



SWPPP

(Storm Water Pollution Prevention Plan)

Informational Handout and Application

Engineering Division

City of Cedar Falls, Iowa

1/26/2023



Construction Site Erosion and Sediment Control Stormwater Pollution Prevention Plan (“SWPPP”) City of Cedar Falls

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Construction Site Erosion and Sediment Control Introduction

City of Cedar Falls, Iowa

Overview

Many types of urban activities can directly impact the health of Cedar Falls surface waters. Local developers, contractors, subcontractors, and their crews can adversely impact water quality by not properly planning ahead to keep dirt, debris, and other waste materials away from storm drains and local waterways, before, during, and after construction activities. Federal law, implemented by Cedar Falls since 2003, mandates that those who undertake construction activities provide pollution protection at their construction sites.

Federal and State Requirements

The Clean Water Act, enforced by the U.S. Environmental Protection Agency's (EPA) National Pollutant Discharge Elimination System (NPDES) permit program, was designed to control water pollution throughout the United States by regulating point and non-point sources that discharge pollutants into the waters of this nation. The Iowa Department of Natural Resources (IDNR) is tasked on the state level to enforce the EPA's NPDES stormwater regulations through a permitting process. The IDNR's stormwater program was implemented in several phases.

The first stage of the Iowa NPDES stormwater program, Phase I, addressed discharge permits for "medium" to "large" municipalities and construction activities of five (5) acres of land or more. Only Des Moines and Cedar Rapids were impacted by this first phase in the late 1990's. The second stage of NPDES, Phase II, implemented extended requirements to include some smaller municipalities and land disturbing activities of one (1) or more acres. The three state universities and forty-four additional Iowa cities, including Cedar Falls, are now required to administer stormwater quality programs throughout their communities.

What is required in Cedar Falls?

As a requirement of Cedar Falls' NPDES Separate Storm Sewer System (MS4) permit (in 2003), an approved Stormwater Pollution Prevention Permit (SWPPP) must be obtained from the City of Cedar Falls Engineering Division using Best Management Practices (BMPs) implemented prior to any construction activities that will disturb one (1) or more acres **and for construction activities of any size within a larger residential development**, aka – single family homes. Some additions and renovations also require a SWPPP even if the disturbed area is smaller than one acre, so make sure to contact the City before you start work and ask if you require a SWPPP Permit. An approved City SWPPP must also be obtained for any new impervious surface area for any commercial, industrial, institutional or other related construction activities, including parking lots and commercial additions. The SWPPP approval and inspection process are designed to prevent stormwater pollution to the maximum extent possible

and ensure that all Cedar Falls construction activities comply with the NPDES General Permit #2 for Industrial Activities Associated with Construction Activities. **This includes filling and grading agriculturally zoned land not for farming operations.** The Ag exemption is only for field work (disking, planting, cultivating) and for installing NRCS designed erosion control measures such as terraces.

Having appropriate erosion and sediment control practices is required for any land disturbing activity, independent on its size and its permit requirement. The use of an appropriate concrete washout is always required and the disposal of any chemicals in the stormwater system (ground or surface water) is forbidden and regulated as an illicit discharge.



Construction Site Erosion and Sediment Control Requirements

City of Cedar Falls, Iowa

A) Contractors of Construction Projects of One (1) or More Acres or for small lots that are/have been part of a larger development and need their own NPDES permit:

- 1) **Apply for an Iowa Department of Natural Resources (IDNR) National Pollution Discharge Elimination System (NPDES) permit.**
 - a) All prospective owners or operators of construction projects that will disturb one (1) or more acres of total land area must apply for coverage under the Iowa Department of Natural Resources (IDNR) NPDES General Permit #2 for "Industrial Activities Associated with Construction Activities" prior to construction.
 - b) The IDNR NPDES permitting process requires the development of a Stormwater Pollution Prevention Plan (SWPPP) and the submission of a Notice of Intent (NOI). The electronic process is much faster than the paper process. Inquire about the IDNR Stormwater program and download Forms at:
<http://www.iowadnr.gov/InsideDNR/RegulatoryWater/NPDESStormWater.aspx>
Phone: (515) 281-7017
 - c) If you are disturbing less than 1 acre, but the lot is/has been part of a larger development, you **MUST** obtain the number of the NPDES permit from the original developer and sign a transfer of agreement for the same authorization **OR** get your own NPDES authorization and sign a transfer agreement for a separate authorization. An example of these transfer agreements can be found in pages 25 and 26.
- 2) **Submit a SWPPP application to the City of Cedar Falls Engineering Division for Approval**

Each applicant having a site with more than five acres of disturbed area **shall hire either a licensed professional engineer or registered architect as the applicant's engineer.** Each applicant having a site with five acres or less of disturbed area **shall hire either a licensed professional engineer, a registered architect (including a registered landscape architect), or a professional in erosion and sediment control, as the applicant's engineer.** The applicant's engineer shall have primary responsibility for **design, inspection, monitoring and enforcement** procedures to ensure applicant's compliance with the state NPDES General Permit No. 2 and the SWPPP.

- a) During the Iowa Department of Natural Resources (IDNR) stormwater permitting process, a SWPPP application must be submitted to the City of Cedar Falls Engineering Division for approval. (A SWPPP Application Form is included in this handout in page 8.)

- b) SWPPP Approval is dependent upon the following:
1. A properly completed SWPPP application.
 2. Minimum 11" x 17" site plan that details all required site stormwater pollution prevention controls; Best Management Practices (BMPs). The procedures and requirements of [Section 24-306](#) of Chapter 24, Article V of Code of Ordinances shall be followed. Every SWPPP submitted to the city shall comply with Statewide Urban Design and Specifications (SUDAS) standard design criteria.
 3. A copy of a SWPPP booklet/ Notes sheet (the installation, inspection, maintenance and removal of SWPPP controls should have individual bid items)
 4. Site Inspection Form Template that will be used (an example can be found in page 33). Should include permit number, who will do the inspections and his/her qualifications.
 5. A copy of the IDNR NOI
 6. A copy of the issued IDNR General Permit #2
 7. A signed Winter Attachment (if construction will span the winter months)
 8. Approved site plan and detention calculations.
 9. Approved Maintenance & Repair Agreement for approved water quality and quantity treatment facilities.
- c) Construction activities may commence once the proper installation of required Best Management Practices (BMPs) have been inspected and approved by Engineering staff and aforementioned items have been approved.

B) Contractors of Single-Family Lots in Residential Developments

1) Locate the Development's stormwater information.

- a) Contact the residential development's current owner or the individual from whom the property was purchased in order to obtain the following stormwater information:
1. Subdivision NPDES GP #2 – Landowner must sign onto the Developer's SWPPP/NPDES permit as a general contractor as do all of the contractors that are responsible for any part of the SWPPP with the Co-Permittee form.
 2. If the developer has transferred responsibility to each landowner prior to construction, each new landowner has to apply for their own NPDES permit no matter how small the lot. The developer should have a copy of the transfer of responsibility with his SWPPP and a copy should be filed with the City.
 3. Subdivision site grading plan and final plat (please look for drainage easements, and make sure to protect these easements with perimeter controls). There should not be any stockpiling or disturbance in the drainage easements.

2) **Submit a SWPPP to City of Cedar Falls Engineering Division for Approval**
(A SWPPP Application Form is included in this handout.)

Each applicant having a site with five acres or less of disturbed area shall hire either a **licensed professional engineer, a registered architect (including a registered landscape architect), or a professional in erosion and sediment control**, as the applicant's engineer. The applicant's engineer shall have primary responsibility for **design, inspection, monitoring and enforcement** procedures to ensure applicant's compliance with the state NPDES General Permit No. 2 and the SWPPP.

- a) The Engineering Division requires the following documents to be submitted in order to obtain approval of the SWPPP:
1. A properly completed SWPPP application.
 2. A site plan that details all required site stormwater pollution prevention controls; the procedures and requirements of [Section 24-306](#) of Chapter 24, Article V of Code of Ordinances shall be followed. Every SWPPP submitted to the city shall comply with Statewide Urban Design and Specifications (SUDAS) standard design criteria.
 3. Site Inspection Form Template that will be used (an example can be found in page 16)- should fill out Permit number, who will do the inspections and his/her qualifications.
 4. Transfer agreement signed by previous and new owner. An example of these agreements can be found in pages 23 and 24.
 5. If a new NPDES had to be obtained, a copy of the issued IDNR General Permit #2 is required.
- b) Construction activities may commence once the proper installation of required Best Management Practices (BMPs) have been inspected and approved by Engineering Division personnel and the items listed above have been approved.

C) **Post Construction Stormwater Control Ordinance Requirements**

- 1) When a development plan is submitted to the city that qualifies as a development or redevelopment, the procedures and requirements of [section 24-334](#) of Chapter 24, Article VI of Code of Ordinances shall be followed. Final authorization of all development and redevelopment projects shall be determined after a review by the city. Plans that must comply with [section 24-334](#) are:
- a) Land disturbing activity exceeding 43,560 square feet in area on land previously vacant of buildings or largely free of previous land disturbing activity other than traditional agricultural activities;
 - b) Land disturbing activity creating 5,000 square feet in area or more of impervious cover;

- c) Land disturbing activities that are smaller than the minimum square feet applicability criteria set forth in this subsection, if such activities are part of a larger common plan of development that may or may not take place at the same time;
- d) Land disturbing activity exceeding 25,000 square feet in area where the existing land is being redeveloped

D) City of Cedar Falls Contacts

City of Cedar Falls Engineering Division

220 Clay Street
Cedar Falls, IA 50613

Phone: (319) 268-5161
Fax: (319) 268-5197



Stormwater Pollution Prevention Plan (SWPPP) Resource List

City of Cedar Falls, Iowa

A) Publications

Iowa Statewide Urban Design And Specifications (SUDAS) Manual

<http://www.iowasudas.org>

EPA Developing a Stormwater Pollution Prevention Plan

<https://www.epa.gov/npdes/developing-stormwater-pollution-prevention-plan-swppp>

B) Agencies and Associations that can offer technical assistance:

Iowa Stormwater Education Partnership

<http://www.iowastormwater.org/>

International Erosion Control Association

<http://www.ieca.org/>

Natural Resources Conservation Service

<http://www.nrcs.usda.gov/>

NOAA's National Weather Service Weather Forecast Office

<http://www.nws.noaa.gov/climate/index.php?wfo=dvn>

United States Geologic Service

<http://www.usgs.gov/>

C) City of Cedar Falls Stormwater Program

<http://www.cedarfalls.com/122/Storm-Water-Program>

PUBLICATIONS:

Chapter 24, Article III, Stormwater Management Program

Chapter 24, Article IV, Illicit Discharge Detention and Elimination

Chapter 24, Article V, Construction Site Erosion and Sediment Control

Chapter 24, Article VI, Post Construction Runoff Control



Design Standards/Special Conditions for Stormwater Pollution Prevention

City of Cedar Falls, Iowa

As required by the City of Cedar Falls National Pollution Discharge Elimination System (NPDES) General MS4 Permit # 07-09-0-03 and Ordinance Chapter 24 articles II, IV, V the following requirements serve to the maximum extent possible (MEP) to prevent the pollution of surface water runoff from construction projects by keeping pollution out of the storm sewer inlets, by reducing the exposure and discharge of materials and wastes to stormwater, and by reducing erosion and sedimentation.

FYI: The US EPA reports that sediment runoff rates from construction sites are typically 10 to 20 times greater than that of agricultural lands and 1,000 to 2,000 times greater than those of forest lands.¹

Applicant, Contractor and Owner shall comply with the following requirements:

A) Stormwater Pollution Prevention Plan (SWPPP)

- 1) SWPPP documents must be available for all regulatory inspections. An up-to-date copy of the applicable SWPPP shall be kept at all individual sites, unless approved by the Engineering Division to do otherwise. If a Development SWPPP will be utilized by a Co-permittee² or Transfer-permittee³ a copy of the original SWPPP must be kept on site or at a readily accessible location.
- 2) Relevant on-site documents shall at a minimum include an updated SWPPP site plan and the 7-day/storm inspection forms.
- 3) Unless otherwise specified, the SWPPP documents must be kept for three (3) years after a NOD has been filed by the permittee.

B) Scheduling

- 1) Land shall not be disturbed until it is necessary for construction to begin (i.e., the start date specified on the SWPPP application). The Applicant's Engineer shall implement site SWPPP controls for the initial erosion and sediment site controls as indicated per the application prior to the start of any construction activity.
- 2) The Contractor must continue to incorporate erosion and sediment control items in the construction schedule, at a minimum (additional or alternate control items may become warranted later on a case by case basis).
- 3) Seasonal weather changes shall be considered when outlining the intended sequence of construction activities.
- 4) All inactive areas should be stabilized before the first snow precipitation. Winter conditions do not exempt the site from installing and maintaining erosion and sediment controls or from 7-day inspections.

¹ NPDES Phase II Stormwater Fact Sheet 2.6 USEPA, January 2006

² Per the IDNR General Permit #2 Part II Section F, "Transfer of Coverage Under This Permit" (2012-2017), a Co-permittee is a party who has taken ownership of a property or a portion thereof covered under a current NPDES permit, and has assumed dual responsibility of all applicable stormwater regulatory compliance with the original NPDES permittee. The original SWPPP reflects the change(s)

³ A transfer-permittee has not only taken ownership of a property or portion thereof currently covered under a current NPDES permit, but has also taken sole responsibility in writing for the compliance with all applicable stormwater regulations. The original SWPPP reflects the change(s)

- C) Training and Awareness:
- 1) Contractor shall train all Employees and Subcontractors on the stormwater pollution prevention requirements contained in these specifications and those contained in any other pertinent regulatory requirements (i.e. City of Cedar Falls Construction Site and Sediment Control Ordinance and the Stormwater Pollution Prevention Plan (SWPPP)).
- D) Monitoring
- 1) Contact the City of Cedar Falls, Engineering Division, by phone: (319) 268-5161 for SWPPP site changes, monitoring form specifications, and/or examples of site Best Management Practices (BMP's). SWPPP changes must be reported within 24 hours of the change.
 - 2) Inspections –
 - a. Applicant's Engineer shall monitor the effectiveness of the Best Management Practices (BMP's) used on site every seven (7) days (on maximum).
 - b. All inspections shall be documented and verify the status and effectiveness of all SWPPP controls.

Activity Specific Requirements: Follow SUDAS design standards (<https://iowasudas.org/>)

- A) Erosion and Sediment Controls:
- 1) Properly install upstream diversions, down-slope, side-slope, and perimeter controls before grading or excavating begins.
 - a. Upstream diversions redirect surface water away from areas where topsoil will be removed during construction.
 - b. Down-slope, side-slope, and perimeter controls prevent soil laden stormwater from leaving the site prior to the removal of sediment. Perimeter controls shall not be removed until upstream or upslope areas are stabilized with permanent vegetation.
 - c. If infiltration methods are used to contain surface water, they will be installed after the upstream areas of the site are stabilized. For example, if a detention basin is going to capture stormwater then ground cover needs to be established up-slope of the basin. The Applicant's Engineer may use a planned "dry" detention basin as a sediment trap provided the diameter of the outlet pipe is such that a hickenbottom riser wrapped in silt fence can be attached as a trap, provided the City Engineer has pre-approved it as a Best Management Practice (BMP) and sedimentation is timely cleaned.
 - 2) All disturbed areas shall be properly covered, stabilized, and/or protected.
 - a. To the maximum extent possible, cover stockpiled soil to prevent runoff.
 - b. All stockpiled soil and bare ground must be seeded immediately if it is going to be inactive for 14 days or longer (0-14 day rule).
 - c. Divert surface water away from disturbed areas using earth dikes, brush barriers, straw bales, and drainage swales.
 - d. Protect land areas from concentrated flows that can erode vegetated areas using gabions, reinforced soil retaining systems, and rock outlets.

- 3) Practices to minimize the removal of sediment from the site during general construction activities and subsequent illicit discharges to local MS4's and surface water include:
 - a. Fiber rolls and/or silt fence – Contractor shall install fiber or silt fence at the perimeter of the site before all construction activity to control rainwater run-on to the site and run-off from the site.
 - b. Stabilized Construction Entrance/Exit-
 - a. Minimize off-site tracking of sediment using a rocked entrance/exit or tire wash and identifying limited parking areas to keep vehicles off bare soil.
 - b. Install a stabilized entrance/exit to minimize the tracking of mud and dirt onto adjacent streets by construction vehicles. Length and width to be as large as practically possible (minimum of 20' by 50" for residential lots and 30' by 50' for commercial lots). Depth of stabilized entrance shall be at least six (6) inches using no less than a two (2) inch un-graded material.
 - c. Storm Drain Inlet Protection/Filters – Contractor shall install temporary storm drain inlet protection or filters to improve the quality of water being discharged to the inlets or catch basins or prevent sediment from migrating into the Storm Sewer (MS4) system. On existing intakes, protection utilized shall extend beyond each end of the opening by two (2) feet. The installation shall be substantial enough to remain in place throughout storm events. Filters shall be maintained and cleaned. These controls should allow some overflow water to go in the inlet, so they do not cause flooding.
 - d. Use a street cleaner or skid loader with a flat blade to remove large amounts of sediment from street surfaces immediately after tracking or runoff is identified. Contractor shall sweep area adjacent to site at the end of each work day to ensure all material is removed. No material shall be swept into intakes.

Concrete, Grout, and Mortar Waste Management

A) Material Management

All Contractors shall store concrete, grout, and mortar away from drainage areas and ensure that these materials do not enter the Storm Sewer (MS4) system; cover and protect from rainfall and to prevent run-off.

B) Concrete Truck/Equipment wash out

- 1) Contractor(s) shall not wash out concrete trucks or equipment into street dead ends, right-of-ways, gutters, storm sewer inlets, waterways, creeks or any location where the materials could reach the storm sewer (MS4) system. Rocked cul-de-sacs are not approved wash out areas. All deposited materials shall be removed and properly disposed of at the completion of work.
- 2) Wash out concrete trucks and/or equipment only in a designated, confined, lined washout area where the water will flow into a commercially available washout, temporary pit in a dirt area or onto stockpiles of aggregate base or sand. This area must be an identified location and should be labeled. Only washout should go in this area, excess concrete can go on the ground.
- 3) Collect and return sweepings from exposed aggregate concrete to a stockpile or dispose of the waste in a trash container.

C) Dewatering Operations & Sediment Control

(The removal of collected non-stormwater from a work site)

- 1) Contractor(s) shall route water through a control measure such as a sediment trap, sediment basin or filter bag to remove settle-able solids prior to discharge directly to a storm sewer inlet or an upstream gutter. Direct discharge to streets, gutters, storm sewer inlets, waterway, creeks or any route leading to these items is prohibited.
 - 2) Discharge to a landscaped area must gain the pre-approval of the City Engineer after a work site review on a case by case basis.
 - 3) Water must be withdrawn from the surface when discharging from basins.
- D) Painting
- 1) Painting Cleanup - Contractor shall conduct cleaning of painting equipment and tools in a designated area that will not allow run-on of stormwater or runoff of spills. Contractor shall not allow wash water from cleaning of painting equipment and tools into streets, gutters, storm inlets, ground, waterways or creeks.
 - 2) Oil based paint - Contractor shall dispose of waste thinner, solvent, and sludge from cleaning of equipment and tools as hazardous waste.
 - 3) Waste Management –
 - a. Contractor(s) shall store paint, solvents, chemicals, and waste materials in compliance with the requirements of the Applicant's Engineer and all applicable Federal, State, and County regulations. Contractor shall store these materials in a designated area that will not allow run-on of stormwater or run-off of spills.
 - b. Contractor(s) shall dispose of dry empty paint can/buckets, old brushes, rollers, rags, and drop clothes in a trash receptacle appropriate for the material by law.

General Requirements

- A) Paving Operations and Saw Cutting Activities
- 1) Project Site Management - Cover or capture sediment at all catch basins using control measures such as filter fabric, straw wattles, sand bags, and fine gravel dams, as necessary to keep paving material or cutting slurry out of the storm drain system. When protecting a catch basin, ensure the entire opening is covered.
 - 2) Waste Management - Contractor(s) shall not sweep or wash down excess materials or wash down new surfaces into gutters, storm sewer inlets, waterways or creeks.
- B) Non-hazardous Material/Waste Management
- 1) Designated Area - Propose designated areas of the project site, for pre-approval by the City Engineer, which are suitable for material delivery, storage, and waste collection that, to the maximum extent practical, are near construction entrances and away from storm sewer inlets, gutters, drainage courses, and creeks.
 - 2) Granular Material - (i.e. any excavated or imported earth, sand, aggregate base, etc.)
 - a. Contractor(s) shall store granular material at least ten (10) feet away from storm sewer inlets or curb returns. All materials shall be kept clear of gutters, swales, and drainage channels. No stockpiling of any materials is allowed in the street.
 - b. When rain is in the forecast for the upcoming twenty-four (24) hour period and stored granular material is a potential point source for an illicit discharge, the stored material must be covered with tarpaulin or plastic sheeting and surrounded with sandbags to prevent sediment migration.
 - c. Street Sweeping - At the end of each working day or as directed by the City Engineer, Contractors shall clean and sweep public roadways and public right-

of-way sidewalks of all materials attributed to site work. All materials encountered shall be completely removed and swept up. Sweeping into intakes is not allowed. Contractor shall not use water to flush down the street(s) or sidewalk(s).

d. Disposal

1. At the end of each working day, Contractor(s) shall collect all scrap, debris, and waste materials and dispose of such material properly.
2. Inspect all utilized dumpsters for leaks. If material is leaking from any dumpster, the dumpster shall be replaced/repaired to prevent further discharges. Dumpster waste may not be discharged on-site.
3. Contractor(s) shall arrange for regular waste collection before any dumpster overflows.

C) Hazardous Material/Waste Management

1) Storage

- a. Contractor(s) shall store all hazardous materials such as pesticides, paints, thinners, solvents, fuels, waste oil, anti-freeze, and all hazardous wastes in accordance with City Ordinances and all applicable Federal, State, and County regulations.
- b. A Spill kit should be always available onsite when there are hazardous materials onsite.

2) Usage

- a. When rain is in the forecast for the upcoming twenty-four (24) hour period or during wet weather, the City may prohibit the application of chemicals to outside areas.
- b. Contractor(s) shall, to extent possible, refrain from over-application of pesticides and/or fertilizers and shall follow material manufacturer's instructions regarding safety, uses, handling, and application(s).

3) Disposal and Spill Control

- a. All hazardous material(s) must be disposed of properly. For assistance in proper chemical handling and disposal contact Black Hawk County Solid Waste Management at (319) 234-8115.
- b. For assistance and/or spill control of hazardous material spills (I.e. gasoline, antifreeze, etc.) contact Cedar Falls Fire Department at (319) 273-8622. For emergency assistance call 911.

D) Vehicle/Equipment Maintenance and Fueling

- 1) Contractor(s) shall perform maintenance and fueling of vehicles and/or equipment in an impermeable and bermed area or over a drip pan that will not allow runoff of stormwater or runoff spill.
- 2) Contractor(s) shall clean up all leaks and spills of vehicle and/or equipment fluids immediately and dispose of all waste and all clean-up materials as hazardous waste.

Transfer Agreement for Storm Water General Permit No. 2 – Same Authorization

This form is to be used when the buyer of any lots in a development agrees and intends to be solely responsible for compliance under the seller’s storm water permit authorization and when the seller will continue to renew the existing storm water permit authorization for the development.

Seller’s storm water NPDES General Permit No. 2 authorization number in DNR’s storm water database:

_____ -- _____

Name and location of permitted project as it appears in DNR’s storm water database:

List lot numbers of all lots transferred, addresses including street names and numbers (if available) and any other information needed to identify the transferred property. Additional pages may be attached if necessary.

Printed or typed name of Seller: _____

Printed or typed name of Buyer: _____

Seller understands that as of the date of execution of this contract, Seller is solely responsible for renewing the existing storm water permit authorization under the DNR’s General Permit No. 2 until soil-disturbing activities on the property described above are completed and the ground has been stabilized with a permanent, perennial vegetative cover of sufficient density to preclude erosion. Seller may discontinue the authorization under General Permit No. 2 for the property described above only 30 days or more after giving Buyer written notice of such intent.

Buyer understands that as of the date of execution of this contract, Buyer is solely responsible for compliance with the DNR’s storm water NPDES General Permit No. 2 for discharging storm water under Seller’s storm water permit authorization for the property described above. Buyer therefore agrees and intends to comply with all requirements of the storm water NPDES General Permit No. 2 and all other applicable laws, rules, ordinances and permits regarding storm water discharges.

Signature of Seller:

Date:

Signature of Buyer:

Date:

Transfer Agreement for Storm Water General Permit No. 2 – Separate Authorization

This form is to be used when the buyer of any lots in a development agrees and intends to obtain a storm water permit authorization for the purchased lot(s), separate from the seller’s or another’s permit authorization.

Seller’s storm water NPDES General Permit No. 2 authorization number in DNR’s storm water database:

_____ -- _____

Name and location of permitted project as it appears in DNR’s storm water database:

List lot numbers of all lots transferred, addresses including street names and numbers (if available) and any other information needed to identify the transferred property. Additional pages may be attached if necessary.

Printed or typed name of Seller: _____

Printed or typed name of Buyer: _____

Buyer understands that as of the date of execution of this contract, the property described above is no longer covered by an authorization under the DNR’s storm water NPDES General Permit No. 2. Buyer also understands that discharging storm water from ground not stabilized with a perennial, vegetative cover of sufficient density to preclude erosion or discharging from any soil-disturbing activity for this property without storm water permit authorization coverage is a violation of state and federal law. Buyer therefore agrees to obtain an authorization under the DNR’s storm water NPDES General Permit No. 2 for the property described above if there is ground not stabilized with a perennial, vegetative cover of sufficient density to preclude erosion and prior to commencement of any soil-disturbing activity.

Signature of Seller:

Date:

Signature of Buyer:

Date:

Winter Attachment for Stormwater Pollution Prevention Plan (SWPPP) (revision 3/9/21)

Project address: _____

Date: _____

Applicant's Signature: _____

By signing above, applicant adopts the following site plan notes into the site SWPPP:

- 1) If an applicant is unable to properly install silt fence because of frozen conditions, alternative sediment control measures shall be used to contain sediment within the disturbed area. Alternative sediment control measures that will be considered are berms of wood chips, filter socks, and other measures approved by the City. The J-hooks on sediment controls will need to be formed at all downhill ends to trap the sediment traveling down the slope. **Refer to the Iowa Statewide Urban and Specifications (SUDAS) Manual Chapter 7e-14 or website (<https://intrans.iastate.edu/app/uploads/sites/15/2020/03/7E-14.pdf>) for installation details.** Measure chosen shall be installed parallel to the street at approximately six (6') feet away from the back of curb. (This position will not normally interfere with City snowplowing operations.)
- 2) All entrances and exits from borrow/waste sites shall be rocked to minimize tracking of sediment. This shall apply to borrow/waste sites within subdivisions and/or other sites. If this measure does not eliminate tracking, the applicant must clean the street on a daily basis and prior to a forecasted precipitation event by scraping and sweeping with a water truck or by other approved means approved by the City.
- 3) The stabilization requirements from your permit still apply during winter. When any areas of the site are going to be inactive for more than 14 days, they need immediate stabilization, including mulching, hydro mulching or rolled erosion control products. These methods need to follow SUDAS design standards (Chapters 7E-5 and 7E-17) (<https://iowasudas.org/manuals/design-manual/>) for their application (check on density of product needed per area for mulching).
- 4) 7-day inspections and inspections need to continue throughout the winter on any area that does not have enough vegetation to be considered stable. Issues found should be fixed within 3-7 days of the inspection report. All reports need to be kept available.
- 5) Prior to the removal of any intake protection, all street surfaces shall be cleaned to prevent illicit discharge into the City storm sewer. Make sure to clean any sediment that the inlet protection collected.
- 6) All intake protection shall be removed from the streets before the winter freeze to allow Public Works to plow. This does not release any applicant from keeping sediment on site.
- 7) Any rock that is behind the curb in the rock entrances needs to be removed from the streets before the winter freeze to allow Public Works to plow.
- 8) An applicant may need to install extra storm water control measures because sediment continues to track or wash onto a roadway. The extra measures must be placed on the work site and not on any street surface.
- 9) Following the winter season, standard installation of intake protection per the SUDAS standards Chapter 7E-20 will commence if needed. **Refer to the Iowa Statewide Urban and Specifications "SUDAS" Manual or website (<https://intrans.iastate.edu/app/uploads/sites/15/2020/03/7E-20.pdf>) for installation details.**



STORMWATER POLLUTION PREVENTION PLAN (SWPPP)
APPLICATION FORM
(please print)

City of Cedar Falls
Engineering Division
220 Clay Street
Cedar Falls, IA 50613
Ph. (319) 273-8606
Fax (319) 268-5197

- Site Address AND Lot & Subdivision: 1602 Wayout Drive
Applicant: John Doe
Address: 1709 Main Street City: Cedar Falls State: IA Zip: 50613
E-mail: JohnDoe@CFU.net Day Phone: (319) 273-1234 Cell Phone: (319) 555-XXXX
Applicant's Designated Agent (24-hour contact name): John Doe
E-mail: SAA Day phone: Cell Phone:
Email of anyone else who should get SWPPP notifications:
Description of Activity: New Single Home Construction
Additional impervious area (SF)*: Disturbance area (SF)*:

INITIAL ALL OF THE FOLLOWING THAT APPLY:

A State NPDES General Permit #2 is required for this site.

JD The authorization number for this current permit is XXXXX-XXXXX.
(If your lot is within a residential or commercial subdivision check with Development for # and make sure to sign a transfer of liability. Application will not be processed without this number)

As owner, I have not accepted a transfer of liability. I have obtained my own NPDES permit, and the number is provided above.

JD As owner, I have accepted a transfer of liability and agreed to become the sole responsible permittee for stormwater compliance. Written evidence of this transfer will be kept in my SWPPP Permit files.

As a contractor, I have verified that the owner has a valid NPDES permit (number provided above), I have signed the certification statement as a co-permittee to the City. All necessary information shall be provided to the City as part of this application.

EXAMPLE

A State NPDES General Permit #2 is not required for this site. Do not need to fill certifications for co-permittees).

This is a new residential or commercial building that is smaller than 1 acre and it is not part of a larger plat or subdivision. The total impervious area added will be SF.

This is an addition to an existing building/parking lot which will disturb at least 1,000 SF. The total impervious area added will be SF. Only need to fill out first 2 pages and submit a site plan.

This is an earth disturbing activity that would be adjacent to waterway, ditches, ponds, storm sewers, or sensitive slopes or soils. Only need to fill out first 2 pages and submit a site plan.

Note: Applicant's failure to provide current, accurate information shall constitute a violation of the Ordinance.

*If more than 25000 SF will be disturbed with redevelopment, more than 1 acre in an undeveloped area or 5000 SF or more of impervious area will be added, this may trigger the Post Construction Stormwater Control Ordinance.

STORMWATER POLLUTION PREVENTION PLAN (SWPPP) APPLICATION FORM (con't)

■ **By signing this document, the applicant understands:**

1. This SWPPP must be approved prior to any land disturbing activity.
2. The controls indicated on the Stormwater Pollution Prevention Plan (SWPPP) must be in place, maintained, and changes recorded.
3. Prior to any land disturbing activities, (unless required to inspect by the City) the site must be inspected by the enforcement official and the controls must have passed.
4. By signing, Applicant assumes all responsibility for the Stormwater Pollution Prevention Plan (SWPPP), and amendments, including any SWPPP conditions added to our plan by the City at any time.

EXAMPLE

■ **I have read and understand the conditions of this application and I am authorized to agree and attest to all the conditions and all their particulars.**

■ Applicant's Signature: John Doe Date: 05/04/2013

City Use Only:					
NPDES Permit #:	_____	<input type="checkbox"/> Permittee	<input type="checkbox"/> Co-Permittee	<input type="checkbox"/> Transfer-Permittee	
Additional Requirements: _____					
City approval by: _____			Date: _____		
Approval Fee:					
1) Subdivision or other initial development	\$50.00	per gross acre for the max. acreage of soil that will be exposed during development (to be paid before preliminary plat approval)		x \$50.00 =	
2) Subsequent development of a lot or parcel of the original tract	a. \$100.00	per single-family residential dwelling		x \$100.00 =	
	b. \$100.00	per duplex (\$50 per residential dwelling)		x \$100.00 =	
	\$50.00	per residential dwelling for a multi-unit apt. complex		x \$50.00 =	
	\$50.00	per residential unit for a condominium complex		x \$50.00 =	
c. \$10.00		per 1,000 square foot of any new impervious surface area for any commercial, industrial, institutional or other construction project; including parking lots and commercial or residential additions		x \$10.00 =	
3) Commercial Remodels	no fee	An abbreviated application is required for commercial remodels due to the presence of possible illicit discharge materials; concrete washout, paint & drywall washout, oils, etc.			

Failure to identify a SWPPP deficiency during this review of the plans does not give the permit applicant the right to violate the NPDES General Permit No. 2 or the City's storm water regulations.

Any project with on-site detention must have, at a minimum, the basin excavation completed and a meeting with the enforcement official to establish a timeline for SWPPP completion.

To final out your SWPPP permit all disturbed areas from your construction project must have established vegetation with 70% density. Call the City of Cedar Falls Engineering Department (319-268-5161) to request a final inspection BEFORE you apply for a NOD with the IDNR.

Per the General Permit No. 2, Part IV,D,2,A(2)(c) ALL topsoil needs to be preserved onsite.



**STORMWATER POLLUTION PREVENTION PLAN (SWPPP)
SCHEDULING FORM - REQUIRED INFORMATION**
CITY OF CEDAR FALLS, IOWA
Project Subcontractors and Estimated Scheduling

City of Cedar Falls
Engineering Division
220 Clay Street
Cedar Falls, IA 50613
Ph. (319) 268-5161
Fax (319) 268-5197

Project Address: 1602 Wayout Drive

Lot Number, Subdivision: Lot 21, Maple Wood Third Addition

FYI: The IDNR General Permit #2 Part Iv.D.7A states, "The stormwater pollution prevention plan must clearly identify for each measure in the plan, the contractor(s) and/or subcontractor(s) that will implement the measure."

Subcontractors	Name (print)	E-mail or	Phone #
SWPPP Installation and Maintenance**	<i>Shrubs - R - Us</i>	<i>shrubs@CFU.net</i>	<i>xxx - xxxx</i>
SWPPP Inspections**	<i>John Doe</i>	<i>JohnDoe@CFU.net</i>	<i>xxx - xxxx</i>
Excavation**	<i>Dirt Movers</i>		<i>xxx - xxxx</i>
Plumbing	<i>Pipe Fitters</i>		<i>xxx - xxxx</i>
Foundation	<i>Sure Structures</i>	<i>surestructures@abc.com</i>	<i>xxx - xxxx</i>
Flatwork**	<i>Bob's Concrete</i>		<i>xxx - xxxx</i>
Electrical	<i>Sam Shock</i>		<i>xxx - xxxx</i>
Framing	<i>Joe's Framing</i>	<i>joe@cfu.net</i>	
Siding	<i>Super Siding</i>	<i>super@cfu.com</i>	
Mechanical	<i>Mike's Mechanical</i>		<i>xxx - xxxx</i>
Landscape**	<i>Shrubs - R - Us</i>	<i>shrubs@CFU.net</i>	<i>xxx - xxxx</i>
Dumpster	<i>Haulers</i>		<i>xxx - xxxx</i>
Portable Toilets	<i>Toilets-r-us</i>		<i>xxx - xxxx</i>

EXAMPLE

Sequence of Construction Activities	SWPPP Controls*	Date (Approx.)
Excavation**	<i>Perimeter silt fence, rock drive, keep as much veg. as possible</i>	<i>5/28/13</i>
Walls	↓ <i>Concrete washout</i>	<i>6/15/13</i>
Site Work	↓ <i>Intake protection</i>	<i>6/15/13</i>
Waterproofing, tile, backfilling	↓ <i>maintain throughout project</i>	↓
Flatwork**	↓ <i>seed or mulch inactive areas</i>	↓
Framing	↓ <i>Dispose of materials in covered dumpster</i>	↓
Roofing	↓	↓
Brick work	↓	↓
Drive & Walks	↓	↓
Rough-ins	↓	↓
Siding	↓ <i>Good housekeeping: maintain materials piled up.</i>	↓
Insulation	↓	↓
Sheetrock	↓	↓
Paint	↓ <i>Close paint- store it inside. Wash paint tools in impermeable container- dispose wash water in sanitary sewer or hazardous waste haulers.</i>	↓
Interior Finish	↓	↓
Landscaping**	<i>Sod front, seed back and side yard-leave controls until site vegetated</i>	<i>9/02/13</i>

*SWPPP controls include the installation of perimeter controls, inlet protection, sanitary facilities location, stabilized entrance/exit, designate concrete washout, materials storage areas, etc.

** Required for Subdivisions

FYI: The IDNR General Permit #2 Part Iv.D.7A states "The storm water pollution prevention plan must clearly identify for each measure in the plan, the contractor(s) and/or subcontractor(s) that will implement the measure. **All contractors and subcontractors identified in the plan must sign a copy of the certification statement** in Part IV.D.7.B. of this permit in accordance with Part VI.G. of this permit. Upon signing the certification, the contractor or sub-contractor is a co-permittee with the owner and other co-permittee contractors. All certifications must be included in the storm water pollution prevention plan."



Certification Statement for Co-Permittee

NPDES Permit # _____

For RESIDENTIAL and COMMERCIAL lots under 1 acre and NPDES GP #2 holders, the following contractors must sign a statement:

- Erosion Control
- Excavation
- Concrete (foundation & flatwork)
- Landscaper
- Dumpster
- Porta Potty
- Inspector (if other than the applicant)
- Any subcontractor that could impact stormwater

I certify under penalty of law that I understand the terms and conditions of the general National Pollutant Discharge Elimination System (NPDES) permit that authorizes the stormwater discharges associated with industrial activity from the construction site as part of this certification. Further, by my signature, I understand that I am becoming a co-permittee, along with the owner(s) and other contractors and subcontractors signing such certifications, to the Iowa Department of Natural Resources NPDES General Permit No. 2 for "Stormwater Discharge Associated with Industrial Activity for Construction Activities" at the identified site. As co-permittee, I understand that I, and my company, are legally required under the Clean Water Act and the Code of Iowa, to ensure compliance with the terms and conditions of the Stormwater Pollution Prevention Plan (SWPPP) developed under this NPDES permit and the terms of this NPDES permit.

Name and Title of Co-Permittee (print): Jim Jones, President

Co-Permittee Signature: Jim Jones Date Signed: 6-25-20

Co-Permittee Firm Name (print): Jones Construction

Co-Permittee Firm Address (print): 1234 Main Street, CF

Co-Permittee Firm Telephone #: (319) 555-9951

Co-Permittee Firm E-mail (required): Jones-Construction@mchsi.com

Address or Legal Description of the Site (print): 1519 Union Road

I am responsible for this part of the project: Foundation and flatwork, concrete washout maintenance
 Ex. Lot 15 excavation, Lots 1-30 seeding, Rolling Ridges 5th porta potty services, Lot 2 foundation and paving

EXAMPLE



Stormwater Pollution Prevention Plan (SWPPP) Check List
 City of Cedar Falls, Iowa

Project & Activity Description	Please address all items on the checklist			
What is the nature of your project?	<input checked="" type="checkbox"/> Single-Family	<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Subdivision	<input type="checkbox"/> Other
What is the site area? (in acres)	<input checked="" type="checkbox"/> 0.89			
What is the total impervious area of your project? (in SF)	<input checked="" type="checkbox"/> 2500 SF			
How much of the site area will be disturbed?	<input type="checkbox"/> Total site area	<input checked="" type="checkbox"/> Other: 75%		
What is the water path from your site to the Cedar River?	<input checked="" type="checkbox"/> stormsewer to the Southwest Branch of Dry Run Creek to the Cedar River			
SWPPP Plan				
What have you included in your budget for your SWPPP controls?	<input checked="" type="checkbox"/> installation	<input checked="" type="checkbox"/> inspection/maintenance	<input checked="" type="checkbox"/> removal	
How will you minimize tracking on site?	<input checked="" type="checkbox"/> Scrape streets with loader bucket	<input type="checkbox"/> Sweep streets weekly/before a rain	<input checked="" type="checkbox"/> Maintain rock entrance + Other	
What day(s) of the week will you sweep streets?	<input type="checkbox"/> Monday	<input checked="" type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday
How will you minimize dust on site?	<input checked="" type="checkbox"/> Seed long term stockpiles	<input type="checkbox"/> Water truck with sprayer	<input type="checkbox"/> Other	
Who will be maintaining SWPPP controls?	<input checked="" type="checkbox"/> Shrubs-r-us			
Who will be training the SWPPP & inspecting the site?	<input checked="" type="checkbox"/> John Doe, ICCSPPI valid until 08/2022			
How will you establish final vegetation on your site? (please see required topsoil in parenthesis)	<input checked="" type="checkbox"/> Hydroseed + Hydromulch (8" of topsoil)	<input type="checkbox"/> Sod (6" of topsoil)	<input checked="" type="checkbox"/> Seed+Mulch (8" of topsoil)	
Disturbed areas adjacent to your site must be replaced with vegetation. How will you do this?	<input type="checkbox"/> Hydroseed + Hydromulch	<input type="checkbox"/> Sod	<input checked="" type="checkbox"/> Seed+Mulch	
Where are you hauling excess fill?	<input checked="" type="checkbox"/> XXX Stockpile on High and Low Streets		<input type="checkbox"/> N/A	
Where are you borrowing from?	<input type="checkbox"/>		<input checked="" type="checkbox"/> N/A	
How will you minimize tracking and dust generation at off-site locations?	<input checked="" type="checkbox"/> Stabilized Entrance	<input type="checkbox"/> Stabilize Stockpiles	<input type="checkbox"/> Water truck with sprayer	<input type="checkbox"/> Other
Who will be maintaining an off-site erosion control?	<input checked="" type="checkbox"/> Prime Contractor	<input type="checkbox"/> Other	<input type="checkbox"/> Subcontractor	<input type="checkbox"/> N/A
Site Plan				
Please illustrate all listed items on your site plan				
Direction of storm water flow (indicate with arrows)	<input checked="" type="checkbox"/>			
All storm water erosion and sedimentation controls	<input checked="" type="checkbox"/> (silt fence, mulch berms, sediment basin, inlet protection, etc.)			
Location of SWPPP documents and inspection reports	<input checked="" type="checkbox"/> (mailbox onsite, construction trailer, etc)			
A key indicating plan features	<input checked="" type="checkbox"/> written out			
Limits of disturbance and north arrow	<input checked="" type="checkbox"/>			
Streams or wetlands adjacent to the site	<input checked="" type="checkbox"/> n/a			
Stabilized entrance/exit (add dimensions)	<input checked="" type="checkbox"/>			
Porta Potty location. Make sure to have a spill kit available onsite. Potty needs to be staked in and far from inlets or drainage ways.	<input checked="" type="checkbox"/> (If sanitary facilities will be located off site please indicate so)			
Waste disposal location (needs to be in covered and enclosed structure or dumpster)	<input checked="" type="checkbox"/>			
Stockpile location and sediment (silt fence or silt socks) and erosion (seeding, tarping or mulching) controls for stockpile	<input checked="" type="checkbox"/>			
Secondary containment (if oils, gas and other chemicals will be stored on site). Make sure to have a spill kit available on site	<input checked="" type="checkbox"/>			
Note indicating areas that will not be disturbed in 14 days need immediate stabilization	<input checked="" type="checkbox"/>			
Concrete washout location	<input checked="" type="checkbox"/>			

Other Requirements	
Include a copy of your NPDES General Permit No. 2	<input type="checkbox"/> ONLY Applicable for sites over 1 acre
Installation of BMPs shall comply with SUDAS design standards http://www.iowasudas.org/design.cfm#chap7	
Inspections shall be done by qualified personnel (provided by the discharger) at least once every 7 days	
Include and post this contact information:	City of Cedar Falls Fire Department (319) 273-8622
Iowa Department of Natural Resources (515) 281-5918 (call if hazardous material or contamination is discovered)	

To download a SWPPP Inspection template go to: <https://www.cedarfalls.com/DocumentCenter/View/9749/Resident-Commercial-Inspection-Form>

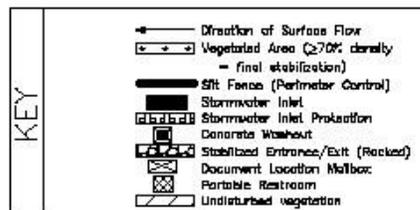
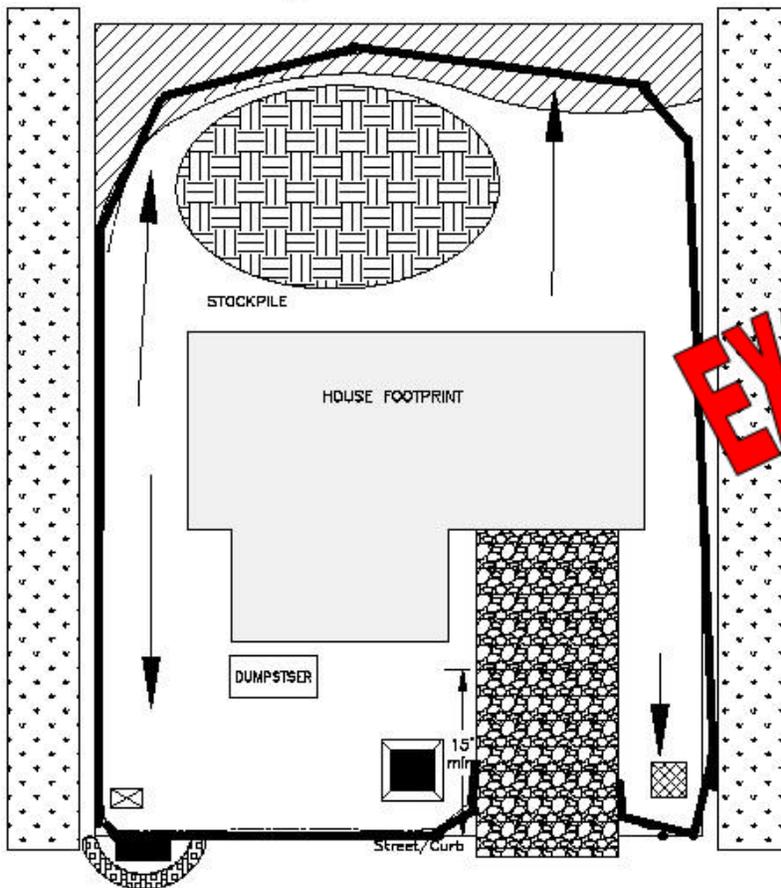
SWPPP Documents Need to be on site or provided within 3 hours of request.

MAP #2 – SWPPP (OR insert lot map with the following information)

Use this map to depict:

- ✓ Locations of structures and/or other impervious surfaces (buildings, driveways, parking lots, sidewalks) to be constructed
- ✓ Location of designated areas (with signage in English) for sanitary and solid waste disposal, chemical/hazardous/construction materials storage, stucco/concrete/grout, paint washout, equipment storage and staging areas.
- ✓ Location of stabilized exit and stabilized parking areas
- ✓ Locations of all erosion, sediment, velocity controls (blankets, vegetative strips, mulch, filter socks, wattles, silt fence, berms, depressions)
- ✓ Location of stockpiles and protection, tree and vegetation protection
- ✓ Locations of street intake and beehive intake protection
- ✓ Drainage patterns onto, over, and from the site property after major grading activities

City of Cedar Falls
Typical Residential
CSR/SWPPP Site Plan



Site Location: <i>1602 Wayout Drive</i>	Date/Time: <i>2/3/2020</i> <i>at 3 pm</i>	NPDES GP#2 Authorization Number: <i>12345-56321</i>		
Routine inspection: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Precipitation event inspection: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Weather/Temperature: <i>Clear, 78 F</i> Recent Precip: <i>.3" on</i> <i>2/1/2020</i>	Primary Builder/Contractor Name and Contact: <i>John Doe</i>		
Inspector Name & Phone Number: <i>John Doe - xxx-xx-xxxx</i>	Inspector Qualifications: <i>ICCSPP/ valid until 08/2022</i>			
Current activity onsite? <i>grading</i>				
Stormwater Pollution Prevention Plans	Yes	No	NA	Note any problems identified and actions taken (Include dates)
Does the SWPPP address minimum BMP requirements?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Site controls listed in SWPPP in place?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ok for sediment controls- need erosion controls
SWPPP updated to reflect site and control changes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are relevant contractors and sub-contractors certifications signed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sediment Control Practices (silt fence, wattles, berms)				
Are perimeter controls less than half full and functioning properly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	North silt fence needs to be maintained soon- getting close to half full
Are additional onsite sediment controls less than half full and functioning properly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaned fence on south last week.
Are onsite and street curb inlets protected less than half full and won't create flooding issues?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Need to clean up inlet protection
Stabilized entrance properly maintained by contractor?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Need to refresh rock
Are all discharge points protected with silt fences?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has sediment discharge been observed since last inspection? If so, specify cleanup method.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inlet was clean last time, and there was not as much sediment in north side
Erosion Control Practices (mulch, tarps)				
Are soil stockpiles in correct locations and vegetated, mulched or covered? Are they protected with sediment controls?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Piles need to be seeded
Are all inactive disturbed areas protected with vegetation, mulch, tarps etc.?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See above- also back of the house is inactive- needs mulch
Are current erosion control practices adequate?(look for signs of erosion)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See above
Is onsite traffic and parking restricted to designated, stabilized areas?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Good Housekeeping				
Concrete washout in lined containment, clearly marked and maintained?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Needs to be covered- it is getting full of water- do not use as trash
Dry /wet saw cuttings of concrete wastes vacuumed/swept and removed from site?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Site free of construction debris? Waste containers covered? Dumpsters not overflowed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Need to cover dumpster
Are dewatering BMPs used and appropriate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are materials, supplies, chemicals, portable toilets, fuel tanks paints, solvents and trash in approved areas and protected from erosion and spills? Spill kit available onsite?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Compaction Reduction, Topsoil Amendments & Final Vegetation				
Has the subsurface soil been uncompacted (tilled or ripped)? Write date and method on the Notes area.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Have topsoil and/or amendments been applied and loosened to desired depth? Min.6" for sod, Min. 8" for seed. Call for inspection.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Final vegetative cover with 70% density over 100% of site?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	



STORMWATER POLLUTION PREVENTION PLAN (SWPPP) APPLICATION FORM

(please print) Modified 1/26/2023

City of Cedar Falls Engineering Division 220 Clay Street Cedar Falls, IA 50613 Ph. (319) 268-5161 Fax (319) 268-5197

- Site Address or Location:
Applicant:
Address: City: State: Zip:
E-mail: Day Phone: Cell Phone:
Applicant's Designated Agent (24-hour contact name):
E-mail: Day phone: Cell Phone:
Email of anyone else who should get SWPPP notifications:
Description of Activity:
Additional impervious area (SF)*: Disturbance area (SF)*:

INITIAL ALL OF THE FOLLOWING THAT APPLY:

A State NPDES General Permit #2 is required for this site.*
The authorization number for this current permit is
(If your lot is within a residential or commercial subdivision check with Development for # and make sure to sign a transfer of liability. Application will not be processed without this number)
As owner, I have not accepted a transfer of liability. I have obtained my own NPDES permit, and the number is provided above.
As owner, I have accepted a transfer of liability and agreed to become the sole responsible permittee for stormwater compliance. Written evidence of this transfer will be kept in my SWPPP Permit files.
As a contractor, I have verified that the owner has a valid NPDES permit (number provided above), I have signed the certification statement as a co-permittee to this permit and a copy shall be provided to the City as part of this application.
A State NPDES General Permit #2 is not required for this site (Do not need to fill certifications for co-permittees).
This is a new residential or commercial building that is smaller than 1 acre and it is not part of a larger plat or subdivision. The total impervious area added will be SF.
This is an addition to an existing building/parking lot which will disturb at least 1,000 SF. The total impervious area added will be SF. Only need to fill out first 2 pages and submit a site plan.
This is an earth disturbing activity that would be adjacent to waterway, ditches, ponds, storm sewers, or sensitive slopes or soils. Only need to fill out first 2 pages and submit a site plan.

Note: Applicant's failure to provide current, accurate information shall constitute a violation of the Ordinance.

*If more than 25000 SF will be disturbed with redevelopment, more than 1 acre in an undeveloped area or 5000 SF or more of impervious area will be added, this may trigger the Post Construction Stormwater Control Ordinance.

STORMWATER POLLUTION PREVENTION PLAN (SWPPP) APPLICATION FORM (con't)

■ **By signing this document, the applicant understands:**

1. This SWPPP must be approved prior to any land disturbing activity.
2. The controls indicated on the Stormwater Pollution Prevention Plan (SWPPP) must be in place, maintained, and changes recorded.
3. Prior to any land disturbing activities, (unless required to install the controls) the site must be inspected by the enforcement official and the controls must have passed.
4. By signing, Applicant assumes all responsibility for the Stormwater Pollution Prevention Plan (SWPPP), and amendments, including any SWPPP conditions added to your plan by the City at any time.

■ **I have read and understand the conditions of this application and I am authorized to agree and attest to all the conditions and all their particulars.**

■ Applicant's Signature: _____ Date: _____

City Use Only:					
NPDES Permit #: _____		<input type="checkbox"/> Permittee		<input type="checkbox"/> Co-Permittee	
		<input type="checkbox"/> Transfer-Permittee			
Additional Requirements: _____					
City approval by: _____			Date: _____		
Approval Fee:					
1) Subdivision or other initial development	\$50.00	per gross acre for the max. acreage of soil that will be exposed during development (to be paid before preliminary plat approval)	[]	x \$50.00 =	[]
2) Subsequent development of a lot or parcel of the original tract	a. \$100.00	per single-family residential dwelling	[]	x \$100.00 =	[]
	b. \$100.00	per duplex (\$50 per residential dwelling)	[]	x \$100.00 =	[]
	\$50.00	per residential dwelling for a multi-unit apt. complex	[]	x \$50.00 =	[]
	\$50.00	per residential unit for a condominium complex	[]	x \$50.00 =	[]
c. \$10.00		per 1,000 square foot of any new impervious surface area for any commercial, industrial, institutional or other construction project; including parking lots and commercial or residential additions	[]	x \$10.00 =	[]
3) Commercial Remodels	no fee	An abbreviated application is required for commercial remodels due to the presence of possible illicit discharge materials; concrete washout, paint & drywall washout, oils, etc.			

Failure to identify a SWPPP deficiency during this review of the plans does not give the permit applicant the right to violate the NPDES General Permit No. 2 or the City's storm water regulations.

To final out your SWPPP permit all disturbed areas from your construction project must have established vegetation with 70% density. Call the City of Cedar Falls Engineering Department (319-268-5161) to request a final inspection BEFORE you apply for a NOD with the IDNR.

Per the General Permit No. 2, Part IV,D,2,A(2)(c) ALL topsoil needs to be preserved onsite.



**STORMWATER POLLUTION PREVENTION PLAN (SWPPP)
SCHEDULING FORM - REQUIRED INFORMATION**
CITY OF CEDAR FALLS, IOWA
Project Subcontractors and Estimated Scheduling

Project Address or Location: _____

Subcontractors	Name (print)	E-mail (print)	or	Phone #
SWPPP Installation and maintenance**				
SWPPP Inspections**				
Demolition				
Excavation/Grading**				
Plumbing				
Foundation				
Flatwork**				
Electrical				
Roofing				
Framing				
Siding				
Final Grading/Landscape**				
Dumpster				
Portable Toilet				

Sequence of Construction Activities:	SWPPP Controls*	Date (Approx.)
Demolition		
Excavation**		
Walls		
Site Work		
Waterproofing, tile, backfilling		
Framing		
Roofing		
Brick work		
Concrete Flatwork**		
Rough-ins		
Siding		
Insulation		
Sheetrock		
Paint		
Interior Finish		
Final Grading/Landscaping**		

*SWPPP controls include all items illustrated on your site map: perimeter controls, inlet protection, sanitary facilities location, stabilized entrance/exit, designate concrete washout, materials storage areas, etc.

** Required for Subdivisions

FYI: The IDNR General Permit #2 Part Iv.D.7A states “The storm water pollution prevention plan must clearly identify for each measure in the plan, the contractor(s) and/or subcontractor(s) that will implement the measure. **All contractors and subcontractors identified in the plan must sign a copy of the certification statement** in Part IV.D.7.B. of this permit in accordance with Part VI.G. of this permit. Upon signing the certification, the contractor or sub-contractor is a co-permittee with the owner and other co-permittee contractors. All certifications must be included in the storm water pollution prevention plan.”



Certification Statement for Co-Permittee

NPDES Permit # _____ (required)

For RESIDENTIAL and COMMERCIAL lots with an NPDES GP #2, the following contractors must sign a statement:

- Erosion Control
- Excavation
- Concrete (foundation & flatwork)
- Landscaper
- Dumpster
- Porta Potty
- Inspector (if other than the applicant)
- Any subcontractor that could impact storm water

I certify under penalty of law that I understand the terms and conditions of the general National Pollutant Discharge Elimination System (NPDES) permit that authorizes the stormwater discharges associated with industrial activity from the construction site as part of this certification. Further, by my signature, I understand that I am becoming a co-permittee, along with the owner(s) and other contractors and subcontractors signing such certifications, to the Iowa Department of Natural Resources NPDES General Permit No. 2 for "Stormwater Discharge Associated with Industrial Activity for Construction Activities" at the identified site. As co-permittee, I understand that I, and my company, are legally required under the Clean Water Act and the Code of Iowa, to ensure compliance with the terms and conditions of the Stormwater Pollution Prevention Plan (SWPPP) developed under this NPDES permit and the terms of this NPDES permit.

Name and Title of Co-Permittee (print): _____

Co-Permittee Signature: _____ Date Signed: _____

Co-Permittee Firm Name (print): _____

Co-Permittee Firm Address (print): _____

Co-Permittee Firm Telephone #: () _____

Co-Permittee Firm E-mail (required): _____

Address or Legal Description of the Site (print): _____

I am involved with this part of the project: _____

Ex. Lot 15 excavation, Lots 1-30 seeding, Rolling Ridges 5th porta potty services, Lot 2 foundation and paving



Certification Statement for Co-Permittee

NPDES Permit # _____ (required)

For RESIDENTIAL and COMMERCIAL lots with an NPDES GP #2, the following contractors must sign a statement:

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Co-Permittee Firm Telephone #: () _____

Co-Permittee Firm E-mail (required): _____

Address or Legal Description of the Site (print): _____

I am involved with this part of the project:

Ex. Lot 15 excavation, Lots 1-30 seeding, Rolling Ridges 5th porta potty services, Lot 2 foundation and paving



Stormwater Pollution Prevention Plan (SWPPP) Review Check List
City of Cedar Falls, Iowa

Project & Activity Description	Please address all items on the checklist			
What is the nature of your project?	<input type="checkbox"/> Single-Family	<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Subdivision	<input type="checkbox"/> Other
What is the site area? (in acres)	<input type="checkbox"/>			
What is the total impervious area of your project? (in SF/acres/percentage of site)	<input type="checkbox"/>			
How much of the site area will be disturbed?	<input type="checkbox"/> Total site area	<input type="checkbox"/> Other:		
What is the water path from your site to the Cedar River?	<input type="checkbox"/>			
SWPPP Plan				
What have you included in your budget for your SWPPP controls?	<input type="checkbox"/> installation	<input type="checkbox"/> inspection/maintenance	<input type="checkbox"/> removal	
How will you minimize tracking on site?	<input type="checkbox"/> Scrape streets with loader bucket	<input type="checkbox"/> Sweep streets weekly/before a rain	<input type="checkbox"/> Maintain rock entrance + Other	
How will you minimize dust generation on site?	<input type="checkbox"/> Seed long term stockpiles	<input type="checkbox"/> Water truck with sprayer	<input type="checkbox"/> Other _____	
Who will be maintaining the SWPPP controls? (Other than 24-hour contact)	<input type="checkbox"/> 24 hour contact	<input type="checkbox"/> If Other: Name/Phone No.:		
Who will be updating the SWPP Plan & inspecting the site?	<input type="checkbox"/> 24 hour contact	<input type="checkbox"/> If Other: Name/Phone No.:		
How will you establish final vegetation on your site? (please see minimum topsoil required in parenthesis)	<input type="checkbox"/> Hydroseed + Hydromulch (More than 8" topsoil)	<input type="checkbox"/> Sod (More than 6" topsoil)	<input type="checkbox"/> Seed+Mulch (More than 8"topsoil)	
Disturbed areas adjacent to your site must be restored with vegetation. How will you do this?	<input type="checkbox"/> Hydroseed + Hydromulch		<input type="checkbox"/> Sod	<input type="checkbox"/> Seed+Mulch
Where are you hauling excess fill? ALL topsoil should be preserved onsite (GP2, Part IV,2,A(2)(c))	<input type="checkbox"/> Address:		<input type="checkbox"/> N/A	
Where are you borrowing from?	<input type="checkbox"/> Address:		<input type="checkbox"/> N/A	
How will you minimize tracking and dust generation at off-site locations?	<input type="checkbox"/> Stabilized Entrance	<input type="checkbox"/> Stabilize stockpiles	<input type="checkbox"/> Water truck with sprayer	<input type="checkbox"/> Other <input type="checkbox"/> N/A
Who will be maintaining an off-site erosion control?	<input type="checkbox"/> 24 hour contact	<input type="checkbox"/> If Other: Name/Phone No.:		
Site Plan	Please illustrate all listed items on your site plan			
Direction of storm water flow (indicate with arrows)	<input type="checkbox"/>			
All storm water erosion and sedimentation controls	<input type="checkbox"/> (silt fence, mulch berms, sediment basin, inlet protection, etc.)			
Location of SWPPP documents and inspection reports	<input type="checkbox"/> (mailbox onsite, construction trailer, etc)			
A key indicating plan features	<input type="checkbox"/>			
Limits of disturbance and north arrow	<input type="checkbox"/>			
Streams or wetlands adjacent to the site	<input type="checkbox"/>			
Stabilized entrance/exit (add dimensions)	<input type="checkbox"/>			
Porta Potty location. Make sure to have spill kit available onsite. Potty needs to be staked in and far from inlets or drainage ways.	<input type="checkbox"/> (If sanitary facilities will be located off site please indicate so)			
Waste disposal location (needs to be in covered and enclosed structure or dumpster)	<input type="checkbox"/>			

Stockpile location and sediment (silt fence or silt socks) and erosion (seeding or mulching) controls for stockpile	<input type="checkbox"/>	
Concrete washout location	<input type="checkbox"/>	
Note indicating areas that will not be disturbed in 14 days need immediate stabilization	<input type="checkbox"/>	
Note indicating that ALL topsoil should be preserved onsite and at least there will be 8" (seeding) or 6" (sodding) of topsoil	<input type="checkbox"/>	
Other Requirements		
Include a copy of your NPDES General Permit No. 2 and Transfer Agreements, if applicable.		
Installation of BMPs shall comply with SUDAS design standards (https://iowasudas.org/)		
Inspections shall be done by qualified personnel (provided by the discharger) at least once every 7 days		
SWPPP inspections need to be available onsite (in a mailbox/trailer) or made available within 3 hours per request.		

To download a SWPPP Inspection template go to: <https://www.cedarfalls.com/DocumentCenter/View/9749/Resident-Commercial-Inspection-Form>

SWPPP Documents Need to be on site or provided within 3 hours of request.

Residential Lot Stormwater Pollution Prevention Inspection Report 2018

Site Location:	Date/Time:	NPDES GP#2 Authorization Number:		
Routine inspection: Yes No Precipitation event inspection: Yes No	Weather/Temperature: Recent Precip:	Primary Builder/Contractor Name and Contact:		
Inspector Name & Phone Number:		Inspector Qualifications:		
Current activity onsite?				
Stormwater Pollution Prevention Plans	Yes	No	NA	Note any problems identified and actions taken (Include dates)
Does the SWPPP address minimum BMP requirements?				
Site controls listed in SWPPP in place?				
SWPPP updated to reflect site and control changes?				
Are relevant contractors and sub-contractors certifications signed?				
Sediment Control Practices (silt fence, wattles, berms)				
Are perimeter controls less than half full and functioning properly?				
Are additional onsite sediment controls less than half full half full and functioning properly?				
Are onsite and street curb inlets protected, less than half full and won't create flooding issues?				
Stabilized entrance properly maintained? No track out?				
Are all discharge points free of noticeable pollutants?				
Has sediment discharge occurred offsite since last inspection? If so, specify cleanup method.				
Erosion Control Practices (mulch, tarps)				
Are soil stockpiles in correct locations and vegetated, mulched or covered? Are they protected with sediment controls?				
Are all inactive disturbed areas protected with vegetation, mulch, tarps etc.?				
Are current erosion control practices adequate?(look for signs of erosion)				
Is onsite traffic and parking restricted to designated, stabilized areas?				
Good Housekeeping				
Concrete washout in lined containment, clearly marked and maintained?				
Dry /wet saw cuttings of concrete wastes vacuumed/swept and removed from site?				
Site free of construction debris? Waste containers covered? Dumpsters not overflowed?				
Are dewatering BMPs used and appropriate?				
Are materials, supplies, chemicals, portable toilets, fuel tanks paints, solvents and trash in approved areas and protected from erosion and spills? Spill kit available onsite?				
Compaction Reduction, Topsoil Amendments & Final Vegetation				
Has the subsurface soil been uncompacted (tilled or ripped)? Write date and method on the Notes area.				
Have topsoil and/or amendments been applied and loosened to desired depth?Min. 6" for sod, Min. 8" for seed.				
Final vegetative cover with 70% density over 100% of site?				

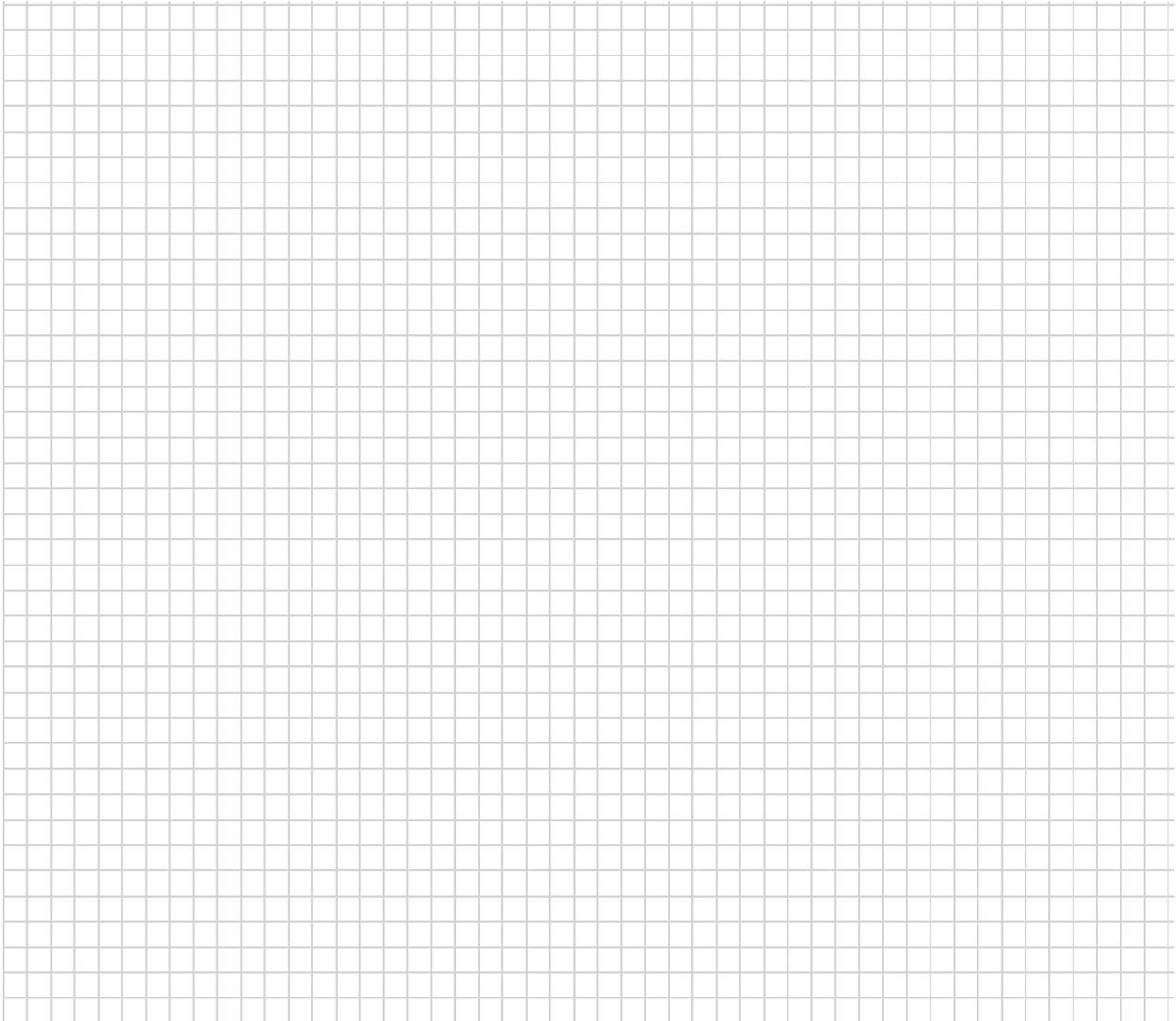
"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage 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: _____ **Date:** _____

MAP #1 – SWPPP (OR insert lot map with the following information)

Use this map to depict:

- ✓ Locations of structures and/or other impervious surfaces (buildings, driveways, parking lots, sidewalks) to be constructed
- ✓ Location of designated areas (with signage in English) for sanitary and solid waste disposal, chemical/hazardous/construction materials storage, stucco/concrete/grout, paint washout, equipment storage and staging areas.
- ✓ Location of stabilized exit and stabilized parking areas
- ✓ Locations of all erosion, sediment, velocity controls (blankets, vegetative strips, mulch, filter socks, wattles, silt fence, berms, depressions)
- ✓ Location of stockpiles and protection, tree and vegetation protection
- ✓ Locations of street intake and beehive intake protection
- ✓ Drainage patterns onto, over, and from the site property after major grading activities



Requirements for a Successful SWPPP Program at Each Site

Once all required SWPPP documents and the site plan have been approved, the General Contractor or project's stormwater supervisor (designated 24-hour contact) must prepare for stormwater pollution prevention prior to any land disturbing activity at the construction site. All predetermined site controls must be installed and all required SWPPP documents must be prepared and stored in the predetermined site location prior to the required initial inspection.

Stormwater Pollution Prevention Plans required documents:

1. Approved SWPPP
2. Copy of the Signed Certification Statements. The erosion control installer, the SWPPP inspector and the excavator are required to sign a statement before work starts. If the landscaper and concrete subcontractor are known, certification statements are also required before approving the SWPPP.
3. Copy of Subcontractor List and Estimated Scheduling
4. Contact information for Regulatory agencies; City of Cedar Falls Inspectors, IDNR contacts, etc.
5. Site Plan that details Stormwater BMPs
6. A copy of the NPDES General Permit #2
7. Weekly/after rain Inspection sheets:
An estimated number of copies of blank inspection forms should be included in the SWPPP/CSR folder to facilitate easy reporting during construction;
8. Winter Attachment (when there will be construction during winter)

SWPPP initial inspections must take place prior to construction activities commencing. Building permits will not be issued until the initial SWPPP inspection is successful. Call the City of Cedar Falls Engineering Division staff to arrange initial SWPPP inspection:

City Engineering (319) 268-5511

During construction, City Inspectors will continue to visit each individual site in order to ensure ongoing compliance. Inspection comments, complaints and any required notices of violation will be made within 24-hours of inspections/investigations. Phone calls and e-mail correspondence will be critical tools in communicating stormwater pollution concerns and stormwater compliance directives. Therefore, alerting City staff to changes in contact information is critical for the SWPPP program's ongoing success.

At the conclusion of all construction activities, the project's stormwater supervisor must verify that the SUDAS requirements for compaction and topsoil depth have been met. Site plan finals and certificate of occupancy issuance shall be contingent upon the SWPPPs closure status, depending on the nature of activity. Temporary controls must be removed, all disturbed soil must be permanently stabilized (landscaped) and all local stormwater drainage systems cleaned out prior to SWPPP closure. Once the SWPPP is closed, the applicant can contact the IDNR and file a NOD.