

# APPENDIX B

## APPLICATIONS, FORMS AND MISCELLANEOUS SHEETS REQUIRED TO COMPLY WITH THE HENDRICKS COUNTY STORMWATER MANAGEMENT ORDINANCE

### **B1 – Primary Drainage Plan Approval Forms**

Primary Drainage Plan Approval Application  
Primary Petition to Hendricks County Drainage Board  
Statement of Financial Responsibility  
Primary Project Check-In Checklist

### **B2 – Secondary Stormwater Permit Forms**

Secondary Stormwater Permit Application  
Notice of Intent – State Form #47487  
Secondary Petition to Hendricks County Drainage Board  
Statement of Financial Responsibility  
Secondary Project Check-In Checklist

### **B3 – Construction Inspection/Completion Forms**

Construction Site Inspection and Maintenance Log  
Certification of Completion & Compliance  
Notice of Termination – State Form #51514  
Notice of Termination Inspection

### **B4 – Individual Residential Lot Permit Forms**

Instructions for Residential Lot Clean Water Permit Request  
Residential Lot Clean Water Permit Request Application  
Individual Lot Typical Erosion & Sediment Control Plan and Certification

### **B5 – Post-Construction Maintenance and Inspections Forms**

Post-Construction BMP Inspection Checklists

## **B1 – Primary Drainage Plan Approval Forms**

Primary Drainage Plan Approval Application  
Primary Petition to Hendricks County Drainage Board  
Statement of Financial Responsibility  
Primary Project Check-In Checklist

**Hendricks County**  
**Application for Primary Drainage Approval**  
(to be completed by Applicant)

Project Name:

General Location:

File Number:

Date Completed:

**1. Application Fee**

Check Attached.

**2. Letter of Intent**

Letter of Intent for obtaining any needed consents, off-site easements, or right-of-way.

**3. Project Narrative and Supporting Documents**

Description of the nature and purpose of the project.

General description of the existing and proposed drainage systems in narrative form.

General description of regulated drains, farm drains, inlets and outfalls in narrative form, if any of record.

General description of all existing storm, sanitary, combined sewer, and septic tank systems and outfalls in narrative form.

Two (2) copies of drainage calculations showing existing and proposed discharges for various storm events.

Vicinity map depicting the project site location in relation to recognizable local landmarks, towns, and major roads, such as a USGS topographic quadrangle map or county or municipal road map.

A map showing the location, name, and normal water level of all wetlands, lakes, ponds, and water courses on or adjacent to the project site.

A map showing one hundred (100) year floodplains, floodway fringes, and floodways. Please note if none exists.

A map showing watershed boundaries with USGS contours or best information possible.

A map showing existing watercourse or regulated drains.

**4. Conceptual Plans**

Two (2) complete sets of conceptual plans showing general project layout, including existing and proposed drainage systems and proposed outlets (plan sheets must be larger than 11" by 17", but not to exceed 24" by 36").

**5. Primary Project Check-in Checklist**

Must be completed and all items listed must be provided at project submittal.

**PRIMARY PETITION  
TO  
HENDRICKS COUNTY DRAINAGE BOARD**

IN THE MATTER OF A PROPOSED SUBDIVISION TO BE CALLED:

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PROPOSED NUMBER OF LOTS: \_\_\_\_\_

COMES now the undersigned as owner(s) in fee simple, contract buyer(s), or optionee(s) of the following described real estate, to-wit:

**(ATTACH LEGAL DESCRIPTION OF PROPERTY)**

and state that the undersigned propose(s) to lay out and subdivide said land into lots, in accordance with the primary plat attached hereto and made a part hereof. Said primary plat suggests a way said subdivision may be drained. It is hereby requested that said drainage plan be reviewed and be given tentative approval by the Drainage Board in order that the Hendricks County Plan Commission may be induced to accept an application for the Plan Commission approval of said primary plat. This request is made with the understanding that if the County Plan Commission approves said primary plat, the undersigned will file with the County Surveyor a Secondary Petition requesting that said drainage system and the easements thereof be accepted into the County's Regulated Drainage System so that a fund may be established for the maintenance of the drainage system of said subdivision.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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Owner(s) – Contract Buyers – Optionee(s)  
(strike out inappropriate nouns)

## Statement of Financial Responsibility

The undersigned of the proposed project to be known as

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do hereby agree to take full responsibility of financial payment of review fees incurred on the above project. I am aware that the review fees will begin as soon as primary and/or secondary application is filed and continues until the project is approved and/or withdrawn. I understand that if the project is withdrawn the review fees are still due and payable from the application date to the date on the letter of withdrawal. No project will receive an approval letter nor will the plat be approved for recording until all fees are paid. All review fees are made payable to the Hendricks County Drainage Board.

The undersigned, having duly sworn upon oath, that the above information has been read and fully understood to be true and correct and is (undersigned) voluntary act and deed. The undersigned assumes responsibility for the aforementioned fees.

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Signature

Mailing Address

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Signature Printed

City, State, Zip Code

STATE OF INDIANA    )

COUNTY OF \_\_\_\_\_)

Subscribed and sworn before me, a Notary Public, within and for said County and State, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

My Commission Expires \_\_\_\_\_

Notary Public \_\_\_\_\_

(Notary Stamp or Seal)

## Primary Project Check-In Checklist

**Project Name:** \_\_\_\_\_

Engineer: \_\_\_\_\_ Contact Person: \_\_\_\_\_

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

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

Developer/Owner: \_\_\_\_\_ Contact Person: \_\_\_\_\_

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

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

**Project Information:**

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

Township: \_\_\_\_\_ City: \_\_\_\_\_

Number of Lots: \_\_\_\_\_ Acres: \_\_\_\_\_

Parcel Number: \_\_\_\_\_ Reg. Drain: \_\_\_\_\_

**Checklist:**

2 Copies of Primary Petition: \_\_\_\_\_ 1 CD: \_\_\_\_\_

2 Copies of Legal Description: \_\_\_\_\_ 2 Sets of Plans: \_\_\_\_\_

2 Copies of Drainage Calculations: \_\_\_\_\_

2 Copies of Primary Drainage Plan Approval Application: \_\_\_\_\_

Original Letter and 1 copy of Financial Responsibility: \_\_\_\_\_

Is this project within the MS4 area?      Yes      or      No

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**Office Use Only**

**Continued:** \_\_\_\_\_ **Primary Approval:** \_\_\_\_\_

## **B2 – Secondary Stormwater Permit Forms**

Secondary Stormwater Permit Application

Notice of Intent – State Form #47487

Secondary Petition to Hendricks County Drainage Board

Statement of Financial Responsibility

Secondary Project Check-In Checklist

**Hendricks County**  
**Application for Secondary Stormwater Permit**  
(to be completed by Applicant)

Project Name:

General Location:

File Number:

Date Completed:

**1. Application Fee**

Check Attached

**2. Notice of Intent**

Completed Notice of Intent -- State Form #47487

**3. Construction Plans**

Title sheet which includes location map, vicinity map, operating authority, design company name, developer name, and index of plan sheets.

A copy of a legal boundary survey for the site, performed in accordance with Rule 12 of Title 865 of the Indiana Administrative Code or any applicable and subsequently adopted rule or regulation for the subdivision limits, including all drainage easements and wetlands.

A reduced plat or project site map showing the parcel identification numbers, the lot numbers, lot boundaries, easements, and road layout and names. The reduced map must be legible and submitted on a sheet or sheets no larger than eleven (11) inches by seventeen (17) inches for all phases or sections of the project site.

An existing project site layout that must include the following information:

A topographic map of the land to be developed and such adjoining land whose topography may affect the layout or drainage of the development. The contour intervals shall be one (1) foot when slopes are less than or equal to two percent (<2%) and shall be two (2) feet when slopes exceed two percent (>2%). All elevations shall be given in either National Geodetic Vertical Datum of 1929 (NGVD) or North American Vertical Datum of 1988 (NAVD). The horizontal datum of topographic map shall be based on Indiana State Plane Coordinates, NAD83. The map will contain a notation indicating these datum information.

a] If the project site is less than or equal to two (2) acres in total land area, the topographic map shall include all topography of land surrounding the site to a distance of at least one hundred (100) feet.

b] If the project site is greater than two (2) acres in total land area, the topographic map shall include all topography of land surrounding the site to a distance of at least two hundred (200) feet.

Location, name, and normal water level of all wetlands, lakes, ponds, and water courses on or adjacent to the project site.

Location of all existing structures on the project site.

One hundred (100) year floodplains, floodway fringes, and floodways. Please note if none exists.

Identification and delineation of vegetative cover such as grass, weeds, brush, and trees on the project site.

Location of storm, sanitary, combined sewer, and septic tank systems and outfalls.

Land use of all adjacent properties.

Identification and delineation of sensitive areas.

The location of regulated drains, farm drains, inlets and outfalls, if any of record.

Location of all existing cornerstones within the proposed development and a plan to protect and preserve them.

A grading and drainage plan, including the following information:

	Location of all proposed site improvements, including roads, utilities, lot delineation and identification, proposed structures, and common areas.
	One hundred (100) year floodplains, floodway fringes, and floodways. Please note if none exists.
	Delineation of all proposed land disturbing activities, including off-site activities that will provide services to the project site.
	Information regarding any off-site borrow, stockpile, or disposal areas that are associated with a project site, and under the control of the project site owner.
	Existing and proposed topographic information at a contour interval appropriate to indicate drainage patterns.
	Location, size, and dimensions of all existing streams to be maintained, and new drainage systems such as culverts, bridges, storm sewers, conveyance channels, and 100-year overflow paths/ponding areas shown as hatched areas, along with the associated easements.
	Location, size, and dimensions of features such as permanent retention or detention facilities, including existing or manmade wetlands, used for the purpose of stormwater management. Include existing retention or detention facilities that will be maintained, enlarged, or otherwise altered and new ponds or basins to be built.
	One or more typical cross sections of all existing and proposed channels or other open drainage facilities carried to a point above the 100-year high water and showing the elevation of the existing land and the proposed changes, together with the high water elevations expected from the 100 year storm under the controlled conditions called for by this ordinance, and the relationship of structures, streets, and other facilities
	Utility plan sheet(s) showing the location of all proposed utility lines for the project
	Storm sewer plan/profile sheet(s) showing the elevation, size, length, location of al proposed storm sewers. Existing and proposed ground grades, storm sewer structures elevations, and utility crossings also must be included.
	A 24-inch by 36-inch plat, including the following information:
	Legal description.
	Cross reference to Rule 12.
	Regulated drain statement and table.
	Any other information required by Hendricks County Drainage Board and/or Hendricks County Surveyor in order to thoroughly evaluate the submitted material.
<b>4. Stormwater Drainage Technical Report</b>	
	A summary report, including the following information:
	Description of the nature and purpose of the project.
	The significant drainage problems associated with the project.
	The analysis procedure used to evaluate these problems and to propose solutions.
	Any assumptions or special conditions associated with the use of these procedures, especially the hydrologic or hydraulic methods.
	The proposed design of the drainage control system.
	The results of the analysis of the proposed drainage control system showing that it does solve the project's drainage problems. Any hydrologic or hydraulic calculations or modeling results must be adequately cited and described in the summary description. If hydrologic or hydraulic models are used, the input and output files for all necessary runs must be included in the appendices. A map showing any drainage area subdivisions used in the analysis must accompany the report.
	Soil properties, characteristics, limitations, and hazards associated with the project site and the measures that will be integrated into the project to overcome or minimize adverse soil conditions.
	Identification of any other state or federal water quality permits that are required for construction activities associated with the owner's project site.
	Proof of Errors and Omissions Insurance for the registered professional engineer or licensed surveyor showing a minimum amount of \$1,000,000 in coverage.
	A Hydrologic/Hydraulic Analysis, consistent with the methodologies and calculation included in the [technical standards], and including the following information:

	A hydraulic report detailing existing and proposed drainage patterns on the subject site. The report should include a description of present land use and proposed land use. Any off-site drainage entering the site should be addressed as well. This report should be comprehensive and detail all of the steps the engineer took during the design process.
	All hydrologic and hydraulic computations should be included in the submittal. These calculations should include, but are not limited to: runoff curve numbers and runoff coefficients, runoff calculations, stage-discharge relationships, times-of-concentration and storage volumes.
	Copies of all computer runs. These computer runs should include both the input and the outputs. Electronic copies of the computer runs with input files will expedite the review process and is required to be submitted.
	A set of exhibits should be included showing the drainage sub-areas and a schematic detailing of how the computer models were set up.
	A conclusion which summarizes the hydraulic design and details how this design satisfies this Ordinance.

### 5. Stormwater Pollution Prevention Plan for Construction Sites

	Location, dimensions, detailed specifications, and construction details of all temporary and permanent stormwater quality measures.
	Soil map of the predominant soil types, as determined by the United States Department of Agriculture (USDA), Natural Resources Conservation Service (NRCS) Soil Survey, or as determined by a soil scientist. Hydrologic classification for soils should be shown when hydrologic methods requiring soils information are used. A soil legend must be included with the soil map. 14-Digit Watershed Hydrologic Unit Code.
	An estimate of the peak discharge, based on the ten (10) year storm event, of the project site for post-construction conditions.
	Locations where stormwater may be directly discharged into groundwater, such as abandoned wells or sinkholes. Please note if none exists.
	Locations of specific points where stormwater discharge will leave the project site.
	Name of all receiving waters. If the discharge is to a separate municipal storm sewer, identify the name of the municipal operator and the ultimate receiving water.
	Temporary stabilization plans and sequence of implementation.
	Permanent stabilization plans and sequence of implementation.
	Temporary and permanent stabilization plans shall include the following:
	Specifications and application rates for soil amendments and seed mixtures.
	The type and application rate for anchored mulch.
	General construction sequence of how the project site will be built, including phases of construction.
	Construction sequence describing the relationship between implementation of stormwater quality measures and stages of construction activities.
	Location of all soil stockpiles and borrow areas.
	A typical erosion and sediment control plan for individual lot development.
	Self-monitoring program including plan and procedures.
	A description of potential pollutant sources associated with the construction activities, which may reasonably be expected to add a significant amount of pollutants to stormwater discharges.
	Material handling and storage associated with construction activity shall meet the spill prevention and spill response requirements in 327 IAC 2-6.1.
	Name, address, telephone number, and list of qualifications of the trained individual in charge of the mandatory stormwater pollution prevention self-monitoring program for the project site.

### 6. Post-Construction Storm Water Pollution Prevention Plan

	A description of potential pollutant sources from the proposed land use, which may reasonably be expected to add a significant amount of pollutants to stormwater discharges.
	Location, dimensions, detailed specifications, and construction details of all post-construction stormwater quality measures.
	A description of measures that will be installed to control pollutants in stormwater discharges that

	will occur after construction activities have been completed. Such practices include infiltration of run-off, flow reduction by use of open vegetated swales and natural depressions, buffer strip and riparian zone preservation, filter strip creation, minimization of land disturbance and surface imperviousness, maximization of open space, and stormwater retention and detention ponds.
	A sequence describing when each post-construction stormwater quality measure will be installed.
	Stormwater quality measures that will remove or minimize pollutants from stormwater run-off.
	Stormwater quality measures that will be implemented to prevent or minimize adverse impacts to stream and riparian habitat.
	An operation and maintenance manual for all post-construction stormwater quality measures to facilitate their proper long term function. This operation and maintenance manual shall be made available to future parties who will assume responsibility for the operation and maintenance of the post-construction stormwater quality measures. The manual shall include the following:
	<p>Contact information for the BMP owner (i.e. name, address, business phone number, cell phone number, pager number, e-mail address, etc.).</p> <p>A statement that the BMP owner is responsible for all costs associated with maintaining the BMP.</p> <p>A right-of-entry statement allowing County personnel to inspect and maintain the BMP.</p> <p>Specific actions to be taken regarding routine maintenance, remedial maintenance of structural components, and sediment removal. Sediment removal procedures should be explained in both narrative and graphical forms. A tabular schedule should be provided listing all maintenance activities and dates for performing these required maintenance activities.</p>
	Site drawings showing the location of the BMP and access easement, cross sections of BMP features (i.e. pond, forebay(s), structural components, etc.), and the point of discharge for stormwater treated by the BMP. Additionally, the drawings should provide dimensional information and indicate where applicable warning signs will be placed around a stormwater quality pond.
<b>7. Secondary Project Check-in Checklist</b>	
	Must be completed and all items listed must be provided at project submittal.



Indiana Department of Environmental Management  
**Notice of Intent (NOI)**  
 Storm Water Runoff Associated with Construction Activity  
 NPDES General Permit Rule 327 IAC 15-5 (**Rule 5**)

Submission of this Notice of Intent letter constitutes notice that the project site owner is applying for coverage under the National Pollutant Discharge Elimination System (NPDES) General Permit Rule for Storm Water Discharges Associated with Construction Activity. Permitted project site owners are required to comply with all terms and conditions of the General Permit Rule 327 IAC 15-5 (Rule 5).

**Check the type of Submittal:**       **Initial**       **Amendment**       **Renewal**       **Extension**

**Project Name and Location:**

Project Permit # \_\_\_\_\_ Project Name: \_\_\_\_\_ County: \_\_\_\_\_ Brief Description of Project Location: \_\_\_\_\_ Latitude \_\_\_\_\_

\_\_\_\_\_ **and** \_\_\_\_\_ Quarter \_\_\_\_\_ Section \_\_\_\_\_  
 Longitude \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

Does  all or  part of this project lie within the jurisdictional boundaries of a Municipal Separate Storm Sewer System (MS4) as defined in 327 IAC 15-13?     Yes     No    If yes, please name the MS4(s): \_\_\_\_\_

**Project Site Owner and Project Contact Information:**

Company Name (If Applicable): \_\_\_\_\_

Project Site Owner's Name (An Individual): \_\_\_\_\_ Title/Position: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ E-Mail Address (If Available): \_\_\_\_\_

Ownership Status (check one): Governmental Agency:  Federal     State     Local

Non-Governmental:  Public     Private     Other (Explain): \_\_\_\_\_

Contact Person: \_\_\_\_\_ Affiliation with Project Site Owner: \_\_\_\_\_

Address (if different from above): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ E-Mail Address (If Available): \_\_\_\_\_

**Project Description:**

Residential-Single Family     Residential-Multi-Family     Commercial     Industrial     Other \_\_\_\_\_

**Discharge Information:**

Name of Receiving Water: \_\_\_\_\_ (If applicable, name of municipal operator of storm sewer. Please note that even if a retention pond is present on the property, the name of the nearest possible receiving water is required).

**Project Acreage:**

Total Acreage: \_\_\_\_\_ Acres Proposed Acreage to be Disturbed: \_\_\_\_\_ Acres

Total Impervious Surface Area (Estimated for Completed Project): \_\_\_\_\_ Square Feet

**Timetable (Maximum of 5 Years):**

Start Date: \_\_\_\_\_ and Estimated End Date for all Land Disturbing Activity: \_\_\_\_\_

*(Continued on Reverse Side)*

**Construction Plan Certification:**

By signing this Notice of Intent letter, I certify the following:

- A. The storm water quality measures included in the Construction Plan comply with the requirements of 327 IAC 15-5-6.5, 327 IAC 15-5-7, and 327 IAC 15-5-7.5;
- B. the storm water pollution prevention plan complies with all applicable federal, state, and local storm water requirements;
- C. the measures required by section 7 and 7.5 of this rule will be implemented in accordance with the storm water pollution prevention plan;
- D. if the projected land disturbance is One (1) acre or more, the applicable Soil and Water Conservation District or other entity designated by the Department, has been sent a copy of the Construction Plan for review;
- E. storm water quality measures beyond those specified in the storm water pollution prevention plan will be implemented during the life of the permit if necessary to comply with 327 IAC 15-5-7; and
- F. implementation of storm water quality measures will be inspected by trained individuals.

**In addition to this form, I have enclosed the Following:**

- Verification by the reviewing agency of acceptance of the Construction Plan.
- Proof of publication in a newspaper of general circulation in the affected area that notified the public that a construction activity is to commence, including all required elements contained in 327 IAC 15-5-5 (9).
- \$100 check or money order payable to the Indiana Department of Environmental Management. If the project lies solely within the permitted jurisdiction of an MS4 and is regulated by the MS4 under 327 IAC 15-13 – a fee is not required with submittal of this Notice of Intent.

A permit issued under 327 IAC 15-5 is granted by the commissioner for a period of five (5) years from the date coverage commences. Once the five (5) year permit term duration is reached, a general permit issued under this rule will be considered expired, and, as necessary for construction activity continuation, a new Notice of Intent letter would need to be submitted ninety (90) days prior to the termination of coverage.

**Project Site Owner Responsibility Statement:**

By signing this Notice of Intent letter, I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information or violating the provisions of 327 IAC 15-5, including the possibility of fine and imprisonment for knowing violations.

Printed Name of Project Owner \_\_\_\_\_

Signature of Project Owner \_\_\_\_\_ Date: \_\_\_\_\_

**This Notice of Intent must be signed by an individual meeting the signatory requirements in 327 IAC 15-4-3(g)**

**Mail this form to: Indiana Department of Environmental Management  
Office of Water Quality, Storm Water (Rule 5) Desk  
100 North Senate Avenue, P.O. Box 6015  
Indianapolis, IN 46206-6015**

**327 IAC 15-5-6 (a) also requires a copy of the completed Notice of Intent letter be submitted to the local Soil and Water Conservation District or other entity designated by the Department, where the land disturbing activity is to occur.**

Questions regarding the development of the Construction Plan and/or field implementation of 327 IAC 15-5 may be directed to your local Soil and Water Conservation District office or the Department of Natural Resources at 317-233-3870. Questions regarding the Notice of Intent may be directed to the Rule 5 contact person at 317/233-1864 or 800/451-6027 ext 31864.

State Form 47487 (R3 / 12-03)

**SECONDARY PETITION  
TO  
HENDRICKS COUNTY DRAINAGE BOARD**

THE UNDERSIGNED, as owner(s) of the proposed subdivision to be known as:

\_\_\_\_\_

final number of lots: \_\_\_\_\_, situated in Section \_\_\_\_\_,

Township \_\_\_\_\_, Range \_\_\_\_\_, \_\_\_\_\_ Township,

Hendricks County, Indiana, and more particularly described as follows:

**(ATTACH LEGAL DESCRIPTION OF PROPERTY)**

do(es) hereby petition the Hendricks County Drainage Board to accept the drainage system and the easements therefore in and for said proposed Subdivision into the County Regulated Drainage System, and to establish a maintenance fund therefore.

STATE OF INDIANA                    )  
  )  
COUNTY OF \_\_\_\_\_)

The undersigned, having been duly sworn upon oath, say(s) that the above information is true and correct and is (their) (his) (her) voluntary act and deed.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Owner Printed

\_\_\_\_\_  
Owner Printed

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

Subscribed and sworn to before me, a Notary Public, within and for said County and

State, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

(Notary Stamp or Seal)

\_\_\_\_\_  
My Commission Expires

ENGINEER'S STATEMENT

I hereby certify to the best of my knowledge and belief:

1. That the plans and specifications which are attached to and made a part of this petition have been prepared by me or under my direct supervision.
2. That these plans and specifications have been prepared in accordance with all applicable Codes and Ordinances.
3. That I will perform reasonable and regular inspections of this project during construction as required to enable me to certify, upon completion, that the work was done in accordance with approved construction plans and specifications.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

Telephone: \_\_\_\_\_ Typed Name: \_\_\_\_\_

Indiana Registration Number: \_\_\_\_\_

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

This petition given primary approval this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\* \* \* \* \*

This petition given secondary approval and the above-mentioned drains accepted/not accepted into the Hendricks County Regulated Drainage System this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HENDRICKS COUNTY DRAINAGE BOARD

## Statement of Financial Responsibility

The undersigned of the proposed project to be known as

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do hereby agree to take full responsibility of financial payment of review fees incurred on the above project. I am aware that the review fees will begin as soon as primary and/or secondary application is filed and continues until the project is approved and/or withdrawn. I understand that if the project is withdrawn the review fees are still due and payable from the application date to the date on the letter of withdrawal. No project will receive an approval letter nor will the plat be approved for recording until all fees are paid. All review fees are made payable to the Hendricks County Drainage Board.

The undersigned, having duly sworn upon oath, that the above information has been read and fully understood to be true and correct and is (undersigned) voluntary act and deed. The undersigned assumes responsibility for the aforementioned fees.

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Signature

Mailing Address

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Signature Printed

City, State, Zip Code

STATE OF INDIANA        )  
  )  
COUNTY OF \_\_\_\_\_)

Subscribed and sworn before me, a Notary Public, within and for said County and State, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My Commission Expires \_\_\_\_\_

Notary Public \_\_\_\_\_

(Notary Stamp or Seal)

## Secondary Project Check-In Checklist

**Project Name:** \_\_\_\_\_

Engineer: \_\_\_\_\_ Contact Person: \_\_\_\_\_

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

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

Developer/Owner: \_\_\_\_\_ Contact Person: \_\_\_\_\_

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

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

**Project Information:**

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

Township: \_\_\_\_\_ City: \_\_\_\_\_

Number of Lots: \_\_\_\_\_ Acres: \_\_\_\_\_

Parcel Number: \_\_\_\_\_ Reg. Drain: \_\_\_\_\_

Accepted Drainage Footage:

Open: \_\_\_\_\_ Tile: \_\_\_\_\_

**Checklist:**

1 Original & 1 Copy of Secondary Petition Signed & Notarized by Owner: \_\_\_\_\_

2 Copies of Legal Description: \_\_\_\_\_ 4 Sets of Plans: \_\_\_\_\_

1 Copy of Engineer Statement: \_\_\_\_\_ 1 CD: \_\_\_\_\_

1 Original and 1 Copy of NOI: \_\_\_\_\_

3 Copies of Secondary Stormwater Permit Application: \_\_\_\_\_

2 Copies of Regulated Drain Exhibit: \_\_\_\_\_

4 Copies of Stormwater Drainage Technical Report: \_\_\_\_\_

4 Copies of Stormwater Pollution Prevention Plan for Construction Sites: \_\_\_\_\_

3 Copies of Post-Construction Stormwater Pollution Prevention Plan: \_\_\_\_\_

Original Letter and 1 copy of Financial Responsibility: \_\_\_\_\_

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# OFFICE USE ONLY

**Assessment:** \_\_\_\_\_

**Revisions:** \_\_\_\_\_

**Approval:** \_\_\_\_\_

**Denial:** \_\_\_\_\_

## **B3 – Construction Inspection/Completion Forms**

Construction Site Inspection and Maintenance Log  
Certification of Completion & Compliance  
Notice of Termination – State Form #51514  
Notice of Termination Inspection

Date: \_\_\_\_\_  
 Project: \_\_\_\_\_  
 Inspected by: \_\_\_\_\_

Type of Inspection:     Scheduled Weekly     Rain Event

## CONSTRUCTION SITE INSPECTION AND MAINTENANCE LOG (To be Completed by Property Owner or Agent)

All stormwater pollution prevention BMPs shall be inspected and maintained as needed to ensure continued performance of their intended function during construction and shall continue until the entire site has been stabilized and a Notice of Termination has been issued. An inspection of the project site must be completed by the end of the next business day following each measurable storm event. If there are no measurable storm events within a given week, the site should be monitored at least once in that week. Maintenance and repair shall be conducted in accordance with the accepted site plans. This log shall be kept as a permanent record and must be made available to Hendricks County Drainage Board and/or Hendricks County Surveyor, in an organized fashion, within forty-eight (48) hours upon request.

Yes	No	N/A	
			1. Is the site information posted at the entrance?
			2. Are all necessary permits attained and special provisions being implemented?
			3. Is a construction entrance installed and functioning properly?
			4. Are construction staging & parking areas restricted to areas designated on the plans?
			5. Are public and private streets clean of sediment, debris and mud?
			6. Are appropriate practices installed where stormwater leaves the site?
			7. Are all discharge points (outfalls) free of erosion or sediment transport?
			8. Has all silt fence been installed properly and being maintained? <i>(entrenched - upright - fabric not torn - terminated to higher ground - properly joined at ends)</i>
			9. Are sediment basins & traps installed according to plan & pipe or rock spillways functional?
			10. Are other sediment control barriers in place and functioning properly?
			11. Is the earthwork for erosion control practices properly graded, seeded and/or mulched?
			12. Are diversion swales and/or waterbars installed to plan & protected?
			13. Do perimeter practices have adequate capacity & do they need to be cleaned out?
			14. Is inlet protection installed properly on all functioning inlets & being maintained?
			15. Is catch basin insert protection installed where required & being maintained?
			16. Have swales and ditches been stabilized or protected?
			17. Are stormwater outlets adequately stabilized?
			18. Has temporary stabilization of disturbed ground been addressed? <i>(dormant for 15 days?)</i>
			19. Is permanent stabilization of disturbed ground progressing on all completed areas?
			20. Has hard or soft armoring been installed where natural vegetation will erode?
			21. Do water pumping operations have a protected outlet and discharge clear water?
			22. Are all dewatering structures functioning properly?
			23. Is a designated equipment washout area established, clearly marked and







**RULE 5 –  
Notice of Termination (NOT)**  
Storm Water Runoff Associated with Construction Activity  
NPDES General Permit Rule 327 IAC 15-5 (Rule 5)

State Form 51514 (R / 1-04)

INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

**For questions regarding this form, contact:**

IDEM – Rule 5 Coordinator  
100 North Senate Avenue, Rm 1255  
P.O. Box 6015  
Indianapolis, IN 46206-6015  
Phone: (317) 233-1864 or  
(800) 451-6027, ext. 31864 (within Indiana)

Web Access:  
<http://www.in.gov/idem/water/npdes/permits/wetwthr/storm/rule5.html>

- NOTE:**
- This Notice of Termination must be signed by an individual meeting the signatory requirements in 327 IAC 15-4-3(g).
  - Please submit the completed Notice of Termination form to the SWCD, DNR-DSC, or other Entity Designated by the Department as the reviewing agency. The request for termination will be reviewed for concurrence and either returned to the Project Site Owner or forwarded to the IDEM.

Submission of this Notice of Termination letter constitutes notice to the Commissioner that the project site owner is applying for Termination of Coverage under the National Pollutant Discharge Elimination System (NPDES) General Permit Rule for Storm Water Discharges Associated with Construction Activity.

**Project Name and Location:**

Permit Number: \_\_\_\_\_  
Project Name: \_\_\_\_\_ County: \_\_\_\_\_  
Company Name (If Applicable): \_\_\_\_\_  
Project Site Owner's Name (An Individual): \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ E-Mail Address (If Available): \_\_\_\_\_

**This Notice of Termination is Being Submitted for the Following:**

*Select one of the three Options that apply to Permit Termination by checking the appropriate box, complete all information associated with that option, and complete the "Project Site Owner Responsibility Statement".*

**Option # 1**

**Certification for Change of Ownership:**

*(Does not Apply to the Sale of Individual lots within the Permitted Acreage; only the Sale of the Entire Project Site as Originally Permitted)*

**By Signing this Notice of Termination, I Certify the Following:**

- A. The project was sold; I am no longer the project site owner as was designated in my Notice of Intent. The new owner of the project site is:  
Company Name (If Applicable): \_\_\_\_\_  
Project Site Owner's Name (An Individual): \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ E-Mail Address (If Available): \_\_\_\_\_
- B. I have notified the new Project Site Owner of his/her responsibilities to comply with 327 IAC 15-5 and the requirements associated with the rule including filing a new Notice of Intent.

**Option # 2**

**Certification for Termination of Construction Activities:**

By Signing this Notice of Termination, I Certify the Following:

- A. All land disturbing activities, including construction on all building lots have been completed and the entire site has been stabilized;
- B. No future land disturbing activities will occur on this project site;
- C. All temporary erosion and sediment control measures have been removed; and
- D. A copy of this notice has been sent to the appropriate SWCD or other designated entity.

**Option # 3**

**Notice of Termination to Obtain Early Release from Compliance with 327 IAC 15-5**

By Signing this Notice of Termination, I Certify the Following:

- A. The remaining, undeveloped acreage does not exceed five (5) acres, with contiguous areas not to exceed one (1) acre.
- B. A map of the project site, clearly identifying all remaining undeveloped lots, is attached to this letter. The map must be accompanied by a list of names and addresses of individual lot owners or individual lot operators of all undeveloped lots.
- C. All public and common improvements, including infrastructure, have been completed and permanently stabilized and have been transferred to the appropriate local entity.
- D. The remaining acreage does not pose a significant threat to the integrity of the infrastructure, adjacent properties, or water quality.
- E. All permanent storm water quality measures have been implemented and are operational.

**Upon Written Notification of the Department the Project Site Owner Certifies that he/she will Notify:**

- A. All current individual lot owners and all subsequent individual lot owners of the remaining undeveloped acreage and acreage with construction activity that they are responsible for complying with section 7.5 of 327 IAC 15-5 (*the remaining individual lot owners do not need to submit a Notice of Intent letter or Notice of Termination letter*); and
- B. The individual lot owners of the requirements to install and maintain appropriate measures to prevent sediment from leaving the individual building lot and maintain all erosion and sediment control measures that are to remain on-site as part of the construction plan.

**Project Site Owner Responsibility Statement:**

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

Printed Name of Project Site Owner: \_\_\_\_\_

Signature of Project Site Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**This Notice of Termination must be signed by an individual meeting the signatory requirements in 327 IAC 15-4-3(g).**

**Please submit the completed Notice of Termination form to the SWCD, DNR-DSC, or other Entity Designated by the Department as the reviewing agency. The request for termination will be reviewed for concurrence and either returned to the Project Site Owner or forwarded to the IDEM.**

**For Agency Use Only**

**Accepted:** The site referenced above has been inspected and it has been determined that the request to terminate this project is compliant with the requirements of 327 IAC 15-5-8. This form will be forwarded to the IDEM for final approval. Upon written notification by the IDEM, the Project Site Owner's termination for coverage under 327 IAC 15-5 shall be considered approved.

**Denied:** The site referenced above has been inspected and it has been determined that the request to terminate this project is NOT compliant with the requirements of 327 IAC 15-5-8. Continue to implement the Stormwater Pollution Prevention Plan and take appropriate measures to minimize the discharge of pollutants.

\_\_\_\_\_  
Signature Printed Name Agency Date



## **B4 – Individual Residential Lot Permit Forms**

Instructions for Residential Lot Clean Water Permit Request  
Residential Lot Clean Water Permit Request Application  
Individual Lot Typical Erosion & Sediment Control Plan and Certification

## **INSTRUCTIONS FOR RESIDENTIAL LOT CLEAN WATER PERMIT REQUEST**

1. Request shall be made to the Hendricks County Surveyor's Office.
2. Request shall be made on standard form only, supplied by the Surveyor's Office.
3. The form shall be completely filled out, including the following information:
  - a. Name of subdivision/minor plat and lot number.
  - b. Section/Township/Range
  - c. Parcel number of property involved.
  - d. Project name (if none then put individual's name).
  - e. Contact person(s).
  - f. Type of residential lot and/or improvement. This office may require more details depending on the type of improvements being proposed.
4. A certified Plot Plan, including site layout (per Chapter 7, Section 4.A. of the Stormwater Management Ordinance), is required to be submitted with each permit application.
5. An erosion and sediment control plan is required to be submitted with each permit application. This plan must conform to the minimum requirements in Chapter 7, Section 4.B. of the Stormwater Management Ordinance.
6. Need to provide the name, address telephone number, and list of qualifications of the trained individual in charge of the mandatory stormwater pollution prevention self-monitoring program for the project site.
7. Need to abide by any additional requirements set forth in Chapter 7, Section 4, of the Hendricks County Stormwater Management Ordinance.
8. The applicant or an agent of the applicant must sign the form.
9. Check or money order is to be made payable to the **Hendricks County Drainage Board**. The correct amount of fee, based on the Fee Ordinance, must be included with the application package.

# RESIDENTIAL LOT CLEAN WATER PERMIT REQUEST

Name of Subdivision/Minor Plat & Lot #: \_\_\_\_\_ Project Name: \_\_\_\_\_  
\_\_\_\_\_ Section/Township/Range \_\_\_\_\_  
Parcel Number: \_\_\_\_\_ Township Name: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Property Owner: \_\_\_\_\_  
Address: \_\_\_\_\_ Property Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Fax: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Contractor/Builder: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Type of Residential Lot or Improvement: \_\_\_\_\_

Trained Individual in Charge of the Mandatory Stormwater Pollution Prevention Program

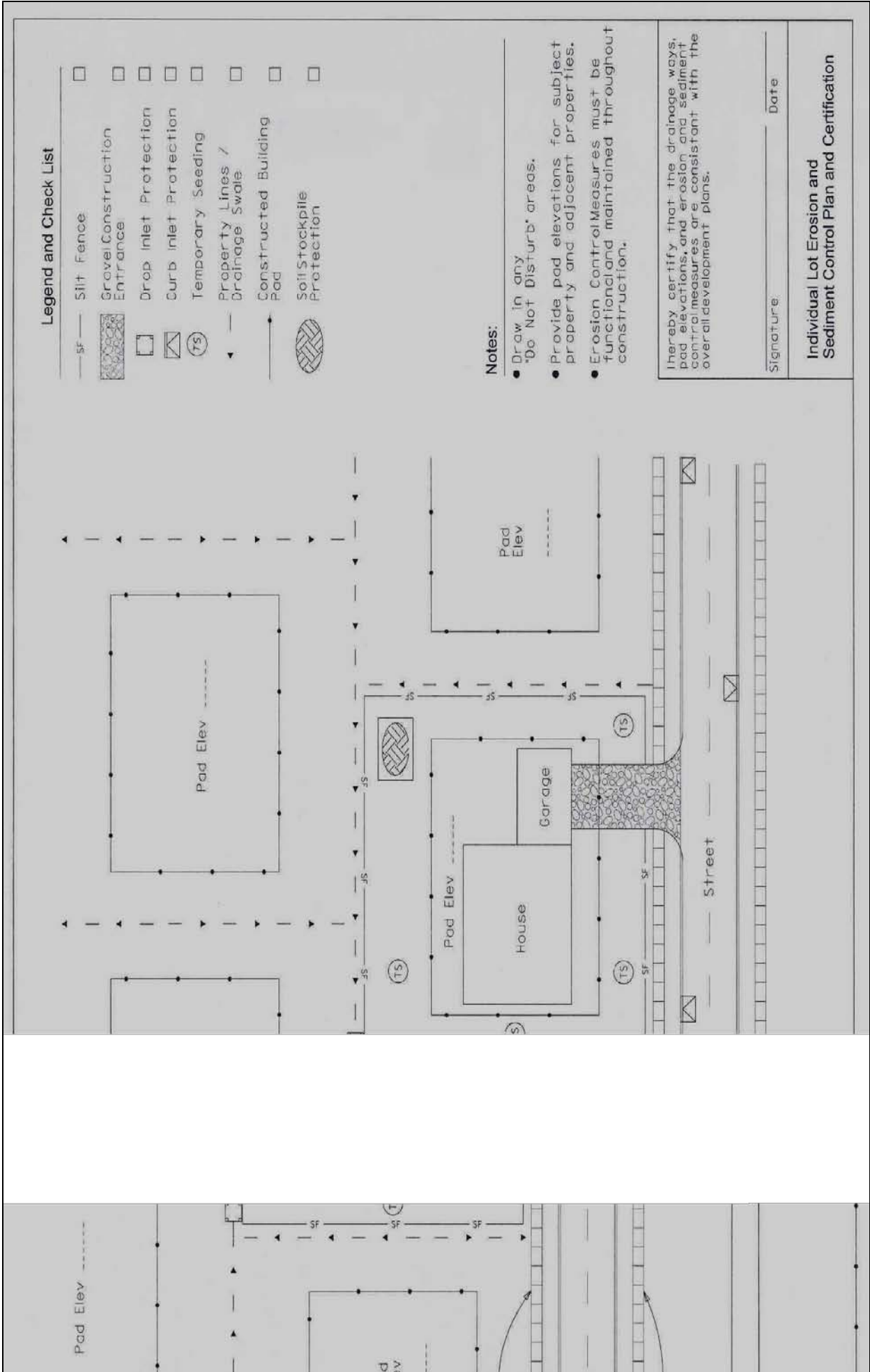
Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

List of Qualifications): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The individual lot operator is responsible for installation and maintenance of all erosion and sediment control measures until the site is stabilized.**

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Check Title: Owner \_\_\_\_\_ Contractor \_\_\_\_\_ Engineer \_\_\_\_\_ Agent \_\_\_\_\_ Other \_\_\_\_\_

<b>*** For Office Use Only ***</b> Engineering Firm: _____ Permit # _____ Plan Project # _____ Check # _____
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**Legend and Check List**

- SF — Silt Fence
- Gravel Construction Entrance
- Drop Inlet Protection
- Curb Inlet Protection
- Temporary Seeding
- Property Lines / Drainage Swale
- Constructed Building Pad
- Soil Stockpile Protection

**Notes:**

- Draw in any "Do Not Disturb" areas.
- Provide pad elevations for subject property and adjacent properties.
- Erosion Control Measures must be functional and maintained throughout construction.

I hereby certify that the drainage ways, pad elevations, and erosion and sediment control measures are consistent with the overall development plans.

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

**Individual Lot Erosion and Sediment Control Plan and Certification**

# **B5 – Post-Construction Maintenance and Inspection Forms**

Post-Construction BMP Inspection Checklists

## Bioretention Operation, Maintenance, and Management Inspection Checklist

**Project:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Inspector:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Maintenance Item	Satisfactory/ Unsatisfactory	Comments
<b>1. Debris Cleanout</b>		
Bioretention and contributing areas clean of debris (litter, branches, etc.)		
No dumping of yard wastes into BMP		
<b>2. Vegetation</b>		
Plant height not less than design water depth but not greater than 6 inches		
Observed plant types consistent with accepted plans		
Plants covering greater than 85% of total BMP surface area		
Plant community appears thick and healthy		
No evidence of erosion		
<b>3. Sediment Deposits/Accumulation</b>		
No evidence of sediment buildup around check dams or energy dissipaters.		
Sumps are not more than 50% full of sediment		
Sediment is not >20% of BMP design depth.		



## Wetland Operation, Maintenance, and Management Inspection Checklist

**Project:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Inspector:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Maintenance Item	Satisfactory/ Unsatisfactory	Comments
<b>1. Embankment and Emergency Spillway</b>		
Healthy vegetation with at least 85% ground cover.		
No signs of erosion on embankment.		
No animal burrows.		
Embankment is free of cracking, bulging, or sliding.		
Embankment is free of woody vegetation.		
Embankment is free of leaks or seeps		
Emergency spillway is clear of obstructions.		
<b>2. Riser and Principal Spillway</b>		
Low flow outlet free of obstruction.		
Trash rack is not blocked or damaged.		
Riser is free of excessive sediment buildup		
Outlet pipe is in good condition.		

Control valve is operational		
Outfall channels are stable and free of scouring.		
<b>3. Wetland</b>		
Plants covering greater than 85% of total wetland surface area (excluding open water areas)		
Observed plant types consistent with accepted plans		
No evidence of excessive sediment accumulation in wetland area		
Water depths consistent with accepted plans		
No evidence of erosion on banks.		
Wetland areas clean of debris (litter, branches, etc.)		
No evidence of dumping of yard wastes into BMP		
<b>4. Forebay</b>		
Sediment is being collected by forebay(s)		
Forebay is not in need of cleanout (less than 50% full)		

**Actions to be Taken:** \_\_\_\_\_

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## Infiltration Trench Operation, Maintenance, and Management Inspection Checklist

**Project:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Inspector:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Maintenance Item	Satisfactory/ Unsatisfactory	Comments
<b>1. Debris Cleanout</b>		
Trench surface clear of debris		
Inflow pipes clear of debris		
Overflow spillway clear of debris		
Inlet area clear of debris		
<b>2. Sediment Traps or Forebays</b>		
Obviously trapping sediment		
Greater than 50% of storage volume remaining		
<b>3. Trench</b>		
Trench dries out between storms		
No evidence of sedimentation in trench		
Sediment accumulation doesn't yet require cleanout		
<b>4. Inlets</b>		
Good condition		
No evidence of erosion		

Maintenance Item	Satisfactory/ Unsatisfactory	Comments
<b>5. Outlet/Overflow Spillway</b>		
Good condition, no need for repair		
No evidence of erosion		
<b>6. Aggregate Repairs</b>		
Surface of aggregate clean		
Top layer of stone does not need replacement		
Trench does not need rehabilitation		

**Actions to be Taken:**

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## Infiltration Basin Operation, Maintenance, and Management Inspection Checklist

**Project:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Inspector:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Maintenance Item	Satisfactory/ Unsatisfactory	Comments
<b>1. Debris Cleanout</b>		
Basin bottom clear of debris		
Inlet clear of debris		
Outlet clear of debris		
Emergency spillway clear of debris		
<b>2. Sediment Traps or Forebays</b>		
Obviously trapping sediment		
Greater than 50% of storage volume remaining		
<b>3. Vegetation</b>		
Mowing done when needed		
No evidence of erosion		
<b>4. Drying Out</b>		
Basin dries out between storms		

Maintenance Item	Satisfactory/ Unsatisfactory	Comments
<b>5. Sediment Cleanout of Basin</b>		
No evidence of sedimentation		
Sediment accumulation does not yet require cleanout		
<b>6. Inlets</b>		
Good condition		
No evidence of erosion		
<b>7. Outlets/Overflow Spillway</b>		
Good condition, no need for repair		
No evidence of erosion		
<b>8. Structural Repairs</b>		
Embankment in good repair		
Side slopes are stable		
No evidence of erosion		
<b>9. Fences/Access Repairs</b>		
Fences in good condition		
No damage which would allow undesirable entry		
Lock and gate function adequate		
Access point in good condition		

**Actions to be Taken:** \_\_\_\_\_

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## Media Filtration Operation, Maintenance, and Management Inspection Checklist

**Project:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Inspector:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Maintenance Item	Satisfactory/ Unsatisfactory	Comments
<b>1. Debris Cleanout</b>		
Contributing areas clean of debris		
Filtration facility clean of debris		
Inlet and outlets clear of debris		
<b>2. Oil and Grease</b>		
No evidence of filter surface clogging		
Activities in drainage area minimize oil and grease entry		
<b>3. Vegetation</b>		
Contributing drainage area stabilized		
No evidence of erosion		
Area mowed and clippings removed		
<b>4. Water Retention Where Required</b>		
Water holding chambers at normal pool		
No evidence of leakage		

**Actions to be Taken:** \_\_\_\_\_

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## Filter Strip Operation, Maintenance, and Management Inspection Checklist

**Project:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Inspector:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Maintenance Item	Satisfactory/ Unsatisfactory	Comments
<b>1. Vegetation</b>		
Observed plant types consistent with accepted plans		
Vegetation is healthy		
Plants covering greater than 85% of total BMP surface area		
Grass height not more than 6 inches		
No evidence of concentrated flows		
No evidence of erosion		
<b>2. Level Spreader</b>		
Lip of spreader showing no signs of erosion		
Sediment noted in spreader?		

**Actions to be Taken:** \_\_\_\_\_

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## Vegetated Swale Operation, Maintenance, and Management Inspection Checklist

**Project:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Inspector:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Maintenance Item	Satisfactory/ Unsatisfactory	Comments
<b>1. Debris Cleanout</b>		
Contributing drainage areas free from debris		
<b>2. Vegetation</b>		
Mowing performed when needed		
No evidence of erosion		
<b>3. Check Dams or Energy Dissipaters</b>		
No evidence of flow going around structure		
No evidence of erosion at the downstream toe		
Soil permeability		
<b>4. Sediment Forebay</b>		
Sediment cleanout not needed (clean out when 50% full)		

**Actions to be Taken:** \_\_\_\_\_

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## Detention Pond Operation, Maintenance, and Management Inspection Checklist

**Project:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Inspector:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Maintenance Item	Satisfactory/ Unsatisfactory	Comments
<b>1. Embankment and emergency spillway</b>		
Healthy vegetation with at least 85% ground cover.		
No signs of erosion on embankment.		
No animal burrows.		
Embankment is free of cracking, bulging, or sliding.		
Embankment is free of woody vegetation.		
Embankment is free of leaks or seeps		
Emergency spillway is clear of obstructions.		
Vertical/horizontal alignment of top of dam "As-Built"		
<b>2. Riser and principal spillway</b>		
Low flow outlet free of obstruction.		
Trash rack is not blocked or damaged.		
Riser is free of excessive sediment buildup		
Outlet pipe is in good condition.		
Control valve is operational		
Outfall channels are stable and free of scouring.		

Maintenance Item	Satisfactory/ Unsatisfactory	Comments
<b>3. Permanent Pool (Wet Ponds)</b>		
No Evidence of undesirable vegetation		
No accumulation of floating or floatable debris		
No evidence of shoreline scour or erosion		
<b>4. Sediment Forebays</b>		
Sediment is being collected by forebay(s)		
Forebay is not in need of cleanout (less than 50% full)		
<b>5. Dry Pond Areas</b>		
Healthy vegetation with at least 85% ground cover.		
No undesirable woody vegetation		
Low flow channels clear of obstructions		
No evidence of sediment and/or trash accumulation		
<b>6. Condition of Outfall into Ponds</b>		
No riprap failures		
No evidence of slope erosion or scouring		
Storm drain pipes are in good condition, with no evidence of non-stormwater discharges		
Endwalls/Headwalls are in good condition		