

## IDEM CSGP Basic Plan Requirements

<b>Section A - Construction Plan Elements</b>	
<b>A1</b>	<p><b>Index of the location of required plan elements in the construction plan.</b></p> <p>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.</p>
<b>A2</b>	<p><b>A vicinity map depicting the project site location in relationship to recognizable local landmarks, towns, and major roads</b></p> <p>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.</p>
<b>A3</b>	<p><b>Narrative of the nature and purpose of the project:</b></p> <p>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.</p>
<b>A4</b>	<p><b>Latitude and longitude in decimal representation</b></p> <p>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</p>
<b>A5</b>	<p><b>Legal description of the project site:</b></p> <p>The legal description of the project site must include the legal section, township and range.</p>
<b>A6</b>	<p><b>11 X 17-inch plat showing building lot numbers/boundaries and road layout/names</b></p> <p>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.</p> <p>The plat should be legible, therefore based on the size of the project it is acceptable to have multiple sheets of 11 X 17.</p> <p>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.</p>
<b>A7</b>	<p><b>Boundaries of the one hundred (100) year floodplains, floodway fringes, and floodways</b></p> <p>Provide a copy of the FEMA Flood Map or Flood Insurance Rate Map for the project location.</p>
<b>A8</b>	<p><b>Land use of all adjacent properties</b></p> <p>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.</p>
<b>A9</b>	<p><b>Identification of a U.S. EPA approved or established TMDL and the pollutants for which there is a TMDL</b></p> <p>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.</p>

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A10	<p><b>Name(s) of the receiving water(s)</b></p> <p>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.</p>
A11	<p><b>Identification of discharges to a water on the current 303d list of impaired waters and the pollutant(s) for which it is impaired</b></p> <p>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.</p>
A12	<p><b>Soil map of the predominant soil types</b></p> <p>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 <a href="http://websoilsurvey.nrcs.usda.gov/app/WebSoilSurvey.aspx">http://websoilsurvey.nrcs.usda.gov/app/WebSoilSurvey.aspx</a></p> <p>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.</p> <p>Boring logs and a geotechnical report or site mapping by a soil scientist should also be considered acceptable means of satisfying this requirement.</p>
A13	<p><b>Identification and location of all known wetlands, lakes and water courses on or adjacent to the project site (construction plan, existing site layout)</b></p> <p>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.</p>
A14	<p><b>Identification of any other state or federal water quality permits or authorizations that are required for construction activities</b></p> <p>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.</p> <p>If permit authorizations have not been obtained, provide an expected timeline for obtaining the permit or authorization.</p>
A15	<p><b>Identification and delineation of existing cover, including natural buffers</b></p> <p>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.</p> <p>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.</p>

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<b>A16</b>	<p><b>Existing topography at a contour interval appropriate to indicate drainage patterns</b></p> <p>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.</p>
<b>A17</b>	<p><b>Location(s) of where run-off enters the project site</b></p> <p>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.</p>
<b>A18</b>	<p><b>Location(s) of where run-off discharges from the project site prior to land disturbance</b></p> <p>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.</p>
<b>A19</b>	<p><b>Location of all existing structures on the project site</b></p> <p>Show all existing structures and buildings on the plans.</p>
<b>A20</b>	<p><b>Existing permanent retention or detention facilities, including manmade wetlands, designed for the purpose of storm water management</b></p> <p>Existing storm water management facilities should be identified on the plans and evaluated for capacity and incorporation into the design of the project.</p>
<b>A21</b>	<p><b>Locations where storm water may be directly discharged into ground water, such as abandoned wells, sinkholes, or karst features</b></p> <p>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.</p>
<b>A22</b>	<p><b>Size of the project area expressed in acres</b></p> <p>Indicate on the plans the total size of the project area.</p>
<b>A23</b>	<p><b>Total expected land disturbance expressed in acres</b></p> <p>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.</p>
<b>A24</b>	<p><b>Proposed final topography</b></p> <p>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.</p>
<b>A25</b>	<p><b>Locations and approximate boundaries of all disturbed areas</b></p> <p>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.</p>

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<b>A26</b>	<b>Location, size, and dimensions of all storm water drainage systems, such as culverts, storm sewers, and conveyance channels</b>
	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.
<b>A27</b>	<b>Locations of specific points where storm water and non-storm water discharges will leave the project site</b>
	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.
<b>A28</b>	<b>Location of all proposed site improvements, including roads, utilities, lot delineation and identification, proposed structures, and common areas</b>
	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.
<b>A29</b>	<b>Location of all on-site and off-site soil stockpiles and borrow areas</b>
	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.
<b>A30</b>	<b>Construction support activities that are expected to be part of the project</b>
	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.
<b>A31</b>	<b>Location of any in-stream activities that are planned for the project including, but not limited to stream crossings and pump arounds</b>
	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.
<b>A32</b>	<b>Identification of any current or previous uses of the project site or immediately adjacent properties which may have resulted in the presence of hazardous substances, pollutants or contaminants on the project site</b>
	Documentation may include Phase I or Phase II Environmental Site Assessments, remediation plans, sampling analysis, correspondence with IDEM, etc

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<b>Section B - Storm Water Pollution Prevention Plan – Erosion and Sediment Control/Project Site Management</b>	
<b>B1</b>	<p><b>Description of potential pollutant sources associated with construction activities</b></p> <p>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.</p>
<b>B2</b>	<p><b>Stable construction entrance locations and specifications</b></p> <p>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.</p>
<b>B3</b>	<p><b>Specifications for temporary and permanent stabilization</b></p> <p>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.</p> <p>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.</p> <p>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.</p>
<b>B4</b>	<p><b>Sediment control measures for concentrated flow areas</b></p> <p>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.</p>
<b>B5</b>	<p><b>Sediment control measures for sheet flow areas</b></p> <p>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.</p>
<b>B6</b>	<p><b>Run-off control measures</b></p> <p>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.</p>
<b>B7</b>	<p><b>Storm water outlet protection locations and specifications</b></p> <p>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.</p>

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<b>B8</b>	<b>Grade stabilization structure locations and specifications</b>
	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.
<b>B9</b>	<b>Dewatering applications and management methods</b>
	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.
<b>B10</b>	<b>Measures utilized for work within waterbodies</b>
	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.
<b>B11</b>	<b>Maintenance guidelines for each proposed temporary storm water quality measure</b>
	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.
<b>B12</b>	<b>Planned construction sequence describing the relationship between implementation of storm water quality measures in relation to land disturbance</b>
	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.
<b>B13</b>	<b>Provisions for erosion and sediment control on individual building lots regulated under the proposed project</b>
	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.
<b>B14</b>	<b>Material handling and spill prevention and spill response plan meeting the requirements in 327 IAC 2-6.1</b>
	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.
<b>B15</b>	<b>Material handling and storage procedures associated with construction activity</b>
	The plan shall include provisions for the management and disposal of construction wastes in accordance with Section 3.3 of the CSGP.

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<b>Section C - Storm Water Pollution Prevention Plan – Post-Construction</b>	
<b>C1</b>	<p><b>Description of pollutants and their sources associated with the proposed land use</b></p> <p>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).</p>
<b>C2</b>	<p><b>Description of proposed post-construction storm water measures</b></p> <p>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.</p>
<b>C3</b>	<p><b>Plan details for each storm water measure</b></p> <p>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.</p>
<b>C4</b>	<p><b>Sequence describing storm water measure implementation</b></p> <p>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.</p>
<b>C5</b>	<p><b>Maintenance guidelines for proposed post-construction storm water measures</b></p> <p>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.</p>
<b>C6</b>	<p><b>Entity that will be responsible for operation and maintenance of the post-construction storm water measures</b></p> <p>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.</p>