City of Hobart

Storm Water Permit Application Process

Quick Review

Note: Prior to initiating a storm water pollution prevention plan (SWPPP) the applicant engineer must comply with the Indiana Department of Environmental Management (IDEM) Construction Stormwater General Permit (CSGP), City of Hobart Storm Water Management Ordinance Chapter 152 and City of Hobart Storm Water Technical Standards Manual. This document was developed by trained individuals and intended as a guidance document and is not endorsed/approved by IDEM.

1. Submission of Storm Water Pollution Prevention Plan (SWPPP)

- Owner/Developer/Representative submits SWPPP Construction Documents (Construction and Post-Construction) and supporting documentation to Municipal Separate Storm Sewer (MS4) Coordinator for review.
- Note: SWPPP format follows Indiana Department of Environmental Management (IDEM) Construction Stormwater General Permit (CSGP) Section 4.1 – Construction/Stormwater Pollution Prevention Plan Content regarding type of SWPPP submission format
- Owner/Developer/Representative provides a copy of the Notice of Intent (NOI) form to the MS4 Coordinator.
- Owner/Developer/Representative provides a copy of the Project Public Proof of Publication to the MS4 Coordinator.

2. SWPPP Review by MS4 Coordinator

- MS4 Coordinator reviews the SWPPP.
- MS4 Coordinator provides SWPPP review comments to the Owner/Developer/Representative (if needed).
- Per approval of the SWPPP, MS4 Coordinator provides SWPPP Approval Letter for submission of NOI by the Owner/Developer/Representative to IDEM.

3. Submission of Project Long Term Maintenance Agreement (LTMA)

Note: After the SWPPP has been approved by the MS4 Coordinator, a LTMA will be required between the Owner and the City of Hobart. A LTMA is required for all storm water quality post construction BMPs in new development or redevelopment

- Owner/Developer/Representative Reviews LTMA
- Owner/Developer/Representative submits signed LTMA to MS4 Coordinator for processing
- MS4 Coordinator submits LTMA to City of Board of Works (BOW) for Approval
- Approval of LTMA by the BOW, the Owner/Developer/Representative records the signed LTMA with the property records at the Lake County Recorder's office
- Owner/Developer/Representative submits recorded LTMA to the MS4 Coordinator
- Issuance of Storm Water Permit by MS4 Coordinator
- Owner/Developer/Representative pays for the Storm Water (STW) permit (price of permit is determined by number of acres disturbed)
- MS4 Coordinator issues STW permit

Please Note: No permits from any City Department can be issued until the STW permit is issued.

City of Hobart Storm Water Permit Application Guidelines – Submittal of the Project SWPPP and Issuance of Storm Water Permit

Purpose: The purpose of storm water management control is to reduce pollutants from storm water runoff that originates from construction activities. The EPA Phase II Final Rule requires the operator of a regulated municipality to "have procedures for site plan review of construction plans that consider potential water quality impacts."

The site plan required by EPA Phase II Final Rule must address erosion and sediment controls as well as controls for "other waste" at the site. The City of Hobart requires construction site operators to develop a storm water pollution prevention plan, or SWPPP, for their storm water discharges.

Applicability: The City of Hobart as a Phase II municipality is required to develop and implement a construction site runoff control program. This program is to address storm water runoff from construction activities that result in a land disturbance of one acre or greater. Construction activities that disturb an acre or more may pose a significant threat to local waterways based on the large amount of exposed soil. Therefore, implementing proper best management practices (BMPs) can greatly reduce the impacts to receiving water bodies including streams and rivers.

Implementation: Storm water site plans will be reviewed by municipal staff to ensure compliance with the City of Hobart Storm Water Ordinance (Chapter 152). Facilitation of a successful program to review storm water site plans will allow the City of Hobart the ability to ensure that water quality objectives, erosion and sediment control requirements, and BMP maintenance are adequately considered.

City of Hobart Project SWPPP Reviewer

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1.0 CITY OF HOBART STORM WATER POLLUTION PREVENTION PLAN SUBMISSION REQUIREMENTS

- All development or redevelopment activities that result in the disturbance of one or more acres of land within the City of Hobart, Indiana, including land disturbing activities on individual lots of less than 1 acre as part of a larger common plan of development or sale, must submit a Storm Water Pollution Prevention Plan (SWPPP) for review and approval. The instructions and requirements listed below are required by City of Hobart Storm Water Management Ordinance Chapter 152, regarding issuance of a Storm Water Permit. Chapter 152 can be accessed online at the following link: http://www.cityofhobart.org/242/Municipal-Code
- GIS: Additional data regarding the City utility data and assets can be found through the following link: https://public-cityofhobart.hub.arcgis.com/

2.0 APPLICANT REQUIREMENTS

- Prior to initiating a SWPPP the applicant engineer must be familiar with and shall comply with the Indiana Department of Environmental Management (IDEM) Construction Stormwater General Permit (CSGP), City of Hobart Storm Water Management Ordinance Chapter 152 and City of Hobart Storm Water Technical Standards Manual. A professional engineer is required to complete the SWPPP and storm water calculations using the City of Hobart guidelines as noted per Chapter 152 and the City of Hobart Storm Water Technical Standards Manual.
- It will be the responsibility of the project applicant to ensure compliance with the City of Hobart Municipal Code, Chapter 152 Storm Water Management such as;
    - the development a SWPPP,
    - submission of complete construction plans,
    - notification to the City of the project initiation via a Notice of Intent (NOI) letter,
    - any necessary information or documentation requested by the City, and
    - notification to the City of project termination upon completion of construction and establishment of Post Construction BMPs at the project site via a Notice of Termination (NOT).
- Conditions of SWPPP Approval may include: SWPPP Submission, Long Term Operation & Maintenance Agreement, Engineer's Certification, As-Built Survey, Covenants, Performance Guarantee, etc.
- A preliminary meeting between the Project Applicant and the City of Hobart Staff is recommended during the conceptual phase of design. The intent of the Conceptual Plan is to provide enough background information to the City of Hobart so that the review process can begin while allowing flexibility in developing final construction plans. In general, it shall include a narrative explaining the existing site conditions and scope of the project. In addition, it should include pre- and post-developed hydrology, and a conceptual lay-out of the BMPs that will be utilized both during construction and in the post-developed phase.

3.0 SWPPP REVIEW TIME FRAME

Upon receipt of a completed SWPPP from the Project Engineer, the MS4 Coordinator shall accomplish their review within ten business days and have either the approval or review comments transmitted to the applicant. Application packages found to be incomplete shall not be reviewed and will be returned to the applicant, together with a list of items required for the MS4 Coordinator to conduct their review.

4.0 NOTICE OF INTENT/PROOF OF PUBLICATION

- A NOI letter with proof of publication notifying the public that construction activities are to commence shall be completed and submitted to the City of Hobart. The NOI Proof of Publication shall state the following:

  > "(Company name, address) is submitting a NOI letter to notify the City of Hobart and the Indiana Department of Environmental Management (IDEM) of our intent to comply with the requirements the Hobart Storm Water Management Ordinance, Chapter 152 and the requirements of the IDEM CSGP to discharge storm water from construction activities for the following project: (name of the construction project, address of the location of the construction project). Runoff from the project site will discharge to (stream(s) receiving the discharge(s))."

- The public notice must be submitted, and a copy of the NOI application and Notice of Sufficiency from IDEM must be included in the permit application. Applicant is responsible for checking with appropriate agencies for determining applicable permits. The NOI letter must be signed by a qualified professional.

4.1 IDEM Online NOI Submission Requirements

- The Indiana Department of Environmental Management is only accepting online construction storm water permit applications to obtain authorization to discharge under the CSGP.
- MS4 entities are responsible for regulating a significant number of construction projects statewide, in addition to those projects they own and/or operate. All of these projects require the submittal of a construction/storm water pollution prevention plan, a notice of intent, and, eventually, a notice of termination. The IDEM Regulatory ePortal streamlines this process. This system meets the U.S. Environmental Protection Agency e-reporting rule, which requires online submittals for all National Pollutant Discharge Elimination System (NPDES) applications and reporting requirements.
- IDEM has eliminated paper notifications through the mail and all correspondence from the agency will be within the ePortal system. Consultants and applicants are required to use the system.
- Who can submit online applications?
  - Any business, organization or person who needs to apply for construction storm water permit coverage can submit an online application.
- Where do I go to submit a construction storm water permit application online?
  - Applications can be completed at https://stormwater.idem.in.gov.

- How can I tell if a Notice of Sufficiency (NOS) was issued for a project?
    - Permittees and individuals affiliated with a specific project will have access to manage the project within the system; including access to all documents.
    - The status of an application and the issuance of a NOS or acceptance of a Notice of Termination can be found at https://stormwater.idem.in.gov/nsite.
- How do I get started?
    - IDEM has developed Regulatory ePortal Guidance documents. These documents can be found online at: https://www.in.gov/idem/stormwater/2489.htm
    - If you have questions about the IDEM Regulatory ePortal, contact IDEM's Office of Water Quality, Wetlands and Stormwater Section at 317-233-8488 or online at Stormwat@idem.IN.gov.
    - For additional program information related to submittal of plans, NOIs, and NOTs, visit the Stormwater Program website at https://www.in.gov/idem/stormwater/2331.htm.

5.0 CONSTRUCTION AND POST-CONSTRUCTION SWPPP SUBMITTAL FORMAT

Please note, the Project SWPPP submission shall be submitted in a report form unless an alternative report form is approved by the MS4 Coordinator prior to submission of the SWPPP.

IDEM CSGP Submittal Guidance (Basic Plan Elements) – The information listed below is intended to assist in complying with the latest filing requirements the IDEM CSGP and Chapter 152 of the City of Hobart Municipal Code.

The following approved SWPPP format indicates the IDEM Basic Plan Elements as follows:

a. Construction Components (A1-A31)

b. Construction Component Elements (B1-B15)

c. Post Construction Components (C1-C6)

NOTE: IDEM Basic Plan Elements format is found in **Appendix A** of this document. Plan requirements for Single-Family Residences are included in **Appendix B**, and Individual Building Development Plan Requirements (within larger permitted project) are included in **Appendix C**.

6.0 LONG TERM MAINTENANCE & OPERATION AGREEMENT

- After the SWPPP has been approved by the MS4 Coordinator, a Long Term Maintenance Agreement (LTMA) will be required between the Owner and the City of Hobart. A LTMA is required for all post construction storm water quality BMPs in new development or redevelopment.

  Note: The LTMA is required as noted in Chapter 152 of the City Municipal Code. The intent of the LTMA is to ensure that all the post construction storm water quality BMPs are kept functional throughout their lifespan. The maintenance agreement will require the Owner to

provide operation and maintenance requirements of the BMPs at specific intervals. Under the terms of the LTMA, the property owner(s) are responsible for self-inspections and maintenance of BMPs and privately-owned storm water system components outside of the right-of-way. If the final configuration of the storm water system components or BMPs differs from that described in the recorded LTMA, a revised LTMA must be recorded. The agreement shall be included with property ownership title documents and shall be binding on the owner, its administrators, executors, assigns, heirs and any other successors in interest.

- Three original copies of the LTMA will be required for the approval and recording process.
- After signature of the LTMA by the Owner, the LTMA is submitted to the Board of Works (BOW) by the City MS4 Coordinator for approval and signature by the Mayor and Clerk.
- After approval by the BOW and signature by the Mayor and Clerk, the MS4 Coordinator will return the LTMA originals to the Owner or designated representative. The Owner or designated representative will then have the LTMA recorded with the property by the Developer's representative at the Lake County Recorder's office. After recording of the LTMA, the Owner will keep one original and two originals will be returned to the MS4 Coordinator.

7.0 LTMA SUBMISSION AND APPROVAL PROCESS NOTES

- Approval of the LTMA is conducted at the bi-monthly meeting of the BOW (first and third Wednesday of each month)
- To be considered for approval, the LTMA shall be submitted to the City MS4 Coordinator at least two weeks prior to the scheduled BOW meeting for review by City staff.
- After the LTMA has been processed and approved as previously indicated, the Project Storm Water Permit is issued by the City of Hobart MS4 Coordinator upon receipt of the permit fee (the amount of permit fee required for the project is as established in the current Fee Schedule of the City of Hobart Municipal Code).

8.0 CITY OF HOBART STORM WATER PERMIT PAYMENT PROCEDURES

- The Storm Water Permit fees are established as a condition of approval of final plans by the City; the applicant shall pay the Clerk-Treasurer the appropriate sum as set forth in the Fee Schedule of City Municipal Code and are non-refundable.
- Fees shall be paid by one of the following methods:
    - Certified check
    - Cashier's check
    - Money order
- All checks shall be made payable and submitted to: City of Hobart 414, Main Street Hobart, Indiana 46342

9.0 CONSTRUCTION PHASE DOCUMENTATION AND PROCEDURES GUIDELINES

- All information/documentation regarding the SWPPP during the Construction Phase of the Project shall be maintained at the project site or at a site mutually agreeable between the Owner and the MS4 Coordinator. This documentation will be utilized by MS4 Coordinator to verify the project site SWPPP compliance.
- City staff will conduct inspections to verify project site compliance with the SWPPP. If staff finds that adherence to the SWPPP is non-conforming, the City may issue a stop work order or implement additional enforcement measures as indicated per City ordinances.
- For project documentation requirements refer to **Appendix D** Permit Posting Requirements, **Appendix E** Project Management Log Requirements and **Appendix F** Project Self-Monitoring Report Requirements.

10.0 POST-CONSTRUCTION REQUIREMENTS: CERTIFICATION OF AS-BUILTS

The following identifies the steps when the project has been completed and all construction BMPs have been removed and the post-construction BMPs are in place, the project engineer will need to submit "As Builts" of the utility infrastructure to the City. As-Built submittal requirements are as follows:

- Prior to issuance of a use and occupancy permit or final release of bond(s), the as-built condition of critical storm water management facilities must be reviewed and approved.
- The As-Builts shall at least contain the following: volume, capacity, slope, configuration, condition, "as-planted" plans and topographic information, as well as all pipe size, material, lengths, for all detention, retention and water quality practices shall be certified by a professional engineer licensed in the State of Indiana.
- This information shall be provided to the city in the form of an as-built drawing or other electronic format accepted/required by the City. The as-built certification shall indicate if final conditions are consistent with, or exceed, SWPPP provisions.
- If it is determined that information provided in the as-built drawing, certification, inspection or survey of the site do not meet or exceed SWPPP requirements, the city reserves the right to withhold certification of occupancy or final bond. Furthermore, other enforcement mechanisms, as identified within this chapter, may be applied to the person certifying the as-built information.
- If upon inspection by the city or a designated representative it is determined that there is an item that must be addressed to receive acceptance of site conditions, then the person shall be required to continue inspections and maintenance as described in the SWPPP.

APPENDIX A: IDEM CSGP Basic Plan Requirements

IDEM CSGP Basic Plan Requirements

Section A - Construction Plan Elements	
A1	**Index of the location of required plan elements in the construction plan.**
	The index shall include the location of all items required by the CSGP. Plan preparers often have their plan index mirror items in the IDEM standard plan review checklist.
A2	**A vicinity map depicting the project site location in relationship to recognizable local landmarks, towns, and major roads**
	The plan should include a map that depicts the site in relation to other areas in the city or county and should be sufficient for someone not familiar with the area to find the project site location. Acceptable map types include USGS topographic maps, county road maps, city street maps, custom drawn maps, etc.
A3	**Narrative of the nature and purpose of the project:**
	The plan should include information regarding the nature and purpose of the project. Typically this information would appear in a narrative; however it is also acceptable for the narrative to include other plan requirements.
A4	**Latitude and longitude in decimal representation**
	The latitude and longitude shall be provided for the project entrance for non-linear projects or the beginning of the project site for linear projects
A5	**Legal description of the project site:**
	The legal description of the project site must include the legal section, township and range.
A6	**11 X 17-inch plat showing building lot numbers/boundaries and road layout/names**
	The reduced size plat of the project is intended to be a basic representation of the project layout and to provide staff a simplified layout of the project that can be used as an aide when conducting an inspection of the project site.
	The plat should be legible, therefore based on the size of the project it is acceptable to have multiple sheets of 11 X 17.
	The plat shall depict the boundaries of the project site for which the NOI shall be submitted, the boundaries of each phase, section or other divisions of the project site associated with the construction activity and shall include a legend.
A7	**Boundaries of the one hundred (100) year floodplains, floodway fringes, and floodways**
	Provide a copy of the FEMA Flood Map or Flood Insurance Rate Map for the project location.
A8	**Land use of all adjacent properties**
	This information provides a basis to evaluate the overall project including potential downstream impacts, but also other contributing factors that are discharging onto the project site. It is important to have an understanding of the impact the project may have on surrounding properties and sensitive areas, but also an understanding of the runoff and other potential pollutants that may be discharged from areas in the watershed above the project. The intent of this element is to identify the types of land use, such as single-family residential, multifamily residential, commercial, agricultural, forested, etc.
A9	**Identification of a U.S. EPA approved or established TMDL and the pollutants for which there is a TMDL**
	Projects that discharge to a waterbody with an associated TMDL shall list all pollutants for which there is a TMDL in order to evaluate potential pollutant loading issues related to the planned land use.

IDEM CSGP Basic Plan Requirements

A10	**Name(s) of the receiving water(s)**
	The plan should identify all named streams, or other water bodies that will potentially receive runoff from the project site. If the discharge is to a municipal storm sewer, the plan should identify the owner of the storm drain system as well as the ultimate receiving water for the storm drain system.
A11	**Identification of discharges to a water on the current 303d list of impaired waters and the pollutant(s) for which it is impaired**
	Online resources should be evaluated to determine if the receiving water for the project site is on the current IDEM 303d list of impaired waterbodies. Pollutants associated with a receiving water shall be listed.
A12	**Soil map of the predominant soil types**
	Each plan shall include a soil map for the project site. The map should be accompanied by a soil legend, descriptions of each soil type that occurs on the site and a discussion of the soil characteristics and limitations associated with the project site and the measures that will be integrated into the project to overcome any limitations. A legible copy of the appropriate soil map from the USDA soil survey for the county is sufficient. USDA soil surveys can be generated online at http://websoilsurvey.nrcs.usda.gov/app/WebSoilSurvey.aspx
	Example: if sanitary sewer does not service the site and on-site septic systems will be used for waste disposal, the plan preparer should provide information concerning the suitability of the soil and the type of systems that will be required to overcome soil limitations.
	Boring logs and a geotechnical report or site mapping by a soil scientist should also be considered acceptable means of satisfying this requirement.
A13	**Identification and location of all known wetlands, lakes and water courses on or adjacent to the project site (construction plan, existing site layout)**
	This information is important in evaluating the proposed storm water pollution prevention measures to ensure that they are adequate and appropriate to reduce the impact to natural areas associated with the project site. Identification of nearby watercourses and lakes may place an additional importance on sediment control in a particular area of the project.
A14	**Identification of any other state or federal water quality permits or authorizations that are required for construction activities**
	The plan should identify any permits required related to water quality, such as Construction in a Floodway from DNR, 401 Water Quality Certification from IDEM, 404 permits from US Army Corps of Engineers, etc.
	If permit authorizations have not been obtained, provide an expected timeline for obtaining the permit or authorization.
A15	**Identification and delineation of existing cover, including natural buffers**
	The plan should delineate the boundaries of major vegetative cover types, such as grass, brush, trees, etc. It is not necessary for the plan to identify individual vegetative species.
	Natural buffers bordering/surrounding water resources shall be preserved. At least 50 feet of natural buffer must be preserved, if the buffer is less than 50-feet it shall be preserved in it's entirety.
A16	**Existing topography at a contour interval appropriate to indicate drainage patterns**
	This information is critical to properly evaluate the adequacy of the proposed storm water pollution prevention measures. Site topography may be depicted in multiple ways such as continuous contour lines and spot elevations (as long as there are a sufficient number of locations to be able to visualize the site topography). A graphical profile of the project may also be acceptable for highway, road, utility and other linear projects.

IDEM CSGP Basic Plan Requirements

A17	**Location(s) of where run-off enters the project site**
	This information is important in evaluating the drainage of the site and the impact that adjacent land may have on the site. Evaluation of where runoff enters the site is important for implementing appropriate controls on the site.
A18	**Location(s) of where run-off discharges from the project site prior to land disturbance**
	Show or describe the location where the run-off discharges from the project site prior to land disturbance. Indicate in the SWPPP if the discharge location will change during construction.
A19	**Location of all existing structures on the project site**
	Show all existing structures and buildings on the plans.
A20	**Existing permanent retention or detention facilities, including manmade wetlands, designed for the purpose of storm water management**
	Existing storm water management facilities should be identified on the plans and evaluated for capacity and incorporation into the design of the project.
A21	**Locations where storm water may be directly discharged into ground water, such as abandoned wells, sinkholes, or karst features**
	The plan should include the location of all areas where storm water may be potentially discharged to groundwater. These areas include sinkholes, uncapped abandoned wells, or infiltration practices such as drywells which may be located on the project site or downstream of the project site or planned as part of the project. These areas need to be clearly located in the plan, with adequate protection measures to prevent contaminated runoff from entering the groundwater. Abandoned wells should be properly capped.
A22	**Size of the project area expressed in acres**
	Indicate on the plans the total size of the project area.
A23	**Total expected land disturbance expressed in acres**
	Indicate on the plans the total expected land disturbance. Land disturbance includes any manmade change to the land surface such as removing vegetation and exposing soil, grading, excavating and filling.
A24	**Proposed final topography**
	This information is critical to properly evaluate the adequacy of the proposed storm water pollution prevention measures. Site topography may be depicted in multiple ways such as continuous contour lines and spot elevations (as long as there are a sufficient number of locations to be able to visualize the site topography. A graphical profile of the project may also be acceptable for highway, road, utility and other linear projects.
A25	**Locations and approximate boundaries of all disturbed areas**
	The plan should identify the construction limits of the project. The extent of disturbance has a profound impact on what practices may be necessary to adequately control erosion and the resulting sediment. If disturbance boundaries are not identified inside of the property boundary, the plan reviewer will consider the entire site as being disturbed for the purposes of evaluating the proposed storm water quality measures.
A26	**Location, size, and dimensions of all storm water drainage systems, such as culverts, storm sewers, and conveyance channels**
	All proposed storm water systems, including swales, channels, piping, culverts, etc. should be clearly shown in the plan. In addition to location, the plan should include the size and dimensions of the specific storm water systems.

IDEM CSGP Basic Plan Requirements

A27	**Locations of specific points where storm water and non-storm water discharges will leave the project site**
	The plan should clearly identify if storm water will exit the site. It is not necessary that the location be identified with a note on the plan, unless it is not clear from the topographic or storm drainage system information.
A28	**Location of all proposed site improvements, including roads, utilities, lot delineation and identification, proposed structures, and common areas**
	Lot boundaries and numbers are required to be shown on the plan. In addition, the plan should show all proposed site improvements, including but not limited to utilities, roads (names, if available), structures, and common areas. Single lot projects should show the location of any proposed structures.
A29	**Location of all on-site and off-site soil stockpiles and borrow areas**
	This information needs to be submitted as part of the plan. Often times borrow and disposal areas occur off of the project site. These areas must be identified on the plan sheets when they occur on site. If there are no stockpiles, borrow or disposal areas planned, a simple note to that affect should be sufficient to satisfy this requirement. These areas must be managed for runoff and wind erosion.
A30	**Construction support activities that are expected to be part of the project**
	Construction support activities should be detailed in the plans. These activities may include land disturbance and/or activities that may generate pollutants such as concrete or asphalt batch plants, staging and material storage areas, disposal sites, stockpiles, and offsite utility work.
A31	**Location of any in-stream activities that are planned for the project including, but not limited to stream crossings and pump arounds**
	It is important that any in-stream activities are conducted in a way that protects that waterbody and reduces the potential for pollution and erosion. In-stream activities shall be identified.

IDEM CSGP Basic Plan Requirements

Section B - Storm Water Pollution Prevention Plan – Erosion and Sediment Control/Project Site Management	
B1	**Description of potential pollutant sources associated with construction activities**
	Potential pollutant sources include material and fuel storage areas, fueling locations, exposed soils, leaking vehicles and equipment, etc. The plan needs to contain a written description of the expected pollutants that could enter storm water during the construction operation, and where those potential pollutants might be generated. In addition, the plan preparer should include and discussion of measures or operational activities that will be initiated to minimize the danger of pollutants entering storm water.
B2	**Stable construction entrance locations and specifications**
	All access points to a project must have a stabilized entrance. The plan should clearly show the location of all proposed stable entrance locations, as well as specifications and construction details regarding how the stable entrance is to be constructed and maintained.
B3	**Specifications for temporary and permanent stabilization**
	The plan should provide detailed specifications, including sequencing information, regarding which temporary stabilization methods are to be employed. There should be multiple methods, as the various seasons need to be considered. Seasonal options must be supplied even for short duration projects in the event that delays occur. For applications that include seeding, the plan preparer should provide application rates for soil amendments and seed mixtures. For anchored mulch, the type and application rate shall be provided.
	The permanent stabilization methods should be clearly specified, including sequencing information, in the plan. The plan preparer should provide application rates for soil amendments and seed mixtures and the type and application rate for anchored mulch. Permanent surface stabilization is required upon final grading.
	Stabilization shall be initiated by the end of the 7th day an area is left idle and the stabilization shall be completed within 14 days after initiation.
B4	**Sediment control measures for concentrated flow areas**
	This item is intended to evaluate the areas of the site where runoff will be primarily in a concentrated flow conditions and ensure that the proposed measures are adequate for the situation. Each proposed measure must be accompanied by construction details and specifications.
B5	**Sediment control measures for sheet flow areas**
	This item is intended to evaluate the areas of the site where runoff will be primarily in a sheet flow condition. Proposed sediment control measures shall be evaluated to ensure that the measures are adequate for the situation. Each proposed measure must be accompanied by construction details and specifications.
B6	**Run-off control measures**
	This item refers to measures such as diversions, rock check dams, slope drains, etc. These types of measures may not be necessary on every project. However, the plan should be evaluated as to whether the issue was adequately addressed in the plan. Each proposed measure must be accompanied by construction details and specifications.
B7	**Storm water outlet protection locations and specifications**
	All storm water discharge locations shall be adequately protected to prevent scour erosion. The plan should specify protection measures appropriate for the situation. Each proposed measure must be accompanied by construction details and specifications.

IDEM CSGP Basic Plan Requirements

B8	**Grade stabilization structure locations and specifications**
	This item refers to measures such as rock chutes, toe wall and drop structures, etc. These types of measures may not be necessary on every project. However, the plan should be evaluated as to whether the issue was adequately addressed in the plan. Each proposed measure must be accompanied by construction details and specifications.
B9	**Dewatering applications and management methods**
	Provisions should be included to address dewatering that may be necessary on the project site. A dewatering detail and specifications shall be provided for proper management of water.
B10	**Measures utilized for work within waterbodies**
	It is important that any in-stream activities are conducted in a way that protects that waterbody and reduces the potential for pollution and erosion. In-stream activities shall be identified and measures shall be implemented to protect waterbodies.
B11	**Maintenance guidelines for each proposed temporary storm water quality measure**
	Each proposed measure must be accompanied by instructions for evaluating the practice and performing maintenance once installed. The project site owner or their representative must be knowledgeable in erosion and sediment control, inspect the site for storm water pollution prevention deficiencies at least weekly and within 24 hours of every ½ inch rain event. The plan should clearly describe these required maintenance procedures.
B12	**Planned construction sequence describing the relationship between implementation of storm water quality measures in relation to land disturbance**
	Each plan should contain multiple storm water pollution prevention measures that will be installed at different times throughout the construction process. Some will installed prior to any land disturbance, such as the construction entrance and initial perimeter protection measures. Additional measures may not be necessary until work at the site progresses. Each proposed measure should be identified in the sequence as to when it is to be installed in relation to land disturbing activities. Specific dates of installation are not necessary or the intent of this requirement.
B13	**Provisions for erosion and sediment control on individual building lots regulated under the proposed project**
	If the project has multiple lots where independent activities are likely to occur, the plan should provide clear guidance as to the required minimum standards for erosion and sediment control during construction operations on the individual lots.
	The minimum standards in the plan should meet the minimum lot requirements established in Section 3.8 of the CSGP, and should follow the standards set forth in the Appendix C. The relative size of the lots and steepness of the lots shall be evaluated when determining whether provisions in the plan appear to be adequate.
B14	**Material handling and spill prevention and spill response plan meeting the requirements in 327 IAC 2-6.1**
	The plan should include a list of expected materials that may be present on the site during construction operations. A written description of how these materials will be handled to minimize the potential the materials will enter Storm water runoff should accompany the list of materials. There should also be procedures directing the contractor on the required response to any spills that may occur during construction operations.
	The spill response plan shall include contact information for local emergency personnel and the IDEM Emergency Spill Line (888) 233-7745 or (317) 233-7745.
B15	**Material handling and storage procedures associated with construction activity**
	The plan shall include provisions for the management and disposal of construction wastes in accordance with Section 3.3 of the CSGP.

IDEM CSGP Basic Plan Requirements

Section C - Storm Water Pollution Prevention Plan – Post-Construction	
C1	**Description of pollutants and their sources associated with the proposed land use**
	A description of potential pollutant sources from the proposed land use, which may reasonably be expected to add a significant amount of pollutants to storm water discharges. The plan should include a narrative description that discusses the proposed project and the expected pollutants that are typically generated by the proposed final land use (e.g., oil, grease, antifreeze, brake fluid, brake dust, rubber fragments, gasoline, diesel fuel and other hydrocarbons, metals from vehicular and other sources, grit (sediment) from wearing of the road surface and falling or washing off of vehicles, trash (including bacteria and other biological agents contained in the trash) from littering and other types of improper disposal or storage, and elevated receiving water temperatures from storm water runoff contact with impervious surfaces).
C2	**Description of proposed post-construction storm water measures**
	The plan should include a narrative description that discusses how the project was designed to minimize the generation of post construction pollutants, and how the proposed post construction Storm water quality measures will improve the quality of the storm water discharge from the finished project. Provide description of measures that will be installed to control pollutants in storm water discharges that will occur after construction activities have been completed. Such practices include infiltration of run-off, flow reduction by use of open vegetated swales and natural depressions, buffer strip and riparian zone preservation, filter strip creation, minimization of land disturbance and surface imperviousness, maximization of open space, and storm water retention and detention ponds or structural controls. Refer to Chapter 152 of the City Hobart Municipal Code and City of Hobart storm water Technical Standards Manual for post-construction storm water measure and detention requirements.
C3	**Plan details for each storm water measure**
	All proposed post construction storm water quality measures and detention methods should be clearly shown on the plan, and should include specifications and construction details.
C4	**Sequence describing storm water measure implementation**
	The plan should provide a sequence of when the proposed post construction storm water quality measures will be installed. Practices such as basins or ponds that could be utilized during construction for sediment control should not be installed late in the project.
C5	**Maintenance guidelines for proposed post-construction storm water measures**
	Provide narrative description of the maintenance guidelines for all post construction storm water quality measures to facilitate their proper long-term function. This narrative description shall be made available to future parties who will assume responsibility for the operation and maintenance of the post construction storm water quality measures and detention facilities. All proposed measures must be accompanied by guidelines for monitoring and maintenance. If manufactured products are involved, the manufacturer should be able to provide detailed information about monitoring and maintenance procedures and frequencies. Refer to City of Hobart Municipal Code Chapter 152.070 Long-Term Operation and Maintenance.
C6	**Entity that will be responsible for operation and maintenance of the post-construction storm water measures**
	The plan should also identify the parties or individuals that will be responsible for the future long-term maintenance, if known at the time of submittal. A description of the entity (e.g., homeowner's association, name of the government department, if the measures will be turned over to the local government, etc.) should be sufficient. Refer to City of Hobart Municipal Code Chapter 152.070 Long-Term Operation and Maintenance and City of Hobart storm water Technical Standards Manual.

APPENDIX B: SINGLE-FAMILY RESIDENCE PLAN REQUIREMENTS

IDEM CSGP Basic Plan Requirements - Single Family Residences

Section A - Construction Plan Elements	
A1	**Index of the location of required plan elements in the construction plan.**
	The index shall include the location of all items required by the CSGP. Plan preparers often have their plan index mirror items in the IDEM standard plan review checklist.
A2	**A vicinity map depicting the project site location in relationship to recognizable local landmarks, towns, and major roads**
	The plan should include a map that depicts the site in relation to other areas in the city or county and should be sufficient for someone not familiar with the area to find the project site location. Acceptable map types include USGS topographic maps, county road maps, city street maps, custom drawn maps, etc.
A3	**Narrative of the nature and purpose of the project:**
	The plan should include information regarding the nature and purpose of the project. Typically this information would appear in a narrative; however it is also acceptable for the narrative to include other plan requirements.
A4	**Latitude and longitude in decimal representation**
	The latitude and longitude shall be provided for the project entrance for non-linear projects or the beginning of the project site for linear projects
A5	**Legal description of the project site:**
	The legal description of the project site must include the legal section, township and range.
A6	**11 X 17-inch plat showing building lot numbers/boundaries and road layout/names**
	The reduced size plat of the project is intended to be a basic representation of the project layout and to provide staff a simplified layout of the project that can be used as an aide when conducting an inspection of the project site.
	The plat should be legible, therefore based on the size of the project it is acceptable to have multiple sheets of 11 X 17.
	The plat shall depict the boundaries of the project site for which the NOI shall be submitted, the boundaries of each phase, section or other divisions of the project site associated with the construction activity and shall include a legend.
A7	**Boundaries of the one hundred (100) year floodplains, floodway fringes, and floodways**
	Provide a copy of the FEMA Flood Map or Flood Insurance Rate Map for the project location.
A8	**Land use of all adjacent properties**
	This information provides a basis to evaluate the overall project including potential downstream impacts, but also other contributing factors that are discharging onto the project site. It is important to have an understanding of the impact the project may have on surrounding properties and sensitive areas, but also an understanding of the runoff and other potential pollutants that may be discharged from areas in the watershed above the project. The intent of this element is to identify the types of land use, such as single-family residential, multifamily residential, commercial, agricultural, forested, etc.
A9	**Identification of a U.S. EPA approved or established TMDL and the pollutants for which there is a TMDL**
	Projects that discharge to a waterbody with an associated TMDL shall list all pollutants for which there is a TMDL in order to evaluate potential pollutant loading issues related to the planned land use.

IDEM CSGP Basic Plan Requirements - Single Family Residences

A10	**Name(s) of the receiving water(s)**
	The plan should identify all named streams, or other water bodies that will potentially receive runoff from the project site. If the discharge is to a municipal storm sewer, the plan should identify the owner of the storm drain system as well as the ultimate receiving water for the storm drain system.
A11	**Identification of discharges to a water on the current 303d list of impaired waters and the pollutant(s) for which it is impaired**
	Online resources should be evaluated to determine if the receiving water for the project site is on the current IDEM 303d list of impaired waterbodies. Polluants associated with a receiving water shall be listed.
A12	**Soil map of the predominant soil types**
	Each plan shall include a soil map for the project site. The map should be accompanied by a soil legend, descriptions of each soil type that occurs on the site and a discussion of the soil characteristics and limitations associated with the project site and the measures that will be integrated into the project to overcome any limitations. A legible copy of the appropriate soil map from the USDA soil survey for the county is sufficient. USDA soil surveys can be generated online at http://websoilsurvey.nrcs.usda.gov/app/WebSoilSurvey.aspx
	Example: if sanitary sewer does not service the site and on-site septic systems will be used for waste disposal, the plan preparer should provide information concerning the suitability of the soil and the type of systems that will be required to overcome soil limitations.
	Boring logs and a geotechnical report or site mapping by a soil scientist should also be considered acceptable means of satisfying this requirement.
A13	**Identification and location of all known wetlands, lakes and water courses on or adjacent to the project site (construction plan, existing site layout)**
	This information is important in evaluating the proposed storm water pollution prevention measures to ensure that they are adequate and appropriate to reduce the impact to natural areas associated with the project site. Identification of nearby watercourses and lakes may place an additional importance on sediment control in a particular area of the project.
A14	**Identification of any other state or federal water quality permits or authorizations that are required for construction activities**
	The plan should identify any permits required related to water quality, such as Construction in a Floodway from DNR, 401 Water Quality Certification from IDEM, 404 permits from US Army Corps of Engineers, etc.
	If permit authorizations have not been obtained, provide an expected timeline for obtaining the permit or authorization.
A15	**Identification and delineation of existing cover, including natural buffers**
	The plan should delineate the boundaries of major vegetative cover types, such as grass, brush, trees, etc. It is not necessary for the plan to identify individual vegetative species.
	Natural buffers bordering/surronding water resources shall be preserved. At least 50 feet of natrual buffer must be preserved, if the buffer is less than 50-feet it shall be preseved in it's entirety.
A16	**Existing topography at a contour interval appropriate to indicate drainage patterns**
	This information is critical to properly evaluate the adequacy of the proposed storm water pollution prevention measures. Site topography may be depicted in multiple ways such as continuous contour lines and spot elevations (as long as there are a sufficient number of locations to be able to visualize the site topography). A graphical profile of the project may also be acceptable for highway, road, utility and other linear projects.

IDEM CSGP Basic Plan Requirements - Single Family Residences

A17	**Location(s) of where run-off enters the project site**
	This information is important in evaluating the drainage of the site and the impact that adjacent land may have on the site. Evaluation of where runoff enters the site is important for implementing appropriate controls on the site.
A18	**Location(s) of where run-off discharges from the project site prior to land disturbance**
	Show or describe the location where the run-off discharges from the project site prior to land disturbance to demonstrate changes that will be made to drainage patterns due to construction activites.
A19	**Location of all existing structures on the project site**
	Show all existing structures and buildings on the plans.
A20	**Existing permanent retention or detention facilities, including manmade wetlands, designed for the purpose of storm water management**
	Existing storm water management facilities should be identified on the plans and evaluated for capacity and incorporation into the design of the project.
A21	**Locations where storm water may be directly discharged into ground water, such as abandoned wells, sinkholes, or karst features**
	The plan should include the location of all areas where storm water may be potentially discharged to groundwater. These areas include sinkholes, uncapped abandoned wells, or infiltration practices such as drywells which may be located on the project site or downstream of the project site or planned as part of the project. These areas need to be clearly located in the plan, with adequate protection measures to prevent contaminated runoff from entering the groundwater. Abandoned wells should be properly capped.
A22	**Size of the project area expressed in acres**
	Indicate on the plans the total size of the project area.
A23	**Total expected land disturbance expressed in acres**
	Indicate on the plans the total expected land distrubance. Land distrubance includes any manmade change to the land surface such as removing vegetation and exposing soil, grading, excavating and filling.
A24	**Proposed final topography**
	This information is critical to properly evaluate the adequacy of the proposed storm water pollution prevention measures. Site topography may be depicted in multiple ways such as continuous contour lines and spot elevations (as long as there are a sufficient number of locations to be able to visualize the site topography. A graphical profile of the project may also be acceptable for highway, road, utility and other linear projects.
A25	**Locations and approximate boundaries of all disturbed areas**
	The plan should identify the construction limits of the project. The extent of disturbance has a profound impact on what practices may be necessary to adequately control erosion and the resulting sediment. If disturbance boundaries are not identified inside of the property boundary, the plan reviewer will consider the entire site as being disturbed for the purposes of evaluating the proposed storm water quality measures.
A26	**Location, size, and dimensions of all storm water drainage systems, such as culverts, storm sewers, and conveyance channels**
	All proposed storm water systems, including swales, channels, piping, culverts, etc. should be clearly shown in the plan. In addition to location, the plan should include the size and dimensions of the specific storm water systems.

IDEM CSGP Basic Plan Requirements - Single Family Residences

A27	**Locations of specific points where storm water and non-storm water discharges will leave the project site**
	The plan should clearly identify if storm water will exit the site. It is not necessary that the location be identified with a note on the plan, unless it is not clear from the topographic or storm drainage system information.
A28	**Location of all proposed site improvements, including roads, utilities, lot delineation and identification, proposed structures, and common areas**
	Lot boundaries and numbers are required to be shown on the plan. In addition, the plan should show all proposed site improvements, including but not limited to utilities, roads (names, if available), structures, and common areas. Single lot projects should show the location of any proposed structures.
A29	**Location of all on-site and off-site soil stockpiles and borrow areas**
	This information needs to be submitted as part of the plan. Often times borrow and disposal areas occur off of the project site. These areas must be identified on the plan sheets when they occur on site. If there are no stockpiles, borrow or disposal areas planned, a simple note to that affect should be sufficient to satisfy this requirement.
A30	**Construction support activities that are expected to be part of the project**
	Consturction support acitivites should be detailed in the plans. These activites may include land disturbance and/or activities that may generate pollutants such as concrete or asphalt batch plants, staging and material storage areas, disposal sites, stockpiles, and offsite utility work.
A31	**Location of any in-stream activities that are planned for the project including, but not limited to stream crossings and pump arounds**
	It is important that any in-stream activites are conducted in a way that protects that waterbody and reduces the potential for pollution and erosion. In-stream activites shall be identified.

IDEM CSGP Basic Plan Requirements - Single Family Residences

Section B - Storm Water Pollution Prevention Plan – Erosion and Sediment Control/Project Site Management	
B1	**Description of potential pollutant sources associated with construction activities**
	Potential pollutant sources include material and fuel storage areas, fueling locations, exposed soils, leaking vehicles and equipment, etc. The plan needs to contain a written description of the expected pollutants that could enter storm water during the construction operation, and where those potential pollutants might be generated. In addition, the plan preparer should include and discussion of measures or operational activities that will be initiated to minimize the danger of pollutants entering storm water.
B2	**Stable construction entrance locations and specifications**
	All access points to a project must have a stabilized entrance. The plan should clearly show the location of all proposed stable entrance locations, as well as specifications and construction details regarding how the stable entrance is to be constructed and maintained.
B3	**Specifications for temporary and permanent stabilization**
	The plan should provide detailed specifications, including sequencing information, regarding which temporary stabilization methods are to be employed. There should be multiple methods, as the various seasons need to be considered. Seasonal options must be supplied even for short duration projects in the event that delays occur. For applications that include seeding, the plan preparer should provide application rates for soil amendments and seed mixtures. For anchored mulch, the type and application rate shall be provided.
	The permanent stabilization methods should be clearly specified, including sequencing information, in the plan. The plan preparer should provide application rates for soil amendments and seed mixtures and the type and application rate for anchored mulch. Permanent surface stabilization is required upon final grading.
	Stabilization shall be initiated by the end of the seventh day an area is left idle and the stabilization shall be completed within 14 days after initiation.
B4	**Sediment control measures for concentrated flow areas**
	This item is intended to evaluate the areas of the site where runoff will be primarily in a concentrated flow conditions and ensure that the proposed measures are adequate for the situation. Each proposed measure must be accompanied by construction details and specifications.
B5	**Sediment control measures for sheet flow areas**
	This item is intended to evaluate the areas of the site where runoff will be primarily in a sheet flow condition. Proposed sediment control measures shall be evaluated to ensure that the measures are adequate for the situation. Each proposed measure must be accompanied by construction details and specifications.
B6	**Run-off control measures**
	This item refers to measures such as diversions, rock check dams, slope drains, etc. These types of measures may not be necessary on every project. However, the plan should be evaluated as to whether the issue was adequately addressed in the plan. Each proposed measure must be accompanied by construction details and specifications.
B7	**Storm water outlet protection locations and specifications**
	All storm water discharge locations shall be adequately protected to prevent scour erosion. The plan should specify protection measures appropriate for the situation. Each proposed measure must be accompanied by construction details and specifications.

IDEM CSGP Basic Plan Requirements - Single Family Residences

B8	**Grade stabilization structure locations and specifications**
	This item refers to measures such as rock chutes, toe wall and drop structures, etc. These types of measures may not be necessary on every project. However, the plan should be evaluated as to whether the issue was adequately addressed in the plan. Each proposed measure must be accompanied by construction details and specifications.
B9	**Dewatering applications and management methods**
	Provisions should be included to address dewatering that may be necessary on the project site. A dewatering detail and specifications shall be provided for proper management of water.
B10	**Measures utilized for work within waterbodies**
	It is important that any in-stream activites are conducted in a way that protects that waterbody and reduces the potential for pollution and erosion. In-stream activites shall be identified and measures shall be implemented to protect waterbodies.
B11	**Maintenance guidelines for each proposed temporary storm water quality measure**
	Each proposed measure must be accompanied by instructions for evaluating the practice and performing maintenance once installed. The project site owner or their representative must be knowledgeable in erosion and sediment control, inspect the site for storm water pollution prevention deficiencies at least weekly and within 24 hours of every ½ inch rain event. The plan should clearly describe these required maintenance procedures.
B12	**Planned construction sequence describing the relationship between implementation of storm water quality measures in relation to land disturbance**
	Each plan should contain multiple storm water pollution prevention measurest that will be installed at different times throughout the construction process. Some will installed prior to any land disturbance, such as the construction entrance and initial perimeter protection measures. Additional measures may not be necessary until work at the site progresses. Each proposed measure should be identified in the sequence as to when it is to be installed in relation to land disturbing activities. Specific dates of installation are not necessary or the intent of this requirement.
B13	**Material handling and spill prevention and spill response plan meeting the requirements in 327 IAC 2-6.1**
	The plan should include a list of expected materials that may be present on the site during construction operations. A written description of how these materials will be handled to minimize the potential the materials will enter Storm water runoff should accompany the list of materials. There should also be procedures directing the contractor on the required response to any spills that may occur during construction operations.
	The spill response plan shall include contact information for local emergency personnel and the IDEM Emergency Spill Line (888) 233-7745 or (317) 233-7745.
B14	**Material handling and storage procedures associated with construction activity**
	The plan shall include provisions for the management and disposal of construction wastes in accordance with Section 3.3 of the CSGP.

APPENDIX C: Individual Building Development Plan Requirements

(Within larger permitted project)

THE CITY OF HOBART
SANITARY & STORMWATER

Individual Residential Building Sites within a Permitted Project Area Requirements

- The following general requirements apply to all individual building lots, where the individual lot operator/owner is working within a permitted project.
- All stormwater measures, including erosion and sediment control measures, necessary to comply with this permit must be implemented in accordance with the overall project construction plan and sufficient to satisfy the City of Hobart Storm Water Technical Standards Manual and the following:
    - The individual lot operator (contractor/subcontractor), whether owning the property or acting as the agent of the individual lot owner, is responsible for erosion and sediment control requirements associated with activities on individual lots.
    - Installation and maintenance of a stable construction site access, unless the site is to be accessed solely from impervious or similar non-erosive areas.
    - Installation and maintenance of appropriate erosion and sediment control measures prior to land disturbance.
    - Temporary stabilization is utilized on the building site, but not required during periods when accessibility to the building site is a necessity.
    - Sediment discharges and tracking from each lot is minimized until permanent stabilization has been achieved.
    - Sediment that is either tracked or discharged onto internal project site roads is removed by the end the same day. Clearing of sediment must not include flushing the area with water. Cleared sediment must be redistributed or disposed of in a manner that is in compliance with all applicable statutes and rules.
    - Adjacent lots disturbed by an individual lot operator are required to be repaired and stabilized with permanent surface stabilization.
    - Appropriate measures must be implemented to eliminate wastes or unused building materials including, but not limited to garbage, debris, cleaning wastes, wastewater, concrete or cementitious washout water, mortar/masonry products, soil stabilizers, lime stabilization materials, and other substances from being carried from the building site by run-off or wind. Wastes and unused building materials must be managed and disposed of in accordance with all applicable statutes and regulations.
    - Construction and domestic waste must be managed to prevent the discharge of pollutants and windblown debris in accordance with IDEM CSGP Section 3.3 (a)(8).
    - Demolition waste must be managed to prevent windblown debris and to protect water quality.
    - Concrete and cementitious washout areas provided by the permittee of the overall project site are utilized unless a leak-proof containment system is operated on the building lot, or special arrangements are made to properly dispose of the wash water. Washout systems on individual lots are the responsibility of the individual lot operator and must be properly installed and maintained. Wash water must be managed by the individual lot operator and is not allowed to discharge.

- For individual residential lots, final stabilization meeting the criteria in the IDEM CSGP Section 3.4(b)(1) will be achieved (all land disturbing activities completed and a uniform perennial vegetative cover with a density of 70% has been established). The individual lot operator must:
    - Complete final stabilization taking into account weather and season.
    - Initiate permanent seeding with appropriately crimped or tackified mulch cover, erosion control blanket, sod; or
    - Install appropriate and/or ensure functional erosion and sediment control measures are in place on the individual lot. Upon issuance of the certificate of occupancy and concurrence of the homeowner, the homeowner is responsible to maintain the sediment control measures until final stabilization has occurred.

APPENDIX D: Permit Posting Requirements

Project Permit(s) Posting Requirements

- The Storm Water Permit issued by the City of Hobart shall be posted adjacent to the construction site entrance where it can be readily viewed from the nearest City street.
    - Construction site entrance is the primary entrance for the site vehicular traffic where the traffic enters or leaves the construction site onto a City street.
- A permit notice required by IDEM must be posted at the entrance to the project site or at a publicly accessible location. For linear projects the notice must be placed at the beginning of the project or at a publicly accessible location near the project field office.
    - Permit notice posting must contain the following:
        - Copy of completed NOI
        - Copy of public notice
        - Location of Project Management Log, construction plans and SWPPP (if not contained on site)
        - NPDES Permit Number

APPENDIX E: Project Management Log Requirements

Project Management Log

- A project management log shall be maintained on the project site or at a site mutually agreeable between the Owner and the MS4 Coordinator.
    - If the Project Management Log is kept off-site, then it should be identified by a sign located adjacent to the posting of the City of Hobart issued Storm Water Permit. The sign shall indicate where the Project Management Log can be inspected (location and address) during normal business hours (7am – 5pm, Monday - Friday) by City and IDEM representatives.
- The project management log shall meet the requirements of Section 3.7(b) of the IDEM CSGP and shall include the following:
    - Documentation that public notice has been properly provided
    - Location information related to off-site borrow areas, disposal areas and off-site staging areas
    - Copy of the approved SWPPP.
    - Copy of the approved City of Hobart Storm Water Permit.
    - Information related to project activities such as;
        - Self-Monitoring Reports
        - Regulatory Inspections
        - Responses to compliance or enforcement actions
        - Records showing the dates of any SWPPP modifications, as well as the name of the person authorizing each change and a summary of all changes made.
- Project management log shall be accessible at the project site office or in the possession of on-site individuals with responsibility for the overall project management or operation of construction activities.

APPENDIX F: Project Self-Monitoring Report

Project Self-Monitoring Reports

City of Hobart Submittal Requirements

- Self-inspection reports for the construction phase of the project shall be sent to the COH MS4 Coordinator digitally after the weekly and/or a ½ inch rain event within a 24-hour period.
- Weekly self-inspection reports shall be submitted to the City of Hobart MS4 Coordinator via email at TKingsland@cityofhobart.org. Reports shall be submitted no later than the following Monday by 4:00pm.
- Self-inspection reports shall require an individual who is certified an in inspection of construction sites for sediment and erosion control as required per the IDEM CSGP and City of Hobart Municipal Code Chapter 152. City of Hobart Municipal Code Chapter 152 requires that the project site owner or their representative is knowledgeable in erosion and sediment control. Prior to construction, Owner will need to provide documentation for review and approval by the COH MS4 Coordinator indicating qualifications of staff responsible for supervision and documentation of the project site BMPs and the self-inspection reports.

Self-Monitoring Report shall be completed:

- 24 hours prior to, or by the end of the next business day following a measurable rain event (precipitation accumulation equal to or greater than 0.5-inches)
- A minimum of one inspection per week, and no more than three inspections per week (in the event of multiple rain events).
- Areas of the project which have been stabilized with permanent vegetative cover at 70% or erosion resistant armoring has been installed, inspections shall be reduced to monthly. Resume weekly if vegetative cover fails, if there is evidence of erosion or if IDEM and/or the inspecting authority requires it.

Self-Monitoring Report Content Requirements (refer to **City of Hobart Self-Monitoring Report**, attached)

- Project Information
- Inspector Information
- Inspection Date
- Current Site Information and Soil Conditions
- Precipitation amount
- Observations of impacts such as sediment discharges, erosion, pollutant generation etc.
- Status of areas that require monthly inspections
- Documentation of a discharge visible during the assessment
    - Location of discharge
    - Visual description of discharge
- Corrective Actions
    - Recommended or completed corrective actions shall be documented
    - Timeline for completion of corrective actions
        - Implement corrective actions on the day of discovery and/or no later than 48-hours if considered significant.

- Implement corrective actions within 3-5 days for issues considered moderate.
- Implement corrective actions within 7 days for issues considered routine.
- If a new or alternative measure is required to be installed, or if an existing measure needs to be replaced, the corrective action shall be initiated within 7 days of discovery
- If corrective action cannot be completed within this timeline, a reason shall be provided and documented with the anticipated completion date.