

Project Name:	
Developer/Owner:	
Address:	
Phone:	
Email:	
Project Address/Location:	
Parcel ID Number(s):	
Project Description:	
Total Project Disturbed Area (Acres):	

<p align="center">Site Plan & Stormwater Management Plan Review Checklist</p> <p align="center"><u>Must be completed for all projects requiring a SWPPP and/or a SWMP</u></p> <p align="center">Refer to the <u>Waseca Municipal Code</u> and <u>Engineering Design Standards for Stormwater Management</u> for specific zoning and design requirements</p>	
<p>General Information (all elevations in NAVD 88)</p>	<p><u>Three 24" X 36" hard copy sets and a digital PDF copy containing the following:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Name, address, and contact information for the owner/developer <input type="checkbox"/> Name, address, and contact information for plan preparer(s) with certifications <input type="checkbox"/> Title, date, and north arrows <input type="checkbox"/> Scale of 1" = 20', 30', 40', or 50' <input type="checkbox"/> Address and/or legal description of the property <input type="checkbox"/> Total property area (square feet or acres) <input type="checkbox"/> Existing impervious area (square feet or acres) <input type="checkbox"/> Current property zoning district(s) <input type="checkbox"/> Description of existing and proposed use <input type="checkbox"/> Project location map <input type="checkbox"/> Legend for all plan symbols and lines
<p>Existing Conditions (listed information shall extend a minimum of 50' beyond the limits of the property, 150' beyond for subdivisions)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Contours (1-foot intervals) <input type="checkbox"/> Street names, property addresses <input type="checkbox"/> Structures, buildings, and pavement <input type="checkbox"/> Utility mains and services (sanitary, storm, water, electric, gas, etc.) <input type="checkbox"/> Rights-of-way <input type="checkbox"/> Easements (with dimensions) <input type="checkbox"/> Property boundary lines (with dimensions) <input type="checkbox"/> Wetlands, streams, floodplain, and any other drainage features <input type="checkbox"/> Natural features including trees and other vegetation

Removals Plan	<input type="checkbox"/> Structures, buildings, pavement, utilities, utility services, trees, signs and any other items to be removed or relocated
Proposed Conditions (in addition to existing condition items that are remaining unchanged)	<input type="checkbox"/> New structures and buildings (with finished floor and lowest opening elevations) <input type="checkbox"/> New pavement (with dimensions, elevations, slopes, cross sections, materials, and thicknesses) <input type="checkbox"/> New driveways with widths <input type="checkbox"/> New parking lots with stall dimensions <input type="checkbox"/> New utility (sanitary, storm, water, electric, gas, etc.) mains and services (with elevations, slopes, pipe sizes, and materials) <input type="checkbox"/> Grading (1-foot interval contours) <input type="checkbox"/> Total disturbed area (square feet or acres) <input type="checkbox"/> Total impervious area created and replaced (square feet or acres) <input type="checkbox"/> New easements (with dimensions) <input type="checkbox"/> Required zoning yards and setbacks (with dimensions) <input type="checkbox"/> Landscaping trees, shrubs, and plants (with species and planting details) <input type="checkbox"/> Seeding (with type and mix details) <input type="checkbox"/> Lighting (with photometric plan and materials details)
Grading Plan	<input type="checkbox"/> Contours (1-foot intervals) <input type="checkbox"/> Low and high point spot elevations <input type="checkbox"/> Freeboard elevations required in accordance with the <u>City's Stormwater Management Design Standards</u> <input type="checkbox"/> Drainage arrows indicating runoff flow direction <input type="checkbox"/> Storm sewer structures and pipe (with sizes, inverts, slopes, and materials) <input type="checkbox"/> All permanent stormwater management features (swales, ditches, rain gardens, detention/retention ponds, underground storage, infiltration basins, etc.)
Stormwater Pollution Prevention Plan (SWPPP) (required if 1 acre or more is disturbed, or part of a larger common plan of development)	<input type="checkbox"/> Copy of approved NPDES Permit (prior to beginning any work) SWPPP narrative containing the following: <input type="checkbox"/> Name of the SWPPP preparer and the date it was prepared <input type="checkbox"/> Description and purpose of the planned construction activity including the estimated amount of grading (acres), utilities (linear feet), and building construction (square feet) involved <input type="checkbox"/> Name, address, contact information, and responsibilities for all contractors and subcontractors who will engage in land disturbing activities <input type="checkbox"/> Name and contact information for the person responsible for the implementation of all site erosion prevention and sediment control BMP's <input type="checkbox"/> Name and contact information for the person, organization, or entity responsible for long-term operation and maintenance of the permanent stormwater treatment system <input type="checkbox"/> Anticipated start and completion of each land disturbing activity including installation timing for all erosion prevention and sediment control BMP's <input type="checkbox"/> Description (in narrative or on plan sheets) of the permanent cover methods for all exposed soil areas <input type="checkbox"/> Description of the procedures to amend the SWPPP <input type="checkbox"/> Description of the methods used to minimize soil compaction and preserve topsoil <input type="checkbox"/> Total acres to be disturbed <input type="checkbox"/> Pre- and post-construction acres of impervious surface <input type="checkbox"/> Description of construction/waste materials to be stored on-site and a description of the controls and storage practices to minimize their exposure and prevent spills to stormwater <input type="checkbox"/> If compliance with any requirements is not feasible, document the determination process and describe alternative methods used

<p>Stormwater Pollution Prevention Plan (SWPPP) (required if 1 acre or more is disturbed, or part of a larger common plan of development)</p>	<p>SWPPP plan sheets containing the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Map of existing site soil types <input type="checkbox"/> Existing and final impervious surfaces <input type="checkbox"/> Existing and final grades (note areas of 3:1 or greater slope) <input type="checkbox"/> Existing and final vegetative cover including any plans for phased stabilization <input type="checkbox"/> Existing and final drainage area boundaries <input type="checkbox"/> Existing and required buffer zones <input type="checkbox"/> Direction of stormwater flow before, during, and after construction <input type="checkbox"/> Locations and dimensions of all disturbed area and temporary stockpiles <input type="checkbox"/> Locations and types of all temporary and permanent erosion prevention and sediment control BMP's (silt fence, ditch checks, perimeter controls, temporary detention, inlet protections, seeding, mulching, etc.) meeting or exceeding the requirements of the <u>City's Stormwater Management Design Standards</u> <input type="checkbox"/> Locations of concrete washout, site entrances/exits, waste controls, etc. <input type="checkbox"/> All stormwater discharge points leaving the site or entering a surface water <input type="checkbox"/> All surface waters within 1 mile that will receive stormwater from the site during, or after, construction <input type="checkbox"/> Standard details/plates and specifications for all BMP's <input type="checkbox"/> Locations and details of any phased construction <input type="checkbox"/> Temporary sediment basin locations and design calculations, if applicable <input type="checkbox"/> Locations of potential pollutant generating activities
<p>Stormwater Management Plan (required if more than 1 acre of impervious area is created or replaced)</p>	<p><u>1 hard copy and a digital PDF copy containing the following:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Description of the existing site drainage <input type="checkbox"/> Description and analysis of existing site soils <input type="checkbox"/> Existing site runoff rates (with calculations and hydrographs – HydroCAD) <input type="checkbox"/> Description of the proposed site drainage (including all proposed stormwater management features and BMP's) meeting or exceeding the requirements of the <u>City's Stormwater Management Design Standards</u> <input type="checkbox"/> Proposed site runoff rates (with calculations and hydrographs verifying that all requirements are being met – HydroCAD) <input type="checkbox"/> Required and provided water quality volumes with calculations <input type="checkbox"/> Public storm sewer main calculations verifying appropriate sizing for a minimum 10-year, 1-hour storm event <input type="checkbox"/> Existing and proposed drainage area maps delineating and labeling all disturbed and impervious areas <input type="checkbox"/> Stormwater Facilities Maintenance Agreement (prior to final approval)

[illegible]