



# Preliminary Plat Application Checklist *City of Lakeville*

Community Development Department

For Internal Staff Use Only:
Project Number: _____
Plat Name: _____
Date Submitted: _____

## Submittal Requirement Checklist

The developer's engineer is responsible for submitting this checklist and verifying that each item has been submitted with the preliminary plat by initialing each entry. The City's review process will commence only when the checklist is deemed complete. If one or more items on the checklist are not applicable to the project, the developer's engineer must provide written justification for City staff to review.

Developer  
Representative Name: \_\_\_\_\_

Developer's Engineer  
Representative Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

### I. Supporting information

- \_\_\_\_\_ 1. Name and address of the property owner(s).
- \_\_\_\_\_ 2. Name and address of the subdivider.
- \_\_\_\_\_ 3. Name and address of the engineer and surveyor and their Minnesota License Number, if any, of the proposed plat.
- \_\_\_\_\_ 4. Professional engineer signature on all plan sheets.

### II. Preliminary Plat

- \_\_\_\_\_ 1. Proposed name of subdivision; names shall not duplicate or too closely resemble names of existing platted subdivisions within Dakota County. Proposed names must be verified with the Dakota County Recorder.
- \_\_\_\_\_ 2. Date of preparation.
- \_\_\_\_\_ 3. North Arrow.
- \_\_\_\_\_ 4. Graphic scale of drawing (engineering scale only, not less than one (1) inch equals one hundred (100) feet).
- \_\_\_\_\_ 5. Locations of boundary lines in relation to a known section, quarter section, or quarter-quarter section lines to comprise a legal description of the property.
- \_\_\_\_\_ 6. Boundary lines of adjoining unsubdivided or subdivided land, within three hundred fifty (350) feet, including all contiguous land owned or controlled by the subdivider.

- \_\_\_\_\_ 7. Identify all gaps and overlaps of the property being platted.
- \_\_\_\_\_ 8. The outside boundary of the property being platted must be clearly marked with survey monumentation.
- \_\_\_\_\_ 9. For lots located on a curve or where side lot lines are not parallel, show the width of the lot at the building setback line.
- \_\_\_\_\_ 10. Prior to submittal, the development engineer must verify that the site is able to be served by public water and sewer. If public water and sewer are not available, the developer shall include a report prepared by a registered licensed geotechnical engineer on the feasibility of individual on-site sewer and water systems on each lot. The report shall include soil boring analysis and percolation tests to verify conclusions. This report must be submitted with the Preliminary Plat.
- \_\_\_\_\_ 11. Labeling of all proposed streets.
- \_\_\_\_\_ 12. Each lot is to be labeled with lot and block designation, rather than numbered sequentially without block numbers.
- \_\_\_\_\_ 13. House pad location, home style, and proposed building pad elevations at garage slab and low floor elevations for each lot.

If any of the items are not initialed for Section II. Preliminary Plat, please explain why.

### III. Existing Conditions

- \_\_\_\_\_ 1. Current Title Commitment (no more than 30 days old) or Current Title Opinion for abstract property, and a Certificate of Title for Registered property (torrens).
- \_\_\_\_\_ 2. Property owner's signature on the application or written authorization from said owner if the current owner is not making an application for platting.
- \_\_\_\_\_ 3. A certified list and mailing labels of property owners located within five hundred (500) feet of the subject property obtained from a certified title company.
- \_\_\_\_\_ 4. A current certificate of survey, prepared and signed by a Minnesota-licensed land surveyor, depicting the following:
  - Graphic scale of drawing (engineering scale only, not less than one (1) inch equals one hundred (100) feet).
  - North Arrow.
  - Date of survey.

- Existing legal description of the property to be platted, including parcel ID number(s) and addresses if applicable.
- Existing parcel boundaries are shown with survey measurement data matching the existing legal description of the parcel(s) of land to be platted.
- Area in square feet and acres of the outside boundary of the parcel(s) of land to be platted.
- Existing site improvements inside the outside boundaries and fifty (50) feet outside the outside boundaries of the parcel(s) of land to be platted.
- All encroachments along the outside boundary of the parcel(s) of land to be platted.
- Easements of record (referenced in the current Title Commitment, current Title Opinion, or Certificate of Title). Digital copies of the easements must also be submitted.
- Lakes, rivers, streams, creeks, approved delineated wetlands, stormwater management facilities, and other waterways bordering on or running through the parcel(s) of land to be platted. The ordinary high water elevation and the one hundred (100) year flood elevation (Special Flood Hazard Area) shall be shown where applicable, if available from the City or the Minnesota Department of Natural Resources (DNR).
- Location, right-of-way widths, and names of public streets or other public ways, showing type, width, and condition of improvements, if any, which pass through and or are adjacent to the parcel(s) of land being platted.
- Location, right-of-way widths, and names of railroads, if any, which pass through and or are adjacent to the parcel(s) of land being platted.
- Identify registered lands (torrens) within the outside boundaries of the parcel(s) of land being platted.
- Locations of any Shoreland Overlay District(s) if applicable.

If any of the items are not initialed for Section III. Preliminary Existing Conditions, please explain why.

IV. Site Plan

- \_\_\_\_\_ 1. North arrow.
- \_\_\_\_\_ 2. Date of preparation.
- \_\_\_\_\_ 3. Graphic scale of drawing (engineering scale only, not less than one (1) inch equals one hundred (100) feet).
- \_\_\_\_\_ 4. All building setback lines.
- \_\_\_\_\_ 5. For residential lots that are located on a curve or where side lot lines are not parallel, show the width of the lot at the building setback line.
- \_\_\_\_\_ 6. Zoning information such as lot size (area and width) and density information.
- \_\_\_\_\_ 7. For residential plats, provide gross and net density calculations. Areas dedicated to public ownership (parks, stormwater management facilities, and wetlands), major collector or arterial streets, and future development areas may be subtracted from the gross acreage to determine the net density. Local streets and privately owned property (parks, common areas, stormwater management facilities) may not be excluded for density calculations.
- \_\_\_\_\_ 8. Locations of proposed alleys, trails, and sidewalks.
- \_\_\_\_\_ 9. Areas other than streets, alleys, trails, sidewalks, and utility easements, that are intended to be dedicated or reserved for public use, including the size of such area or areas in acres.
- \_\_\_\_\_ 10. The location and dimensions of all easements.
- \_\_\_\_\_ 11. Each lot is to be labeled with a lot and block designation rather than numbered sequentially without block numbers.
- \_\_\_\_\_ 12. House pad location, home style, and proposed building pad elevations at garage slab and low floor elevations for each lot.
- \_\_\_\_\_ 13. Location of all natural features on the site. Natural features are considered to include, but are not limited to the following: tree lines, delineated wetlands, stormwater management facilities, lakes, streams, drainage channels, bluffs, and steep slopes.
- \_\_\_\_\_ 14. All required buffers for wetlands and watercourse **Buffers** per the City of Lakeville WMP and Vermillion River Watershed Stream Buffer Standards.
- \_\_\_\_\_ 15. Ghost plat of adjacent undeveloped and impacted parcels.

If any of the items are not initialed for Section IV. Site Plan, please explain why.

## V. Preliminary Grading Plan

- \_\_\_\_\_ 1. Existing contours at two (2) foot intervals are shown as dashed lines. Existing contours shall extend one hundred fifty (150) feet outside of the site.
- \_\_\_\_\_ 2. Proposed contours at two (2) foot intervals are shown as solid lines.
- \_\_\_\_\_ 3. Spot elevations at drainage break points and emergency overflow locations, directional arrows indicating site, swale, and lot drainage.
- \_\_\_\_\_ 4. Phasing of grading.
- \_\_\_\_\_ 5. North arrow.
- \_\_\_\_\_ 6. Date of preparation.
- \_\_\_\_\_ 7. Graphic scale of drawing (engineering scale only, not less than one (1) inch equals one hundred (50) feet).
- \_\_\_\_\_ 8. Each lot is to be labeled with lot and block designation, rather than numbered sequentially without block numbers.
- \_\_\_\_\_ 9. House pad location, home style, and proposed building pad elevations at garage slab and low floor elevations for each lot.
- \_\_\_\_\_ 10. Location of all natural features on the site. Natural features are considered to include, but are not limited to the following: tree lines, delineated wetlands, stormwater management facilities, lakes, streams, drainage channels, bluffs, and steep slopes.
- \_\_\_\_\_ 11. All required buffers for wetlands and watercourse **Buffers** per the City of Lakeville WMP and Vermillion River Watershed Stream Buffer Standards.
- \_\_\_\_\_ 12. Location and size of all existing and proposed stormwater management facilities, including:
  - Pipes including size, type, slope, class, rim, and invert elevations.
  - Manholes and catch basins.
  - Stormwater management facilities including normal and high water elevations.
  - Swales and drainage channels within one hundred fifty (150) feet of the site.
- \_\_\_\_\_ 13. Location and size of all proposed utilities, including sanitary sewer, watermain, stormwater management facilities, or other underground facilities within the site to a distance of one hundred fifty (150) feet beyond the site. Pipe type and size, grades, rim and invert elevations, and location of catch basins, manholes, and hydrants shall also be shown.
- \_\_\_\_\_ 14. If the plat is located within or adjacent to a special flood hazard area (SFHA), the plan must clearly show 100-year floodplain and flood elevation locations.
- \_\_\_\_\_ 15. Layout of proposed streets showing:
  - Right-of-way widths.
  - Locations and elevations of all street centerline high and low points.
  - Typical street sections.

- Street grades with a maximum permissible grade of ten (10) percent and a minimum of five-tenths (0.5%) percent.

- \_\_\_\_\_ 16. Locations and dimensions of proposed trails, sidewalks, and private drives, if applicable.
- \_\_\_\_\_ 17. Areas, other than streets, alleys, trails, sidewalks, and utility easements, intended to be dedicated or reserved for public use, including the size of such area or areas in acres.
- \_\_\_\_\_ 18. The location and dimensions of all easements.
- \_\_\_\_\_ 19. Minimum front and side street building setback lines.
- \_\_\_\_\_ 20. Locations of proposed retaining walls including top and bottom elevations and typical section.

If any of the items are not initialed for Section V. Preliminary Grading Plan, please explain why.

#### VI. Stormwater Pollution Prevention Plan

- \_\_\_\_\_ 1. A complete Stormwater Pollution Prevention Plan (SWPPP). The SWPPP must meet the requirements of the Minnesota Pollution Control Agency (MPCA) Construction Stormwater General Permit. The applicant is required to obtain coverage under the MPCA Stormwater General Permit prior to any land disturbance. Refer to the SWPPP Checklist for more information.
- \_\_\_\_\_ 2. Temporary and permanent revegetation or stabilization measures, including location(s), seed mixes (in accordance with the most current MnDOT seeding manual), plugs or containers, mulch types, and application rates.

If any of the items are not initialed for Section VI. Stormwater Pollution Prevention Plan, please explain why.

VII. Preliminary Utility Plan

- \_\_\_\_\_ 1. Location, dimensions, and purpose of all easements.
- \_\_\_\_\_ 2. Location and size of **existing and proposed** sanitary sewer, watermain, stormwater management facilities, or other underground facilities within the site to a distance of one hundred fifty (150) feet beyond the site.
  - Pipes including size, type, slope, class, rim, and invert elevations.
  - Location of catch basins and manholes.
  - Hydrants and valves.
- \_\_\_\_\_ 3. Watermain servicing the entirety of platted lots. Extensions of the public water supply system shall be designed so as to provide public water in accordance with the design standards as approved by the City Engineer and in accordance with the City's Water Plan.
- \_\_\_\_\_ 4. Service connections shall be stubbed at the property line and all necessary fire hydrants are provided.
- \_\_\_\_\_ 5. In areas where public water supply is not available, individual wells are provided on each lot and properly placed in relationship to the individual sewage disposal facilities on the same and adjoining lots. Well plans must comply with the State Well Code, as may be amended, and have been submitted for the approval of the City Engineer.
- \_\_\_\_\_ 6. All individual subsurface sewage treatment systems have been designed in accordance with all applicable State, County, and City requirements.

If any of the items are not initialed for Section VII. Preliminary Utility Plan, please explain why.

VIII. Tree Preservation Plan

- \_\_\_\_\_ 1. A Tree Inventory and Preservation Plan must be prepared by and signed by a Minnesota licensed forester or landscape architect indicating all the significant trees and their locations within the site to a distance of one hundred fifty (150) feet beyond the site.
- \_\_\_\_\_ 2. Size, species, tag numbers, and location of all significant trees (also to be included in tabular form).
- \_\_\_\_\_ 3. Identification of all significant trees proposed to be saved (also to be included in tabular form).

- \_\_\_\_\_ 4. Measures proposed to protect significant trees are to be described and standard details for tree protection measures included.
- \_\_\_\_\_ 5. Identification of all significant trees proposed to be removed (also to be included in tabular form).
- \_\_\_\_\_ 6. Location and size of existing and proposed utilities, including sanitary sewer, watermain, stormwater management facilities, or other underground facilities within the site to a distance of one hundred fifty (150) feet beyond the site. Pipe type and size, grades, rim and invert elevations, and location of catch basins, manholes, and hydrants shall also be shown.
- \_\_\_\_\_ 7. Existing contours at two (2) foot intervals shown as dashed lines. Existing contours shall extend one hundred fifty (150) feet outside of the site.
- \_\_\_\_\_ 8. Proposed contours at two (2) foot intervals shown as solid lines.
- \_\_\_\_\_ 9. Indicate proposed property lines, streets, easements, and other improvements.

If any of the items are not initialed for Section VIII. Tree Preservation Plan, please explain why.

#### IX. Screening and Landscaping Plan

- \_\_\_\_\_ 1. Graphic scale of drawing (engineering scale only, not less than one (1) inch equals one hundred (100) feet).
- \_\_\_\_\_ 2. Location and size of existing and proposed utilities, including sanitary sewer, watermain, stormwater management facilities, or other underground facilities within the site to a distance of one hundred fifty (150) feet beyond the site. Pipe type and size, slope, class, rim and invert elevations, and location of catch basins, manholes, and hydrants shall also be shown.
- \_\_\_\_\_ 3. Existing contours at two (2) foot intervals shown as dashed lines. Existing contours shall extend one hundred fifty (150) feet outside of the site.
- \_\_\_\_\_ 4. Proposed contours at two (2) foot intervals shown as solid lines.
- \_\_\_\_\_ 5. A comprehensive landscape plan, signed by a Minnesota licensed landscape architect, identifying all proposed plantings including species, quantity, nursery stock size, and stock type, buffering from behind the curb, and screening in both plan and cross-sectional detail view. Proposed plant species are to be listed by common and scientific name. Proposed quantities must be followed at the time of planting.
- \_\_\_\_\_ 6. The minimum planting size must conform to American Nursery Association standards. See requirements in City Code 11-21-9(C)(1) for additional information.

- \_\_\_\_\_ 7. Site amenities largely intended for aesthetic purposes (e.g., plant materials, creative grading, decorative lighting, exterior sculpture).
- \_\_\_\_\_ 8. Trees must comply with species identified in the City of Lakeville Building Permit Final Grade/Landscape Guidelines document, available on the Forestry Department webpage of the City's website.
- \_\_\_\_\_ 9. Maintenance and replacement details and/or notes for trees and plants found to be in poor health.
- \_\_\_\_\_ 10. Temporary and permanent vegetation for outlots, natural areas, and pond slopes, including seed mixes in accordance with the most current MnDOT seeding manual, plugs or containers, mulch types, and application rates.
- \_\_\_\_\_ 11. Setback dimensions for residential buffer yards abutting major collector or arterial streets as designated by the City of Lakeville transportation plan.
- \_\_\_\_\_ 12. Identification of turf and/or berm slopes steeper than 3:1.
- \_\_\_\_\_ 13. Berms must conform with requirements in City Code 11-21-9(C)(5).
- \_\_\_\_\_ 14. Natural Area signs located on property boundaries/curves if adjacent to a wetland and/or wetland buffer. A standard detail/spec of the Natural Area sign is to be included.

If any of the items are not initialed for Section IX. Screening and Landscaping Plan, please explain why.

#### X. Additional Information

Any or all of the additional information requirements set forth in this subsection shall be submitted as determined by the City staff and their consultants.

- \_\_\_\_\_ 1. A soil survey of the subdivision, including locations of the proposed stormwater management facilities, prepared by a Minnesota-licensed geotechnical engineer.
- \_\_\_\_\_ 2. Statement of the proposed use of lots stating the type of buildings with a number of proposed dwelling units or type of business or industry so as to reveal the effect of the development on traffic, fire hazards, and congestion of population.
- \_\_\_\_\_ 3. If any zoning changes are contemplated, the proposed zoning plan for the areas, including dimensions, shall be shown. Such proposed zoning plan shall be for information only and shall not vest any right to the applicant.
- \_\_\_\_\_ 4. Sketch plan of adjacent properties so as to show the possible relationships between the proposed subdivision and future subdivisions. All subdivisions shall be required to relate well with existing or potential adjacent subdivisions. Lots must meet the minimum requirements of the applicable zoning district.

- \_\_\_\_\_ 5. Where structures are to be placed on large or excessively deep lots that are subject to potential replat, the preliminary plat shall indicate a logical way in which the lots could possibly be re-subdivided in the future.
- \_\_\_\_\_ 6. Any developments, other than single-family, building heights and elevations, including material calculations, as required by City Code 11-17-9.
- \_\_\_\_\_ 7. A building lighting plan that meets the requirements of City Code 11-16-17.
- \_\_\_\_\_ 8. Any dedication requirements as outlined in City Code 10-4-8.
- \_\_\_\_\_ 9. A parking facilities plan that meets the requirements of City Code 11-19-13.
- \_\_\_\_\_ 10. Locations of trash enclosures and mechanical equipment shall conform to the requirements and standards in City Code 11-18-11 and 11-21-13, respectively.
- \_\_\_\_\_ 11. When the City has agreed to install improvements in a development, the developer agrees to furnish a financial security satisfactory to the City.
- \_\_\_\_\_ 12. Where irregularly shaped lots have been proposed, house plans shall be submitted which demonstrate such lots to be buildable and the resulting structure compatible in size and character to the surrounding area.
- \_\_\_\_\_ 13. A copy of an approved wetland delineation report and Notice of Decision.  
Date of approved wetland delineation Notice of Decision \_\_\_\_\_.
- \_\_\_\_\_ 14. A wetland replacement plan must be reviewed during the preliminary plat process and approved prior to the preliminary plat approval by City Council.
- \_\_\_\_\_ 15. A Stormwater Management Plan has been submitted.
- \_\_\_\_\_ 16. A Stormwater Pollution Prevention Plan (SWPPP) that meets the requirements of the Minnesota Pollution Control Agency (MPCA) Construction Stormwater General Permit.

If any of the items are not initialed for Section X. Additional Information, please explain why.

Developer's Engineer Representative Name (Print): \_\_\_\_\_

Developer's Engineer Representative Signature: \_\_\_\_\_

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



# Stormwater Pollution Prevention Plan (SWPPP) Checklist *City of Lakeville*

Environmental Resources Department

The project's SWPPP must meet the requirements of the Minnesota Pollution Control Agency (MPCA) Construction Stormwater General Permit/National Pollutant Discharge Elimination System (NPDES)/State Disposal System (SDS) Permit, as amended. The applicant is required to obtain coverage under the MPCA Stormwater General Permit prior to any land disturbance. The use of this checklist will help you to determine if your SWPPP is complete, though not all checklist items are applicable to all projects. The SWPPP must be designed by an individual certified through the University of Minnesota Erosion and Stormwater Management program or equivalent. All checklist items, if applicable, must be included on one or multiple SWPPP plan sheets as part of the preliminary plat submittal. If permittees determine compliance with the following requirements is infeasible, documentation of the determination must be provided in the SWPPP.

The SWPPP contains a combination of:

- | Yes                      | N/A                      |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Narrative.                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Plan sheets.                                |
| <input type="checkbox"/> | <input type="checkbox"/> | Standard detail sheets (where appropriate). |

## I. Project and Site Information

The SWPPP contains the following information:

- | Yes                      | N/A                      |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Project name.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Developer/owner.                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | SWPPP designer and certification.                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Date of preparation.                                   |
|                          |                          | Provide the following in tabular form:                 |
| <input type="checkbox"/> | <input type="checkbox"/> | The total disturbed area proposed (in acres).          |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing impervious surface areas (in acres).          |
| <input type="checkbox"/> | <input type="checkbox"/> | Post-construction impervious surface areas (in acres). |

## II. Plan Sheets

The SWPPP plan sheets must contain the following information, at a minimum:

- | Yes                      | N/A                      |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Existing and final grade contours.   |
| <input type="checkbox"/> | <input type="checkbox"/> | The direction of stormwater flow for all pre-and post-construction drainage areas.     |
| <input type="checkbox"/> | <input type="checkbox"/> | All discharge points where stormwater is leaving the site or entering a surface water. |
| <input type="checkbox"/> | <input type="checkbox"/> | Locations of the site's impervious surfaces (pre- and post-construction).              |

- Locations of potential pollutant-generating activities (as identified in Section 12 of the MPCA Construction Stormwater General Permit).
- Areas of steep slope (3:1 or greater) must be stabilized using erosion control blankets.
- Identify all surface waters, existing wetlands, and stormwater ponds/basins within one (1) aerial mile that receive stormwater from the construction site during or after construction.
- 50-foot natural buffers are preserved, or (if maintaining a buffer is infeasible) redundant perimeter control is provided when a surface water is within 50 feet of the project's earth disturbances and drains to the surface water.  
*Note: Redundant perimeter controls must be installed at least 5 feet apart.*
- Locations of permanent 100-foot buffer zones adjacent to any special waters.
- Locations of any Drinking Water Supply Management Area(s) (DWSMA) on the project site.
- Locations and types of all temporary and permanent erosion prevention and sediment control BMPs.
- Locations of areas where construction will be phased to minimize the duration of exposed soils.
- Are standard detail plates or specifications included where appropriate?

### III. Narrative

The SWPPP narrative must contain the following, at a minimum:

#### Project Overview

- | Yes                      | N/A                      |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | A description of the nature of the construction activity.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Soil types.  |
| <input type="checkbox"/> | <input type="checkbox"/> | A map of all surface waters, existing wetlands, and stormwater ponds/basins within one (1) aerial mile of the project site that receives stormwater from the construction site during or after construction.           |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify discharges to any U.S. Environmental Protection Agency (EPA)-approved Total Maximum Daily Load (TMDL) for the pollutants/stressors described in item 23.7 of the MPCA Construction Stormwater General Permit. |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify any special or impaired waters within a one (1) mile radius of the project site. Special or impaired water stressors include those within Section 23 of the MPCA Construction Stormwater General Permit.      |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify any DWSMAs within one (1) aerial mile of the project site.  |

#### Inspection and Responsibility

- | Yes                      | N/A                      |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Identification of the person knowledgeable and experienced in the application of erosion prevention and sediment control best management practices (BMPs) who will oversee the implementation of the SWPPP. |
| <input type="checkbox"/> | <input type="checkbox"/> | Documentation for all trained individuals (a copy of a certification card or similar).  |
| <input type="checkbox"/> | <input type="checkbox"/> | Description of the chain of responsibility for SWPPP implementation for all operators on the site.  |
| <input type="checkbox"/> | <input type="checkbox"/> | The person, organization, or entity (name or title) responsible for the long-term operation and maintenance of the permanent stormwater treatment system.   |
| <input type="checkbox"/> | <input type="checkbox"/> | A description of procedures to amend the SWPPP.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Inspections must be performed once every 7 days and within 24 hours of a 0.5-inch or greater rain event.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Inspections must be recorded within 24 hours of being conducted.  |
| <input type="checkbox"/> | <input type="checkbox"/> | The SWPPP, including all changes to it, must be kept at the site during construction by the permittee who has operational control of that portion of the site.  |

## Erosion and Sediment Control BMPs

- | Yes                      | N/A                      |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | A description of installation timing for all erosion prevention and sediment control BMPs.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Any stormwater mitigation measures proposed as part of environmental, endangered species, archaeological, or other required local, state, or federal reviews conducted for the project.  |
| <input type="checkbox"/> | <input type="checkbox"/> | A description of methods used to preserve topsoil.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Construction areas are to be phased to minimize the duration of exposed soils.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Tabulated quantities of all erosion prevention and sediment control BMPs anticipated for the life of the project (may be in the narrative or on plan sheets).  |
| <input type="checkbox"/> | <input type="checkbox"/> | Exposed soils (including stockpiles) have erosion protection/cover initiated immediately and completed within 14 days (or 7 days per Section 23 of the MPCA Construction Stormwater General Permit) when construction activity ceases.   |
| <input type="checkbox"/> | <input type="checkbox"/> | A description of permanent cover methods for all exposed soil areas (may be in the SWPPP narrative or on plan sheets).   |
| <input type="checkbox"/> | <input type="checkbox"/> | The wetted perimeter of the last 200 feet of ditches must be stabilized within 24 hours of connecting to a surface water or property line.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Temporary or permanent ditches or swales used as a sediment containment system during construction must be stabilized within 24 hours after no longer being used as a sediment containment system.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Pipe outlets must have energy dissipation within 24 hours of connecting to a surface water or permanent stormwater treatment system.<br><i>Note: Mulch, hydromulch, tackifier, polyacrylamide, or similar erosion prevention practices cannot be used within the normal wetted perimeter of drainage ditches or swale sections with a continuous slope of greater than 2%.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | Include a procedure to address the potential for sediment or other pollutants to discharge from the site, including appropriate energy dissipation measures.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Direct discharges from BMPs to vegetated areas unless infeasible.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Include a procedure for preventing sediment-laden water from leaving the site using appropriate BMPs.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 50-foot natural buffers are preserved, or (if maintaining a buffer is infeasible) redundant perimeter control is provided when a surface water is within 50 feet of the project's earth disturbances and drains to the surface water.<br><i>Note: Redundant perimeter controls must be installed at least 5 feet apart.</i>  |
| <input type="checkbox"/> | <input type="checkbox"/> | Sediment control practices are established on downgradient perimeters and upgradient of any buffer zones.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Sediment control practices are established at the base of stockpiles on the downgradient perimeter.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Stockpiles are located outside natural buffers or surface waters, including stormwater conveyances (e.g., curb and gutter systems), unless there is a bypass.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Inlet protection BMPs included.<br><i>Note: Inlet protection is to remain in place until final stabilization.</i>  |
| <input type="checkbox"/> | <input type="checkbox"/> | Establish vehicle tracking BMPs where vehicles exit the site to minimize street tracking.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Temporary sediment basins must be installed when 10 acres or more of disturbed areas will drain to a common point (or 5 acres per Section 23 of the MPCA Construction Stormwater General Permit).  |
|                          |                          | If temporary sediment basins are proposed:   |
| <input type="checkbox"/> | <input type="checkbox"/> | Temporary sediment basins must have a stabilized energy overflow.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Temporary sediment basins must be situated outside surface waters and any required natural buffer zones.   |

### Dewatering and Basin Draining

Yes    N/A

- If dewatering or basin draining is required on the site, a plan must be in place to prevent nuisance conditions, erosion, and inundation of wetlands.
- Discharges relating to dewatering and basin draining must be visually checked and photographed at the beginning and at least once every 24 hours of operation.

### Maintenance and Replacement

Yes    N/A

- All nonfunctional BMPs must be repaired, replaced, or supplemented with functional BMPs by the end of the next business day after discovery or as soon as field conditions allow.
- Perimeter control devices must be repaired, replaced, or supplemented when nonfunctional or sediment reaches one-half the height of the device.
- Inlet protection devices must be repaired, replaced, or supplemented when nonfunctional or sediment reaches one-half the height of the device.
- Temporary and permanent sediment basins must be drained and sediment removed when the depth of sediment collected reaches one-half of the storage volume within 72 hours of discovery.
- All sediment deposits and deltas must be removed from surface waters (including drainage ways, catch basins, and other drainage systems), and the removal areas restabilized within 7 days.
- Sediment on paved surfaces (e.g., sediment tracked from vehicles) must be removed within one (1) calendar day of discovery.
- Permanent stormwater treatment BMPs must be inspected and maintained.

### Pollution Prevention Management

Yes    N/A

- Proper storage, handling, and disposal of construction products, materials, and wastes is required (e.g., hazardous materials, solid wastes).
- Proper storage, handling, and disposal of concrete washout. Permittees must identify the designated location of a washout facility and install signage on site.
- Fueling and maintenance of equipment or vehicles and spill prevention and response.
- Limit exterior vehicle and equipment washing to a defined area of the site.
- Portable toilets must be positioned so that they are secure.

### Permanent Stormwater Treatment System

Yes    N/A

- A description of the stormwater treatment system.
- Identification of all DWSMA areas within the project site.
- Is filtration proposed (e.g., sand filters, biofiltration areas, swales using underdrains and check dams, and underground sand filters)?  
If Yes:
  - The SWPPP must include requirements not to install the filter media until the drainage area is fully stabilized.
  - If the filter media is installed before the drainage area is fully stabilized, rigorous erosion prevention and sediment control BMPs are used to keep all runoff and sediment out of the filtration practice.
- Is infiltration proposed (e.g., infiltration basins, infiltration trenches, rain gardens, swales with check dams, natural depressions)?  
If infiltration is proposed:
  - The SWPPP includes requirements to avoid excavating the infiltration system within 3 feet of final grade before stabilizing the drainage area.
  - If the infiltration system is excavated within 3 feet of final grade, rigorous erosion prevention and sediment control BMPs are used to keep all runoff and sediment out of the infiltration system.

- Description of ways heavy construction equipment or vehicles will not cause soil compaction within the infiltration area.
- Description of site limitations related to the infiltration prohibitions outlined in Section 16 of the MPCA Construction Stormwater General Permit.

**Permit Termination Conditions**

- | Yes                      | N/A                      |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Permanent uniform perennial vegetative cover must be established at 70% density of its expected final growth.                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | The permanent stormwater treatment system is constructed, meets all requirements, and operates as designed.                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | All temporary synthetic erosion prevention and sediment control BMPs must be removed.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Clean out sediment from conveyance systems and permanent stormwater treatment systems (return to design capacity).                            |
| <input type="checkbox"/> | <input type="checkbox"/> | Install temporary erosion protection and downgradient perimeter control for residential sites and distribute the MPCA's Homeowner Fact Sheet. |
| <input type="checkbox"/> | <input type="checkbox"/> | Submit a Notice of Termination (NOT) to the MPCA.   |

\*This checklist is a condensed list of items from the MPCA Construction Stormwater Permit. It is the responsibility of the Design Engineer to ensure that all requirements of the MPCA Construction Stormwater Permit, as amended, are fully addressed and incorporated into the SWPPP.

Developer's Engineer Representative Name (Print): \_\_\_\_\_

Developer's Engineer Representative Signature: \_\_\_\_\_

SWPPP Design Certification Number: \_\_\_\_\_

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