CITY OF HOBART STORMWATER PERMIT APPLICATION GUIDANCE DOCUMENT

Original: September 2022
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Form HSW-003

THE CITY OF HOBART

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1.0 STORMWATER PERMIT APPLICATION

All land disturbing 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 apply for a Stormwater Permit and submit a Stormwater Pollution Prevention Plan (SWPPP) for review and approval. The instructions and requirements listed below are required by the:

- Indiana Department of Environmental Management (IDEM) Construction Stormwater General Permit (CSGP),
- City of Hobart Chapter 152 Stormwater Management Ordinance, and
- City of Hobart Stormwater Technical Standards Manual

Stormwater Permit Applications and supporting documentation shall be provided to the City of Hobart MS4 Coordinator with the Hobart Sanitary & Stormwater District.

Hobart MS4 Coordinator Contact Information:

Name: Tim Kingsland, MS4 Coordinator

Phone Number: (219) 942-3619

Email: tkingsland@cityofhobart.org

1.1 Stormwater Permit Fee Requirements

The payment of the Stormwater Permit fees as established by the City are a condition of the submittal of the application for Stormwater Permit approval. The applicant shall pay the Clerk-Treasurer the appropriate sum as set forth in the current Fee Schedule of the City's Municipal Code.

Fees shall be paid by certified check, cashier's check or money order. All checks shall be made payable and submitted to: City of Hobart, 414 Main Street, Hobart, Indiana 46342.

1.2 Documentation Requirements

All submittal documents listed below shall be certified by a Professional Engineer or Land Surveyor registered in the State of Indiana.

1.2.1 Stormwater Permit Application

The Stormwater Permit Application notifies the City of Hobart of your intent to apply for a Stormwater Permit, and to comply with the City of Hobart Chapter 152 Stormwater Management Ordinance and the City of Hobart Stormwater Technical Standards Manual. The completed application, all submittal documents and payment of fees shall be provided to the City of Hobart.

Refer to **Appendix A** for a copy of the application.

1.2.2 Complete Construction Plans

Applicant must submit a full set of civil engineering plans as prepared by the design engineer or surveyor. The construction plans and specifications shall detail all aspects of the proposed project and include all information required by the City of Hobart Chapter 152 Stormwater Management Ordinance and the City of Hobart Stormwater Technical Standards Manual

1.2.3 Stormwater Pollution Prevention Plan (SWPPP)

The SWPPP shall be submitted under a separate cover and shall be a standalone document that meets the requirements of IDEM's Construction Stormwater General Permit (CSGP) and the requirements of the City of Hobart Chapter 152 Stormwater Management Ordinance and Technical Standards Manual.

The information listed below is intended to assist in complying with the latest filing requirements of the IDEM CSGP, City of Hobart Chapter 152 Stormwater Management Ordinance and the City of Hobart Stormwater Technical Standards Manual.

The SWPPP format follows the requirements contained in the Construction/Stormwater Pollution Prevention Plan Technical Review and Comment Form included as **Appendix A**. The submittal format is summarized below:

- Construction Plan Components (A1-A32).
- Construction SWPPP - Stormwater Pollution Prevention Plan & Erosion and Sediment Control/Project Site Management (B1-B15).
- Post-Construction SWPPP - Post Construction Components (C1-C6).

Additional guidance documents.

- Individual Building Development Plan Requirements (within a larger permitted project). Refer to **Appendix D**.
- IDEM Basic Plan Elements and City of Hobart plan content requirements. Available upon request or on the City's website.
- Plan requirements for Single-Family Residences. Available upon request.

1.2.4 Post-Construction Requirements

Development that disturbs one acre or more of land, according to Chapter 152 Stormwater Management Ordinance, shall be required to include post-construction stormwater quality and quantity management measures as part of the design.

Post-construction stormwater quality and quantity management measures shall be detailed in the Post-Construction SWPPP (Section C), to include the following:

- Water quantity (detention/infiltration) calculations for the selected post-construction stormwater quantity management measure(s). Calculations shall demonstrate that the water quantity requirements of the City of Hobart have been addressed.
- Water quality flow rate and/or water quality volume calculations for the selected post-construction stormwater quality management measure(s). Calculations shall

demonstrate that the water quality requirements of the City of Hobart have been addressed.

- A description of the treatment train and a depiction of the one-line flow path of all water quality measures included in the treatment train.

The following shall be included in the Construction Plan Set, Drainage Report and Operation and Maintenance (O&M) Manual. This list is not exhaustive, refer to the Technical Standards Manual for full list of requirements.

1. Stormwater quantity measures, such as detention basins, underground detention, infiltration, etc.
2. Stormwater quality measures that achieve 80% Total Suspended Solids removal.
3. Infrastructure or measures that provide floatable control.
4. Upstream pretreatment measures or best management practices (BMPs) for all detention areas.
5. BMP and stormwater infrastructure easements.
6. Flood routing path.
7. New retail gasoline outlets or those that replace their existing tank systems, regardless of the amount of disturbance, are required to install appropriate measures to reduce lead, copper, zinc and polyaromatic hydrocarbons in stormwater runoff. This shall be demonstrated in the drainage report.

The SWPPP shall include all required elements as indicated in the Construction/Stormwater Pollution Prevention Plan Technical Review and Comment Form, refer to **Appendix B**.

1.2.5 Drainage Report containing Stormwater Calculations

A Drainage Report shall be prepared as a standalone document and be submitted to the City for review. The report shall contain supporting stormwater calculations and documentation demonstrating the adequacy of the stormwater system and selected post-construction stormwater quality and quantity measures per the City of Hobart Stormwater Technical Standards Manual.

1.2.6 Operation and Maintenance (O&M) Manual

The O&M Manual shall detail the inspection and maintenance to be performed by the owner for the post-construction stormwater quality and quantity measures, and associated stormwater infrastructure. The O&M Manual shall be prepared and submitted as a standalone document for review and approval by the City. Refer to Chapter 2 of the City of Hobart Stormwater Technical Standards Manual.

The approved O&M Manual shall be signed by the owner and recorded with the Lake County Recorders Office. A signed copy as recorded shall also be provided to the City of Hobart.

1.2.7 Long Term Operation & Maintenance Agreement (LTMA)

A LTMA is an agreement between the Owner and the City of Hobart for the operation and maintenance of all post-construction stormwater quality and quantity BMPs. The LTMA ensures BMPs are kept functional throughout their lifespan and assigns responsibility for

operation and maintenance of BMPs to the property owner. Refer to the City of Hobart Stormwater webpage for the most recent version of the LTMA.

1.2.8 Qualified Professional Documentation

Submit documentation that demonstrates a qualified professional will be present and utilized on the project. A qualified professional is required for implementation of the SWPPP, performance of self-monitoring inspections and for performing or supervising maintenance of erosion and sediment control measures and stormwater quality and quantity BMPs.

Refer to the City of Hobart Stormwater Management Ordinance Chapter 152.030.06(D) for qualified professional requirements.

2.0 STW PERMIT REVIEW AND APPROVAL

Upon receipt of the Stormwater Permit Application, full project documentation submittal, and payment of all permit fees, the City will review to determine if the project meets the requirements of the City Ordinance and Standards.

2.1 Construction/ Stormwater Pollution Prevention Plan (SWPPP) Technical Review

The City of Hobart shall use the Construction/Stormwater Pollution Prevention Plan Technical Review Form to evaluate the SWPPP for compliance with the IDEM CSGP and the City of Hobart Chapter 152 Stormwater Management Ordinance and Stormwater Technical Standards Manual. Refer to the form included in **Appendix B**.

The City's plan review comments and requests for additional documentation will be provided on this form. When the City has reviewed the submittal and it is deemed sufficient, a Construction/Stormwater Pollution Prevention Plan Technical Review Form marked "adequate" will be provided.

2.2 Notice of Technical Plan Review

When the City of Hobart completes the review and approval of the complete submittal in accordance with the City Ordinance and Standards is provided, the Notice of Technical Plan Review for SWPPP and Requirements for Permit Approval letter will be provided to the Owner. This does not constitute approval and issuance of the Stormwater Permit from the City. The letter will detail the next steps required in the permitting process, such as submittal of the recorded O&M Manual and LTMA.

2.3 Plan Review Fee Payment

Payment of the Plan Review fees is a condition of approval of final plans and Stormwater Permit Approval by the City. The applicant shall pay the Clerk-Treasurer the appropriate sum as set forth in the Stormwater Permit Invoice provided with the Notice of Technical Plan Review, according to the most current version of the City of Hobart Fee Schedule.

Fees shall be paid by certified check, cashier's check or money order. All checks shall be made payable and submitted to: City of Hobart 414, Main Street Hobart, Indiana 46342.

2.4 Stormwater Permit Approval

Once all documents have been recorded, submitted and/or reviewed, applicable fees have been paid and the City determines that the project submittal is complete and approved, the letter of Stormwater Permit Approval will be provided. This document is the official issuance of the Stormwater Permit and will include the project's permit number. Per the City Ordinance, this Permit shall be maintained on the project site.

3.0 CONSTRUCTION PHASE

3.1 Documentation and Procedures

The following shall be required during the construction phase of the project to maintain compliance with the IDEM CSGP and City of Hobart Chapter 152 Stormwater Management Ordinance and Technical Standards Manual.

- **Project Permit Posting**
  - The Stormwater Permit issued by the City of Hobart and permit documentation required by the IDEM CSGP shall be posted adjacent to the construction site entrance where it can be readily viewed.
- **Project Management Log**
  - A Project Management Log that meets the requirements of Section 3.7(b) of the IDEM CSGP shall be prepared and maintained at the project site or at a site mutually agreeable between the Owner and the MS4 Coordinator.
- **Self-Monitoring Reports**
  - 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) or at a minimum of once per week.
  - 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.
  - Shall be conducted by a qualified professional as described below.
  - Refer to **Appendix C** for a copy of the City of Hobart Self-Monitoring Report form.
- **Qualified Professional**
  - An individual shall be on-site that is trained and experienced in the principles of stormwater management as defined in the City of Hobart Stormwater Management Ordinance Chapter 152.030.06(D).
  - Shall complete self-monitoring inspections and reports, sign and submit to the City.
  - Shall oversee the maintenance of erosion and sediment control and pollution prevention measures.

3.2 Construction Phase Inspections by the City of Hobart

During construction, the City of Hobart shall conduct regular inspections of the construction site in order to verify compliance with the City Ordinance and Standards, and the IDEM CSGP and Municipal Storm Sewer General Permit (MS4GP). Following inspections, reports will be provided that detail, if any, the deficiencies observed and associated corrective actions. Fees for inspections conducted during the construction phase shall be paid prior to Permit termination.

4.0 PROJECT CLOSEOUT AND STORMWATER PERMIT TERMINATION

The City of Hobart shall be contacted by the owner to initiate project closeout, terminate the Stormwater Permit and obtain approval for submittal of the Notice of Termination (NOT) to IDEM.

The Stormwater Permit shall be considered open and active until a time when the City of Hobart determines that all documents have been submitted and approved, the site conditions meet the City of Hobart Ordinances and Standards, and all required fees have been paid. Project closeout consists of the following:

- Submittal of the Notice of Permit Termination to the City of Hobart.
- Submittal of as-built plans and specifications to the City of Hobart.
- Final site inspection by the City of Hobart.
- City approval of the site conditions and approval to submit NOT to IDEM.
- Approval of the as-built condition of utility infrastructure.
- Payment of all required fees.
- Submittal to the City of Hobart of the NOT provided to IDEM.

4.1 Notice of Permit Termination

The project site owner shall plan an orderly and timely termination of the construction activities, including the implementation of post-construction stormwater quality and quantity measures that are to remain on the project site post-construction. When the project construction is complete, all land disturbing activities have ceased and the site is stabilized, the owner shall initiate the process for obtaining approval to terminate permit coverage and submit the NOT to IDEM.

4.1.1 Eligibility for Notice of Termination and Permit Termination

Project sites are considered eligible for permit termination and NOT if the following conditions have been met:

- All land-disturbing activities have been completed in compliance with the Permit.
- All stormwater discharges associated with land disturbing activity as defined in the City of Hobart Chapter 152 Stormwater Management Ordinance have been terminated or limited as required by the Permit.
- The entire site has achieved final stabilization. Final stabilization means that:
    - All soil-disturbing activities at the site have been completed, and a uniform perennial vegetative cover with a density of 70% of the cover for unpaved areas not covered by permanent structures has been established, or equivalent permanent stabilization measures (such as the use of riprap, gabions, or geotextiles) have been employed.

- All temporary erosion and sediment control measures (such as silt fence, construction entrances, check dams, etc.) have been removed (as appropriate) and any resulting soil disturbance stabilized.
- All discharges of potential pollutants associated with active construction and pollutant-generating activities have ceased.
- All construction materials, waste, waste handling devices, equipment and vehicles have been removed.

4.1.2 Notice of Permit Termination

When the conditions for NOT and permit termination have been met, the owner or operator shall complete the Notice of Permit Termination form, included in **Appendix E**, and submit to the City of Hobart.

Submit the Notice of Permit Termination to the following address or by email:
City of Hobart MS4 Coordinator
414 Main Street
Hobart, IN. 46342
Email: tkingsland@cityofhobart.org

4.2 As-Built Submittal

Prior to termination of Stormwater Permit coverage, the as-built condition of utility infrastructure must be identified and described, and reviewed and approved by the City.

The as-built plans 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 utility infrastructure.
- Certified by a Professional Engineer or Surveyor licensed in the State of Indiana.

This information shall be provided to the City in the form of an as-built digital drawing or other electronic format accepted/required by the City for importation into the City of Hobart Geographic Information System (GIS).

Approved Digital File formats include the following:

- DWG, DXF, DBF, DWF
- SHP, SHX
- DGN

The as-built certification shall indicate if final conditions are consistent with the project Permit documents.

If it is determined that information provided in the as-built drawings and certification are not consistent with the project Permit documents, the City reserves the right to withhold final approval of the project. Furthermore, other enforcement mechanisms, as identified within the

City of Hobart Chapter 152 Stormwater Management Ordinance, may be applied to the person certifying the as-built information.

4.3 Final Site Inspection

Upon receipt of the Notice of Permit Termination and As-Built Submittal, the City of Hobart MS4 Coordinator or designated representative will inspect the project site. The inspection will evaluate the adequacy of the remaining stormwater quality and quantity measures, utility infrastructure, and as-built conditions. The City shall document the inspection on the Final Stormwater Inspection Form and provide the report to the Owner.

The following conditions will be evaluated and shall be met:

- All public and common improvements, including infrastructure, have been properly completed and permanently stabilized.
- All permanent stormwater quality and quantity measures have been properly implemented and are operational.
    - If part of a larger common development, the remaining stormwater quality and quantity measures shall be the responsibility of the individual lot owner or occupier of the property.
- Pipes, channels, catch basins, stormwater quantity and quality treatment measures and other utility infrastructure are clear of sediment, obstructions and debris and are designed and operating as appropriate for final site conditions as follows:
    - Slopes are permanently stabilized.
    - Sediment has been removed.
    - Final grading of all stormwater quality and/or quantity measures is completed and measures have been stabilized.
    - If the as-built condition of stormwater quantity measures indicate excess sediment, the excess sediment shall be removed so that actual volume is at least equal to designed volume and condition.
- Other items as requested by the City or its designee.

If any conditions are deemed to be insufficient, not appropriate, and/or inconsistent with the City approved project documents, or the City of Hobart Ordinances and Standards, final approval will not be granted. If deficiencies are identified by the City during inspection that must be addressed to receive project and Permit termination approval, the owner shall be required to continue inspections and maintenance until deficiencies have been addressed.

Final approval of site conditions shall be made by City of Hobart MS4 Coordinator or a designated representative.

4.4 Stormwater Permit Termination Fees

The City will furnish a Stormwater Permit Invoice to the applicant specifying the total Stormwater Permit closeout fees, including fees for construction phase inspections and administrative processing fees according to the most current version of the City of Hobart Fee

Schedule. The Owner shall pay all Stormwater Permit closeout fees prior to the City's approval of the termination of Permit coverage and filing the NOT with IDEM.

4.5 Final Notice of Permit Termination Approval

Once the conditions of the NOT and permit termination have been met, site conditions and as-built submittal have been approved, and all applicable fees have been paid, the project is eligible for termination of Stormwater Permit coverage.

The owner or designated representative is required to submit the NOT to IDEM for land disturbances greater than or equal to 1-acre. Following submittal of the NOT to IDEM, a copy shall be provided to the City of Hobart. Upon receipt of all required documents the City of Hobart shall issue approval to terminate the City's Stormwater Permit coverage.

5.0 ABBREVIATIONS

BMP – Best Management Practice

CSGP – Construction Stormwater General Permit

IDEM – Indiana Department of Environmental Management

LTMA – Long Term Operation and Maintenance Agreement

MS4 – Municipal Separate Storm Sewer System

MS4GP – Municipal Separate Storm Sewer System General Permit

NOT – Notice of Termination

NPDES – National Pollution Discharge Elimination System

O&M – Operations and Maintenance

SWPPP – Stormwater Pollution Prevention Plan

THE CITY OF HOBART

APPENDIX A

Stormwater Permit Application

CITY OF HOBART STORMWATER PERMIT APPLICATION

The application contained herein notifies the City of Hobart of your intent to apply for a Stormwater Permit, and to comply with the City of Hobart Chapter 152 Stormwater Management Ordinance and the City of Hobart Stormwater Technical Standards Manual. For further guidance on the full Stormwater Permit process, please refer to the following resources:

- Stormwater Permit Process
- Stormwater Permit Application Guidance Document
- City of Hobart Municipal Code Chapter 152: Stormwater Management
- City of Hobart Stormwater Technical Standards Manual

Applicants shall enter the project information below and submit, at a minimum, the documents listed in the application. **Please note**, Part B of the application details the minimum submittal documentation; however, the list is not exhaustive, and additional documentation, fees and submittals may be required depending on type and scope of work. All project plans, specifications, and calculations shall be certified by a Professional Engineer or Land Surveyor registered in the State of Indiana. The completed application and all submittal documents shall be provided to the City of Hobart Sanitary & Stormwater District.

Original: August 2025
Revised:

CITY OF HOBART STORMWATER PERMIT APPLICATION

In compliance with:
City of Hobart Chapter 152 Stormwater Management Ordinance
City of Hobart Stormwater Technical Standards Manual

A. Project Information:

Project Name:

Project Address/Location:

Scope of Project:

Latitude: **Longitude:**

Town Use Only
Application #:
Permit #:
Submittal Date:

Project Area (acres): **Land Disturbance (acres):**

Property Owner: **Company Name (if applicable):**

Address:

City: State: Zip:

Phone: Email:

Project Designer/Plan Preparer: **Affiliation:**

Address:

City: State: Zip:

Phone: Email:

B. Stormwater Permit Submittal Requirements

Included		Minimum Required Submittal *(additional documentation may be required per ordinance, standards and guidance)*
☐	1	**Stormwater Permit Application** (this document).
☐	2	**Stormwater Pollution Prevention Plan (SWPPP)** (submitted under a separate cover)
☐	3	**Construction Plan Set** as prepared by the design engineer.
☐	4	**Drainage Report** (submitted under a separate cover)
☐	5	**Operation and Maintenance Manual** (submitted under a separate cover)
☐	6	**Qualified Professional Documentation**
☐	7	**Long Term Operation & Maintenance Agreement** (submitted prior to final permit approval)

C. Permit Fees

Stormwater Permit fees are required, refer to the most current version of the City of Hobart Fee Schedule.

D. Certification and Acknowledgement

I hereby certify that I am the legal owner and/or I have the legal authority to sign for the owner per the attached documentation. I hereby acknowledge that I have read and/or have been provided with access to the City of Hobart Chapter 152 Stormwater Management Ordinance, the City of Hobart Stormwater Technical Standards Manual and Stormwater Permit Guidance Documents and that all submittals will be in accordance with these documents.

Signature: _____ **Printed Name:** _____ **Date:** _____

THE CITY OF HOBART

APPENDIX B

Construction/Stormwater Pollution Prevention Plan Technical Review Form

THE CITY OF HOBART	**Construction/ Stormwater Pollution Prevention Plan Technical Review** **City of Hobart Chapter 152 Stormwater Management Ordinance** cityofhobart.org/DocumentCenter/View/4155/Chapter-152-Stormwater-Management-Ordinance-2024?bidId= **IDEM Construction Stormwater General Permit:** https://www.in.gov/idem/stormwater/construction-land-disturbance-permitting/ (INRA00000 effective 12/18/2021)

Application Number:	Permit Number:	Plan Submittal Date:	Plan Review Date:	Plan Submittal Number
		Click here to enter a date.	Click here to enter a date.	Choose an item.

Construction/Stormwater Pollution Prevention Plan Technical Review

Project Name: **Scope of Project:** **Total Land Disturbance:**	**Location of Project:** **County(ies):** **Latitude:** **Longitude:**

Plan Preparer: **Affiliation:**
Address:
City: **State:** **Zip:**
Phone: **Cell Phone:** **Email:**

Project Site Owner Contact: **Company Name (if applicable):**
Address:
City: **State:** **Zip:**
Phone: **Cell Phone:** **Email:**

Plan Reviewer: **Affiliation:** **On behalf of:**
Assisted By:
Address:
City: **State:** **Zip:**
Phone: **Cell Phone:** **Email:**

Plan Review Status:		
☐	**Plan is Adequate**	A comprehensive plan review has been completed and it has been determined that the plan satisfies the minimum requirements of the City of Hobart Stormwater Management Ordinance and Stormwater Technical Standards, and the Construction Stormwater General Permit INRA00000 (Effective 12-18-2021).
☐	**Preliminary Review**	A comprehensive review will not be completed at this time. The plan review authority reserves the right to perform a comprehensive review at a later date, and revisions may be required at that time.
☐	**Plan is Deficient**	Significant deficiencies were identified and must be addressed. Refer to the comment sections.

Action:	
☐	**Submit a Notice of Intent:** Submit the Notice of Intent (NOI) online through the IDEM Regulatory ePortal. It is required to upload a copy of this review form when submitting the NOI through the IDEM Regulatory ePortal: (https://stormwater.idem.in.gov/ncore/external/home)
☐	**Do not file a Notice of Intent or commence land-disturbing activities:** Deficiencies must be adequately addressed and an acceptable plan review completed.
☐	**Comments:** Refer to Plan Review Comments Sections of this document.
☐	**Revisions:** Update and submit the revised Construction/Stormwater Pollution Prevention Plan as indicated below.
	☐ Update and submit a complete plan set that addresses plan deficiencies.
	☐ Update and submit a document (narrative and/or plan sheets) that address plan deficiencies.
	☐ Update and submit a complete plan set that addresses plan deficiencies. A comprehensive plan review will not be completed.

Plan Review Information

- *The technical review and comment is intended to evaluate the completeness of the Construction/Stormwater Pollution Prevention Plan for the project. All measures included in the plan, as well as those recommended in the comments, should be evaluated as to their feasibility by a qualified individual with structural measures designed by a qualified engineer. The Plan has not been reviewed for other local, state, or federal permits that may be required to proceed with this project.*
- *Additional information, including design calculations may be requested to further evaluate the plan.*
- *All proposed stormwater pollution prevention measures and those referenced in this review must meet the design criteria and standards set forth in the "Indiana Stormwater Quality Manual" from the Indiana Department of Environmental Management, the City of Hobart Stormwater Technical Standards Manual, or similar Guidance Documents.*
- *Construction activities and unforeseen weather conditions may affect the performance of the erosion and sediment control system, individual measures, or the effectiveness of the plan. The plan must be a flexible document, with provisions to modify or substitute measures as necessary to ensure compliance.*

Priority Site Information:

☐	**Nature and Extent of Construction**	☐	**Existing Pollution Issues on Project Site**
☐	**Close Proximity to Sensitive Area(s)**	☐	**Potential for Direct Runoff to Receiving Waters**
☐	**Steep Topography on Proposed Construction Site**	☐	**Not a Priority Site**

Section A: Construction Plan Elements

Adequate	Deficient	NA	A	*The construction plan elements include general information associated with the project site that are critical for the evaluation of the stormwater pollution prevention plan component. This information includes, but is not limited to, an index, resource information, reference maps, grading information, project layout and design, and drainage plan*
☐	☐	☐	**1**	Index of the location of required plan elements in the construction plan
☐	☐	☐	**2**	A vicinity map depicting the project site location in relationship to recognizable local landmarks, towns, and major roads
☐	☐	☐	**3**	Narrative of the nature and purpose of the project
☐	☐	☐	**4**	Latitude and longitude to the nearest fifteen (15) seconds
☐	☐	☐	**5**	Legal description of the project site including the legal section, township and range
☐	☐	☐	**6**	11 X 17-inch plat showing building lot numbers/boundaries and road layout/names
☐	☐	☐	**7**	Boundaries of the one hundred (100) year floodplains, floodway fringes, and floodways
☐	☐	☐	**8**	Land use of all adjacent properties
☐	☐	☐	**9**	Identification of a U.S. EPA approved or established TMDL
☐	☐	☐	**10**	Name(s) of the receiving water(s)
☐	☐	☐	**11**	Identification of discharges to a water on the current 303d list of impaired waters and the pollutant(s) for which it is impaired
☐	☐	☐	**12**	Soil map of the predominant soil types including a description of soil properties, characteristics, limitations, and hazards associated with the project site
☐	☐	☐	**13**	Identification and location of all known wetlands, lakes and water courses on or adjacent to the project site (construction plan, existing site layout)
☐	☐	☐	**14**	Identification of any other state or federal water quality permits or authorizations that are required for construction activities
☐	☐	☐	**15**	Identification and delineation of existing cover, including natural buffers (50-ft buffer required)
☐	☐	☐	**16**	Existing topography at a contour interval appropriate to indicate drainage patterns
☐	☐	☐	**17**	Location(s) of where run-off enters the project site prior to land disturbance
☐	☐	☐	**18**	Location(s) of where run-off discharges from the project site prior to land disturbance. Erosion control measures required at the discharge point.

☐	☐	☐	**19**	Location of all existing structures on the project site
☐	☐	☐	**20**	Existing permanent retention or detention facilities, including manmade wetlands, designed for the purpose of stormwater management
☐	☐	☐	**21**	Locations where stormwater may be directly discharged into ground water, such as abandoned wells, sinkholes, or karst features
☐	☐	☐	**22**	Size of the project area expressed in acres
☐	☐	☐	**23**	Total expected land disturbance expressed in acres
☐	☐	☐	**24**	Proposed final topography, grading plan.
☐	☐	☐	**25**	Locations and approximate boundaries of all disturbed areas
☐	☐	☐	**26**	Location, size, and dimensions of all stormwater drainage systems, such as culverts, storm sewers, and conveyance channels
☐	☐	☐	**27**	Locations of specific points where stormwater and non-stormwater discharges will leave the project site
☐	☐	☐	**28**	Location of all proposed site improvements, including roads, utilities, lot delineation and identification, proposed structures, and common areas
☐	☐	☐	**29**	Location of all on-site soil stockpiles and borrow areas. Topsoil must be preserved.
☐	☐	☐	**30**	Construction support activities that are expected to be part of the project
☐	☐	☐	**31**	Location of any in-stream activities that are planned for the project including, but not limited to stream crossings and pump arounds
☐	☐	☐	**32**	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.

Section A – Comments:

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Section B: Stormwater Pollution Prevention Plan – Erosion and Sediment Control/Project Site Management				
Adequate	**Deficient**	**NA**	**B**	*The construction component of the Stormwater Pollution Prevention Plan includes stormwater quality measures to address erosion, sedimentation, and other pollutants associated with land disturbance and construction activities. Proper implementation of the Plan, maintenance of measures, and administering a self-monitoring program is required to manage the project site to minimize the discharge of sediment and other pollutants. Construction activities and unforeseen weather conditions may affect the performance of the erosion and sediment control system, individual measures, or the effectiveness of the Plan. The Plan must be a flexible document, with provisions to modify or substitute measures as necessary to ensure compliance.*
☐	☐	☐	**1**	Description of the potential pollutant generating sources and pollutants, including all potential non-stormwater discharges
				Where applicable, Items in 2 through 10 below will be evaluated for Location, dimensions, detailed specifications, and construction details
☐	☐	☐	**2**	Stable construction entrance locations and specifications. Plan to clear tracking of sediments on road. Dust suppression plan.
☐	☐	☐	**3**	Specifications for temporary and permanent stabilization. Include seeding and mulching plan, 70% coverage requirement for final stabilization and 7-day stabilization requirement.
☐	☐	☐	**4**	Sediment control measures for concentrated flow areas (sediment basins if used have specific requirements)
☐	☐	☐	**5**	Sediment control measures for sheet flow areas
☐	☐	☐	**6**	Run-off control measures
☐	☐	☐	**7**	Stormwater outlet protection locations and specifications
☐	☐	☐	**8**	Grade stabilization structure locations and specifications
☐	☐	☐	**9**	Dewatering applications and management methods

☐	☐	☐	**10**	Measures utilized for work within waterbodies
☐	☐	☐	**11**	Maintenance guidelines for each proposed temporary stormwater quality measure. Monitoring and project management plan to include self-monitoring program (SMP), self-inspections and project management log
☐	☐	☐	**12**	Planned construction sequence describing the relationship between implementation of stormwater quality measures in relation to land disturbance
☐	☐	☐	**13**	Provisions for erosion and sediment control on individual building lots regulated under the proposed project
☐	☐	☐	**14**	Material handling and spill prevention and spill response plan meeting the requirements in 327 IAC 2-6.1
☐	☐	☐	**15**	Material handling and storage procedures associated with construction activity. Include management of waste materials and dumpsters for runoff and wind, concrete washout management, fueling areas, equipment washing, application of pesticides, herbicides, insecticides and fertilizers, disposal of hazardous waste and washing of paint or grout applicators.

Section B – Comments:

-

Section C: Stormwater Pollution Prevention Plan – Post-Construction

Adequate	Deficient	NA	C	*The post-construction component of the Stormwater Pollution Prevention Plan includes the implementation of stormwater quality and quantity measures to address pollutants that will be associated with the final project land use. Post-construction stormwater measures should be functional upon completion of the project. Long term functionality of the measures is critical to their performance and should be monitored and maintained.*
☐	☐	☐	**1**	Description of pollutants and their sources associated with the proposed land use
☐	☐	☐	**2**	Description of proposed post-construction stormwater measures including stormwater quantity and water quality treatment according to the local ordinance and standards.
☐	☐	☐	**2a**	Include a description of the treatment train and a depiction of the one-line flow path of all water quality measures included in the treatment train.
☐	☒	☐	**2b**	Water quantity (detention) calculations.
☐	☐	☐	**2c**	Water quality calculations, include the water quality flow rate and/or water quality volume calculation.
☐	☐	☐	**3**	Plan details for each post-construction stormwater measure
☐	☐	☐	**4**	Sequence describing stormwater measure implementation
☐	☐	☐	**5**	Maintenance guidelines for proposed post-construction stormwater measures. Provide an Operation and Maintenance (O&M) Manual.
☐	☐	☐	**6**	Entity that will be responsible for operation and maintenance of the post-construction stormwater measures

Section C – Comments:

-

THE CITY OF HOBART

APPENDIX C

City of Hobart Self-Monitoring Report

SELF-MONITORING PROGRAM

The Indiana Construction General Permit (INRA00000) was issued on December 18th, 2021, by the Indiana Department of Environmental Management. The construction stormwater general permit (CSGP) is a performance-based regulation that contains specific requirements. One of the requirements is to develop and implement a self-monitoring program. The self-monitoring program is a mechanism to mange the construction project to ensure appropriate steps are taken to implement and maintain measures that will reduce the discharge of sediment and other pollutants associated with construction activities.

The requirements of the self-monitoring program can be found in the CSGP Section 3.6. The CSGP is available at: https://www.in.gov/idem/stormwater/construction-land-disturbance-permitting/

This form contains specific information that is required as part of a self-monitoring program. The form contains specific requirements that can be targeted to specific locations on the project site. Location information can be a narrative or used in conjunction with a map that identifies areas within the project. If a map is used, the map should be included as part of the self-monitoring report. The self-monitoring program documentation is required to be part of the project management log. Information on the project management log can be found in Section 3.7 of the CSGP.

Identify all problems or concerns discovered and document all corrective actions in this form. All problems or concerns shall be addressed with a corrective action. Implement corrective actions on the day of discovery and/or no later than 48-hours if considered significant, within 3-5 days for issues considered moderate, and/or within 7 days for issues considered routine.

Self-Monitoring Report

PART A: INSPECTION INFORMATION

Project Name: **CSGP Project # Number:** **Permit # Assigned by MS4:** **Name of MS4:** **County:**	**Name of Evaluator:** **Title of Evaluator:** **Affiliation:** **Email or Phone Number:**
Inspection Type: 24 hr: after >0.5" rain event	
Inspection Date:	**Inspection Time:**
Date of Precipitation:	**Amount of Precipitation:**

PART B: SITE CONDITIONS

Current Site Information (check all that apply):	☐ Clearing ☐ Grubbing ☐ Grading ☐ Building Construction ☐ Installation of Infrastructure ☐ Utility Work ☐ Vegetative Establishment ☐ Other:
Soil Conditions: Dry	

PART C: PROJECT MANAGEMENT

(1) Was the SWP3 accessible at the time of the inspection?	☐ Yes ☐ No
(2) Is the SWP3 current and/or updated to reflect the current stage of development?	☐ Yes ☐ No
(3) Have all action items identified on the preceding reports been resolved? (a) If not identity which items require repair and provide a resolution timeline:	☐ Yes ☐ No
(4) Is the project posting information posted in accordance with the CSGP Section 3.7?	☐ Yes ☐ No

PART D: GUIDANCE FOR COMPLETION OF FORM

- Identify all areas of the site that currently have an erosion/sediment control measure in place. Using Part E, evaluate the current condition of the measure and using the middle column, determine what action needs to be taken.
- Identify all areas of the site where stormwater run-off leaves site or where any discharge occurs. In each location where run-off leave the site, evaluate:
  - If an erosion/sediment control measure is in place: evaluate each action step required in Part E
  - If no erosion/sediment control measure is in place or a measure is required, use Part E to include specifics about the location and type of measure to be implemented.
- For any area of the site where there is run-off, or a discharge provide a description and location using Part F.
  - If any sedimentation is occurring note where it is discharging: Off site, to a waterbody (on or off-site) or other sensitive area
- For Part H in the Evaluation of sheet flow and concentrated run-off:
  - Identify location of discharge/run-off and check any visual descriptions that apply to the discharge. If the discharge/run-off will resolve with the repair of a sediment or erosion control measure or good housekeeping practices, you do not need to list an action in the observations/notes section. If the discharge/run-off will not be solved with repair/replacement of a sediment control measure or good housekeeping practices, you will need to list the action taken to resolve the run-off and any additional pollutants visible in the discharge.

THE CITY OF HOBART

SELF-MONITORING REPORT

PART E: EROSION AND SEDIMENT CONTROL MEASURES			
Measure: Outlet Protection Location(s):	**Corrective Action:** Repair Measure	Observations/Notes:	Photos:
Action Initiated Date:	Initials:	Action Completed Date:	Initials:
Measure: **Location(s):**	**Corrective Action:** Additional Measure	Observations/Notes:	Photos:
Action Initiated Date:	Initials:	Action Completed Date:	Initials:
Measure: Silt Fence Location(s):	**Corrective Action:** Additional Measure	Observations/Notes:	Photos:
Action Initiated Date:	Initials:	Action Completed Date:	Initials:
Measure: Location(s):	**Corrective Action:** Additional Measure	Observations/Notes:	Photos:
Action Initiated Date:	Initials:	Action Completed Date:	Initials:
Measure: Location(s):	**Corrective Action:** Additional Measure	Observations/Notes:	Photos:
Action Initiated Date:	Initials:	Action Completed Date:	Initials:

THE CITY OF HOBART

SELF-MONITORING REPORT

PART E: EROSION AND SEDIMENT CONTROL MEASURES			
Measure: Location(s):	**Corrective Action:** Additional Measure	Observations/Notes:	Photos:
Action Initiated Date:	Initials:	Action Completed Date:	Initials:
Measure: **Location(s):**	**Corrective Action:** Additional Measure	Observations/Notes:	Photos:
Action Initiated Date:	Initials:	Action Completed Date:	Initials:
Measure: Location(s):	**Corrective Action:** Additional Measure	Observations/Notes:	Photos:
Action Initiated Date:	Initials:	Action Completed Date:	Initials:
Measure: Location(s):	**Corrective Action:** Additional Measure	Observations/Notes:	Photos:
Action Initiated Date:	Initials:	Action Completed Date:	Initials:
Measure: Location(s):	**Corrective Action:** Additional Measure	Observations/Notes:	Photos:
Action Initiated Date:	Initials:	Action Completed Date:	Initials:

HOBART

SELF-MONITORING REPORT

PART F: SURFACE STABILIZATION

Location(s):	**Corrective Action:** Install Erosion Control Blanket	Observations/Notes:	Photos:
Action Initiated Date:	Initials:	Action Completed Date:	Initials:
Location(s):	**Corrective Action:** Utilize Alternative Stabilization Method	Observations/Notes:	Photos:
Action Initiated Date:	Initials:	Action Completed Date:	Initials:
Location(s):	**Corrective Action:** Utilize Alternative Stabilization Method	Observations/Notes:	Photos:
Action Initiated Date:	Initials:	Action Completed Date:	Initials:
Location(s):	**Corrective Action:** Utilize Alternative Stabilization Method	Observations/Notes:	Photos:
Action Initiated Date:	Initials:	Action Completed Date:	Initials:

THE CITY OF HOBART

SELF-MONITORING REPORT

PART G: GOOD HOUSEKEEPING

Construction Entrance Location(s):	**Corrective Action:** Install Additional Measures	Observations/Notes:	Photos:
Action Initiated Date:	Initials:	Action Completed Date:	Initials:
Trash/Waste Collection Area Location(s):	**Corrective Action:** Cover Trash Receptacles	Observations/Notes:	Photos:
Action Initiated Date:	Initials:	Action Completed Date:	Initials:
Concrete Washout Location(s):	**Corrective Action:** Replace Measure	Observations/Notes:	Photos:
Action Initiated Date:	Initials:	Action Completed Date:	Initials:
Dewatering Operations Location(s):	**Corrective Action:** Alternative Measure	Observations/Notes:	Photos:
Action Initiated Date:	Initials:	Action Completed Date:	Initials:
Fueling and Chemical Storage Location(s):	**Corrective Action:** Replenish Spill Kit	Observations/Notes:	Photos:
Action Initiated Date:	Initials:	Action Completed Date:	Initials:
Spills or Leaks Location(s):	**Type of Leak/Spill:** Concrete and/or Cementitious Washout	Observations/Notes:	Photos:
Action Initiated Date:	Initials:	Action Completed Date:	Initials:

THE CITY OF HOBART

SELF-MONITORING REPORT

PART H: EVALUATION OF DISCHARGES

Location(s):	**Observations:** Oil Sheen	Notes:	Photos:
Action Initiated Date:	Initials:	Action Completed Date:	Initials:
Location(s):	**Observations:**	Notes:	Photos:
Action Initiated Date:	Initials:	Action Completed Date:	Initials:

PART I: CHANGES TO SWP3

Does the corrective action based on this inspection require modification to the SWP3? ○ Yes ○ No

Date of SWP3 update:

Brief description of the changes:

Action Initiated Date:	Initials:	Action Completed Date:	Initials:

I certify that Part A-H of this evaluation were evaluated by me as a trained individual. To the best of my knowledge and belief, the information documented in the report is true, accurate, and complete.

Evaluator Name and Title:

Signature and Date: _____

THE CITY OF HOBART

APPENDIX D

Guidance Documents

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.

THE CITY OF HOBART

APPENDIX E

City of Hobart Notice of Permit Termination

CITY OF HOBART NOTICE OF PERMIT TERMINATION

Stormwater permittees who are presently covered under a Permit issued pursuant to the City of Hobart Chapter 152 Stormwater Management Ordinance shall submit a Notice of Permit Termination form when the conditions for termination of issued permits have been met. See below for instructions on how to complete the form.

Section I: Permit Information:

- Enter the IDEM CSGP Permit number and City of Hobart Stormwater Permit number.
- If there has been a change of operator and you are no longer the operator of the facility or site identified In Section III, check the corresponding box.
- If all stormwater discharges at the facility or site identified in Section III have been terminated, check the corresponding box.

Section II: Facility Operator Information:

- Provide the legal name of the person or other entity that operates the facility or site. The operator of the facility is the legal entity which controls the facility's operation.
- Enter the complete address and telephone number of the operator.

Section III: Facility/Site Location Information:

- Enter the facility's official or legal name and complete address, including city, state and ZIP code.
- If the facility lacks a street address, indicate the latitude and longitude of the facility to the nearest 15 seconds, or quarter section, township, and range (to the nearest quarter section) of the approximate center of the site.

Section IV: Certification:

- Chapter 152 and Indiana Law provide for severe penalties for knowingly submitting false information on this form.
- The City of Hobart regulations require this Notice to be signed by the Owner or by their designated representation, with documentation that verifies the designation.

Send the attached form to the following address or by email:
City of Hobart MS4 Coordinator
414 Main Street
Hobart, IN. 46342
Email: tkingsland@cityofhobart.org

CITY OF HOBART NOTICE OF PERMIT TERMINATION

In compliance with:
City of Hobart Chapter 152 Stormwater Management Ordinance
City of Hobart Stormwater Technical Standards Manual

Date of Termination Request:

Project Name:

Owner/Designated Representative Requesting Termination:

Submission of this Notice of Permit Termination constitutes notice that the party identified in Part II of this form is no longer discharging nor authorized to discharge stormwater associated with land disturbing activity under the Permits issued pursuant to the City of Hobart Chapter 152 Stormwater Management Ordinance. ALL NECESSARY INFORMATION MUST BE PROVIDED ON THIS FORM.

Part I – Permit Information:

IDEM Construction Stormwater General Permit (CSGP) Number: _____

City of Hobart Stormwater (STW) Permit Number: _____

Check if you are no longer the operator of the Facility _____

Check here if the City of Hobart Stormwater Permit is being requested to be terminated _____

Part II – Facility Owner Information:

Owner/Operator Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: Email:

Part III – Facility/Site Location Information:

Project Name: _____ **Affiliation:** _____

Address: _____ _____

City: State: Zip:

Part IV - Certification:

I certify under the penalty for perjury that all stormwater discharges associated with land disturbing activity from the identified facility that are authorized by Chapter 152 have been eliminated or that I am no longer the operator of the facility. I understand that by submitting this Notice of Permit Termination, I am no longer authorized to discharge stormwater associated with land disturbing activity under this Permit, and that discharging pollutants in stormwater associated with land disturbing activity to the City of Hobart Municipal Separate Storm Sewer System (MS4) and/or receiving waters is unlawful under Chapter 152 where the discharge is not authorized by a permit. I also understand that the submittal of this Notice of Termination does not release me, the owner, or an operator from liability for any violation of this Permit, Indiana law, or the Clean Water Act.

Printed Name: _____ **Title:** _____

Signature: _____ **Date:** _____