



## Highland City Stormwater Pollution Prevention Plan & Land Disturbance Permit

Application Date: \_\_\_\_\_

Subdivision and Plat: \_\_\_\_\_ Lot Number(s): \_\_\_\_\_

Project Address: \_\_\_\_\_ Project Name: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

SWPPP Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Estimated Completion Date of Construction: \_\_\_\_\_

UPDES/NOI Number\*\*\*: UTR \_\_\_\_\_ Effective Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Building Permit Number: \_\_\_\_\_ Area of Disturbance: \_\_\_\_\_ (acre/sqft)

Purpose of Disturbance: \_\_\_\_\_

### Select Project Type:

Single lot residential construction under one (1) acre and part of a Common Plan of Development

Projects over one (1) acre, Subdivision, or multiple lot residential construction

### To be checked off by Highland City

#### PROJECTS UNDER 1 ACRE/ COMMON PLAN OF DEVELOPMENT SINGLE LOT RESIDENTIAL CONSTRUCTION

Projects must submit:

- 1. Read & initial all pages of this permit
- 2. Common Plan of Development SWPPP\*
- 3. Copy of UPDES Permit (NOI )\*\*\*
- 4. Copy of State Permit (UTRH00000)\*\*\*\*
- 5. SWPPP Drawing (site plan)
- 6. Scan and send all docs to  
[stormwater@highlandcity.org](mailto:stormwater@highlandcity.org)
- 7. Schedule pre-construction meeting, call  
(801)616-1333

#### PROJECTS OVER 1 ACRE OR SUBDIVISION

Projects must submit:

- 1. Read & initial all pages of this permit
- 2. SWPPP Document \*\*
- 3. Copy of UPDES Permit (NOI )\*\*\*
- 4. Copy of State Permit (UTRC00000)\*\*\*\*
- 5. SWPPP Drawing (site plan)
- 6. Scan and send all docs to  
[stormwater@highlandcity.org](mailto:stormwater@highlandcity.org)
- 7. Schedule pre-construction meeting, call  
(801)616-1333

Application is complete and ready for building permits or preconstruction \_\_\_\_\_  
(Highland City Stormwater Manager)

\* CPoD Document: A Common Plan of Development or sale is a site where multiple separate and distinct construction activities may be taking place at different times on different schedules, but still under a single plan. **If your site is part of a Common Plan of Development then each lot that is sold will be required to have its own SWPPP**

<http://www.deq.utah.gov/Permits/water/updes/stormwatercon.htm>

\*\*SWPPP Document: For land disturbance activities that disturb an area greater than 1 acre or more, or are part of a common plan of development. State SWPPP Template can be found here:  
<http://www.deq.utah.gov/Permits/water/updes/stormwatercon.htm>

\*\*\*UPDES Permit (NOI) must be obtained here: <https://secure.utah.gov/account/login.html> Filed with the Department of Environmental Quality. You must first create a "Utah.gov" account and then login to the database. Once the template is completed then file for the Notice of Intent (NOI). *Help: When it asks for "Area to be disturbed" is your lot/site, rounded to the nearest acre. "Total Project Area", enter the area of the entire subdivision (if applicable).*

Initials: \_\_\_\_\_

\*\*\*\* State Permit Single Lot common plan of development (UTRH00000): UTH00000 (Fugitive Dust Control Plan) will be completed when applying for the State UPDES Permit (NOI)  
<http://www.deq.utah.gov/Permits/water/updes/stormwatercon.htm>

\*\*\*\*\*State Permit (UTRC00000): UTC00000 (Fugitive Dust Control Plan) will be completed when applying for the State UPDES Permit (NOI)  
<http://www.deq.utah.gov/Permits/water/updes/stormwatercon.htm>

This Land Disturbance Permit and links to all documents listed above may be obtained here:  
<http://www.highlandcity.org/index.aspx?nid=185> or you may call Storm Water at (801) 616-1333 for assistance.

Initials: \_\_\_\_\_

## **Best Management Practices (BMP)**

*BMP Requirements are subject to change*

BMPs are defined as “structural and nonstructural practices proven effective in sediment and erosion control and management of surface runoff into waters of the State.” Eroding soils and surface water runoff transports pollutants, sediment, and nutrients into local rivers, streams, lakes and aquifers. Certain construction activities may cause more pollution if not properly managed. Not all BMPs will apply to every construction site; however, all of the suggested BMPs should be evaluated.

The City may change any BMP regulation or requirement if at any time the City determines a BMP regulation or requirement to be ineffective and/or an additional BMP measure is deemed applicable. The City will notify project proponents of any changes to BMP regulations or requirements.

**Washout/Collection Area:** The Permittee will provide a concrete washout containment area onsite, designate specific washout areas, and design facilities to handle anticipated washout water. All concrete trucks must washout in a contained collection area. Location of washout must be shown on the site map. Washout areas should also be provided for painting and stucco operations. Because washout areas can be a source of pollutants from leaks or spills, all concrete washout waste as a result of construction must be removed from the lot and properly disposed of upon completion of construction.

**Perimeter Control:** Installing perimeter controls such as sediment barriers, silt fences, construction barriers, sediment basins, dikes or any combination of such measures shall be used. Silt fence should be used where sheet and rill erosion would occur; protection of adjacent property or areas beyond the limits of grading is needed (perimeter control); and as a barrier between any sidewalk or asphalt surfaces. Drainage system controls (sediment traps/basins, ditches, etc.) and perimeter controls (silt fences, construction exit) shall be installed prior to land grading. Construction barriers may be required if the construction is encroaching on neighboring properties, sidewalks, or City streets.

**Off-Site Sediment Tracking:** Prevent sediment from being tracked off-site by stabilizing construction entrance / exit. A rock construction exit can reduce the amount of mud transported onto paved roads by vehicles. If there is not enough room for a rock construction exit then frequent street sweeping will need to be implemented.

**Storm Drain Inlet Protections:** Protect all inlets that could receive stormwater from the project until final stabilization of the site has been achieved. Install inlet protection as soon as storm drain inlets are installed and/or before land disturbance activities begin in areas with existing storm drain systems. Protect all inlets that could receive stormwater from the construction project. Use in conjunction with other erosion prevention and sediment control BMPs.

**Clean Up of Building Sites:** Building sites should be cleaned on a regular basis. Materials should be secured on the site to prevent the blowing of debris and garbage. Dumpsters or wired garbage baskets must be located on the building site or in the right-of-way in front of the site. A location on an adjacent site under the control of the contractor is also permitted. The contractor shall leave the site in a clean condition upon completion of construction. Permittee must perform inspection of the site at least weekly and immediately after every storm event.

Initials: \_\_\_\_\_

## Construction Site Dewatering

State law prohibits point source discharges to water body(ies) of the State without a Utah Pollutant Discharge Elimination System (UPDES) Permit. The operator of construction dewatering or hydrostatic testing activity that has such a discharge must submit a NOI to obtain coverage under the UPDES General Permit for Construction Dewatering/Hydrostatic Testing. If you have questions about whether you need a permit under the UPDES program contact the Division of Water Quality at 801-538-6146.

**Is the project going to have any dewatering?**     Yes     No

## Stream Alteration

Utah Code requires any person, governmental agency, or other organization wishing to alter the bed or banks of a natural stream to obtain written authorization from the State Engineer prior to beginning work. For more information see [www.nrwt1.nr.state.ut.us](http://www.nrwt1.nr.state.ut.us)

**Is the project going to alter any stream or water body(ies)?**     Yes     No

## SWPPP SIGN REQUIREMENTS

**Projects less than 1 acre:** For sites that are part of a common plan of development, or smaller than one acre, the sign must be 18"x24" and must include the following text: (letters must be 2" tall and red in color) **See example to right. Sign Information:**

### SWPPP

**Stormwater Pollution Prevention Permit Number XXXX covers this construction site. If any non-stormwater discharge or severe vehicle tracking occurs please call 801-616-1333. SWPPP Contact is First Name Last Name at XXX-XXX-XXXX.**



**Projects Over 1 Acre\*:** The Permittee must post a sign (4'x4') within 7 days of the issue date on this permit near the main entrance to the project. The sign must contain the SWPPP, SWPPP map, current NOI and the Highland City Land Disturbance Permit. Exterior grade  $\frac{3}{4}$ " plywood cut 4'x4', with red letters, white background, and displayed on site. **See example to right. Sign Information:**

### SWPPP

**Stormwater Pollution Prevention Permit Number XXXX covers this construction site. If any non-stormwater discharge or severe vehicle tracking occurs please call 801-616-1333. SWPPP Contact is First Name Last Name at XXX-XXX-XXXX.**



**\*For sites over 1 acre, the site map must be displayed on sign showing current BMPs in use.**

Initials: \_\_\_\_\_

## **CONTROL MEASURES**

The proposed control measures shall be designed to prevent or minimize, to the maximum extent practicable, the discharge of sediment, debris, and other construction-related pollutants from the construction site by stormwater runoff into the storm drainage system. Check each item that you will use. Many items are mandatory; initial those items to verify that you have read them and will comply. Include additional sheets if necessary.

- \_\_\_\_\_ No dirt or debris placed on the roadways, sidewalk, and curb (MANDATORY)
- \_\_\_\_\_ Portable toilets must be placed a minimum of 10' away from impervious surfaces (roadways, sidewalk, and curb) and staked down to prevent tipping (MANDATORY)
- \_\_\_\_\_ Concrete washout/collection containment area is installed (MANDATORY)

## **CONTROL MEASURES CONTINUED...**

**All other potential access points will be eliminated or controlled by:**

Sign       Silt Fence Barrier       Temporary Fencing

Other: \_\_\_\_\_

**Potential soil erosion and stormwater runoff will be controlled by:** (Please check all that apply)

Erosion control blankets       Limiting area of disturbance

Revegetation of un-stabilized area

Silt fences       Retention areas       Bonded fiber matrix

## **Job access area / street tracking to be eliminated by:**

\_\_\_\_\_ Broom and shovel provided for immediate cleanup (MANDATORY)

\_\_\_\_\_ Street sweeping on a regular basis (MANDATORY)

Wash down pad       Stabilized construction entrance       Track Pad

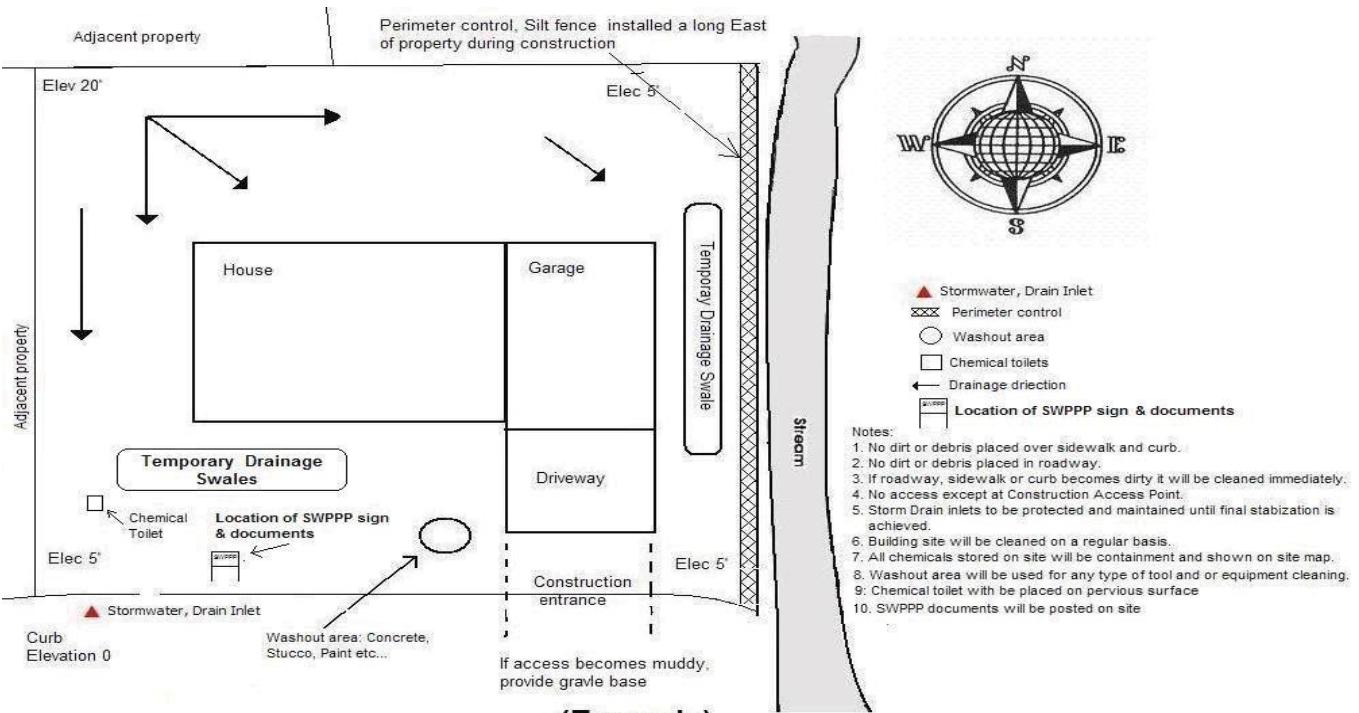
Other: \_\_\_\_\_

Initials: \_\_\_\_\_

## SWPPP DRAWING (SITE PLAN)

### USE SITE MAPS TO TRACK PROGRESS

Keep up-to-date site maps showing BMPs that change frequently in location as the work on a construction site progresses. Your permit requires that you keep your SWPPP up-to-date, so mark up the site map with the location of these BMPs.



(Example)

### Indicate the current location of the following:

- Portable toilets must be on pervious surfaces
- Washout containment for concrete washout water, paint, stucco, etc.
- Dumpsters or other trash and debris containers
- Chemicals on site
- Stockpiles
- Material storage areas
- Vehicle and equipment fueling and maintenance areas
- Perimeter control
- Stabilized construction entrance/exit

See example site map above

If a marked-up site map is too full to be easily read, you should date and fold it, put it in the SWPPP for documentation, and start a new one. That way, there is a good hard copy record of what has occurred on-site.

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## **NOTICE OF VIOLATION**

Whenever the City finds that a person has violated a prohibition or failed to comply with a requirement of this permit, the City will order compliance by written notice of violation to the responsible person. Such notice may require without limitation a verbal warning with corrections and/or a monetary citation.

## **VIOLATIONS AND ENFORCEMENT**

- The violation of any of the provisions of this Article shall be a Class C Misdemeanor. Each day that a violation occurs shall constitute a separate offense. Each violation/infraction is considered a separate offense each day.
- Authorized code enforcement personnel working under the direction of the Public Works Department Director and/or Community Development Director are hereby declared to be Public Officials within the meaning of Section 77-7-18 Utah Code as amended, and these Public Officials are hereby authorized to issue misdemeanor citations and/or stop work order for violations of this Chapter.
- Violators of this Article are also subject to any penalties that may be imposed by the State of Utah, under the authority of the Utah Water Quality Act, Title 19, and Chapter 5 of the Utah Code.
- In addition to any criminal fines and/or penalties which may be assessed for a violation of this Article, the City shall have the right to install and/or maintain appropriate erosion and sediment control measures on any site which is required to have such measures in the event that the construction activity is commenced or continued without such measures having been installed as required by this Article. The City shall have the right to have such measures installed or maintained by City personnel or to hire a private contractor to perform such work plus a 25% penalty charge.
- Violators of this Article may also be subject to prosecution, fines and penalties from the State of Utah and the United States EPA.

## **NOTICE OF TERMINATION OF CONSTRUCTION ACTIVITY (NOTICE)**

Stormwater Pollution Prevention Plan/Land Disturbance Permit will not be considered terminated until the Permittee submits a Notice of Termination of Construction Activity Permit ("Notice") to the City and the Notice is accepted by the City. The City shall accept the Notice if the Permittee has met the requirements of the Permit and its ordinance. The Permittee shall keep and maintain all Permit-required improvements on the site until the City accepts the Notice.

## **NOTICE OF TERMINATION (NOT)**

Operators wishing to terminate coverage under this Permit must submit a Notice of Termination (NOT) found in the addendum section in the Utah State Stormwater General Permit for Construction Activities:

<https://secure.utah.gov/account/login.html>

All permittees must submit a NOT within thirty (30) days after completion of their construction activities and final stabilization of their portion of the site, or another operator taking over all of their responsibilities at the site. A Permittee cannot submit a NOT without final stabilization unless another party has agreed to and filed a Notice of Intent (NOI) to assume responsibility for final stabilization of the site. Appropriate enforcement actions may be taken for permit violations where a Permittee submits a NOT but the Permittee has not transferred operational control to another Permittee or the site has not undergone final stabilization. **If Permittee is developing the property**

Initials: \_\_\_\_\_

**and is planning to sell individual lots then it will be the responsibility of the Permittee to legally transfer the SWPPP portion of that lot to the new owner. The new owner will then have to obtain a new permit and implement his/her own SWPPP for that lot before the NOT will be accepted.**

### **SWPPP INSPECTION REQUIRED**

Before any construction work can begin, the SWPPP must be implemented. Once the BMPs have been installed, a site inspection will be required. When submitting a NOT, a final site inspection will be required. No SWPPP will be released until the area of disturbance has been stabilized.

### **SITE INSPECTIONS**

Permittee is required to perform site inspections every 14 days and within 24 hours of 0.5 inches of rain or every seven days.

Initials: \_\_\_\_\_



# HIGHLAND CITY

## Stormwater Pollution Prevention Plan

### Land Disturbance Permit

I understand that this SWPPP Permit is required and will remain in effect until the entire project is stabilized, including revegetation, and the NOT has been filed and accepted. All control measures will be inspected at least weekly and immediately after or during every rain/storm event of .5" or more. Tracking onto roads will be cleaned immediately. Written records of all inspections, changes to the plan, and failures of control devices will be kept. The Permittee is required to train all subcontractors, vendors, delivery personnel, and others who will be working on the site as to the requirements of this Permit. The Permittee is responsible for compliance of the SWPPP for the entire site and duration of the project. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for known violations. I understand that a SWPPP inspection will be needed before any work can commence, and a NOT will be submitted when the project is finished.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### OFFICIAL USE ONLY

Approved:	Date:
Special Conditions:	

### PRECONSTRUCTION

Approved:	Date:
Special Conditions:	

Initials: \_\_\_\_\_