

Knox County, Tennessee

Stormwater Pollution Prevention Plan Checklist



Date: _____

Project Name: _____

Address: _____

Zoning Classifications: _____ Variances? (BZA, Use on Review, Co. Commission, etc.) ___ Yes ___ No

Nature of Variances: _____

The following Stormwater Pollution Prevention Plan (SWPPP) development outline is provided to give SWPPP designers guidance for preparing SWPPPs. Note that not all site scenarios are contained in the checklist. However, the information in the checklist provides an excellent foundation upon which to build a comprehensive Stormwater Pollution Prevention Plan. A designer is responsible for fully understanding the requirements of the TN CGP, the TDEC EPSC Handbook and good engineering practices related to stormwater management on construction projects. This checklist shall be submitted to Knox County Engineering along with Erosion Prevention and Sediment Control (EPSC) plans. Each element presented in this list shall be checked "Yes", as applicable to the site. Checks placed under the "No" column shall be justified in a written statement attached to this checklist. Elements of the SWPPP plan that are not applicable for the site shall be marked as "N/A".

Notice of Intent

<input type="checkbox"/> Yes	<input type="checkbox"/> No		Correct site-wide primary permittee (owner/developer) named on NOI.
<input type="checkbox"/> Yes	<input type="checkbox"/> No		Proper signature for primary permittee provided.
<input type="checkbox"/> Yes	<input type="checkbox"/> No		Receiving waters and watershed listed.
<input type="checkbox"/> Yes	<input type="checkbox"/> No		ARAP required. If yes, ARAP number provided.
<input type="checkbox"/> Yes	<input type="checkbox"/> No		Indicators of possible unidentified streams or wetlands.
<input type="checkbox"/> Yes	<input type="checkbox"/> No		If yes, does a stream determination need to be performed?
<input type="checkbox"/> Yes	<input type="checkbox"/> No		All other fields filled out completely.

General Information/Narrative

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	1	Provide a description of all construction activities at the site (utilities, cutting and filling, roadway construction, etc.). Describe the extent of cutting and/or filling activities at the site.(3.5.1a)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	2	Provide the total acreage to be permitted. Include a description of phases to keep the disturbed acreage at the project under 25-acres of total disturbance at any one time. Include a description of borrow and waste sites. Off-site borrow and waste areas must be included in the permitted acreage calculation unless the offsite borrow or waste area has been separately permitted.(3.5.1b)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	3	For projects more than 25-acres, the construction phases must be described. (3.5.1m)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	4	Provide contact information for the primary permit holder. As operators are added to the site, they must be added as permit holders as well.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	5	Clearly provide the location of the site and any borrow/waste activities. Provide a USGS quadrangle showing the location of the site and waste and borrow areas. For the project site, show the locations of the outfalls on the quad map and correlate with the SWPPP.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	6	Provide a description of the site conditions prior to disturbance and after development has been completed. Estimate the amount of managed open space, forested, and built upon land at the site prior to and after development.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	7	Describe the soils at the site. Identify acid producing soils, hydric soils, highly erodible soils and soils with a high clay content.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	8	Have soil characteristics been considered in the design?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	9	Provide a calculation of the runoff coefficient of the site after construction activities are completed and how the runoff will be handled to prevent erosion at the permanent outfall(s).

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	10	Provide a list of possible chemicals stored on the project. Indicate the types of pollution prevention measures that will be included on the project, including the person's title that will be responsible for overseeing pollution prevention on the site.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	11	For projects that have separate and common stormwater features, such as residential developments or industrial parks, the developer/owner must describe how they will prevent erosion and/or control any sediment from portions of the property that will be sold prior to completion of construction; once the property is sold, the new operator must obtain coverage under the CGP, and assume operational control and responsibility of that portion of the site. If instead new owners desire separate coverage and to operate under a separate SWPPP, the new owner must clearly demonstrate how the new SWPPP and original SWPPP will not cause conflicting stormwater management issues.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	12	Location of on-site SWPPP identified in narrative and on plan . (3.3.3)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	13	Quality Assurance Site Assessment described in narrative and on plan as in section 3.1.2 of TNCGP. (3.1.2)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	14	Identifies in narrative and on plan that inspections of outfall points and all EPSCs shall be performed at least twice a week and at least 72 hours apart. (3.5.8.2)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	15	Estimation of the percent slope based off of a drainage area serving each outfall. (3.5.1d)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	16	All EPSC measures must be designed for the 5-yr, 24-hr design storm. Provide a summary of supporting calculations to show the design criteria has been met. In addition, outfalls that have 5 acres or more of drainage are required to have a sediment basin or equivalent measure(s). If equivalent measure(s) are to be used, equivalency must be verified through design. Calculations for basin volumes must be included in the SWPPP.(5.4.1a)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	17	Acreage of drainage areas and basin volumes have been provided in the narrative . (3.5.3.3b)

EPSC Plan Information

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	1	Plans and specs for structural control measures prepared and stamped by professional engineer or landscape architect. (3.1.1)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	2	If the project disturbs less than 5 acres, provide at least 2 separate EPSC plan sheets. At least two phases shall be identified, with associated EPSC staging addressed. The plan phases shall be addressed separately in plan sheets, with each phase reflecting the conditions and measures necessary to manage stormwater runoff and EPSC during the initial land disturbance (initial grading) and at final grading.(3.5.2)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	3	If the project disturbs more than 5 acres total, provide at least 3 separate EPSC plan sheets. Three phases shall be identified. The first plan sheet should reflect the conditions and measures necessary to manage stormwater runoff and EPSC, during the initial land disturbance (initial grading). The second plan sheet shall reflect the conditions and measures necessary to manage stormwater runoff and EPSC from interim land disturbance activities. The third plan sheet shall reflect the conditions and measures necessary to manage stormwater runoff and EPSC at final grading.(3.5.2)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	4	Identify all outfalls from the project on the plan . Provide unique labels for each outfall. Provide a summary table in the narrative that identifies the total drainage area, disturbed drainage area, and diverted drainage area (run-on that will not drain to the outfall) to each outfall. The table must indicate the name of the feature to which the outfall drains (e.g. stream, wet weather conveyance, lake).(3.5.1g)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	5	For an outfall in a drainage area of a total of 5 or more acres, a temporary sediment basin has been provided(5.4.1f)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	6	Show the approximate location for each EPSC or pollution prevention measure. Include standard symbols referenced in the TDEC EPSC Handbook. Provide standard details with specific sizes and construction materials, based upon the supporting calculations where appropriate. Provide internal and perimeter sediment controls. Provide erosion prevention measures at all pipe outlets

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	7	Discusses when sediment will be removed from sediment controls (as necessary but at least when design capacity has been reduced by 50%)(3.5.3.1e)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	8	Construction access described to reduce off-site vehicle tracking of sediment(3.5.3.1n)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	9	Stabilization completed within 15 days (7 days for ≥35% slopes) on portions of site where construction activities have temporarily or permanently ceased. (3.5.3.2)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	10	Identify on the plans the locations of the ARAP boundaries and reference the ARAP. For sites where stream diversions are necessary, show specific sequencing related to the construction of the diversion, the active construction in the natural channel, dewatering, and turning the stream back into the natural channel.(3.5.1i)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	11	Identify areas not to be disturbed by construction clearly on the plans, including stream buffers. Include specifications in the plan for how to delineate these areas, such as the installation of high visibility fencing or signage along the outer most edge of the buffer.(3.5.1n)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	12	Identify sinkholes on the plans and specify measures during construction and after construction to protect water quality and the integrity of the sinkhole.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	13	Provide a comprehensive legend, north arrow and scale.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	14	Clearly indicate the boundaries of the area to be covered by the permit on the plan . Estimates of the total area of the site and the total area of disturbance by grading, filling, or other construction activities is given must be included in the narrative . (3.5.1c)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	15	Include topographic information to support the SWPPP design. The topographic information should extend to encompass the watersheds that contribute to the outfalls from the proposed site. This information should be used in determining the total drainage area (as opposed to the onsite disturbed drainage area).
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	16	A 60-foot buffer zone has been provided and shown on plans along all streams, lakes, and wetlands on or adjacent to the construction site. (5.4.2and 4.1.2a)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	17	Divert run-on around the project with diversions, berms or other measures. Design structural controls based upon the drainage area, disturbed area, slope and soils. When clay and other fine particle soils are present at the construction site, chemical treatment may be used in accordance with soil testing and the manufacturer’s requirements to reduce turbidity in the runoff being discharged from the project.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	18	Identify steep slope areas on the plan . The SWPPP must include a description of measures that will be installed to dissipate the volume and energy of the stormwater runoff. Best management practices (bmp) should be provided to keep slope lengths short and therefore keep the erosion potential lower. Each bmp must have erosion prevention addressed with outlet protection.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	19	Clearly indicate, on the plan and in the narrative , locations of stockpiles on the project, such as topsoil stockpiles. Provide EPSC controls around the stockpile area.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	20	If permanent stormwater management controls are included in the project, clearly locate the permanent control(s) and include the installation of the permanent measures in the construction sequence. (3.5.3.3a)

Environmentally Sensitive Areas

A. Description of Receiving Stream:

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	1	In the narrative , provide a description of the receiving stream – Is it impaired, an Exceptional TN Water, an Outstanding National Resource Water? Is it covered by a TMDL? If so, how will the SWPPP address these issues?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	2	In the narrative and where appropriate on the plan , detail any streams to be relocated, crossed (even temporarily) or piped as a part of this project? If so, an ARAP and COE permit are likely required. These permits must be obtained prior to submitting the NOI.

B. Threatened and Endangered Species

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	3	If threatened or endangered species are present, the US Fish and Wildlife Services must be consulted for federal listings. The TDEC Natural Heritage Program must be consulted for state listed species. Applicants must provide proof to Knox County that the appropriate agency has been contacted before a permit will be issued.
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<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	4	Include any restrictions on work area or schedule in the plans, as required by USF&W or TDEC. Changes to plans must be submitted to Knox County.
C. Wetlands				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	5	In the narrative , describe if there are any wetlands on or adjacent to the project?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	6	Locate wetland on the plans.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	7	Describe in the narrative and show on the plan the approximate size and location of affected wetland acreage at the site is noted (if applicable). (3.5.1j)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	8	Include measures on the plans to protect the wetlands.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	9	If they will be impacted by the project, an ARAP or COE permit may be required. These permits must be obtained prior to the issuance of the Notice of Coverage.

Pollution Prevention Measures

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	1	Identify on the plan and describe in the narrative the location(s) of the concrete washout area on site. Include a standard note to provide adequate signage on the project indicating the area as the concrete washout area.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	2	All chemicals and soluble materials stored onsite must either be stored in an enclosed, waterproof storage facility or provided with secondary containment capable of storing the contents of the total amount of chemicals stored. Spill cleanup materials must be located within the immediate proximity of the materials as well. All of this information must be included on the plans and in the written narrative of the SWPPP.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	3	Include a statement in the narrative and on the plan stating that placement of port-a-potties on the project will not be located close to streams, wetlands or storm drains.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	4	If maintenance is to be performed on vehicles on the site, the location of the maintenance area(s) must be indicated on the plans . Provide a listing in the written narrative in the SWPPP of pollution prevention best practices tools that should be used with vehicle maintenance activities, such as drip pans for oil drips and changes, oil recycling facilities, spill cleanup materials, and containers for recycling or disposing of other lubricants or oils related to vehicle maintenance and cleaning.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	5	Provide an area for the storage of construction related materials and debris. For trash on the project, a trash receptacle with a lid is required. Indicate the location of storage areas and describe in the narrative how these will be properly maintained.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	6	Provide a description in the written narrative of any discharge associated with industrial activity other than construction stormwater that originates on site and on the plan , indicate the location of that activity and its permit number.

**Submit SWPPP Checklist to:
Knox County Stormwater Management
Attn: Plans Review Staff
205 West Baxter Avenue
Knoxville, TN 37917**