

Technical Memo

To: Mike Greer, City of Bismarck

From: Brent Erickson, PE (HDR Engineering, Inc.)
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Project: City of Bismarck – Stormwater Design Standards Manual Update

Subject: **TM 300 Submittal and Approval Procedures - DRAFT**

Date: Tuesday, August 02, 2016

1.0 Recommendations

The goals of the procedure recommendations are as follows:

1. Reduce the number of Stormwater Management Plan resubmittals and decrease delays in project approvals.
2. Clearly define submittal requirements and timing to obtain mandatory stormwater permits for plat and site plan applications.
3. Define the materials required for a stormwater permit application package to be deemed complete and ready for review.
4. Define City review timelines for mandatory stormwater permit applications to provide applicants with a greater level of certainty for planning their projects.

We recommend that the updated Stormwater Design Standards Manual (SWDSM) include the mandatory stormwater permit application and review procedures as detailed in the attached draft section of the SWDSM. The following is a summary of the recommended application requirements and approval procedures:

1. Develop and institute a process for the submittal, approval, and closure of Construction Stormwater Management Permits (CSMP) and Post-Construction Stormwater Management Permits (PCSMP).
2. Develop and institute a process to issue Small Site CSMP for projects that will result in minimal land disturbance or one- or two-family residential activities.
 - a. Define applicability requirements for Small Site CSMP as land disturbance of greater than or equal to 3,000 square feet but less than 10,000 square feet and do not meet any of the other applicability requirements for a Large Site CSMP.
3. Develop and institute a process to issue Large Site CSMP for activities that meet one of the following requirements.
 - a. Land disturbance of greater than or equal to 10,000 square feet;
 - b. Any construction activity that disturbs any amount of land if that construction activity is part of a larger common plan of development or sale that would disturb one acre or more;
 - c. Land disturbance greater than or equal to 3,000 square feet and disturbance of any size occurring on land with slopes of 12-percent or more;
 - d. Land disturbing activities that involve excavating and/or filling in excess of 400 cubic yards of material, regardless of surface area;
 - e. Land disturbing activity that disturbs more than 200 feet of road ditch, grassed waterway, or other land area where surface drainage flows in a defined open channel. This includes the placement,

- repair, or removal of any underground pipe, utility, or other facility within the cross-section of the channel, regardless of surface area;
 - f. Land disturbing activities resulting from the construction of any new public or private roads or access drives longer than 150 feet, regardless of surface area;
 - g. When discharges from a construction site violate illicit discharge requirements, regardless of surface area; or
 - h. Any activities that the City Engineer determines to have a high risk of soil erosion or water pollution, or that may significantly impact an open waterway, stream, or wetland area.
4. Develop and institute a process to issue a PCSMP for activities that meet one of the following requirements:
- a. Development or redevelopment projects resulting in a cumulative addition of 20,000 square feet or more of impervious surface;
 - b. Any development or redevelopment project that results in construction activity disturbing any amount of land if that construction activity is part of a larger common plan of development or sale that would disturb one acre or more;
 - c. Land disturbing activity that involves the excavating and/or filling in excess of 400 cubic yards of material, regardless of surface area;
 - d. Any developments that require plat approval as defined by Title 14 of the City’s zoning ordinance; or
 - e. Any developments or projects that the City Engineer determines to have a high risk for water quality or quantity impacts to the Public Storm Water System or adjacent property.
5. Develop and institute a process to issue an Expedited PCSMP review and approval process for projects that in in conformance with a previously approved SWMP, PCMSP or Watershed Master Plan
6. Develop a unified Stormwater Management Permit application that is applicable to either a CSMP or PCSMP.
7. Develop a Small Site CSMP prescriptive permit to be issued for sites meeting the applicability requirements..
8. Develop a Large Site CSMP application checklist that defines a submittal package that consists of the following:
- a. Stormwater Management Permit Application Form & Fee
 - b. Large Site CSMP Permit Application Checklist
 - c. Construction Stormwater Management Site Plan(s)
 - d. Construction Stormwater Pollution Prevention Plan (SWPPP)
9. Require a Mandatory Stormwater Scoping Sheet for project that requires a PCSMP application. The Mandatory Stormwater Scoping Sheet will result in more efficient reviews by defining the following for the applicant:
- a. Applicable Watershed or Master Plan Criteria
 - b. Site Specific Analysis Requirements
 - c. Known Areas of Deficiencies in the Public Storm Water System
 - d. Point(s) of Analysis for the Stormwater Management Plan
 - e. Any other pertinent information that would assist in the preparation of the permit application package, as well as, the submittal review and approval processes.
10. Develop a PCSMP application checklist that defines a submittal package for review and conditional approval that, at a minimum, consists of:
- a. Stormwater Management Permit Application Form & Fee
 - b. PCSMP Permit Application Checklist

- c. Stormwater Management Plan (SWMP)
11. Conditionally approve the PCSMP to allow for the submittal of the following items after SWMP review and approval:
 - a. Construction Plans for Private or Public Improvements
 - b. Operation and Maintenance Manuals
 - c. Access and Drainage Easements (If Required)
 - d. Geotechnical or Hydrogeological Reports (If Required)
12. Define Large Site CSMP and PCSMP application submittal review timeline requirements for City Staff.
 - a. Seven days for a completeness review
 - b. 21-days to review and either approve or inform Applicant of deficiencies in the submittal package
13. Limit Large Site CSMP and PCSMP resubmittals to within 30-days of notification of deficiencies and one resubmittal before requiring a new application and fees.
14. Define Small Site CSMP closure requirements to include a site inspection by City Staff prior to acceptance of final stabilization or transfer of the permit.
15. Define the Large Site CSMP permit closure to include a site inspection by City Staff prior to acceptance of final stabilization or transfer of the permit. Include a process for the Notice of Termination.
16. Develop a PCSMP Certification Report checklist to standardize the information necessary for the City Engineer to accept the improvements necessary for compliance with the SWMP and to allow the permit to be closed.

2.0 Project Purpose

The City of Bismarck (City) has commissioned AE2S|HDR to assist in reviewing and updating the Stormwater Design Standards Manual (SWDSM) that was originally adopted in 2000. The objective of this study (Project) is to provide the City with an updated SWDSM and recommendations for modifications to other pertinent items such as Title 14.1 of the Code of Ordinances and the City’s Standard Specifications. To accomplish this objective, the Project has been split into several tasks through which a series of technical memorandums will be developed, culminating in a final updated SWDSM. Project tasks are as follows:

1. Project Management & Kick-off Meetings;
2. Title 14.1 Ordinance and MS4 Permit Review (TM 200);
3. Procedures Review and Recommendations (TM 300);
4. Analysis Methodology Review and Recommendations (TM 400);
5. Design and Performance Review and Recommendations (TM 500);
6. Stormwater, Erosion Control, and Restoration Standard Specifications and Standard Details Review and Recommendations (TM 500); and
7. Updated Stormwater Design Standards Manual.

The purpose of this document (Technical Memorandum 300) is as follows:

- a. Summarize the existing procedure for the preparation, review and approval of the SWMP for the purpose of identify potential refinements to allow streamlined review and approval of SWMP based on the type and scope of the project covered;
- b. Develop recommended revisions for the application procedures for land use applications and stormwater permit approvals and;
- c. Summarize the recommended revisions, modifications and additions to preparation, review and approval of SWMP in a draft technical memorandum including draft checklists for the six project types.

After review of the findings and recommendations by City staff, a final TM will be prepared incorporating comments. Recommendations of the final TM will be incorporated into the revised SWDSM.

3.0 Existing Submittal and Approval Procedures

Title 14.1: Stormwater Management, of the City’s Zoning Ordinance (hereby referred to as Title 14.1) provides uniform requirements for stormwater management systems within the City zoning jurisdiction with the objectives of protecting public health and safety, protection of properties, preserving environmental resources and the regulation of development. The current City process for implementation of Title 14.1 revolves around the review and approval of a SWMP with the possibility of a stormwater permit being issued.

In current practice, a SWMP is prepared and submitted with every Site Plan and Plat application. The SWMP includes both post-construction best management practices (BMPs) (drainage system, detention ponds, culverts etc.) and erosion control BMPs to be implemented during construction. Review of the submitted SWMP has been challenging for City staff due to the varying degree of information provided and the completeness of applications. Based on first-hand experience by AE2S|HDR in reviewing SWMP for the City of Bismarck, SWMP submittals do not follow a standard reporting format or provide consistent information. SWMP preparation, submittal, review, and approval can be made more efficient and effective through the development of standardized checklists for preparation, review, and approval procedures.

Review of SWMP submitted in support of plat applications is complicated by the current plat review process. The current review process allows approximately 10-14 days between the plat submittal deadline and when the plat review meeting occurs. Applicants have the expectation of having a comprehensive list of items needing revision on the SWMP to be consistent with the requirements of Title 14.1 and the SWDSM.

After SWMP approval (for either a plat or a site plan), a stormwater permit is issued by the Public Works Department for construction erosion control activities. For projects that include a building permit, City Building officials issue the building permit after the SWMP has been approved, but a “Stormwater Permit” is not issued aside from the erosion control permit issued by the Public Works Department.

The previously completed TM 200 recommends that Title 14.1 be revised to clearly define the requirements for mandatory stormwater permits, when the permits are required, how the permits are obtained, and what is required by applicants to close the permits. TM 200 also recommends requiring separate mandatory permits for Construction Stormwater Management (CSMP) and Post-Construction Stormwater Management (PCSMP).

Attached to this memo is the recommended language to be included in the revised SWDSM to clearly define the requirements and process for obtaining the mandatory stormwater management permits.

4.0 Attachments

1. Draft SWDSM Chapter 3 – Submittal and Review Procedures
2. Draft Stormwater Management Permit Application
3. Draft Mandatory Stormwater Management Scoping Sheet
4. Draft Small Site CSMP Application & Checklist

3.0 SUBMITTAL AND REVIEW PROCEDURES

The goal of this Chapter is to provide a framework for uniformity in permit and plan preparation. Such uniformity will promote predictability within the City and help secure prompt review and approval of mandatory stormwater management permits. Properly drafted submittals will also facilitate the operation and maintenance of the proposed system long after its review and approval. Approval by the City does not relieve applicants from the responsibility of ensuring system performance, safety, and compliance with other local, state, and federal regulations.

The City will conduct a limited review of the SWMP for compliance with requirements set forth in this Manual. Content and scope of the SWMP will vary based upon development type, location, and site characteristics. The Applicant acknowledges the following:

1. The Applicant is exclusively responsible for certifying that the design, construction drawings, completed construction, and record drawings comply with acceptable engineering practices, State requirements, and this Manual.
2. The City's issuance of a CSMP or PCSMP is not an endorsement of the SWMP nor is it approval or verification of the engineering data and plans.
3. Neither the Applicant nor any third party may rely upon the City's limited review or approval.

Submittal requirements for the City's Stormwater Management Permits are provided below.

3.1 Applicability Requirements

3.1.1 CSMP Applicability Requirements

Implementation of appropriate BMPs during construction helps to reduce pollutants in stormwater runoff from construction activities. A CSMP is required in order to facilitate the implementation of appropriate BMPs and protect water quality during construction activities. Submittal and review requirements for a CSMP are dependent on the size and scope of the project.

Small Site CSMP

A Small Site CSMP is required for activities which meet one or more of the following criteria:

1. Land disturbance of greater than or equal to 3,000 square feet; or
2. Construction of one- and two-family residential homes if that construction activity is part of a larger common plan of development or sale that would disturb one acre or more.

Large Site CSMP

A Large Site CSMP is required for activities which meet one or more of the following criteria:

1. Land disturbance of greater than or equal to 10,000 square feet;

2. Construction activity disturbing any amount of land if that construction activity is part of a larger common plan of development or sale that would disturb one acre or more;
3. Land disturbance greater than or equal to 3,000 square feet and disturbance of any size occurring on land with slopes of 12-percent or more;
4. Land disturbing activity that involves the excavating and/or filling, in excess of 400 cubic yards of material, regardless of surface area.;
5. Land disturbing activity that disturbs more than 200 feet of road ditch, grassed waterway, or other land area where surface drainage flows in a defined open channel. This includes the placement, repair, or removal of any underground pipe, utility, or other facility within the cross-section of the channel, regardless of surface area;
6. Land disturbing activities as a result of any new public or private roads or access drives longer than 150 feet, regardless of surface area;
7. ;When discharges from a construction site violate illicit discharge requirements documented in the Ordinance, regardless of surface area; or
8. Any other activities that the City Engineer determines to have a high risk of soil erosion or water pollution, or that may significantly impact an open waterway, stream, or wetland area.

City Contracted Projects

Projects commissioned by the City of Bismarck shall meet the submittal and approval requirements for a Large Site CSMP as described in this manual. The application fee will be waived for City contracted projects.

Projects that Disturb One Acre or More

All projects that result in land disturbance greater than or equal to one acre are required to obtain a CSMP from the City and coverage from the NDDoH under the Construction General Permit.

Exclusions

The following activities are excluded from obtaining a mandatory CSMP:

1. Plowing or tilling for agricultural purposes; or
2. Emergency activity that is immediately necessary for the protection of life, property, or natural resources.

3.1.2 PCSMP Applicability Criteria

Post-Construction Stormwater Management Permit addresses the long-term, or permanent, function of drainage facilities for new and redevelopment projects. Factors which must be considered include functionality, mitigation of flood potential, and water quality. The PCSMP application is intended to address these considerations and will be used to evaluate a proposed

new development or redevelopment project for compliance with stormwater requirements presented in this Manual and Title 14.1.

Development activities

A PCSMP is required for activities which meet one or more of the following criteria:

1. Development or redevelopment projects resulting in a cumulative addition of 20,000 square feet or more of impervious surface;
2. Any development or redevelopment project that results in construction activity disturbing any amount of land if that construction activity is part of a larger common plan of development or sale that would disturb one acre or more;
3. Land disturbing activity that involves the excavating and/or filling in excess of 400 cubic yards of material, regardless of surface area;
4. Any developments that require a plat approval as defined by Title 14 of the City's zoning ordinance; or
5. Any developments or redevelopments that require site plan approval as defined by Title 14 of the City's zoning ordinance; and
6. Any developments or projects that the City Engineer determines to have a high risk for water quality or quantity impacts to the Public Storm Water System.

City Contracted Projects

Projects commissioned by the City of Bismarck shall meet the submittal and approval requirements for PCSMP as described in this manual. The application fee will be waived for City contracted projects.

Exclusions

A PCSMP will not be required for maintenance work within the public right-of-way. Exclusions from these stormwater permitting requirements do not relieve the development of other required permits and submittals. Common activities which this includes are:

1. Potholing, overlaying, and chip seals;
2. Replacement of existing utilities and utility patching;
3. Resurfacing of an existing parking lot, including reconstruction of base rock, if grades of the parking lot have not altered drainage patterns; and
4. City of Bismarck maintenance projects.

3.2 Submittal Requirements

3.2.1 CSMP Submittal Requirements

Small Site CSMP

The Small Site CSMP shall be issued concurrent with the building permit for one- and two-family construction or any other project that meets the thresholds described above.

Large Site CSMP

The Large Site CSMP application shall be submitted at the time construction drawings are submitted for review, or if review of construction drawings is not required, the CSMP application shall be submitted a minimum of 30-days prior to commencement of construction.

The following sections provide a general description of the materials required for a Large Site CSMP application, which include:

1. Stormwater Management Permit Application Form & Fee;
2. Large Site CSMP Permit Application Checklist;
3. Construction Stormwater Management Site Plan; and
4. Construction Stormwater Pollution Prevention Plan (SWPPP).

The submittal package shall be prepared and sealed by a registered professional engineer, or other qualified individual who is knowledgeable of construction stormwater management practices and procedures, as deemed acceptable by the City Engineer.

Stormwater Management Permit Application

Complete the Stormwater Management Permit Application that is available from the office of the City Engineer. Submit the applicable permit fee with the completed application. The Stormwater Permit Application must be signed by the landowner or include a notarized statement signed by the landowner authorizing the applicant to act as the landowner's agent and bind the landowner to the terms of the Stormwater Ordinance and the Large Site CSMP conditions.

Large Site Construction Stormwater Management Permit Checklist

The Construction Stormwater Management Permit Checklist shall be completed and submitted with the permit application. The current checklist is available from the office of the City Engineer.

Respond to every item on the checklist by indicating that the item has been addressed in the application and note the page number where the item can be located. In the event that specific items are not applicable to the application, indicate in the comments section why the item is not required.

Construction Stormwater Management Site Plan

A map of the construction site showing the locations of the construction stormwater management BMPs, the implementation schedule, and a description of illicit discharge controls shall be submitted with the Large Site CSMP application. The required content is shown in the Large Site CSMP checklist. The site plan format shall be consistent with the following:

1. The page size shall not exceed 24" by 36";
2. When multiple sheets are necessary, a cover sheet with an index shall be included;
3. The plan shall be legible and show all of the required information; and
4. The plan shall be prepared at an appropriate scale to show the required information. For sites smaller than one acre, a scale of 1" = 20' is generally appropriate and for projects larger than one acre, a scale of 1" = 50' is generally appropriate.

Construction Stormwater Pollution Prevention Plan (SWPPP)

A SWPPP which addresses erosion and sediment controls, soil stabilization, dewatering, pollution prevention measures, prohibited discharges, and surface water discharges shall be submitted with the CSMP application. The SWPPP requirements are provided within the CSMP checklist. If the NDDoH SWPPP forms are used as templates, only the applicable sections identified in the City's CSMP checklist requirements are required to be addressed.

All projects that result in land disturbance greater than or equal to one-acre are required to obtain a CSMP from the City and coverage from the NDDoH under the Construction General Permit. Projects that require a NDDoH Construction General Permit shall submit a SWPPP which meets the requirements presented within this Manual and requirements of the Construction NDDoH General Permit along with a completed Notice of Intent (NOI).

Design Waivers or Variances (if Applicable)

A description, justification, and copy of design waivers or variances that are requested and have been granted for the Project shall be submitted with the Large Site CSMP application.

3.2.2 PCSMP Submittal Requirements

Mandatory Stormwater Scoping Sheet

A mandatory Stormwater Scoping Sheet is required for all development applications (site plans and plats) and must be completed prior to submitting an application for a PCSWMP. This document will define or identify the following for the applicant:

1. Applicable Watershed or Master Plan Criteria;
2. Site Specific Analysis Requirements;
3. Known Areas of Deficiencies in the Public Storm Water System;
4. Point(s) of Analysis for the Stormwater Management Plan; and

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5. Any other pertinent information that would assist in the preparation of the permit application package, as well as, the submittal review and approval processes.

PCSMP applications will be required to include the approved Mandatory Stormwater Scoping Sheet in the application package. The process for using the Mandatory Stormwater Scoping Sheet is as follows:

1. Obtain the scoping sheet from the office of the City Engineer;
2. Fill out the project information ;
3. Submit the scoping sheet and any applicable attachments to the City Engineer;
4. The City Engineer will return the completed scoping sheet indicating the minimum requirements for a complete PCSMP application as well as the SWMP analysis requirements; and
5. Include the completed scoping sheet with the future PCSMP submittal package.

PCSMP submittal packages will not be accepted as complete without a completed scoping sheet.

PCSMP APPLICATION Materials for Review and Conditional Approval

The PCSMP application shall be submitted at the time plat or site plan applications are submitted for review, or, if the project does not require plat or site plan approval, the PCSMP application shall be submitted a minimum of 60-days prior to commencement of construction.

The following sections provide a general description of the materials required for the initial PCSMP application. The following materials are required for a complete PCSMP application package to allow for review and conditional approval:

1. Stormwater Management Permit Application Form & Fee;
2. Approved Mandatory Stormwater Scoping Sheet;
3. PCSMP Permit Application Checklist;
4. Stormwater Management Plan (SWMP); and
5. SWMP Exhibits (Maps and Figures).

All submitted materials shall be prepared and sealed by a registered professional engineer or other qualified individual as deemed acceptable by the City Engineer.

Stormwater Management Permit Application

Complete the Stormwater Management Permit Application that is available from the office of the City Engineer. Submit the applicable permit fee with the completed application. The Stormwater Permit Application must be signed by the landowner or include a notarized statement signed by the landowner authorizing the applicant to act as the landowner's agent and bind the landowner to the terms of the Stormwater Ordinance and the PCSMP conditions.

Post-Construction Stormwater Management Permit Checklist

The Post-Construction Stormwater Management Permit Checklist shall be completed and submitted with the permit application. The current checklist is available from the office of the City Engineer.

Respond to every item on the checklist by indicating that the item has been addressed in the application and note the page number where the item can be located. In the event that specific items are not applicable, indicate in the comments section why the item is not required.

Stormwater Management Plan (SWMP)

The purpose of the Stormwater Management Plan (SWMP) is twofold:

To provide a narrative and analysis describing how the proposed project will meet the post-construction stormwater quantity and quality requirements of this Manual and Title 14.1; and

To provide documentation of the analysis and assumptions used in sufficient detail so the results can be duplicated.

The SWMP shall be prepared using the mandatory outline and include the required exhibits detailed on the PCSMP checklist available from the office of the City Engineer. In general, the SWMP will need to include:

1. Site & Applicant Information;
2. Narrative Summary of the Stormwater Management for the Proposed Project;
3. Project Hydrology Summary;
4. Post-Construction Stormwater BMP Summary;
5. Construction Schedule and Phasing;
6. Engineer's Statement of Compliance and Seal; and
7. Analysis Documentation.

The SWMP shall be prepared by a registered professional engineer or other qualified individual as deemed acceptable by the City Engineer.

Design Waivers or Variances (If Applicable)

A description, justification, and copy of design waivers or variances that are requested and have been granted for the project shall be submitted with the PCSMP application.

PCSMP APPLICATION Materials after Conditional Approval

PCSMP conditional approval can be granted requiring future submittals to be in compliance with the requirements of this Manual and Title 14.1. The following materials can be submitted by the applicant with the initial PCSMP application package, however, doing so may require additional

revisions by the applicant. Additional submittal material requested after conditional approval may include:

1. Construction Plans for Private or Public Improvements;
2. Operation and Maintenance Manuals;
3. Access and Drainage Easements (If Required); and
4. Geotechnical or Hydrogeological Reports (If Required).

All submitted materials shall be prepared and sealed by a registered professional engineer or other qualified individual as deemed acceptable by the City Engineer.

Construction Plans and Specifications for Private Facilities within the Corporate Limits

Construction Plans and Specifications for Private Facilities within the Corporate Limits shall be submitted to the City for review and approval. Submittal of the construction plans shall utilize the PCSMP Construction Plan Submittal Checklist available from the office of the City Engineer. The construction plans and specifications prepared for the construction of private stormwater management facilities within the corporate limits or on land that will be annexed prior to development must:

1. Include a Basis of Design Report demonstrating consistency with the approved SWMP;
2. Be sealed and signed by a Professional Engineer registered in the State of North Dakota;
3. Be submitted to the City Engineer for approval; and
4. Be submitted concurrently for the approval of a Large Site CSMP.

No construction may commence until the construction plans and specifications have been approved by the City Engineer and all other applicable permits and approvals are received from outside agencies.

Construction Plans and Specifications for Private Facilities within the Extraterritorial Area

REFERENCE COUNTY REQUIREMENTS

Construction Plans and Specifications for Public Facilities

Construction Plans and Specifications for Public Facilities within the Corporate Limits shall be submitted to the City for review and approval. Submittals of the construction plans shall utilize the PCSMP Construction Plan Submittal Checklist available from the office of the City Engineer. The construction plans and specifications prepared for the construction of public stormwater management facilities within the corporate limits or on land that will be annexed prior to development must:

1. Include a Basis of Design Report demonstrating consistency with the approved SWMP;

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2. Be in conformance with the requirements of the City of Bismarck Construction Specifications for Municipal Public Works Improvements, current special provisions, and any other necessary permits issued by other governmental agencies;
 3. Be sealed and signed by a Professional Engineer registered in the State of North Dakota; and
 4. Be submitted concurrently for the approval of a Large Site CSMP.

No construction may commence until the construction plans and specification have been approved by the City Engineer and all other applicable permits and approvals are received from outside agencies.

Operations and Maintenance Manual

An Operation and Maintenance (O&M) Manual shall be included for each post-construction stormwater management control. The O&M Manual shall identify specific maintenance techniques and schedules for each type of system used on the project. At a minimum, the O&M Manual shall include the following:

1. The post-construction stormwater management control owner;
2. The party responsible for long-term O&M as well as their contact information;
3. An inspection checklist to be used for routine inspections;
4. A schedule of inspection and maintenance for routine and non-routine inspections and maintenance tasks to be conducted;
5. System performance criteria; and
6. A copy of the recorded Operation and Maintenance Agreement with the City.

The permittee shall provide copies of the approved O&M Manual to the parties responsible for O&M of each post-construction stormwater control. In addition, the responsible party must also provide the City with access to the facility for inspections and review during construction.

For above ground infiltration facilities (e.g., swales, ponds) the O&M Manual shall identify maximum allowable sediment depth as well as methods for testing and disposing of accumulated sediments.

Access and Drainage Easements

The SWMP and O&M Manual shall include provisions to allow access to post-construction BMPs to allow for continued operations and ongoing maintenance of the facilities. As a condition of approval of the PCSMP, the City Engineer can require that an easement be recorded to allow for continued access to post-construction BMPs, cross parcel drainage easements, and other elements that are deemed necessary.

All easements shall be prepared by a Professional Land Surveyor and recorded against the property at the Burleigh County Recorder's office. A copy of all recorded easements, including

the document number, shall be submitted to the City Engineer for inclusion in the PCSMP files and incorporated into the O&M Manual.

Geotechnical and/or Hydrogeological Reports

The permittee shall provide a detailed geotechnical and/or hydrogeological report for all projects proposing the use of stormwater infiltration BMPs as a method of mitigating the quantity or quality impacts to the stormwater due to development or redevelopment activities.

The purpose of the Geotechnical/Hydrogeology Report is to provide sufficient information demonstrating an understanding of the underlying soils and critical hydrogeological properties that will govern the overall performance, maintenance requirements, and potential impacts to adjacent property or facilities from the use of infiltration facilities.

3.3 Review and Approval Procedures

The following sections outline the process for the review and approval of Stormwater Permits.

3.3.1 CSMP Review Procedures

Small Site CSMP

The Small Site CSMP shall be issued concurrent with the building permit for one- and two-family construction or any other project that meets the thresholds described previously.

Large Site CSMP

Review of a Large Site CSMP is a two-step process:

Perform a completeness review to verify that all necessary materials have been submitted to allow a comprehensive review, and

Perform a comprehensive review of the submitted materials to determine compliance with the requirements of this Manual, Title 14.1, and applicable State and Federal Law.

Completeness Review

Only complete submittals will be reviewed by the City. Within seven days of submittal, the City Engineer will review the application package and determine if the required materials have been submitted and the application is sufficient for review. The applicant will be informed that the application materials constituted a complete submittal and the application is being reviewed for approval. Determination of a complete application process does not guarantee approval of the submittal package..

In the event that the submittal package does not contain the materials required for review, the applicant will be informed, in writing, of the deficiencies that need to be addressed.

Approval Review

Within 21-days of the application being deemed complete, the City Engineer will approve the application or provide the applicant with a list of deficiencies to be addressed by a revised application submittal. Following an approval decision, the City Engineer will mail the applicant the original (signed) copy of the permit.

In the event that deficiencies are provided to the applicant, the applicant shall submit a revised application package within 30-days. The revised application shall include a summary letter or memo indicating how each deficiency noted in the original application has been revised and remedied in the revised application package.

Land disturbance activities shall not begin until an approved CSMP and PCSMP, if applicable, has been obtained.

Re-Application Criteria

A new application, including fees, shall be required if either of the following conditions is met:

1. A revised application package is not submitted within 30-days of the applicant being notified of deficiencies; or
2. The revised application package does not address all deficiencies noted in the review.

3.3.2 PCSMP Review Procedures

MANDATORY Stormwater Scoping Sheet

Site Plan Application

An application for a Mandatory Stormwater Scoping Sheet shall be submitted 30-days prior to the Site Plan application and required PCSMP application.

Within 14-days of submittal the approved Mandatory Stormwater Scoping Sheet will be returned to the applicant.

Preliminary Plat Application

An application for a Mandatory Stormwater Scoping Sheet shall be submitted with the materials for a Preliminary Plat application. The scoping sheet will be returned to the applicant during the plat review process. A PCSMP submittal application is required, including the approved Mandatory Stormwater Scoping Sheet, with Final Plat application.

The applicant may submit the Mandatory Stormwater Scoping Sheet in advance of the Preliminary Plat application following the process described below for other projects requiring PCSMP.

Other Projects Requiring PCSMP

An application for a Mandatory Stormwater Scoping Sheet shall be submitted and approved prior to application for a PCSMP for projects that do not require Site Plan or Plat approval.

Within 14-days of submittal the approved Mandatory Stormwater Scoping Sheet will be returned to the applicant.

PCSMP Conditional Approval Materials

Review of the PCSMP application is a two-step process:

Perform a completeness review to determine that all necessary materials have been submitted to allow a comprehensive review; and

Perform a limited review of the submitted materials to determine compliance with the requirements of this Manual, Title 14.1 and applicable State and Federal Law.

Completeness Review

Only complete submittals will be reviewed by the City. Within seven days of submittal, the City Engineer will review the application package and determine if the required materials have been submitted and the application is sufficient for review. The applicant will be informed that the application materials constitute a complete submittal and the application is being reviewed for approval. Determination of a complete application process does not guarantee approval of the submittal package.

In the event that the submittal package does not contain the required materials for review, the applicant will be informed, in writing, of the deficiencies that need to be addressed.

Approval Review

Within 21-days of the application being deemed complete, the City Engineer will approve the application or provide the applicant with a list of deficiencies to be addressed by a revised application submittal. Following an approval decision, the City Engineer will mail the applicant the original (signed) copy of the conditional permit. Conditions of final approval will be summarized in the approval letter.

In the event that deficiencies are provided to the applicant, the applicant shall submit a revised application package within 30-days. The revised application shall include a summary letter or memo indicating how each deficiency noted in the original application has been revised and remedied in the revised application package.

Land disturbance activities shall not begin until an approved CSMP and the applicable conditions of PCSMP have been met.

Re-Application Criteria

A new application, including fees, shall be required if either of the following conditions is met:

1. A revised application package is not submitted within 30-days of the applicant being notified of deficiencies; or
2. The revised application package does not address all deficiencies noted in the review.

Materials submitted after PCSMP Conditional Approval

Construction Plans, Geotechnical Reports, Operations & Maintenance Plans, and easement documents are required to be submitted to the City Engineer for review and approval. Submittals shall utilize the applicable checklist available from the office of the City Engineer. There are no review fees for submittals or resubmittals.

Approval Review

Within 45-days of the additional materials being submitted, the City Engineer will approve the materials or provide the applicant with a list of deficiencies to be addressed by a revised application submittal. Following an approval decision, the City Engineer will mail the applicant the original (signed) copy of the final permit. Conditions of approval and the items necessary for closure of the permit will be summarized in the approval letter.

In the event that deficiencies are provided to the applicant, within 60-days of being notified in writing of the deficiencies, the applicant shall submit revised materials, including an updated checklist. The revised application shall include a summary letter or memo indicating how each deficiency noted in the original application has been revised and remedied in the revised application package.

Re-Submittal Criteria

Resubmitted materials shall include:

1. A revised submittal package including an updated checklist; and
2. A letter or memo describing how and where each of the deficiencies noted has been address by the revised submittal.

Expedited PCSMP Application and Review

PCSMP applications for projects that are contained in an area with a Watershed Master Plan or previously approved SWMP with specific requirements for future development may be eligible to complete the PCSMP permitting via an expedited process. An example of a project eligible for the expedited process would be a Site Plan application inside of a development that had a PCSMP issued during platting. The Expedited PCSMP submittal material requirements are noted on the PCSMP checklist.

3.4 Requirements Following Permit Approval

3.4.1 CSMP Permit Termination

Small Site CSMP Coverage Termination

The process to terminate coverage under the Small Site CSMP may begin when the following has been achieved:

1. The site has achieved final stabilization as defined in CHAPTER XX of this Manual;
2. Down gradient perimeter control for individual lots has been implemented;
3. For residential construction, the residence has been transferred to the homeowner; and
4. The permittee shall distribute a “homeowner fact sheet” to the resident to inform the homeowner of the need for final stabilization and any applicable inter-lot drainage patterns that must be maintained.

When the permittee believes the above conditions have been met, submit a Notice of Termination (NOT) form (available from the office of the City Engineer). When the City Engineer agrees that the Small Site CSMP coverage termination conditions have been achieved, the permittee will be notified that the authorization has been terminated.

Large Site CSMP Coverage Transfer

When the owner of the property covered by a Large Site CSMP project changes, the original permittee must submit a written request for permit transfer/modification to the City Engineer within 14-days of the legal transfer, sale, or closing on the property. Late submittals will not be rejected; however, the City reserves the right to use enforcement for any unpermitted discharges or permit noncompliance. For stormwater discharges from construction activities where the owner or operator changes, the new owner or operator can implement the original SWPPP created for the project or develop and implement their own SWPPP. Permittee(s) shall ensure either directly, or through coordination with other operators, that their SWPPP meets all terms and conditions of the Large Site CSMP and that their activities do not interfere with another party’s erosion and sediment control practices.

A permit transfer/modification request is not required for the legal transfer, sale or closing on a property between permittees covered by a separate CSMP. Examples include the sale of a property parcel from a developer to a builder, or the transfer of an easement from a developer to a local government authority. If the new party is not covered by a CSMP at the time of transfer or sale, then the new owner/operator must submit a CSMP application within 14-days of assuming control of the site.

Large Site CSMP Coverage Termination

The process to terminate coverage under the Large Site CSMP may begin once all of the following has been achieved:

-
1. The site has achieved final stabilization as defined in CHAPTER XX of this Manual;
 2. Temporary stormwater conveyances/channels and other temporary stormwater control measures and/or BMPs have been removed;
 3. Construction equipment and vehicles have been removed; and
 4. Cessation of any potential pollutant-generating activities caused by construction activity.

When the permittee believes the above conditions have been met, submit a completed Notice of Termination (NOT) form, available from the office of the City Engineer. When the City Engineer is in agreement that the Large Site CSMP coverage termination conditions have been achieved, the permittee will be notified that the authorization is terminated.

For residential construction activities that are part of a larger common plan of development or sale (subdivision plat), a NOT is not required for each lot that is sold, transferred, or has achieved final stabilization. The permittee must modify the approved SWPPP to indicate that permit coverage is no longer required for that lot. The SWPPP shall indicate the reason why coverage is no longer needed and the date the lot was sold, transferred, or achieved final stabilization. In order to terminate coverage of the Large Site CSMP, all lots under the control of the owner, developer, or operator must be sold, transferred, or achieve final stabilization.

3.4.2 PCSMP Permit Modification and Termination

This section includes the requirement to modify a PCSMP after conditional approval and how to obtain final approval.

PCSMP Modifications or Changes

If the permittee wishes to make changes or revisions to the originally approved PCSMP, the proposed revisions should be submitted to and approved by the City prior to construction of changes. Resubmittals shall include the following:

1. Revised checklist(s) identifying which portions of the project have been modified;
2. Brief narrative description of the change and the purpose/reason for the change;
3. Substitute pages of the originally approved materials that include the proposed changes;
4. Revised drawings showing all changes; and
5. Other supporting information that explains and supports the reason for the change.

The revisions shall be submitted to the City Engineer, who, within 30-days, will issue a revised conditional approval letter or a justification for rejecting the proposed modification(s).

PCSMP Completion

Completion of the PCSMP consists of meeting all of the conditions of approval, installation of all required post-construction BMPs and submitting a Certification Report to the City Engineer for review and approval. During the review and approval of the Certification Report, the City Engineer will make a final inspection of the site to confirm improvements have been completed consistent with the approved SWMP.

Certification Report

The purpose of the Certification Report is to provide documentation that the installed post-construction BMP will function as described in the approved SWMP. The Certification Report shall be prepared using the mandatory outline and include the required information as detailed in the Certification Report checklist available from the office of the City Engineer. In general, the Certification Report shall include:

1. A narrative, and, if necessary, revised analysis summarizing the performance of the implemented post-construction BMPs;
2. A statement that the implemented post-construction BMPs are functioning as intended by the SWMP or not functioning as intended;
3. Results of all required construction quality assurance testing; and
4. Record Drawings of conveyance systems or flow control facilities discharging to the City's Public Storm Water System.

If the project included construction of conveyance systems or flow control facilities connected to the City system, the applicant shall submit a final corrected plan (Record Drawings) to the City within 45 days of substantial completion. The City requires Record Drawings to be in hard copy and PDF format. The formatting of engineering drawings shall be consistent with the following:

1. The page size shall not exceed 24" by 36";
2. Where multiple sheets are necessary, a cover sheet with an index shall be included;
3. The plan shall be legible and show all of the required information; and
4. The plan shall be prepared at an appropriate scale to show the required information. For sites smaller than one acre, a scale of 1" = 20' is generally appropriate and for projects larger than one acre, a scale of 1" = 50' is generally appropriate.

The Certification Report shall be prepared by a registered professional engineer or other qualified individual as deemed acceptable by the City Engineer. Review and approval of the Certification Report will follow the procedures outlined in Section X.X.X.

Final Inspection

After submittal of the Certification Report the City Engineer will schedule a final inspection of the site with the permittee to review the installed post-construction stormwater BMPs.

Failure to Complete PCSMP

Failure to comply with the conditions of the PCSMP may result in enforcement activities by the City as described in Title 14.1.

3.5 Forms

- 3.5.1 Mandatory Stormwater Scoping Sheet
- 3.5.2 Stormwater Management Permit Application
- 3.5.3 Large Site CSMP Application Checklist
- 3.5.4 PCSMP Application Checklist
- 3.5.5 Construction Plan Review Submittal Checklist
- 3.5.6 Certification Report Submittal Checklist

Note: - Draft Checklists will be developed and included in the full draft of the SWDSM.

DRAFT

Engineering Department
City of Bismarck
221 N. 5th Street
P.O. Box 5503
Bismarck, ND 58506
701-355-1505

For Office Use Only:

Date Received: _____

TrackIT #: _____

STORMWATER MANAGEMENT PERMIT APPLICATION

(Complete all applicable items)

Project Information:		
Site Address: _____		
Description of Work: _____		
Lot Number: _____	Subdivision (if applicable): _____	
Project Classification:		
<input type="checkbox"/> Residential Lot	<input type="checkbox"/> Site Plan Application	<input type="checkbox"/> Plat Application
<input type="checkbox"/> City Contracted	<input type="checkbox"/> Development or Redevelopment Not Requiring Land Use Approval	
Project Size:		
Land Disturbance: _____	Impervious Surface Created: _____	
Part of a larger common plan of development or sale that will disturb greater than or equal to one (1) acre		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Permit:		
<input type="checkbox"/> Small Site Construction Stormwater Management Permit (No Fee)		
<input type="checkbox"/> Large Site Construction Stormwater Management Permit (\$XXX.XX)		
<input type="checkbox"/> Post-Construction Stormwater Management Permit (\$XXX.XX)		
Contact Information:		
APPLICANT: _____	Phone: _____ Fax: _____	
Contact Name: _____	Email: _____	
Mailing Address: _____	State _____ Zip Code _____	
PROPERTY OWNER: _____	Phone: _____ Fax: _____	
Mailing Address: _____	State _____ Zip Code _____	
GENERAL CONTRACTOR: _____	Phone: _____ Fax: _____	
Contact Name: _____	Email: _____	
Mailing Address: _____	State _____ Zip Code _____	
ENGINEER: _____	Phone: _____ Fax: _____	
Contact Name: _____	Email: _____	
Mailing Address: _____	State _____ Zip Code _____	
Notes:		
No land disturbance is permitted on any project site without an approved City of Bismarck Construction Stormwater Management Permit		
This permit is separate from any permits required by the North Dakota Department of Health.		

Project Schedule	
Start Date: _____ Completion Date: _____ Final Stabilization Date: _____	
Waterbodies and Storm Conveyance Systems	
Waterbodies within 200 feet of Project (Lakes, Rivers, Streams, Wetlands, Sloughs, etc.):	
1. _____	3. _____
2. _____	4. _____
Storm Conveyance Systems within 200 feet of Project (Storm Sewer, Ditches, Detention Facilities, etc.):	
1. _____	4. _____
2. _____	5. _____
3. _____	6. _____
Acknowledgement Certificate	
<p><i>I certify that I am the Owner or Owner's authorized agent. If acting as an authorized agent, I further certify that I am authorized to act as the Owners agent regarding the property at the above-referenced address for the purpose of filing applications for decisions, permits or review under the City of Bismarck Zoning Ordinance and have full power and authority to perform on behalf of the Owner all acts required to enable the City to process and review such applications.</i></p> <p><i>I certify that the information on this application is true and correct and understand that I shall not start this project until this application is approved. I shall comply with the laws of the State of North Dakota and the ordinances of the City of Bismarck.</i></p>	
_____ Signature of Legally Responsible Person	_____ Date Signed
_____ Name (Printed)	_____ Title
For Office Use Only	
Large Site CSMP	By Date
<input type="checkbox"/> CSMP Checklist	Site Visit: _____
<input type="checkbox"/> CSMP Site Plan	Approval: _____
<input type="checkbox"/> SWPPP (CSMP SWPPP or NDDoH SWPPP)	Comments:
<input type="checkbox"/> Payment - \$XXX.XX	
Post-Construction Stormwater Management Permit	
<input type="checkbox"/> Approved Mandatory Stormwater Scoping Sheet	
<input type="checkbox"/> PCSMP Checklist	
<input type="checkbox"/> Stormwater Management Plan (SWMP)	
<input type="checkbox"/> Payment - \$XXX.XX	
NDDoH General Permit Sites	
<input type="checkbox"/> ND Notice of Intent (NOI)	

Engineering Department
 City of Bismarck
 221 N. 5th Street
 P.O. Box 5503
 Bismarck, ND 58506
 701-355-1505

For Office Use Only:
Date Received: _____
TrackIT #: _____

MANDATORY STORMWATER MANAGEMENT SCOPING SHEET

(Complete all applicable items)

Section 1 - To be Completed by Applicant
(Return to the City of Bismarck Engineering Department)

Project Information:

Site Address: _____

Description of Work: _____

Lot Number: _____ **Subdivision (if applicable):** _____

Project Classification:

- Residential Lot Site Plan Application Plat Application
 City Contracted Development or Redevelopment Not Requiring Land Use Approval

Project Size:

Land Disturbance: _____ Impervious Surface Created: _____

Part of a larger common plan of development or sale that will disturb greater than or equal to one (1) acre? Yes No

Contact Information:

Applicant: _____ Phone: _____ Fax: _____

Contact Name: _____ Email: _____

Mailing Address: _____ State _____ Zip Code _____

Project Description (Attach a Location Map showing the project in reference to the City Public Storm Sewer System)

Stormwater Management System (Describe the Point(s) of Discharge to the Public Storm Sewer System and attach a Drainage Map noting at a minimum the project site, contours indicating the overall drainage of the region, and Point(s) of Discharge)

Proposed Post-Construction Stormwater BMPs (Provide a description of the proposed BMPs to mitigate impacts to water quantity and quality impacts. Include additional sheets if necessary.)

Section 2 - To be Completed by the City
(At a minimum, all boxes checked by the City on this sheet shall be incorporated into the SWMP for the PCSMP application to be deemed complete and ready for review. Additional requirements may be identified during the permit application review process.)

Stormwater Management Plan Submittal Requirements

Based upon the information provided in Section 1, the following represents the minimum requirements for a complete submittal for a Post-Construction Stormwater Management Permit. However, this list should not be used in lieu of the City of Bismarck Zoning Ordinances, the City's Stormwater Design Standards Manual, or accepted engineering fundamentals and practice. Compliance with these requirements does not constitute permit or project approval.; Additional site specific information may be required to allow review and approval of the Post-Construction Stormwater Management Permit. Note: Upon scoping sheet submittal, ensure completed form has been signed in the space provided below:

Applicable Previous Completed Studies, Master Plans or Stormwater Management Plan (Project SWMP is required to meet the recommendations of the previously completed plans for Project site)

Watershed Master Plan _____
SWMP _____
Other Plan _____

Summary of Previous Recommendations for Project Area (If applicable, following is the City Engineers findings for the previous studies general recommendations for the project site. Additional requirements may be outlined in the above referenced studies)

Project Post-Developed % Impervious _____
Project Post-Developed Pervious CN _____
Project Post-Developed Flow Rates _____
Project Required Improvements _____
Other _____

Known drainage issues in the vicinity of the Project and other applicable information

Requirements for SWMP Submittal (If Project specific stormwater post-construction BMPs are required, or the proposed project exceeds the regional BMP sizing criteria, the following design standards shall be met by the project specific BMP)

Point(s) of Analysis _____

Expedited PCSMP Application (1) Yes

Standard PCSMP Application (2) Yes

Stormwater Quantity BMP Regional Local On-Site

Stormwater Quality BMP Regional Local On-Site

Required Improvements Regional Local On-Site

Other _____

(1) Projects eligible for an Expedited PCSMP Applications are located inside of Regional BMP service area or a common project with a previously approved local BMP. Expedited applications shall include information necessary to demonstrate consistency with the regional or local facility sizing criteria noted above.

(2) Standard PCSMP applications must proposes water quality and water quantity BMPs.

This form shall be included as an attachment, inside of the front cover, of the SWMP submitted with the Post-Construction Stormwater Management Plan application submittal. Failure to include the approved Mandatory Stormwater Management Scoping sheet with the SWMP will result in the application being deemed incomplete for processing.

Engineering Department
 City of Bismarck
 221 N. 5th Street
 P.O. Box 5503
 Bismarck, ND 58506
 701-355-1505

For Office Use Only:
Date Received: _____
TrackIT #: _____

SMALL SITE CONSTRUCTION STORMWATER MANAGEMENT PERMIT

(Complete all applicable items)

Authorization and Applicability:

City of Bismarck Zoning Ordinance Title 14.1 requires that all activities that will disturb greater than 3,000 square feet obtaining a mandatory stormwater permit prior to the construction activities commencing. The City's Stormwater Design Standard Manual requires a Small Site CSMP for all projects that result in a land disturbance of less than 10,000 square feet and greater than 3,000 square feet. This includes one and two family residential construction that is part of a larger common plan of development or sale that will disrupt more than one acre. This application form is provided to assist in meeting the requirements of Tile 14.1 and the SWDSM.

Project Information:

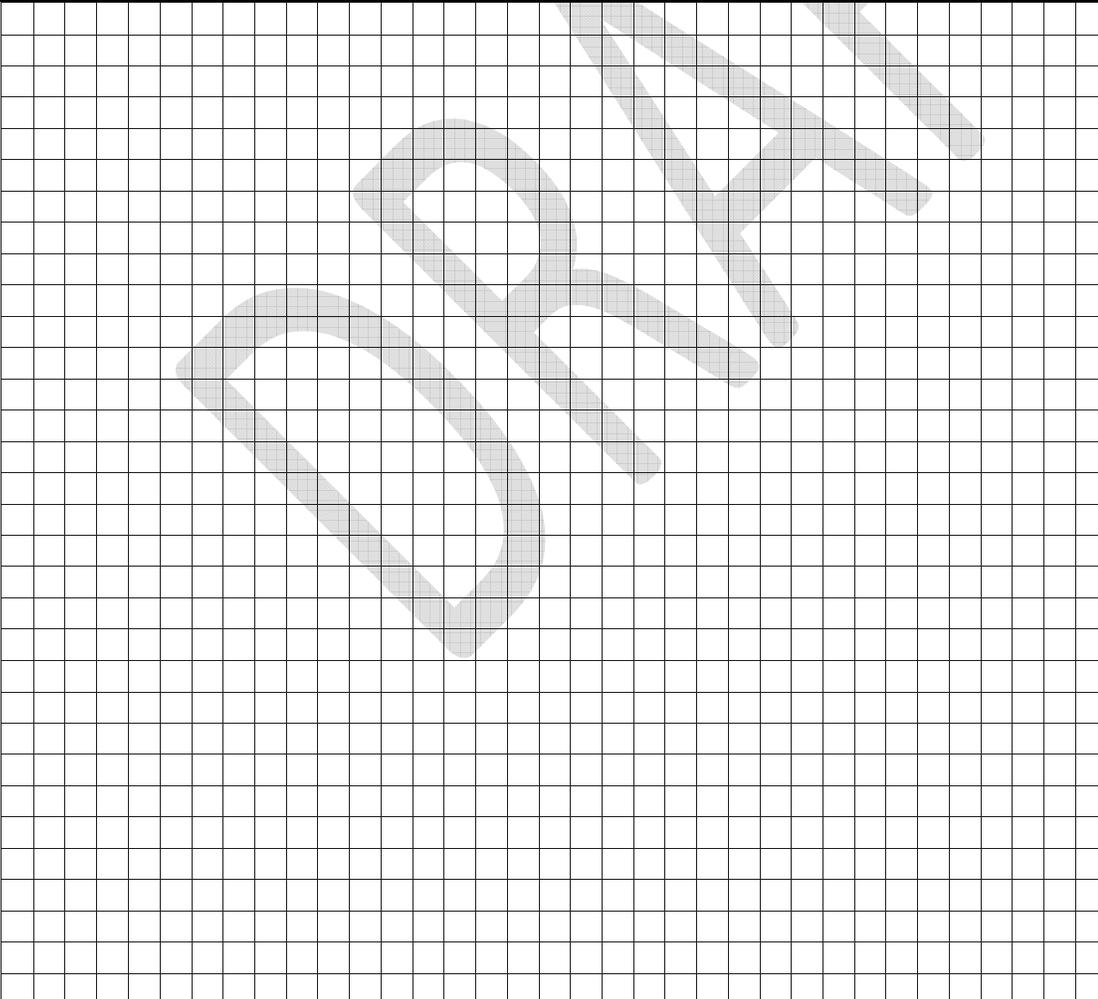
Site Address: _____

Lot Number: _____ Subdivision (if applicable): _____

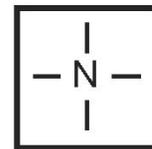
Builder: _____ Owner: _____

Application Completed By: _____ Date: _____

Site Diagram Scale 1 inch - feet



Please indicate north by completing the arrow.



EROSION CONTROL PLAN LEGEND

- PROPERTY LINE
- ▶ EXISTING DRAINAGE
- ▶ TD TEMPORARY DIVERSION
- ▶ FINISHED DRAINAGE
- - - LIMITS OF GRADING
- SILT FENCE
- STRAW BALES
- GRAVEL
- VEGETATION SPECIFICATION
- TREE PRESERVATION
- STOCKPILED SOIL

Construction Stormwater Management Plan Checklist		
Check (✓) the appropriate boxed below and complete the site diagram with the required information.		
Site Characteristics (to be completed at time of application)		
Requirement	Addressed	Comment
North arrow, scale and site boundary. Indicate and name adjacent streets or roadways.	<input type="checkbox"/> Yes	
Location of existing drainageways, stream, rivers, lakes wetlands or wells.	<input type="checkbox"/> Yes <input type="checkbox"/> NA	
Location of onsite or adjacent storm sewer inlets within 200-feet of site.	<input type="checkbox"/> Yes	
The disturbed area on the lot.	<input type="checkbox"/> Yes	
Approximate gradient and direction of slopes before grading operations	<input type="checkbox"/> Yes	
Approximate gradient and direction of slopes after grading operations	<input type="checkbox"/> Yes	
Overland runoff (sheet flow) coming onto the site from adjacent areas	<input type="checkbox"/> Yes <input type="checkbox"/> NA	
Construction Stormwater Management Best Practices (to be completed at time of application)		
Requirement	Addressed	Comments and Notes
Location of Perimeter Controls Note: Perimeter controls include sediment fence, fiber rolls or a minimum 10-foot wide vegetative buffer that will prevent eroded soil from leaving the site.	<input type="checkbox"/> Yes <input type="checkbox"/> NA	
Location of Sediment Traps Note: The minimum size of a sediment trap should be 2-foot deep and excavated 10-foot way from the inlet and around the entire inlet.	<input type="checkbox"/> Yes <input type="checkbox"/> NA	
Location of Inlet Protection Note: Inlet protection is required for all onsite and adjacent storm sewer inlets or catch basins that are connected to the Public Storm Sewer System.	<input type="checkbox"/> Yes <input type="checkbox"/> NA	
Location of Stabilized Site Access Note: Access drive should have 2 to 3 inch aggregate stone laid at least 7 feet wide and 6 inches thick. Drives should extend from the roadway 50 feet or to the house foundation (whichever is less).	<input type="checkbox"/> Yes	
Location of Temporarily Stockpiled Material Note: Soil storage piles should be placed behind a sediment fence, 10-foot wide vegetative strip, covered with a tarp or seeded with temporary ground cover.	<input type="checkbox"/> Yes <input type="checkbox"/> NA	
Location of Waste Disposal Note: All construction debris must be placed in an appropriate container to prevent the debris from being carried away from the site by wind or water.	<input type="checkbox"/> Yes	
Location Concrete Washout Note: Concrete wash water must never be discharged or allowed to drain into any waters of the state, storm sewer systems or adjacent properties. Wash water disposal must be limited to a defined area of the site or to an area designated by the developer for cement washout.	<input type="checkbox"/> Yes	
Location of Roof Drains and/or Sump Pump Outlet Extensions Note: All roof drains should be provided with sufficient splash pads and/or downspout extensions to prevent erosion from roof runoff. Flow from downspouts and sump pump outlets is to be temporarily routed through plastic drainage pipe to stable areas such as established sod or pavement.	<input type="checkbox"/> Yes <input type="checkbox"/> NA	
Location of Diversions Note: it is recommended that concentrated flow (drainageways) be diverted (re-directed) around disturbed areas. Overland runoff (sheet flow) from adjacent areas greater than 10,000 sq. ft. should also be diverted around disturbed areas.	<input type="checkbox"/> Yes <input type="checkbox"/> NA	
Location of Practices on to Steep Slopes (greater than 12%) Note: Such practices include maintaining existing vegetation, placement of additional sediment fences, diversions, and re-vegetation by sodding or seeding with use of erosion control mats.	<input type="checkbox"/> Yes <input type="checkbox"/> NA	
Location of Practices to Control Erosion on Areas of Concentrated Flow Note: Unstabilized drainageways, ditches, diversions, and inlets should be protected from erosion through use of such practices as in-channel fabric or straw bale barriers, erosion control mats, staked sod, and rock rip-rap. When used, a given in-channel barrier should not receive drainage from more than two acres of unpaved area, or one acre of paved area. In-channel practices should not be installed in perennial streams (streams with year round flow)..	<input type="checkbox"/> Yes <input type="checkbox"/> NA	

Erosion Control and Construction Site Management Strategies (to be completed at time of application)		
Requirement	Addressed	Comments and Notes
<p>Temporary Stabilization of Disturbed Areas</p> <p>Note: Temporary cover should be immediately applied to:</p> <ul style="list-style-type: none"> • Areas where construction activity is ceased and is not planned to resume within 14-days • Areas with a continuous slope within 200-feet of any surface water. • Temporary topsoil and clay stockpiles. Clean aggregate, demolition concrete and sand stockpiles are exempt. <p>In the Comments and Notes section indicate the schedule of areas to be temporarily stabilized and note the areas on the site plan with the date the installation occurred.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> NA	
<p>Permanent Stabilization of Disturbed Areas</p> <p>Note: Permanent cover should be applied to all completed areas that will not be disturbed or have additional construction activities performed in the area as soon as possible.</p> <ul style="list-style-type: none"> • Indicate re-vegetation method: <input type="checkbox"/> Seed <input type="checkbox"/> Sod <input type="checkbox"/> Other <input type="checkbox"/> Yes • Expected date of permanent re-vegetation: _____ • Re-vegetation responsibility of: <input type="checkbox"/> Builder <input type="checkbox"/> Resident/Buyer • Temporary seeding or mulching is planned if site is not permanently stabilized by October 1? <input type="checkbox"/> Yes <input type="checkbox"/> No 		
<p>Dewatering Operations</p> <p>Note: Sediment-laden discharge water from pumping operations should be ponded behind a sediment barrier until most of the sediment settles out.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> NA	
<p>Maintenance of Construction Stormwater Management Practices</p> <ul style="list-style-type: none"> • Inspection of all sediment and erosion control devices and measures should take place every 14 calendar days and within 24 hours after any storm event greater than 1/2 inch of rain per 24 hour period. • When any device or measure in need of maintenance or repair is found, the maintenance or repair should be completed following good housekeeping guidelines. • Good housekeeping should be practiced at all times. Housekeeping includes cleaning and maintaining all erosion and sediment control devices, cleaning sediment off streets, and picking up all debris that has been deposited off site by wind or water. • Sediment will be removed from behind sediment fences and barriers before it reaches a depth that is equal to half the height of the barrier. <input type="checkbox"/> Yes • Breaks and gaps in sediment fences and barriers will be repaired immediately. Decomposing straw bales will be replaced (typical bale life is three months). • All sediment that moves off-site due to construction activity will be cleaned up before the end of the same workday. • All sediment that moves off-site due to storm events will be cleaned up before the end of the next workday • Access drives will be maintained throughout construction. • All installed erosion control practices will be maintained until the disturbed areas they protect are stabilized. 		
<p>Removal of Sediment and Erosion Controls</p> <ul style="list-style-type: none"> • If any construction activity leads to the accidental removal of a sediment and erosion control device, the device must be replaced immediately. • If any construction activity must be done where a device is already in place, the device may be removed but must be replaced once the activity has ceased. <input type="checkbox"/> Yes • Sediment and erosion control devices must be used and maintained until 70 percent of pre-existing vegetative coverage has been achieved on all pervious surface areas, such as lawns, that are located upslope from the device.. 		

Permit Coverage Termination (to be completed after construction is complete)		
Requirement	Addressed	Comments and Notes
<p>The process to terminate coverage can begin when the following have been completed:</p> <ol style="list-style-type: none"> 1. The site has achieved final stabilization as defined in the SWDSM; 2. Down gradient perimeter control for individual lots has been implemented; 3. For residential construction, the residence has been transferred to the homeowner, and; 4. The permittee shall distribute a "homeowner fact sheet" to the resident to inform the homeowner of the need for final stabilization and any applicable inter-lot drainage patterns that must be maintained. 	<input type="checkbox"/> Yes	
<p>Notice of Termination (NOT) and Final Inspection NOT form submitted on date: _____ Final Inspection completed on date: _____</p>	<input type="checkbox"/> Yes	
Acknowledgement Certificate		
<p><i>I certify that I am the Owner or Owner's authorized agent. If acting as an authorized agent, I further certify that I am authorized to act as the Owners agent regarding the property at the above-referenced address for the purpose of filing applications for decisions, permits or review under the City of Bismarck Zoning Ordinance and have full power and authority to perform on behalf of the Owner all acts required to enable the City to process and review such applications.</i></p> <p><i>I certify that the information on this application is true and correct and understand that I shall not start this project until this application is approved. I shall comply with the laws of the State of North Dakota and the ordinances of the City of Bismarck.</i></p>		
_____ Signature of Legally Responsible Person	_____ Date Signed	
_____ Name (Printed)	_____ Title	
For Office Use Only		
Small Site CSMP	By	Date
<input type="checkbox"/> CSMP Checklist	Site Visit: _____	_____
<input type="checkbox"/> CSMP Site Plan	Approval: _____	_____
Comments:		