

Village of



Mamaroneck

Village Municipal Building

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STORMWATER POLLUTION PREVENTION PLAN (SWPPP) REVIEW CHECKLIST

**CHAPTER 294: "STORMWATER MANAGEMENT AND EROSION AND SEDIMENT CONTROL"
OF THE VILLAGE CODE**

Project Name: _____

Applicant Name: _____

Applicant Email: _____

Date: _____

Submission of this completed form is a part of the Village Engineer Stormwater Pollution Prevention Plan (SWPPP) Review. All items should be 'checked off' prior to submittal to ensure a complete submittal. If the applicant deems an item to be "Not Applicable" to the proposed development, it shall be marked as "NA".

Please carefully review this checklist, and make sure you accurately fill it out. If this checklist is not accurately filled-out, you will be notified within five (5) business days that your submittal is incomplete. If the checklist is inaccurately submitted, the Village Engineer will not begin the technical review of the SWPPP until the SWPPP is resubmitted to include the information contained within this checklist. Everything herein is in correlation to, support of, and in compliance with Chapter 294 "Stormwater Management and Erosion and Sediment Control" of the Code of the Village of Mamaroneck and the Village of Mamaroneck's New York State Department of Environmental Conservation (NYSDEC) "State Pollutant Discharge Elimination System (SPDES) General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s)" (Permit No. GP-0-10-002), as amended or revised.

The SWPPP Review Checklist is a list of items that will be used by the Village Engineer when reviewing SWPPP submittals. The checklist items have been categorized per required SWPPP components outlined in Chapter §294-8 "Stormwater Pollution Prevention Plans (SWPPP's)" of the Village Code. These items need to be clearly identified in the SWPPP. Please note, since every proposed project varies in size and scope, not all components of the SWPPP may be applicable.

Instructions:

1. Use the attached list to verify the completeness of the SWPPP being submitted.
2. Check the box next to each item that has been provided on the SWPPP.
3. If an item or section is not applicable to the given project, write "N/A" in the "Not Applicable" box.
4. Add notes next to any items where clarification to the Village Engineer is needed.
5. Attach the completed checklist with the SWPPP at time of first submittal only.

6. Verify the pertinent project items under SWPPP section are met. The Village Engineer reserves the right to reject any SWPPP that does not meet these minimum submittal requirements.
7. Sign and complete contact information below.

Please note, this checklist contains information intended to assist the design engineer in preparation of the SWPPP for review by the Village Engineer. The "Stormwater Pollution Prevention Review Checklist" is not intended to be a definitive list of all information or a list of design requirements. Refer to Chapter 294 of the Village Code for additional information and design guidance.

The information listed in the checklist below is the basic information required for SWPPP's. Additional information may be required on a case by case basis. The Village Engineer is happy to meet with designers in the early design phase to review permitting requirements, and clarify any site development concerns. Please contact the Building Department/Office of the Village Engineer at (914) 777-7731 if you are interested in scheduling a pre-design meeting. The Office of the Village Engineer can also be reached via email at: engineer@vomny.org with questions, comments, etc.

The Village of Mamaroneck Village Code, sample SWPPP templates (word files), engineering standards, submittal checklists, forms, construction details, FEMA information, sample civil engineering plans (for reference only), "As-Built" sample drawings and other useful engineering information can be found on the Village Engineer webpage at:

http://www.village.mamaroneck.ny.us/Pages/MamaroneckNY_engineer/index

"I, the undersigned Design Professional for this project, hereby certify that I have reviewed the Stormwater Pollution Prevention Plan (SWPPP) Review Checklist, and that the information provided herein is correct and complete to the best of my knowledge."

Signature: _____ Date: _____

Printed Name: _____ Phone: _____

Email: _____

| Not Applicable | Included | Item Description | Village Code Reference | Official Use Only | | |
|----------------|----------|--|------------------------|-------------------|------------|--------------|
| | | | | Missing | Incomplete | Not Required |
| | | §294-8(B) - CONTENTS OF STORMWATER POLLUTION PREVENTION PLANS | | | | |
| | | All SWPPPs shall provide the following background information and erosion and sediment controls: | §294-8(B)(1) | | | |
| | | Background information about the scope of the project, including location, type and size of project; | §294-8(B)(1)(a) | | | |
| | | Site map/construction drawing(s) at a scale not smaller than one inch equals 50 feet, or as otherwise approved by the SMO, for the project, including a general location map. At a minimum, the site map should show the total site area; all improvements; areas of disturbance; areas that will not be disturbed; existing vegetation; on-site and adjacent off-site surface water(s); wetlands and drainage patterns that could be affected by the construction activity; existing and final slopes; locations of off-site material, waste, borrow or equipment storage areas; and location(s) of the stormwater discharges(s); | §294-8(B)(1)(b) | | | |
| | | Description of the soil(s) present at the site; | §294-8(B)(1)(c) | | | |
| | | Construction phasing plan describing the intended sequence of construction activities, including clearing and grubbing, excavation and grading, utility and infrastructure installation and any other activity at the site that results in soil disturbance. Consistent with the New York Standards and Specifications for Erosion and Sediment Control (Erosion Control Manual), not more than five acres shall be disturbed at any one time unless pursuant to an approved SWPPP; | §294-8(B)(1)(d) | | | |
| | | Description of the pollution prevention measures that will be used to control litter, construction chemicals and construction debris from becoming a pollutant source in stormwater runoff; | §294-8(B)(1)(e) | | | |
| | | Description of construction and waste materials expected to be stored on-site with updates as appropriate, and a description of controls to reduce pollutants from these materials, including storage practices to minimize exposure of the materials to stormwater, and spill prevention and response; | §294-8(B)(1)(f) | | | |
| | | Temporary and permanent structural and vegetative measures to be used for soil stabilization, runoff control and sediment control for each stage of the project from initial land clearing and grubbing to project closeout; | §294-8(B)(1)(g) | | | |
| | | A site map/construction drawing(s) specifying the location(s), size(s) and length(s) of each erosion and sediment control practice; | §294-8(B)(1)(h) | | | |
| | | Dimensions, material specifications and installation details for all erosion and sediment control practices, including the siting and sizing of any temporary sediment basins; | §294-8(B)(1)(i) | | | |

| Not Applicable | Included | Item Description | Village Code Reference | Official Use Only | | |
|----------------|----------|--|------------------------|-------------------|------------|--------------|
| | | | | Missing | Incomplete | Not Required |
| | | Temporary practices that will be converted to permanent control measures; | §294-8(B)(1)(j) | | | |
| | | Implementation schedule for staging temporary erosion and sediment control practices, including the timing of initial placement and duration that each practice should remain in place; | §294-8(B)(1)(k) | | | |
| | | Maintenance schedule to ensure continuous and effective operation of the erosion and sediment control practice | §294-8(B)(1)(l) | | | |
| | | Name(s) of the receiving water(s); | §294-8(B)(1)(m) | | | |
| | | Delineation of SWPPP implementation responsibilities for each part of the site; | §294-8(B)(1)(n) | | | |
| | | Description of structural practices designed to divert flows from exposed soils, store flows, or otherwise limit runoff and the discharge of pollutants from exposed areas of the site to the degree attainable; and | §294-8(B)(1)(o) | | | |
| | | Any existing data that describes the stormwater runoff at the site. | §294-8(B)(1)(p) | | | |
| | | §294-8(B)(2) - POST-CONSTRUCTION RUNOFF CONTROLS | | | | |
| | | All construction activities resulting in a land disturbance greater than 1,000 square feet and less than 2,000 square feet shall include water quantity controls, as described in the New York State Stormwater Management Design Manual, capable of mitigating the water quantity impacts resulting from the increase in impermeable surfaces on the site for twenty-five-year design storm. | §294-8(B)(2)(a) | | | |
| | | All construction activities resulting in a land disturbance greater than 2,000 square feet and less than one acre shall include water quality controls (post-construction stormwater runoff controls), as set forth in § 294-9 and described in the New York State Stormwater Management Design Manual and post-construction water quantity controls as described below. Quantity controls shall provide stormwater attenuation methods appropriately sized, to detain on site, the entire volume of site runoff for all (both existing and proposed) impervious surfaces, resultant from the twenty-five-year design storm. | §294-8(B)(2)(b) | | | |
| | | ***TO ASSIST APPLICANTS, SAMEPLE SWPPP TEMPLATES ARE AVAILABLE FOR DOWNLOAD ON THE VILLAGE ENGINEER WEBPAGE*** | | | | |

| Not Applicable | Included | Item Description | Village Code Reference | Official Use Only | | |
|----------------|----------|--|------------------------|-------------------|------------|--------------|
| | | | | Missing | Incomplete | Not Required |
| | | All construction activities resulting in a land disturbance greater than one acre but less than five acres shall include water quantity and water quality controls (post-construction stormwater runoff controls), as set forth in §294-9 and described in the New York State Stormwater Management Design Manual. Quantity controls shall provide stormwater attenuation methods appropriately sized, to detain on site, the entire volume of site runoff for all (both existing and proposed) impervious surfaces, resultant from the twenty-five-year design storm in addition to any other stormwater quantity controls required for compliance with the New York State DEC Phase II Stormwater Rules. | §294-8(B)(2)(c) | | | |
| | | All construction activities resulting in a land disturbance greater than five acres and/or for any subdivision greater than three lots shall include water quantity and water quality controls (post-construction stormwater runoff controls), as set forth in §294-9 and described in the New York State Stormwater Management Design Manual. Quantity controls shall provide stormwater attenuation methods appropriately sized, to detain on site, the entire volume of site runoff for all (both existing and proposed) impervious surfaces, resultant from the one-hundred-year design storm in addition to any other stormwater quantity controls required for compliance with the New York State DEC Phase II Stormwater Rules. | §294-8(B)(2)(d) | | | |
| | | §294-8(B)(3) - SWPPP REQUIREMENTS | | | | |
| | | All information in §294-7 of this chapter; | §294-8(B)(3)(a) | | | |
| | | Description of each post-construction stormwater management practice (practices shall be as approved in Chapter 4 of the New York State DEC Stormwater Design manual); | §294-8(B)(3)(b) | | | |
| | | Site map/construction drawing(s) showing the specific location(s) and size(s) of each post-construction stormwater management practice; | §294-8(B)(3)(c) | | | |
| | | Hydrologic and hydraulic analysis for all structural components of the stormwater management system for the applicable design storms; | §294-8(B)(3)(d) | | | |
| | | Comparison of post-development stormwater runoff conditions with predevelopment conditions; | §294-8(B)(3)(e) | | | |
| | | Dimensions, material specifications and installation details for each post-construction stormwater management practice | §294-8(B)(3)(f) | | | |
| | | Maintenance schedule to ensure continuous and effective operation of each post-construction stormwater management practice; | §294-8(B)(3)(g) | | | |

| Not Applicable | Included | Item Description | Village Code Reference | Official Use Only | | |
|----------------|----------|--|------------------------|-------------------|------------|--------------|
| | | | | Missing | Incomplete | Not Required |
| | | Maintenance easements, if applicable, to ensure access to all stormwater management practices at the site for the purpose of inspection and repair. Easements shall be recorded on the plan and shall remain in effect with transfer of title to the property; | §294-8(B)(3)(h) | | | |
| | | Inspection and maintenance agreement binding on all subsequent landowners served by the on-site stormwater management practices in accordance with §294-9 of this chapter; as applicable | §294-8(B)(3)(i) | | | |
| | | The SWPPP shall be prepared by a New York State licensed professional engineer and must be signed by the professional preparing the plan, who shall certify that the design of all stormwater management practices meet the requirements in this chapter. | §294-8(B)(3)(j) | | | |
| | | §294-8(D) - OTHER ENVIRONMENTAL PERMITS | | | | |
| | | The applicant shall assure that all other applicable environmental permits have been or will be acquired for the land development activity prior to approval of the final stormwater design plan. | §294-8(D) | | | |
| | | §294-8(E) - CONTRACTOR CERTIFICATION STATEMENT | | | | |
| | | Contractor Certification Statement (attached herein and available for download on the Village Engineer webpage) | §294-8(E)(1) | | | |
| | | §294-9 - PERFORMANCE AND DESIGN CRITERIA FOR STORMWATER MANAGEMENT AND EROSION AND SEDIMENT CONTROL | | | | |
| | | Technical standards. For the purpose of this chapter, the following documents shall serve as the official guides and specifications for stormwater management. Stormwater management practices that are designed and constructed in accordance with these technical documents shall be presumed to meet the standards imposed by this chapter: | §294-9(A) | | | |
| | | The New York State Stormwater Management Design Manual (New York State Department of Environmental Conservation, most current version or its successor, hereafter referred to as the Design Manual). | §294-9(A)(1) | | | |
| | | New York Standards and Specifications for Erosion and Sediment Control (Empire State Chapter of the Soil and Water Conservation Society, 2004, most current version or its successor, hereafter referred to as the Erosion Control Manual). | §294-9(A)(2) | | | |

*****END OF STORMWATER POLLUTION PREVENTION PLAN REVIEW CHECKLIST*****