



Small Site CSMP Checklist
SM-02

Engineering Department
City of Bismarck
221 N. 5th Street
P.O. Box 5503
Bismarck, ND 58506
701-355-1505

For Office Use Only:
Date Received:
TRAKiT #:

SMALL SITE CONSTRUCTION STORMWATER MANAGEMENT PERMIT

(Complete all applicable items)

Authorization and Applicability:

City of Bismarck Zoning Ordinance Title 14.1 requires that all activities that will disturb greater than 3,000 square feet obtaining a mandatory stormwater permit prior to the construction activities commencing. The City's Stormwater Design Standard Manual requires a Small Site CSMP for all projects that result in a land disturbance of less than 10,000 square feet and greater than 3,000 square feet. This includes one- and two-family residential construction that is part of a larger common plan of development or sale that will disrupt more than one acre. This application form is provided to assist in meeting the requirements of Title 14.1 and the SWDSM and is intended to function as a site specific Stormwater Pollution Prevention Plan (SWPPP).

Project Information:

Site Address: _____

Lot & Block Number: _____ **Subdivision:** _____

Land Disturbance: _____ (sf)

Part of a larger common plan of development or sale that will disturb greater than or equal to one (1) acre

Yes No

Contact Information:

Applicant: _____ **Phone:** _____ **Fax:** _____

Contact Name: _____ **Email:** _____

Mailing Address: _____ **State** _____ **Zip Code** _____

Property Owner: _____ **Phone:** _____ **Fax:** _____

Mailing Address: _____ **State** _____ **Zip Code** _____

Person Responsible for SWPPP Implementation **Phone:** _____ **Fax:** _____

Contact Name: _____ **Email:** _____

Mailing Address: _____ **State** _____ **Zip Code** _____

Project Schedule

Start Date: _____ **Completion Date:** _____ **Final Stabilization Date:** _____

Waterbodies and Storm Conveyance Systems

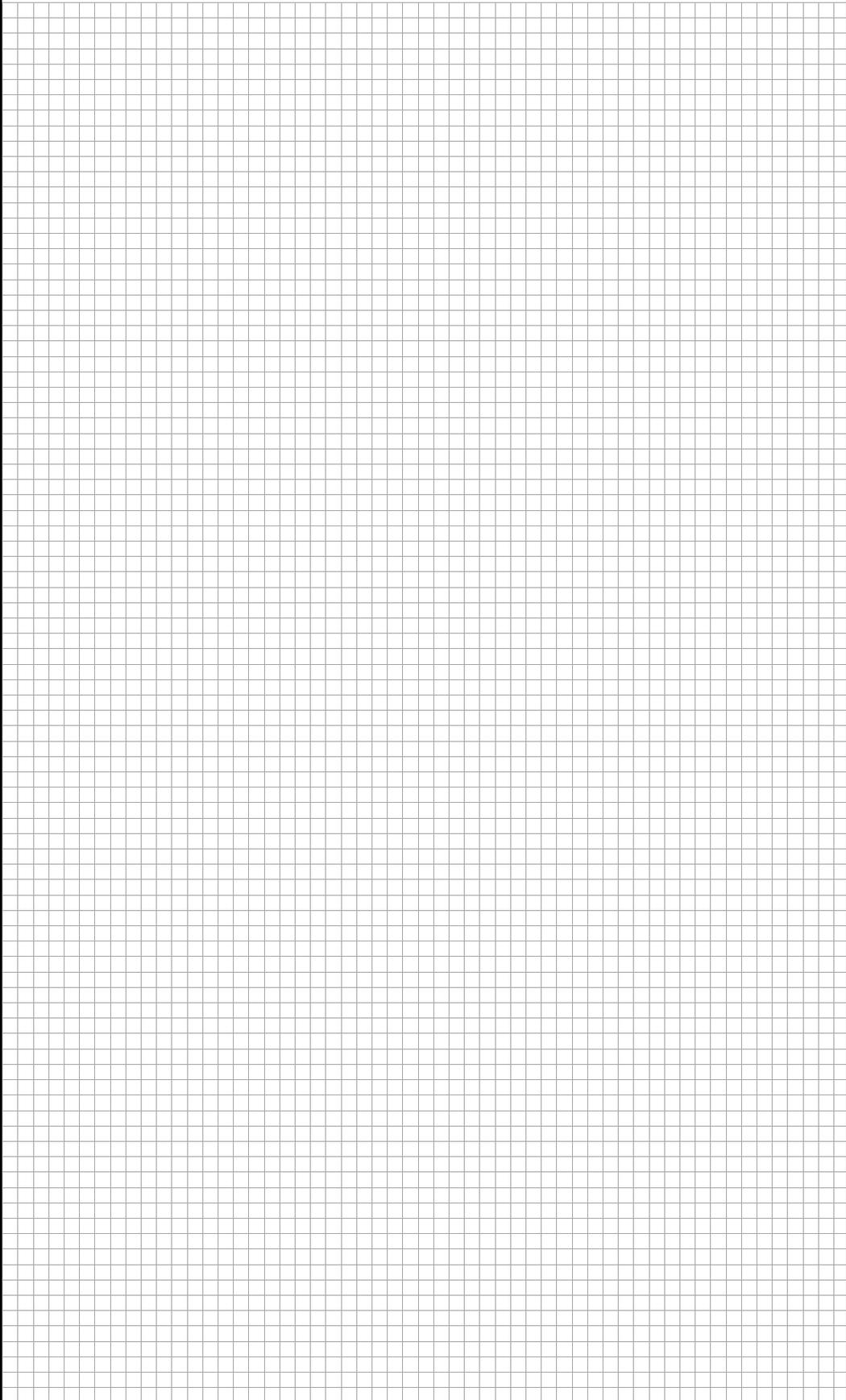
Waterbodies within 200 feet of Project (Lakes, Rivers, Streams, Wetlands, Sloughs, etc.):

1. _____ 2. _____

Storm Conveyance Systems within 200 feet of Project (Storm Sewer, Ditches, Detention Facilities, etc.):

1. _____ 4. _____

2. _____ 5. _____

Site Diagram	Scale 1 inch - feet
	<p>Please indicate north by completing the arrow.</p>
	<div data-bbox="1226 310 1377 457"></div> <p data-bbox="1182 520 1396 604">EROSION CONTROL PLAN LEGEND</p> <ul data-bbox="1182 625 1461 1360" style="list-style-type: none"><li data-bbox="1182 625 1429 672">- - - - - PROPERTY LINE<li data-bbox="1182 693 1429 739">- - - - -> EXISTING DRAINAGE<li data-bbox="1182 760 1429 806">- - - - - TD TEMPORARY DIVERSION<li data-bbox="1182 827 1429 873">- - - - -> FINISHED DRAINAGE<li data-bbox="1182 894 1429 940">- - - - - LIMITS OF GRADING<li data-bbox="1182 961 1429 1029">- - - - - SILT FENCE/ PERIMETER CONTROLS<li data-bbox="1247 1050 1429 1096"> STABILIZED SITE ACCESS<li data-bbox="1247 1117 1429 1163"> GRAVEL<li data-bbox="1247 1184 1429 1230"> VEGETATION SPECIFICATION<li data-bbox="1247 1251 1429 1297"> TREE PRESERVATION<li data-bbox="1247 1318 1429 1365"> STOCKPILED SOIL

**Small Site CSMP Checklist
SM-02**

Construction Stormwater Management Plan Checklist		
Check (✓) the appropriate boxed below and complete the site diagram with the required information.		
Site Characteristics (to be completed at time of application)		
Requirements to be shown on Site Diagram:	Site Diagram	Description
North arrow, scale and lot dimensions and adjacent streets or roadways.	<input type="checkbox"/> Yes	
The disturbed area on the lot including phasing if applicable.	<input type="checkbox"/> Yes	
Areas of avoidance (i.e. drainageways, streams, wetlands etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	
Approximate gradient and direction of slopes before grading operations	<input type="checkbox"/> Yes	
Approximate gradient and direction of slopes after grading operations	<input type="checkbox"/> Yes	
Location of onsite or adjacent storm sewer inlets within 200 feet of site.	<input type="checkbox"/> Yes	
Location of onsite storm sewer conveyance system if applicable..	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	
Potential sources of pollution (i.e. portable toilets, trash receptacles, etc.).	<input type="checkbox"/> Yes	
Ares to be utilized for soil stockpiles.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	
Impervious and pervious surface after construction.	<input type="checkbox"/> Yes	
Overland runoff (sheet flow) coming onto the site from adjacent areas	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	
Erosion & Sediment Best Practices Narrative (to be completed at time of application)		
<i>The following temporary BMPs are the minimum requirements that the applicant shall implement at the project site to reduce the contribution of pollution in stormwater runoff. Indicate the BMP to be implemented for each control listed below on the Site Diagram and provide a description of the BMP utilized. All BMPs shall be installed per the manufactures recommendations and the current edition of the City of Bismarck Construction Specification for Public Works Construction.</i>		
Requirements to be shown on Site Diagram:	Site Diagram	Description
Location of Perimeter Controls Note: Perimeter controls include silt fence, fiber rolls or a minimum 10 foot wide vegetative buffer that will prevent eroded soil from leaving the site.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	
Location of Inlet Protection Note: Inlet protection is required for all onsite and adjacent storm sewer inlets or catch basins that are connected to the Public Storm Sewer System down gradient within 200 feet of the project.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	
Location of Roof Drains and/or Sump Pump Outlet Extensions (Erosion) Note: All roof drains should be provided with sufficient splash pads and/or downspout extensions to prevent erosion from roof runoff. Flow from downspouts and sump pump outlets is to be temporarily routed through plastic drainage pipe to stable areas such as established sod or pavement but should not be placed over a sidewalk.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	
Location of Surface Water Diversions (Erosion) Note: It is recommended that concentrated flow (drainageways) be diverted (re-directed) around disturbed areas. Overland runoff (sheet flow) from adjacent areas greater than 10,000 sq. ft. should also be diverted around disturbed areas.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	
Location of Practices on to Steep Slopes (greater than 12%) (Erosion) Note: Such practices include maintaining existing vegetation, placement of additional sediment fences, diversions, and re-vegetation by sodding or seeding with use of erosion control mats.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	
Location of Practices to Control Erosion on Areas of Concentrated Flow Note: Unstabilized drainageways, ditches, diversions, and inlets should be protected from erosion through use of such practices as in-channel fabric or straw bale barriers, erosion control mats, staked sod, and rock rip-rap. When used, a given in-channel barrier should not receive drainage from more than two acres of unpaved area, or one acre of paved area. In-channel practices should not be installed in perennial streams (streams with year round flow).	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	
Site Specific Elements Included on the Site Diagram Note: Provide a narrative description of any non-standard items included on the Site Diagram that are necessary for the implementation of the Erosion Control Plan	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	

**Small Site CSMP Checklist
SM-02**

Construction Stormwater Management Best Practices Narrative (to be completed at time of application)		
<i>The following BMPs are to be utilized as applicable by the Applicant for the day to day operation on the project site to reduce the contribution of pollutants in stormwater runoff.</i>		
Requirements to be shown on Site Diagram:	Site Diagram	Description
Location of Stabilized Site Access Note: Access drive should have 2 to 3 inch aggregate stone laid at least 7 feet wide and 6 inches thick. Drives should extend from the roadway 50 feet or to the house foundation (whichever is less).	<input type="checkbox"/> Yes	
Location of Temporarily Stockpiled Material Note: Soil storage piles should be placed behind a sediment fence, 10 foot wide vegetative strip, covered with a tarp or seeded with temporary ground cover if they will remain for more than 7 days.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	
Location of Waste Disposal Note: All construction debris must be placed in an appropriate container to prevent the debris from being carried away from the site by wind or water.	<input type="checkbox"/> Yes	
Location of Concrete Washout Note: Concrete wash water must never be discharged or allowed to drain into any waters of the state, storm sewer systems or adjacent properties. Wash water disposal must be limited to a defined area of the site or to an area designated by the developer for cement washout.	<input type="checkbox"/> Yes	
Location of Dewatering Operations (If Applicable) Note: Show location of dewatering discharge point on Site Diagram if applicable. Sediment-laden discharge water from pumping operations should be ponded behind a sediment barrier until most of the sediment settles out.	<input type="checkbox"/> Yes	
Construction Site Management & Good Housekeeping Strategies Narrative(to be completed during construction activities)		
<i>The following minimum construction site management and good housekeeping procedures are to be implemented for all project sites.</i>		
Requirement	Completed	Comments
Inspection of BMPs <ul style="list-style-type: none"> Inspection of all sediment and erosion control devices and measures should take place every 14 calendar days and within 24 hours after any storm event greater than 1/4 inch of rain per 24-hour period. Document all inspections on the NDDoH or City inspection forms. Site inspection records are to be kept onsite and available for review by the City Stormwater Staff. 	<input type="checkbox"/> Yes	
Maintenance of BMPs <ul style="list-style-type: none"> All erosion and sediment control BMPs shall be maintained per manufactures recommendations or the requirement of the City, whichever is more stringent. When any BMP in need of maintenance or repair is found, the maintenance or repair shall occur within 24 hours. Sediment will be removed from behind silt fences and barriers before it reaches a depth that is equal to half the height of the barrier. Breaks and gaps in silt fences and barriers will be repaired immediately. Decomposing straw BMPs will be replaced. 	<input type="checkbox"/> Yes	
Good Housekeeping <ul style="list-style-type: none"> Good housekeeping should be practiced at all times and includes cleaning and maintaining all erosion and sediment control devices, cleaning sediment off streets, and picking up all debris that has been deposited off site by wind or water. All sediment that moves off-site due to construction activity will be cleaned up before the end of the same workday. All sediment that moves off-site due to storm events will be cleaned up before the end of the next workday Access drives will be maintained throughout construction. All installed erosion control practices will be maintained until the disturbed areas they protect are stabilized. 	<input type="checkbox"/> Yes	
Removal of Sediment and Erosion Controls BMPs <ul style="list-style-type: none"> If any construction activity leads to the accidental removal of a sediment or erosion control device, the device must be replaced immediately. If any construction activity must be done where a device is already in place, the device may be removed but must be replaced once the activity has ceased. Sediment and erosion control devices must be used and maintained until 70 percent of pre-existing vegetative coverage has been achieved on all pervious surface areas, such as lawns, that are located upslope from the device.. 	<input type="checkbox"/> Yes	

**Small Site CSMP Checklist
SM-02**

Temporary and Final Stabilization Practices Narrative (to be completed during construction activities)		
The following stabilization requirements will be followed for all construction activities at the project site.		
Requirements:	Completed	Describe Stabilization and Note Dates
<p>Temporary Stabilization of Disturbed Areas</p> <p>Note: Temporary cover should be immediately applied to:</p> <ul style="list-style-type: none"> • Areas where construction activity is ceased and is not planned to resume within 14-days • Areas with a continuous slope within 200 feet of any surface water. <input type="checkbox"/> Yes <input type="checkbox"/> N/A • Temporary topsoil and clay stockpiles. Clean aggregate, demolition concrete and sand stockpiles are exempt. <p>In the Comments and Notes section indicate the schedule of areas to be temporarily stabilized and note the areas on the Site Diagram with the date the installation occurred.</p>		
<p>Final Stabilization of Disturbed Areas</p> <p>Note: Permanent cover should be applied to all completed areas that will not be disturbed or have additional construction activities performed in the area as soon as possible.</p> <ul style="list-style-type: none"> • Indicate re-vegetation method: <input type="checkbox"/> Seed <input type="checkbox"/> Sod <input type="checkbox"/> Other <input type="checkbox"/> Yes • Expected date of permanent re-vegetation: _____ • Temporary seeding or mulching is planned if site is not permanently stabilized by October 1? <input type="checkbox"/> Yes <input type="checkbox"/> No <p>Contractor is responsible for the Final Stabilization of the lot and the Small Site CSMP NOT cannot be submitted to the City until Final Stabilization is achieved.</p>		
Permit Coverage Termination (to be completed after construction is complete)		
Requirement:	Addressed	Indicate Which Method was Utilized
<p>The process to terminate coverage can begin when one of the following scenarios has been achieved:</p> <ol style="list-style-type: none"> 1. All soil disturbing activities for the project have been completed and all soils have been stabilized by a permanent surface covering. For "grass" vegetated areas, soils will be considered stabilized when a uniform perennial vegetative cover with a density of 70 percent is achieved; OR 2. All of the following conditions are met: 1) all soil disturbing activities for the project have been completed and all soils have been stabilized.; 2) down gradient stormwater controls for individual lots has been implemented and the residence has been transferred to the homeowner; and 3) the permittee has distributed a "Stormwater Fact Sheet" to the homeowner to inform the homeowner of the lot specific need for drainage patterns and maintenance of the final stabilization. OR <input type="checkbox"/> Yes 3. The control of the residential lot is transferred to a homeowner and the house becomes an occupied residence. If the transfer and occupation occurs during the stabilization period (or scheduled stabilization period) the requirement to stabilize the site ends for the permittee. 		
<p>Notice of Termination (NOT) and Final Inspection</p> <p>NOT form submitted on date: _____ <input type="checkbox"/> Yes</p> <p>Final Inspection completed on date: _____</p>		
Small Site CSMP General Conditions		
The following requirements are applicable to all project covered under the City of Bismarck's Small Site Construction Stormwater Management Permit		
<ol style="list-style-type: none"> 1. All projects shall meet the requirements of City of Bismarck Ordinance 14.1 Stormwater Management and the Stormwater Design Standards Manual. 2. Projects that are part of a common plan of development or sale, where the common plan of development disturbed over one-acre shall meet the requirements of the North Dakota Department of Health NDDoH Construction General Permit. 3. A copy of this completed and signed application, a signed Notice of Intent (NOI), site inspection records shall be kept at the project site during normal working hours. If the site is inactive, then the documents may be stored at the local office of the applicant. Projects that are part of a common plan of development or sale shall also include a copy of the NDDoH coverage letter and General Construction Permit with the site records. Electronic records are acceptable if these records are accessible at the project site. 4. The Small Site CSMP Application is intended to function as a site specific SWPPP for the majority of one and two-family residential construction projects. Project specific conditions may require a more detailed SWPPP to meet all of the requirements of the NDDoH General Construction Permit. 5. Issuance of the City Small Site CSMP does not guarantee coverage under, or compliance with, the NDDoH Construction General Permit. 6. The Applicant grants the right for City of Bismarck Staff to enter the project site for the purpose of observing and documenting the installation of construction stormwater BMPs and practices. 7. Failure to comply with the requirements of the Small Site CSMP or NDDoH Construction General Permit can result in enforcement procedures as described in Title 14.1 of City Code of Ordinances. 		

Acknowledgement Certificate

I certify that I am the Owner or Owner's authorized agent. If acting as an authorized agent, I further certify that I am authorized to act as the Owners agent regarding the property at the above-referenced address for the purpose of filing applications for decisions, permits or review under the City of Bismarck Zoning Ordinance and have full power and authority to perform on behalf of the Owner all acts required to enable the City to process and review such applications.

I certify that the information on this application is true and correct and understand that I shall not start this project until this application is approved. I shall comply with the laws of the State of North Dakota and the ordinances of the City of Bismarck.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature of Legally Responsible Person

Date Signed

Name (Printed)

Title

For Office Use Only

Small Site CSMP

Small Site CSMP Checklist

By

Date

Site Visit: _____

Approval: _____

Comments: