

# Erosion and Sediment Control Plan (including O&M Plan for Temporary BMPs) Checklist

Please prepare the Erosion and Sediment Control Plan to be included in Application Packages. Please adhere to the standards described in the Land Disturbance Permit Checklist and use this checklist to be sure Plan is complete. You must sign and date this checklist and attach to completed Plan for submittal.

## Plan Cover Sheet

- ☐ Title – *Erosion and Sediment Control Plan*
- ☐ Project Name
- ☐ Project Location
- ☐ Assessor Parcel Number
- ☐ Land Disturbance Permit Number
- ☐ Contractor or Other Firm Name and Contact Information
- ☐ Owner Name
- ☐ Owner Address, Phone Number, E-mail Address
- ☐ Technical Representative Name (if applicable)
- ☐ Technical Representative Address, Phone Number, E-mail Address (if applicable)

## Submission Requirements

Unless otherwise noted or waived by the **(INSERT REGULATORY AUTHORITY)**, all items listed below are required to be submitted as part of this Plan for the application package to be considered complete.

### Narrative:

#### Provide descriptions of the following:

- ☐ Nature and purpose of the land disturbing activity, and the area (acres) to be disturbed.
- ☐ Existing conditions and adjacent areas which might be affected by the land disturbance.
- ☐ Any off-site land-disturbing activities that will occur (including borrow sites, waste or surplus areas, etc.). Describe any other areas to be disturbed.
- ☐ Soils on site giving such information as soil name, National Resources Conservation Service map unit, erodibility, permeability, depth, texture and soil structure.
- ☐ If applicable, describe standards which will be followed for dewatering activities.
- ☐ Describe any critical areas on the site which have potentially serious erosion problems (e.g., steep slopes, channels, wet weather/underground springs, etc.).
- ☐ BMPs (with IDs) which will be used to control erosion and sedimentation on the site. Include discussion of any storm drain inlet protection provided to prevent sediment laden water from entering (if applicable).
- ☐ How the site will be stabilized after construction is completed (include specifications).
- ☐ Provide detailed construction activity schedule – show anticipated starting and completion dates for project events, include vegetation and mulching timeline.
- ☐ Any construction and waste materials expected to be stored on-site and intended disposal methods. The Plan shall include a description of controls to reduce pollutants from these materials, including storage practices to minimize exposure of the materials to stormwater, and spill prevention and response.
- ☐ Any provisions for phasing the project where one acre of area or greater is to be altered or disturbed.

## Site Plan:

- ☐ Include title, date, north arrow, names of abutters, scale, legend, and locus map.
- ☐ A small vicinity map locating the site in relation to the surrounding area.
- ☐ Include property boundaries/lot lines.
- ☐ Include lines of existing abutting streets showing drainage and driveway locations and curb cuts.
- ☐ Include existing utilities, contours, vegetation, and drainage patterns.
- ☐ Location and description of natural features including:
  - (a) Watercourses and water bodies, Outstanding Resource Waters (ORWs), wetland resource areas, jurisdictional buffers, no-disturb zones, vernal pools, **DCR Wachusett Watershed Protection Act boundaries**, and all floodplain information, including the 100-year flood elevation based upon the most recent Flood Insurance Rate Map, or as calculated by the Owner's Technical Representative for areas not assessed on these maps,
  - (b) Existing vegetation including tree lines, canopy layer, shrub layer, and ground cover, and trees with a caliper twelve (12) inches or larger, noting specimen trees and forest communities,
  - (c) The 25-foot No Disturb Zone and the 100-foot buffer to all Bordering Vegetated Wetlands, and
  - (d) Habitats mapped by the Massachusetts Natural Heritage and Endangered Species Program as Endangered, Threatened or of Special Concern, Estimated Habitats of Rare Wildlife, Potential Vernal Pools, Certified Vernal Pools, and Priority Habitats of Rare Species within five hundred 500 feet (500') of any construction activity.
- ☐ Existing soils, volume and nature of imported soil materials.
- ☐ Topographical features including existing and proposed contours at intervals no greater than two 2 feet (2') with spot elevations provided when needed.
- ☐ Surveyed property lines showing distances and monument locations, all existing and proposed easements, rights-of-way, and other encumbrances, the size of the entire parcel, and the delineation and number of square feet of the land area to be disturbed
- ☐ Drainage patterns and approximate slopes anticipated after major grading activities (Construction Phase Grading Plans)
- ☐ Location and details of erosion and sediment control measures with a narrative of the construction sequence/phasing of the project, including both operation and maintenance for structural and non-structural measures, interim grading, sizing of sedimentation basins, and construction and waste material stockpiling areas.
- ☐ The outline of any areas, including drainage ways, steep slopes and proposed stockpile of topsoil that shall be restored and/or seeded immediately.
- ☐ Path and mechanism to divert uncontaminated water around disturbed areas, to the maximum extent practicable.
- ☐ Location and description of industrial discharges, including stormwater discharges from dedicated asphalt plants and dedicated concrete plants, which are intended to be covered by an industrial NPDES permit.
- ☐ Stormwater runoff calculations in accordance with the Massachusetts Stormwater Management Policy
- ☐ Include areas which are to be cleared and graded.
- ☐ If a subdivision, a general note indicating the responsibility to maintain erosion/sedimentation controls during construction and, until sale of the lots involved, including the frequency of maintenance and that temporary ground cover or erosion/siltation control shall be established on any unbuilt lots where required by the Authorized Enforcement Agency,

- ☐ Show and detail stabilized construction areas for trucks and other equipment to enter and leave property without tracking onto the public street.
- ☐ Locate and ID erosion and sediment control BMPs used on the site, include detail(s) for each BMP.
- ☐ Identify any off-site land-disturbing activities and show location of erosion controls off-site.
- ☐ Location and description of and implementation schedule for temporary and permanent seeding, vegetative controls, and other stabilization measures.
- ☐ Plans must be stamped and/or certified by the Owner's Technical Representative.
- ☐ Such other information as is required by the Authorized Enforcement Agency.

#### **Operation and Maintenance Plan during Construction:**

- ☐ List the individual who will serve as the O&M point of contact. Include 24-hour contact information (phone number required).
- ☐ List the individual(s) who will serve as the Environmental Site Monitor for this project. Include phone number and proof of qualification.
- ☐ Describe how the site is to be managed and kept clean each day. Provide a description on how adjacent public and private roadways will be kept clean (tracking control).
- ☐ Provide the inspection and maintenance schedules for each BMP.
- ☐ Include inspection checklists (weekly and after rain events), and blank inspection forms. Indicate where inspection logbook will be kept on site.

#### **Spill Prevention Plan (for construction activities):** Plan for use in the event of a spill on site.

- ☐ Describe the facility, address, activities and materials involved. Include a facility map identifying the key locations of areas, activities, materials, and BMPs.
- ☐ Include spill reporting procedures and identify key spill response personnel and hospital contacts.
- ☐ Identify the potential spill areas or operations prone to spills/leaks and identify which areas should be or already are "containment" areas.
- ☐ Include material handling procedures and safety measures for each kind of waste and spill response procedures including proper record keeping procedures.
- ☐ Include a plan to protect all storm drains in the event of a spill.

#### **Project Changes**

- ☐ The Owner, or their agent, shall notify the (INSERT REGULATORY AUTHORITY) in writing of any change or alteration of a land disturbance authorized in a Major Land Disturbance Permit before any change or alteration occurs. If the (INSERT REGULATORY AUTHORITY) determines that the change or alteration is significant, based on the design requirements listed in these Regulations and accepted construction practices, the (INSERT REGULATORY AUTHORITY) may require that an amended Major Land Disturbance Permit application be filed and/or a public hearing held. If any change or deviation from the Major Land Disturbance Permit occurs during a project, the (INSERT REGULATORY AUTHORITY) may require the installation of interim measures before approving the change.

#### **Calculations:**

- ☐ Include detailed calculations for the design of temporary BMPs.

***Owner's Certification***

I, the undersigned, hereby certify that the attached Erosion and Sediment Control Plan submittal includes all items required by the (INSERT CITY / TOWN NAME) Stormwater Management Rules and Regulations. I understand that if any of the items required are found to be missing from the submittal, the Erosion and Sediment Control Plan will not be acceptable for review and will be returned as incomplete. I, the Owner, or approved applicant is aware of these criteria and will accept all responsibility for delays due to incomplete submittals. I am enclosing an explanation for each item which I feel is not required and, therefore, have not been included in this submittal package.

Owner's/Approved Applicant's Signature: \_\_\_\_\_

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