stabilization at all disturbed areas |  |  |