

Memo

To: Local Issuing Authorities, Design Professionals, Plan Reviewers and Other Interested Parties

From: The Georgia Soil and Water Conservation Commission and the Georgia Environmental Protection Division

cc: Brent Dykes, Executive Director, GSWCC
Jud Turner, Director, GAEPD

Date: March 5, 2012

Re: Checklist Requirements for Projects Less Than One Acre Not Part of a Common Development but Within 200 Feet of Perennial State Waters (O.C.G.A. 12-7-17(8))

If the subject project is less than one acre and not part of a common development or sale, but within 200 feet of any perennial State waters, a local Land Disturbing Activity (LDA) permit and an Erosion, Sedimentation and Pollution Control (ES&PC) Plan are required (O.C.G.A. 12-7-17(8)). Applications for a local Land Disturbing Activity permit and copies of the ES&PC Plan must be submitted to the Local Issuing Authority for review and approval or disapproval.

O.C.G.A. 12-7-17(8) is not applicable if the land disturbing activity is the construction of a single-family residence that is not part of a common development or sale and is less than one acre - a local Land Disturbing Activity permit is not required (O.C.G.A. 12-7-17(4)); however, the minimum requirements of O.C.G.A. 12-7-6 are applicable (e.g., ES&PC Plan and State-mandated buffers) and should be enforced by the Local Issuing Authorities.

ES&PC Plans must be prepared in accordance with the appropriate ES&PC checklist released by the Georgia Soil and Water Conservation Commission (GSWCC) each calendar year; however, not all items on the checklist are required for the subject projects (Attachments).

For “stand alone” construction projects that are less than one acre and not part of a common development or sale, but within 200 feet of any perennial State waters, the following checklist requirements are not applicable: 10, 14, 18, 19, 20, 23, 27, 28, 31, 33, 34, 36, 37 and 40 - 48.

For “infrastructure” construction projects that are less than one acre and not part of a common development or sale, but within 200 feet of any perennial State waters, the following checklist requirements are not applicable: 13, 17, 18, 25, 26, 29, 31, 32, 34, 35 and 38 - 46.

Coverage under the State General Permits for Stormwater Discharges Associated with Construction Activities is not required for projects less than one acre and not part of a common development.

For further assistance please contact Ben Ruzowicz, GSWCC Technical Specialist at (706) 552-4470.

**EROSION, SEDIMENTATION & POLLUTION CONTROL PLAN CHECKLIST
STAND ALONE CONSTRUCTION PROJECTS**

SWCD: _____

Project Name: _____

Address: _____

City/County: _____

Date on Plans: _____

TO BE SHOWN ON ES&PC PLAN

Plan Page #	Included Y/N

1. The applicable Erosion, Sedimentation and Pollution Control Plan Checklist established by the Commission as of January 1 of the year in which the land-disturbing activity was permitted.

(The completed Checklist must be submitted with the ES&PC Plan or the Plan will not be reviewed)

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2. Level II certification number issued by the Commission, signature and seal of the certified design professional.

(Signature, seal and Level II number must be on each sheet pertaining to ES&PC plan or the Plan will not be reviewed)

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3. The name and phone number of the 24-hour local contact responsible for erosion, sedimentation and pollution controls.

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4. Provide the name, address and phone number of primary permittee.

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5. Note total and disturbed acreage of the project or phase under construction.

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6. Provide land lot and district numbers for site location. Describe critical areas and any additional measures that will be utilized for these areas.

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7. Provide vicinity map showing site's relation to surrounding areas. Include designation of specific phase, if necessary.

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8. Graphic scale and north arrow.

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9. Existing and proposed contour lines with contour lines drawn at an interval in accordance with the following:

Map Scale	Ground Slope	Contour Intervals, ft.
1 inch = 100ft or larger scale	Flat 0 - 2%	0.5 or 1
	Rolling 2 - 8%	1 or 2
	Steep 8% +	2,5 or 10

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10. Boundary line survey.*

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11. Delineation and acreage of contributing drainage basins on the project site.

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12. Delineation of on-site wetlands and all state waters located on and within 200 feet of the project site.

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13. Delineation of the applicable 25-foot or 50-foot undisturbed buffers adjacent to state waters and any additional buffers required by the Local Issuing Authority. Clearly note and delineate all areas of impact.

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14. Delineate all sampling locations, perennial and intermittent streams and other water bodies into which storm water is discharged.*

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15. Storm-drain pipe and weir velocities with appropriate outlet protection to accommodate discharges without erosion. Identify/Delineate all storm water discharge points.

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16. Soil series for the project site and their delineation.

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17. Identify the project receiving waters and describe all adjacent areas including streams, lakes, residential areas, wetlands, etc. which may be affected.

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18. Any construction activity which discharges storm water into an Impaired Stream Segment, or within 1 linear mile upstream of and within the same watershed as, any portion of an Biota Impaired Stream Segment must comply with Part III. C. of the Permit. Include the completed Appendix 1 listing all the BMPs that will be used for those areas of the site which discharge to the Impaired Stream Segment.*

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19. If a TMDL Implementation Plan for sediment has been finalized for the Impaired Stream Segment (identified in item 18 above) at least six months prior to submittal of NOI, the ES&PC Plan must address any site-specific conditions or requirements included in the TMDL Implementation Plan.*

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20. Provide hydrology study and maps of drainage basins for both the pre- and post-developed conditions.*

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21. Initial date of the Plan and the dates of any revisions made to the Plan including the entity who requested the revisions.

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22. The limits of disturbance for each phase of construction.

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23. Limit of disturbance shall be no greater than 50 acres at any one time without prior written authorization from the EPD District Office. If EPD approves the request to disturb 50 acres or more at any one time, the plan must include at least 4 of the BMPs listed in Appendix 1 of this checklist.*

(A copy of the written approval by EPD must be attached to the plan for the plan to be reviewed.)

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24. Provide a minimum of 67 cubic yards of sediment storage per acre drained using a temporary sediment basin, retrofitted detention pond, and/or excavated inlet sediment traps for each common drainage location. Sediment storage volume must be in place prior to and during all land disturbance activities until final stabilization of the site has been achieved. A written rationale explaining the decision to use equivalent controls when a sediment basin is not attainable must be included in the plan for each common drainage location in which a sediment basin is not provided. Worksheets from the Manual must be included for structural BMPs and all calculations used by the design professional to obtain the required sediment storage when using equivalent controls.

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25. Use of alternative BMPs whose performance has been documented to be equivalent to or superior to conventional BMPs

as certified by a Design Professional (unless disapproved by EPD or the Georgia Soil and Water Conservation Commission). Please refer to the Alternative BMP Guidance Document found at www.gaswcc.org.

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| ☐ | ☐ | 26. Best Management Practices to minimize off-site vehicle tracking of sediments and the generation of dust. |
| ☐ | ☐ | 27. BMPs for concrete washdown of tools, concrete mixer chutes, hoppers and the rear of the vehicles. Washout of the drum at the construction site is prohibited.* |
| ☐ | ☐ | 28. Provide BMPs for the remediation of all petroleum spills and leaks.* |
| ☐ | ☐ | 29. Location of Best Management Practices that are consistent with and no less stringent than the Manual for Erosion and Sediment Control in Georgia. Use uniform coding symbols from the Manual, Chapter 6, with legend. |
| ☐ | ☐ | 30. Description of the nature of construction activity. |
| ☐ | ☐ | 31. A description of appropriate controls and measures that will be implemented at the construction site including: (1) initial sediment storage requirements and perimeter control BMPs, (2) intermediate grading and drainage BMPs, and (3) final BMPs.* |
| ☐ | ☐ | 32. Description and chart or timeline of the intended sequence of major activities which disturb soils for the major portions of the site (i.e., initial perimeter and sediment storage BMPs, clearing and grubbing activities, excavation activities, utility activities, temporary and final stabilization). |
| ☐ | ☐ | 33. Description of the practices that will be used to reduce the pollutants in storm water discharges.* |
| ☐ | ☐ | 34. Description of the measures that will be installed during the construction process to control pollutants in storm water that will occur after construction operations have been completed.* |
| ☐ | ☐ | 35. Design professional's certification statement and signature that the site was visited prior to development of the ES&PC Plan as stated on page 14 of the permit. |
| ☐ | ☐ | 36. Design professional's certification statement and signature that the permittee's ES&PC Plan provides for an appropriate and comprehensive system of BMPs and sampling to meet permit requirements as stated on page 14 of the permit.* |
| ☐ | ☐ | 37. Certification statement and signature of the permittee or the duly authorized representative as stated in section V.G.2.d. of the state general permit.* |
| ☐ | ☐ | 38. An estimate of the runoff coefficient or peak discharge flow of the site prior to and after construction activities are completed. |
| ☐ | ☐ | 39. Indication that non-exempt activities shall not be conducted within the 25 or 50-foot undisturbed stream buffers as measured from the point of wrosted vegetation without first acquiring the necessary variances and permits. |
| ☐ | ☐ | 40. Indication that the design professional who prepared the ES&PC Plan is to inspect the installation of the initial sediment storage requirements and perimeter control BMPs within 7 days after installation.* |
| ☐ | ☐ | 41. Indication that amendments/revisions to the ES&PC Plan which have a significant effect on BMPs with a hydraulic component must be certified by the design professional.* |
| ☐ | ☐ | 42. Indication that waste materials shall not be discharged to waters of the State, except as authorized by a Section 404 permit.* |
| ☐ | ☐ | 43. Documentation that the ES&PC Plan is in compliance with waste disposal, sanitary sewer, or septic tank regulations during and after construction activities have been completed.* |
| ☐ | ☐ | 44. Provide complete requirements of inspections and record keeping by the primary permittee.* |
| ☐ | ☐ | 45. Provide complete requirements of sampling frequency and reporting of sampling results.* |
| ☐ | ☐ | 46. Provide complete details for retention of records as per Part IV.F. of the permit.* |
| ☐ | ☐ | 47. Description of analytical methods to be used to collect and analyze the samples from each location.* |
| ☐ | ☐ | 48. Appendix B rationale for outfall sampling points where applicable.* |
| ☐ | ☐ | 49. Clearly note statement in bold letters- "The escape of sediment from the site shall be prevented by the installation of erosion and sediment control measures and practices prior to, or concurrent with, land disturbing activities." |
| ☐ | ☐ | 50. Clearly note maintenance statement in bold letters - "Erosion control measures will be maintained at all times. If full implementation of the approved plan does not provide for effective erosion control, additional erosion and sediment control measures shall be implemented to control or treat the sediment source." |
| ☐ | ☐ | 51. Clearly note the statement in bold letters - "Any disturbed area left exposed for a period greater than 14 days shall be stabilized with mulch or temporary seeding." |
| ☐ | ☐ | 52. Provide detailed drawings for all structural practices. Specifications must, at a minimum, meet the guidelines set forth in the Manual for Erosion and Sediment Control in Georgia. |
| ☐ | ☐ | 53. Provide vegetative plan, noting all temporary and permanent vegetative practices. Include species, planting dates and seeding, fertilizer, lime and mulching rates. Vegetative plan shall be site specific for appropriate time of year that seeding will take place and for the appropriate geographic region of Georgia. |

*If using this checklist for a project that is less than 1 acre and not part of a common development but within 200 ft of a perennial stream the * checklist items would be N/A.

Effective January 1, 2012

**EROSION, SEDIMENTATION & POLLUTION CONTROL PLAN CHECKLIST
INFRASTRUCTURE CONSTRUCTION PROJECTS**

SWCD: _____

Project Name: _____

Address: _____

City/County: _____

Date on Plans: _____

Plan Page #	Included Y/N
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TO BE SHOWN ON ES&PC PLAN

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|--------------------------|------------------------------------|---|--------------------|------------------------------------|--------------------|------------------------------|
| ☐ | ☐ | 1. The applicable Erosion, Sedimentation and Pollution Control Plan Checklist established by the Commission as of January 1 of the year in which the land-disturbing activity was permitted.
(The completed Checklist must be submitted with the ES&PC Plan or the Plan will not be reviewed) | | | | |
| ☐ | ☐ | 2. Level II certification number issued by the Commission, signature and seal of the certified design professional.
(Signature, seal and Level II number must be on each sheet pertaining to ES&PC plan or the Plan will not be reviewed) | | | | |
| ☐ | ☐ | 3. The name and phone number of the 24-hour local contact responsible for erosion, sedimentation and pollution controls. | | | | |
| ☐ | ☐ | 4. Provide name, address and phone number of primary permittee. | | | | |
| ☐ | ☐ | 5. Note total and disturbed acreage of the project or phase under construction. | | | | |
| ☐ | ☐ | 6. Provide land lot and district numbers for site location. Describe critical areas and any additional measures that will be utilized for these areas. | | | | |
| ☐ | ☐ | 7. Provide vicinity map showing site's relation to surrounding areas. Include designation of specific phase, if necessary. | | | | |
| ☐ | ☐ | 8. Graphic scale and north arrow. | | | | |
| ☐ | ☐ | 9. Existing and proposed contour lines with contour lines drawn at an interval in accordance with the following: | | | | |
| | | <table border="1"> <tbody> <tr> <td>Existing Contours:</td> <td>USGS 1":2000' Topographical Sheets</td> </tr> <tr> <td>Proposed Contours:</td> <td>1" : 400' Centerline Profile</td> </tr> </tbody> </table> | Existing Contours: | USGS 1":2000' Topographical Sheets | Proposed Contours: | 1" : 400' Centerline Profile |
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| ☐ | ☐ | 10. Delineation and acreage of contributing drainage basins on the project site. | | | | |
| ☐ | ☐ | 11. Delineation of on-site wetlands and all state waters located on and within 200 feet of the project site. | | | | |
| ☐ | ☐ | 12. Delineation of the applicable 25-foot or 50-foot undisturbed buffers adjacent to state waters and any additional buffers required by the Local Issuing Authority. Clearly note and delineate all areas of impact. | | | | |
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| ☐ | ☐ | 19. Delineate on-site drainage and off-site watersheds using USGS 1" : 2000' topographical sheets. | | | | |
| ☐ | ☐ | 20. Initial date of the Plan and the dates of any revisions made to the Plan including the entity who requested the revisions. | | | | |
| ☐ | ☐ | 21. The limits of disturbance for each phase of construction. | | | | |
| ☐ | ☐ | 22. Provide a minimum of 67 cubic yards of sediment storage per acre drained using a temporary sediment basin, retrofitted detention pond, and/or excavated inlet sediment traps for each common drainage location. Sediment storage volume must be in place prior to and during all land disturbance activities until final stabilization of the site has been achieved. A written rationale explaining the decision to use equivalent controls when a sediment basin is not attainable must be included in the plan for each common drainage location in which a sediment basin is not provided. Worksheets from the Manual must be included for structural BMPs and all calculations used by the design professional to obtain the required sediment storage when using equivalent controls. | | | | |
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Effective January 1, 2012

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