

Stormwater Management Plan Submittal Checklist (CH 3.2.A)

Project Name: _____

Project Address: _____ Parcel No.: _____

Applicant Name: _____ Date: _____

Applicant Address: _____

Applicant Phone No.: _____ Email Address: _____

Licensed Design Professional (LDP) Name: _____

LDP Phone No: _____ Email Address: _____

Stormwater Management Plan Requirements

A Stormwater Management Plan must be submitted by the applicant for approval (paper and PDF submittal). The applicant shall be the property owner or his or her designee, such as the developer (Responsible Entity). All stormwater management plans are to be reviewed and approved by the Planning Commission Engineer.

The purpose of this checklist is to facilitate the review process. This checklist gives the minimum requirements needed for the Planning Commission's review based on Chapter 3 of the Georgetown Stormwater BMP Manual. All items shall be checked as included or marked N/A with an explanation. Omission of required items may cause for rejection of the submittal without review.

☐ **Topographic Base Map**

See Section 3.1.A Construction Plans for a description of requirements.

☐ **Stormwater Management Facilities**

The stormwater management plan shall clearly delineate all detention basins, pipes, inlets, culverts, channels, etc. required to meet the stormwater management design criteria in Chapter 4 of this Manual. This shall also include proposed post-construction stormwater BMPs.

☐ **Post-Construction Stormwater BMP(s)**

Approved water quality related practices as detailed in Chapter 5 of this Manual shall be used in developing stormwater management plans, where required, to satisfy the water quality design criteria. Refer to Section 4.3 for water quality design criteria applicable to new development and redevelopment projects.

☐ **Design Documents**

The stormwater management plan shall include construction plans and specifications showing all details necessary to construct the proposed improvements, including a drainage report with all engineering calculations to comply with design requirements for each element of the stormwater system of improvements. See Section 3.1.A Construction Plans and Section 3.1.B Drainage Reports.

☐ **Calculations and Soil Information**

See Section 3.1.B Drainage Reports for a description of requirements.

☐ ***Erosion and Sediment Control Plans for Construction***

The applicant must prepare a SWPPP, Erosion Prevention and Sediment Control (EPSC) Plan, and Grading Plan as applicable to the project, in accordance with the City's Erosion and Sediment Control Ordinance No. 2010-014.

☐ ***Landscaping Plan***

If the construction drawings include the installation of a post-construction stormwater BMP(s) requiring vegetation and plant material, the landscaping plan shall be included as an attachment to the Post-Construction Stormwater BMP Operations and Maintenance Agreement.

☐ ***Drainage Easements***

The applicant must ensure suitable access to all stormwater facilities (i.e., right-of-entry granted by the property owner to the City) for the purpose of ongoing inspection, maintenance, and repair. Right-of-entry shall be in legal form with easements sufficient for this purpose by deed or record plat.

☐ ***Stormwater BMP Construction Cost Estimate***

The applicant shall provide an itemized estimate of probable cost prepared by the Design Professional for the proposed post-construction stormwater BMP(s).

☐ ***Other Environmental Permits***

The applicant shall ensure that all other applicable regulatory permits have been acquired for the project prior to approval of the final Stormwater Management Plan. Copies of all applicable permits obtained shall be submitted with the stormwater management plan.

The following items to be submitted upon completion of construction prior to issuance of the Certificate of Occupancy and/or approval of the final record plat:

☐ ***Stormwater Management/BMP Facilities Operations and Maintenance Agreement***

The applicant must execute an operations and maintenance agreement binding on all subsequent owners of land served by Stormwater Management/BMP facilities in accordance with the requirements of this BMP Manual. Applicable inspection schedules and maintenance checklists, including any manufacturer-provided schedules shall be incorporated with the Agreement. See Appendix A for the operations and maintenance agreement template.

☐ ***Record Drawings***

Record drawings for all storm drainage-related infrastructure shall be submitted upon completion of construction to document the actual construction and reflect all changes made in the specifications and construction drawings during the construction process. See Section 3.1.A.3 Record Drawings.

☐ ***"As-Built" Drawings***

Upon final completion of a required post-construction stormwater BMP, the applicant shall submit stamped and signed "as-built" drawings accompanied with a completion certification by a licensed design professional (Design Professional). See Section 3.2.B Stormwater Facility Completion Certification.

Comments for the Reviewer:
