



**KIVA No:** \_\_\_\_\_ **Project Name:** \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Engineer:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

This project is subject to the National Pollution Discharge Elimination System (NPDES) requirements for construction sites under the Environmental Protection Agency (EPA) general permit for Arizona. Owners, developers, engineers, and/or contractors are required to prepare all documents required by this regulation, including but not limited to Storm Water Management Plan (SWMP), Notice of Intent (NOI) and Notice of Termination (NOT). Copies of all requirements, forms and guidance are available in the Drainage Design Manual for Maricopa County Volume III Erosion Control available at the Flood Control District, 2801 West Durango, Phoenix, Arizona 85009, (602) 506-1501.

This checklist serves to minimize redline comments on the check prints and to maintain consistency among plan reviewers on plans for Storm Water Management. Plan approval, issuing permits, and certain grading clearances depend on compliance with the comments made on the check prints and this checklist. The engineer of record shall satisfy themselves of the completeness and accuracy of the design.

A completed checklist must be attached to the storm water management plans when submitted for first review. The following Certification Statement must be signed by the Engineer of record certifying that all applicable requirements on this checklist have been met.

**CERTIFICATION**

I CERTIFY THAT THE REFERENCED PLANS COMPLY WITH ALL APPLICABLE CITY ORDINANCES AND STANDARDS, INCLUDING FEDERAL, STATE AND COUNTY REQUIREMENTS AND REGULATIONS. IN ADDITION, I CERTIFY THAT THIS CHECKLIST HAS BEEN COMPLETED ENSURING ALL ITEMS LISTED ARE PROPERLY ADDRESSED. I UNDERSTAND THAT IF I FAIL TO ADDRESS ALL APPLICABLE ITEMS IN THIS CHECKLIST, THE PLANS MAY BE IMMEDIATELY RETURNED TO ME WITHOUT ANY FORMAL REVIEW BEING PERFORMED.

ENGINEER'S NAME: \_\_\_\_\_

ENGINEER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Please complete and return this checklist and the check prints with your next submittal. Discussion of redline comments on plans or this checklist should be directed to the plan reviewer listed above.

Use the following symbols as applicable:

[X] REQUIRED                      [√] ADDRESSED                      [N/A] NOT APPLICABLE

Engineer of record must fill out all boxes in the first column as either "[√] ADDRESSED" or "[N/A] NOT APPLICABLE".

Civil plan reviewer shall check the second column as "[X] REQUIRED" when requirements have not been properly addressed.

**GENERAL REQUIREMENTS:**

- [ ] [ ] Sheets shall be 24" X 36"; submit three (3) sets of plans.
- [ ] [ ] Separate storm water management plans shall be submitted with grading and drainage plan at time of first review.
- [ ] [ ] A separate cover sheet shall be submitted at the time of approval.
- [ ] [ ] Cover sheet is required on plans of more than two sheets.
- [ ] [ ] Original plan sheets shall be sufficiently clear to allow legible prints to be reproduced from microfilm. The size of lettering and

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symbols shall be 1/8-inch minimum.

- All sheets shall have the Civil Engineer's Arizona registration seal and original signature prior to plan submittal
- Show Best Management Practices (BMP) details on plan sheets.
- Engineer to submit notice of intent (NOI) Certificate signed by owner prior to plan approval.
- Owner/Authorized Agent must submit an Environmental Responsibility Compliance Form prior to plan approval.

### COVER SHEET REQUIREMENTS:

- Project title block with name and address of project.
- Address of project location.
- Vicinity map with north arrow.
- Index of plan sheets if more than one plan sheet.
- Appropriate processing numbers including:  
KIVA#, CCPR# or CSPR#, SDEV#, Abandonment, and City Quarter Section Number in lower right corner.
- Legend identifying grade, symbols, lines, etc.
- Engineer's name, address, and telephone number.
- Owner's/Developer's name, address, and telephone number.

### NOTES FOR STORM WATER MANAGEMENT PLAN *(to appear on cover sheet)*

1. A copy of the approved grading and drainage plan for this project, together with a copy of the Notice of Intent (NOI) and this Storm Water Management Plan (SWMP), shall be maintained on the site and available for review. Those elements of the grading and drainage plan pertinent to or referenced on the SWMP shall be considered a part of the SWMP.
2. Development Services Department's Field Inspection Group shall be notified 48 hours before any on-site and/or off-site construction begins, at (602) 262-7811.
3. The operator shall obtain a Dust Control Permit from Maricopa County Health Department and perform measures as required by the permit to prevent excess dust.
4. The operator shall perform, at a minimum, a visual inspection of the construction site once every month and within 24 hours of rainfall greater than or equal to a half of an inch or more. The operator shall prepare a report documenting his/her findings on the conditions of the SWMP controls and note any erosion problem areas. The operator's report is to be submitted to the Development Services Department Project Engineering Division construction inspector for review and approval. Facilities shall be maintained as necessary to ensure their continued functioning. In addition, all temporary siltation controls shall be maintained in a satisfactory condition until such time that clearing and/or construction is completed, permanent drainage facilities are operational, and the potential for erosion has passed.
5. The operator shall amend this plan as necessary during the course of construction to resolve any problem areas, which become evident during the construction and/or during rainfalls.
6. The permittee shall file a Notice of Termination (NOT) after completion of construction and placement of final landscape materials. The NOT is to be submitted to the Development Services Department Project Engineering inspector to final the SWMP permit.
7. The permittee shall save all records, including the NOI, SWMP, NOT, and inspection reports, on file for a minimum of three years from the date of filing the NOT.
8. The implementation of these plans and the construction, maintenance, replacement, and upgrading of these facilities is the responsibility of the permittee/contractor until all construction is approved and NOT submitted to the Development Services Department Project Engineering Division Inspector.

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9. The facilities shown on this plan must be constructed in conjunction with all clearing and grading activities in such a manner as to insure that sediment-laden water does not enter the drainage system or violate applicable water standards, and must be installed and in operation prior to any grading or land clearing. Wherever possible, maintain natural vegetation for silt control.
10. The contractor's NOI must be received prior to the SWMP permit being issued. The contractor that will be pulling the G&D permit must have the SWMP permit issued in their name.

This publication can be made available in alternate formats (Braille, large print, computer diskette, or audiotape) upon request. Contact the Development Services Department at (602) 262-7811 (voice) or (602) 534-5500 (TTY).

**TRT/DOC/00104-07/03**

Revised March 19, 2001  
Revised September 1, 2002  
Revised January 2006  
Revised December 21, 2007