HENDRICKS COUNTY CLEAN WATER DEPARTMENT

355 South Washington Street #206
Danville, IN 46122
317-718-6068

Rule 5 Submittal Guidance

The information included in this packet is intended to assist in complying with the latest filing requirements of IAC 327-15-5, commonly known as Rule 5.

1) **Compliance Requirements for Rule 5 (see Chapter 4 of the Hendricks County Stormwater Management Ordinance for additional requirements)**
   a) Projects required to comply:
      i) Any project located within Hendricks County which falls under the jurisdictional authority of the Hendricks County Drainage Board and includes clearing, grading, excavation, and other land disturbing activities resulting in the disturbance of 1 acre or more of total land area including both new development and re-development.
      ii) Disturbances of less than one 1 acre of land that are part of a larger common plan of development or sale if the larger common plan will ultimately disturb one (1) or more acres of land, within the area under the jurisdictional authority of the Hendricks County Drainage Board.
      iii) For an individual lot where land disturbance is expected to be one (1) acre or more, the individual lot owner must complete their own notice of intent letter, apply for a stormwater permit from the Hendricks County Drainage Board and/or Surveyor's Office, and ensure that a sufficient construction and stormwater pollution prevention plan is completed and submitted.
      iv) An individual lot with land disturbance less than one (1) acre, located within a larger permitted project site, is considered part of the larger permitted project site, and the individual lot operator must comply with the terms and conditions of the stormwater permit approved for the larger project site. The stormwater permit application for the larger project site must include typical detailed erosion and sediment control measures for individual lots.
         (1) In addition, these individual lots are required to submit Individual Lot Plot Plan Permit applications prior to receiving a building permit.

2) **Filing Requirements for Rule 5**
   a) Complete the following steps a **minimum of 30 days prior** to land disturbing activities (more time may be required if the plan is not approved on first review):
      i) Develop an Erosion and Sediment Control Plan in accordance with the requirements listed under IAC 15-5-6.5, IAC 15-5-7, and IAC 15-5-7.5.
      ii) File for submittal on the Operation MS4 website (http://operation-ms4.com - see Attachment A for Operation MS4 user's guide) and transmit a digital copy of the submittal to the reviewer. The reviewing agency has 28 days to review the plan for compliance. If 28 days have passed from the date the reviewing agency has received the plan and you have not received word that the plan is approved or deficient, proceed with filing the Notice of Intent with IDEM.

iii) Public Notification must be done in a newspaper of general circulation in the affected area to notify the public that construction activity under this rule is to commence. The following is example verbiage:
(1) "(Company name, address) is submitting an NOI letter to notify the Indiana Department of Environmental Management of our intent to comply with the requirements under 327 IAC 15-5 to discharge storm water from construction activities for the following project: (name of the construction project, address of the location of the construction project). Run-off from the project site will discharge to (stream(s) receiving the discharge(s))."

b) Complete the following steps **after** those listed above have been approved and **a minimum of 48 hours prior** to land disturbing activities:
i) File Notice of Intent and Supporting Documentation with IDEM

3) Digital File Transmittal:

a) Files are uploaded during the permit application to the Operation MS4 website. See Steps 13 and 14 of Attachment A for details.
b) Files must be named according to the following convention:
i) Project Name-Document Type-Date(MM/DD/YY).pdf
(1) Ex: Tradewinds Services-Plan Set-010313.pdf
(2) Document Types
(a) Plan Set
(b) Drainage Report
(c) Calculations
(d) Erosion Control Documents
(e) O&M Manual

4) Fees associated with Hendricks County Clean Water Department Review:

a) Fee will be based upon the amount of effort it takes to complete the review and will be categorized according to the following convention upon completion of the review:
i) Basic: $250.00
ii) Non-complex: $500.00
iii) Complex: $1,000.00
b) Applicants will be required to pay the fee before receiving verification from the reviewing agency of acceptance of the Construction Plan.

5) Guidance for each of the 23 Basic Plan Elements:

A1- Plan Index showing locations of required items

The plan index should include a list of the required items in the rule and where they occur in the plan. Plan preparers often have their plan index mirror items in the IDEM standard plan review checklist.

A2- 11 X 17 inch plat showing building lot numbers/boundaries and road layout/names

The reduced size plat of the project is intended to be a basic representation of the project layout. At a minimum it should include building lot boundaries, lot numbers, road layout, and road names. It is not intended to be a complete representation of the Construction Plan or the Storm water pollution prevention plan. The purpose of the reduced plat is primarily to provide staff a simplified layout of the project that can be used as an aide when conducting an inspection of the project site.

The plat should be legible, therefore based on the size of the project it is acceptable to have multiple sheets of 11 X 17.

(This item is not required for single-family residential developments of 4 lots or less and single-family residential strip developments)

A3- Narrative describing project nature and purpose:
The plan should include information regarding the nature and purpose of the project. Typically this information would appear in a narrative; however it is also acceptable for the narrative to include other plan requirements.

A4- Vicinity map showing the project location:
The plan should include a map that depicts the site in relation to other areas in the city or county and should be sufficient for someone not familiar with the area to find the project site location. Acceptable map types include USGS topographic maps, county road maps, city street maps, custom drawn maps, etc. (as long as they adequately depict the site location).

A5- Legal Description of the Project Site:
The legal description of the project site should be identified to the nearest quarter section and include township and range coordinates, and Civil Township name. Provide the longitude and latitude coordinates.

A6- Location of all lots and proposed site improvements:
Lot boundaries and numbers are required to be shown on the plan. In addition, the plan should show all proposed site improvements, including but not limited to utilities, roads (names, if available), structures, and common areas.

Single lot projects shall show the location of any proposed structures.

A7- Hydrologic Unit Code:
The hydrologic unit code should be identified to the 14-digit code. The code identified in the plan should represent the watershed(s) in which the project is located. The website http://www.indianamap.org/ is a good resource for determining the hydrologic unit code.

- Select “VIEW the Map”
- Either input the address of the site or zoom to the project location
- Once at the project location select the “Add Content” button which has a “+” in the upper left hand corner of the map to add a new layer
- Select “Hydrology” and select the box labeled “Watersheds HUC14” to display the 14-digit code for the project location

A8- Notation of any State or Federal Water Quality Permits:
The plan should identify any permits required related to water quality, such as Construction in a Floodway from DNR, 401 Water Quality Certification from IDEM, 404 permits from US Army Corps of Engineers, etc.

It is not necessary for the project site owner to possess permits applicable to his/her project to receive approval of their plan pursuant to 327 IAC 15-5.

A9- Specific points where stormwater discharge will leave the site:
The plan should clearly identify where Storm water will exit the site. It is not necessary that the location be identified with a note on the plan, unless it is not clear from the topographic or storm drainage system information.

A10- Location and name of all wetlands, lakes, and water courses on and adjacent to the site:
This information is important in evaluating the proposed Storm water pollution prevention measures to insure that they are adequate and appropriate to reduce the impact to natural areas associated with the project site. Identification of nearby watercourses and lakes may place an additional importance on sediment control in a particular area of the project.

A11- Identify All Receiving Waters:
The plan should identify all named streams, or other water bodies that will potentially receive runoff from the project site. If the discharge is to a municipal storm sewer, the plan should identify the owner of the storm drain system as well as the ultimate receiving water for the storm drain system.

A12- Identification on potential discharges into groundwater:
The plan should include the location of all areas where Storm water may be potentially discharged to groundwater. These areas include sinkholes or uncapped abandoned wells, which may be located on the project site or downstream of the project site and could potentially be impacted by Storm water discharge. It could also include Storm water infiltration practices such as drywells, which may be planned as part of the project. These areas need to be clearly located in the plan, with adequate protection measures to prevent contaminated runoff from entering the groundwater. Abandoned wells should be properly capped.

A13- 100 Year Floodplains, floodways, and floodway fringes:
Provide a copy of the Flood Insurance Rate Map for the project location. Firmettes of the Flood Insurance Rate Maps can be generated online at https://msc.fema.gov.

A14- Pre-construction and post construction estimate of Peak Discharge:
This information is a required element of the plan and has been included to place emphasis on the impact projects can have related to runoff quantities and velocities.

There are several acceptable methods of calculating these figures, including the rational method, TR55, etc.

(This item is not required for single-family residential developments of 4 lots or less and single-family residential strip developments)

A15- Adjacent landuse, including upstream watershed:
This information provides a basis to evaluate the overall project including potential downstream impacts, but also other contributing factors that are discharging onto the project site. It is important to have an understanding of the impact the project may have on surrounding properties and sensitive areas, but also have an understanding of the runoff and other potential pollutants that may be discharged from areas in the watershed above the project.

The intent of this element is to identify the types of land use, such as single-family residential, multi-family residential, commercial, agricultural, forested, etc.

A16- Locations and approximate boundaries of all disturbed areas:
The plan should identify the construction limits of the project. The extent of disturbance has a profound impact on what practices may be necessary to adequately control erosion and the resulting sediment. If disturbance boundaries are not identified inside of the property boundary, the plan reviewer will consider the entire site as being disturbed for the purposes of evaluating the proposed Storm water quality measures.

A17- Identification of existing vegetative cover:
The plan should delineate the boundaries of major vegetative cover types, such as grass, brush, trees, etc. It is not necessary for the plan to identify individual vegetative species.

A18- Soils map including descriptions and limitations:
Each plan should provide a soil map for the project site. The map should be accompanied by descriptions of each soil type that occurs on the site. A legible copy of the appropriate soil map from the USDA soil survey for the county is sufficient. USDA soil surveys can be generated online at http://websoilsurvey.nrcs.usda.gov/app/WebSoilSurvey.aspx. Boring logs and a geotechnical report or site mapping by a soil scientist should also be considered acceptable means of satisfying this requirement.

In addition to a soil map and a description of the soil types, the plan should include a discussion of the soil characteristics and limitations associated with the project site and the measures that will be integrated into the project to overcome any limitations. For example, if sanitary sewer does not service the site and on-site septic systems will be used for waste disposal, the plan preparer should provide information concerning the suitability of the soil and the type of systems that will be required to overcome soil limitations.

A19- Locations, size and dimensions of proposed stormwater systems:
All proposed Storm water systems, including swales, channels, piping, culverts, etc. should be clearly shown in the plan. In addition to location, the plan should include the size and dimensions of the specific Storm water systems.

A20- Plan for any off-site construction activities associated with this project:
Any off-site services such as sanitary sewers, waterlines, other utilities, roads, etc. which are off of the proposed project site, but are necessary to provide service to the project must be included in the plan submitted for the project, if the project site owner is responsible for paying for the off-site service.

If the utility or local government is paying for the construction of the off-site tie-in, then they do not need to be included as part of the project submittal, but should be submitted separately, if the disturbance will be one (1) acre or more.

It is important that the project site owner realize that all land disturbance associated with their project is subject to compliance with the rule. The same burden of compliance is necessary for these off-site areas as they are for the project site itself. If there are not off-site activities, or others are conducting the off-site activities, a simple note to that affect should be sufficient to satisfy this requirement.

A21- Locations of proposed soil stockpiles, borrow and/or disposal areas:
Similar to item A20, this information needs to be submitted as part of the plan. Often times borrow and disposal areas occur off of the project site. Unless these areas are commercially operated facilities, they need to be included as part of the plan submittal. These areas must also be included when they

occur on site. If there are no stockpile, borrow or disposal areas planned, a simple note to that affect should be sufficient to satisfy this requirement.

A22- Existing site topography at an interval appropriate to show detailed drainage patterns:
This information is critical to properly evaluate the adequacy of the proposed Storm water pollution prevention measures. Site topography may be depicted in multiple ways such as continuous contour lines and spot elevations (as long as there are a sufficient number of locations to be able to visualize the site topography). A graphical profile of the project may also be acceptable for highway, road, utility and other lineal projects.

A23- Proposed final topography at an interval appropriate to show detailed drainage patterns:
This information is critical to properly evaluate the adequacy of the proposed Storm water pollution prevention measures. Site topography may be depicted in multiple ways such as continuous contour lines and spot elevations (as long as there are a sufficient number of locations to be able to visualize the site topography. A graphical profile of the project may also be acceptable for highway, road, utility and other lineal projects.

6) Guidance for each of the 15 Construction Component Elements:

B1- Description of potential pollutant sources associated with construction activities:
This item is included in the rule to place an emphasis on identification of pollutants that are associated with construction activity. In the past, the emphasis has been on sediment reduction; however the rule requires the plan preparer to identify other potential pollutants and their sources. Potential pollutant sources include material and fuel storage areas, fueling locations, exposed soils, leaking vehicles and equipment, etc.

To satisfy this item, the plan needs to contain a written description of the expected pollutants that could enter Storm water during the construction operation, and where those potential pollutants might be generated. In addition, the plan preparer should include and discussion of measures or operational activities that will be initiated to minimize the danger of pollutants entering Storm water.

(This item is not required for single-family residential developments of 4 lots or less and single-family residential strip developments)

B2- Sequence describing stormwater quality measure implementation relative to land disturbing activities:
Each plan should contain multiple Storm water pollution prevention measures. All measures will not be installed at the same time. Various measures will be installed at different times throughout the construction process. Some will installed prior to any land disturbance, such as the construction entrance and some initial perimeter sediment control measures. Others may not be necessary until work at the site progresses to an area where they are necessary. Each proposed measure should be identified in the sequence as to when it is to be installed in relation to land disturbing activities. Specific dates of installation are not necessary or the intent of this requirement.

B3- Stable construction entrance locations and specifications:
All projects with the exception of some lineal projects and residential strip developments should have a stable construction entrance. All access points to a project must have a stabilized entrance. The plan

should clearly show the location of all proposed stable entrance locations, as well as specifications and construction details regarding how the stable entrance is to be constructed and maintained.

B4- Sediment control measures for sheet flow areas:
This item is intended to evaluate the areas of the site where runoff will be primarily in a sheet flow condition. The reviewer should evaluate these areas and the proposed sediment control measures to insure that the proposed measures are adequate for the situation. Each proposed measure must be accompanied by construction details and specifications.

B5- Sediment control measures for concentrated flow areas:
This item is intended to evaluate the areas of the site where runoff will be primarily in a concentrated flow condition. The reviewer should evaluate these areas and the proposed sediment control measures to insure that the proposed measures are adequate for the situation. Each proposed measure must be accompanied by construction details and specifications.

In addition to the typical sediment control measures used to minimize sedimentation associated with surface water runoff, provisions should be made to address any dewatering and/or directional boring operations.

B6- Storm sewer inlet protection measure locations and specifications:
If surface inlets, including curb inlets, are present, the plan should include protection measures to prevent sediment from entering the storm drain system. The proposed practices should be appropriate for the type of inlet it is proposed to protect. Alternate measures, such as seeding and curbside protection may be considered as adequate protection, if sufficient to prevent sediments from entering the street and curb inlets. Each proposed measure must be accompanied by construction details and specifications.

B7- Runoff control measures:
This item refers to measures such as diversions, rock check dams, slope drains, etc. These types of measures may not be necessary on every project. However, if the plan reviewer feels that they are necessary, the plan should be evaluated as to whether the issue was adequately addressed in the plan. Each proposed measure must be accompanied by construction details and specifications.

B8- Stormwater outlet protection specifications:
All Storm water discharge locations need to be adequately protected to prevent scour erosion. The plan should specify protection measures appropriate for the situation. Each proposed measure must be accompanied by construction details and specifications.

B9- Grade Stabilization structure locations and specifications:
This item refers to measures such as rock chutes, toe wall and drop structures, etc. These types of measures may not be necessary on every project. However, if the plan reviewer feels that they are necessary, the plan should be evaluated as to whether the issue was adequately addressed in the plan. Each proposed measure must be accompanied by construction details and specifications.

B10- Location, dimensions, specifications, and construction details of each stormwater quality measure:
Each proposed measure should be clearly located in the plan. Some plans may not provide the location in a pictorial format on the plan drawings, but may provide clear text or a table to depict where various practices should be located. This should be adequate to satisfy the requirement as long as the reviewer

can determine the location in the plan. Each proposed measure must also be accompanied by construction details and specifications.

Temporary or permanent surface stabilization is required on any bare or thinly vegetated area that is scheduled or likely to remain inactive for a period of 15 days or more.

B11- Temporary surface stabilization methods appropriate for each season:
The plan should provide detailed specifications, including sequencing information, regarding which stabilization methods are to be employed. There should be multiple methods, as the various seasons need to be considered. Even if the project is expected to be short lived, these seasonal options must be supplied. Delays are common in the construction industry and projects take longer than expected. The plan needs to cover these contingencies.

For applications that include seeding, the plan preparer should provide application rates for soil amendments and seed mixtures. The type and application rate for anchored mulch.

Temporary or permanent surface stabilization is required on any bare or thinly vegetated area that is scheduled or likely to remain inactive for a period of 15 days or more.

B12- Permanent surface stabilization specifications:
The permanent stabilization methods should be clearly specified, including sequencing information, in the plan.

The plan preparer should provide application rates for soil amendments and seed mixtures and the type and application rate for anchored mulch.

Permanent surface stabilization is required upon final grading.

B13- Material handling and spill prevention plan:
The plan should include a list of expected materials that may be present on the site during construction operations. A written description of how these materials will be handled to minimize the potential the materials will enter Storm water runoff should accompany the list of materials. There should also be procedures directing the contractor on the required response to any spills that may occur during construction operations.

(This item is not required for single-family residential developments of 4 lots or less and single-family residential strip developments)

B14- Monitoring and maintenance guidelines for each proposed pollution prevention measure:
Each proposed measure must be accompanied by instructions for evaluating the practice for maintenance needs once installed. The maintenance guidelines for the project should also include instructions on how the monitoring and maintenance procedures are to be carried out. The Phase II version of the rule requires that the project site owner or their representative, knowledgeable in erosion and sediment control, inspect the site for Storm water pollution prevention deficiencies at least weekly and again within 24 hours of every ½ inch rain event. The plan should clearly describe these required maintenance procedures.

B15- Erosion and Sediment control specifications for individual building lots:
If the project has multiple lots where independent activities are likely to occur, the plan should provide clear guidance as to the required minimum standards for erosion and sediment control during construction operations on the individual lots. The Phase II version of the rule places specific requirements on activities conducted on individual building lots. The minimum standards in the plan should meet the minimum lot requirements established in Section 7.5 of the rule, and should follow the standards set forth in the "Erosion and Sediment Control for Individual Building Lots" brochure available on the Division of Soil Conservation's website. The plan reviewer should also take into account the relative size of the lots and steepness of the lots when determining whether provisions in the plan appear to be adequate.

7) Guidance for each of the 5 Post-construction Component Elements:

C1- Description of pollutants and their sources associated with the proposed land use:
A description of potential pollutant sources from the proposed land use, which may reasonably be expected to add a significant amount of pollutants to Storm water discharges.) The plan should include a narrative description that discusses the proposed project and the expected pollutants that typically are generated by this type of land use. The description should also discuss the sources of these pollutants within the finished project site (e.g., oil, grease, antifreeze, brake fluid, brake dust, rubber fragments, gasoline, diesel fuel and other hydrocarbons, and metals from vehicular and other sources, grit (sediment) from wearing of the road surface and falling or washing off of vehicles, trash (including bacteria and other biological agents contained in the trash) from littering and other types of improper disposal or storage, and elevated receiving water temperatures from Storm water runoff contact with impervious surfaces).

C2- Sequence describing stormwater quality measure implementation:
The plan should provide a sequence of when the proposed post construction Storm water quality measures will be installed. Pay close attention to practices, like basins or ponds that could be utilized during construction for sediment control. They should not be installed late in the project simply to reduce cleanout burdens.

C3- Description of pollutants and their sources associated with the proposed land use:
A description of measures that will be installed to control pollutants in Storm water 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 Storm water retention and detention ponds, 327 IAC 15-5-6.5(a)(8)(E) Storm water quality measures that will remove or minimize pollutants from Storm water run-of, and 327 IAC 15-5-6.5(a)(8)(F) Storm water quality measures that will be implemented to prevent or minimize adverse impacts to stream and riparian habitat.) Items C, E & F from the rule listed above require similar information and may be provided in a single narrative description within the plan.

The plan should include a narrative description that discusses how the project was designed to minimize the generation of post construction pollutants, and how the proposed post construction Storm water quality measures will improve the quality of the Storm water discharge from the finished project. Many times, it will be possible for a project to comply without installing elaborate and expensive treatment systems. Reducing impervious surfaces and increasing vegetative surfaces to trap pollutants may be sufficient. Sometimes, management practices, such as more frequent street sweeping or

reduced fertilizer and pesticide applications, may have a significant positive impact on Storm water quality.

C4- Location, dimensions, specifications and construction details of each stormwater quality measure:

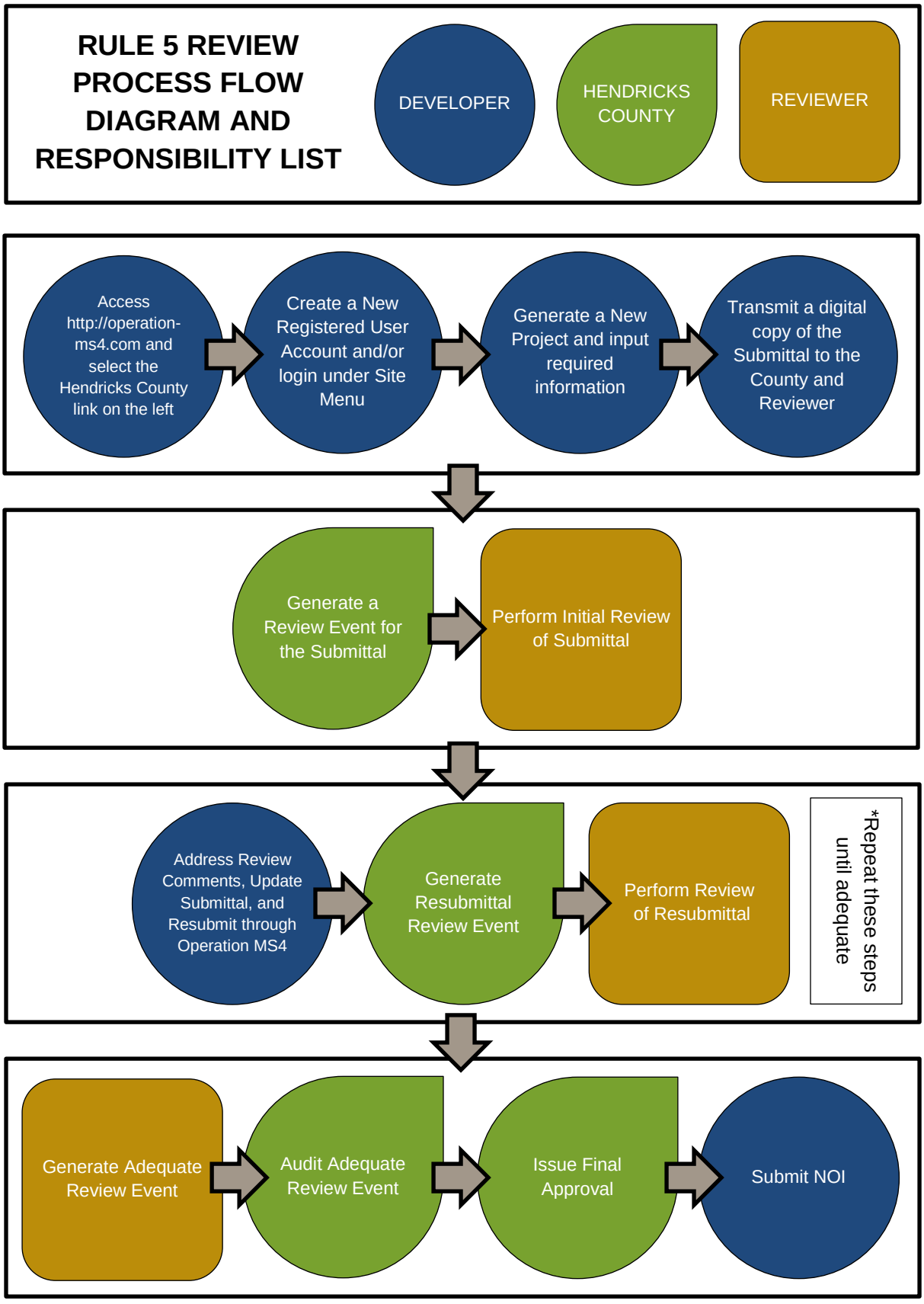
Location, dimensions, detailed specifications, and construction details of all post construction Storm water quality measures.)

All proposed post construction Storm water quality measures should be clearly shown on the plan, and should include specifications and construction details similar to those that have long been required for erosion and sediment control measures during construction.

C5- Description of maintenance guidelines for proposed post construction water quality measures:

A narrative description of the maintenance guidelines for all post construction Storm water quality measures to facilitate their proper long term function. This narrative description shall be made available to future parties who will assume responsibility for the operation and maintenance of the post construction Storm water quality measures.)

All proposed measures must be accompanied by guidelines for monitoring and maintenance. If manufactured products are involved, the manufacturer should be able to provide detailed information about monitoring and maintenance procedures and frequencies. The plan should also identify the parties or individuals that will be responsible for the future long-term maintenance. This identification does not need to be a name of an individual, as they may not be known at the time of plan submittal. A description of the entity (e.g., homeowner's association, name of the government department, if the measures will be turned over to the local government, etc.) should be sufficient.


RULE 5 REVIEW PROCESS FLOW DIAGRAM AND RESPONSIBILITY LIST
DEVELOPER
HENDRICKS COUNTY
REVIEWER
Access http://operation-ms4.com and select the Hendricks County link on the left
Create a New Registered User Account and/or login under Site Menu
Generate a New Project and input required information
Transmit a digital copy of the Submittal to the County and Reviewer
Generate a Review Event for the Submittal
Perform Initial Review of Submittal
Address Review Comments, Update Submittal, and Resubmit through Operation MS4
Generate Resubmittal Review Event
Perform Review of Resubmittal
*Repeat these steps until adequate
Generate Adequate Review Event
Audit Adequate Review Event
Issue Final Approval
Submit NOI

ATTACHMENT A

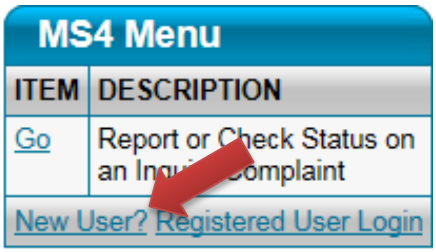
HOW TO OPERATE OPERATION MS4
(A GUIDE FOR SITE OWNERS AND THEIR REPRESENTATIVES)

This guide provides a step-by-step process for site owners and their representatives to utilize the web-based software Operation MS4 for Rule 5 plan reviews.

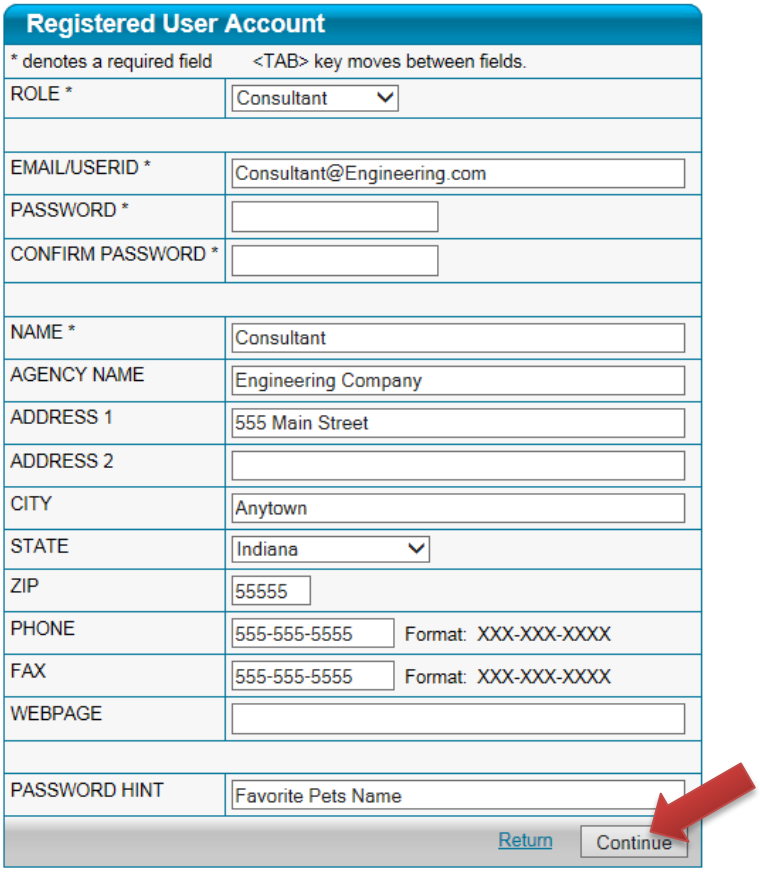
PACKET B PROCESS BEGINNING WITH REQUESTING A USERNAME AND PASSWORD (skip to STEP 5 if you already have a username and password)

STEP 1 – Go to the Operation MS4 website (http://operation-ms4.com) and select the correct entity to submit your project to for review (for the purposes of this guide "Demonstration" will be selected):

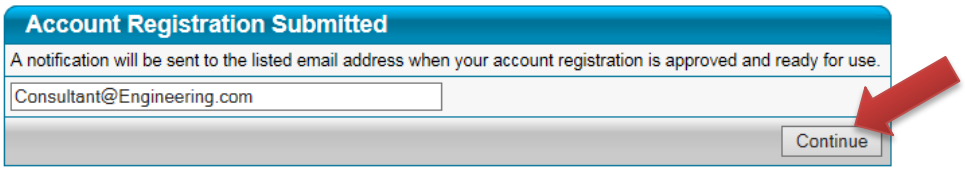
STEP 2 – Select "New User?" under the MS4 Menu:



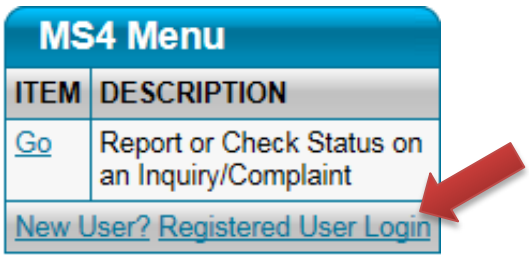
STEP 3 – Complete the Registered User Account information as required and select “Continue”:



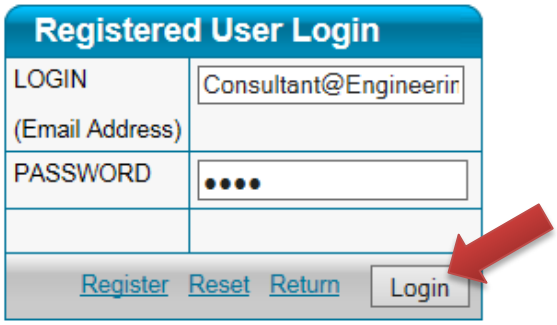
STEP 4 – A notification will be sent to the listed email address when your account registration is approved and ready for use. Select “Continue”:



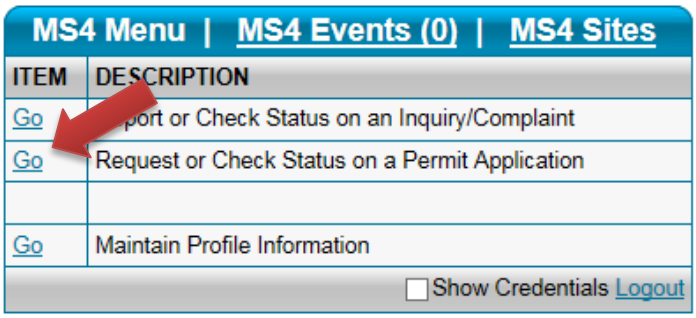
STEP 5 – Select “Registered User Login” under the MS4 Menu:



STEP 6 – Enter your Login and Password and select “Login”:



STEP 7 – Select “GO” to Request or Check Status on a Permit Application

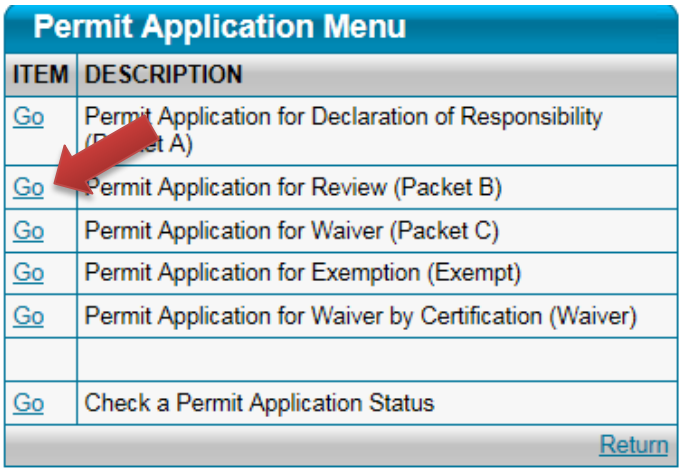


STEP 8 – Select the applicable Permit Application

Packet A - Apply for a Packet A permit if you are building on an individual lot that is part of a permitted project.

Packet B - If disturbing 1 acre or more contact the Lake County Surveyor's Office at (317) 745-9237.

Packet C - Apply for a Packet C permit if building a structure that is 500 square feet or more or disturbing more than 5,000 square feet of land. Project also needs to be less than 1 acre and not within a permitted project.



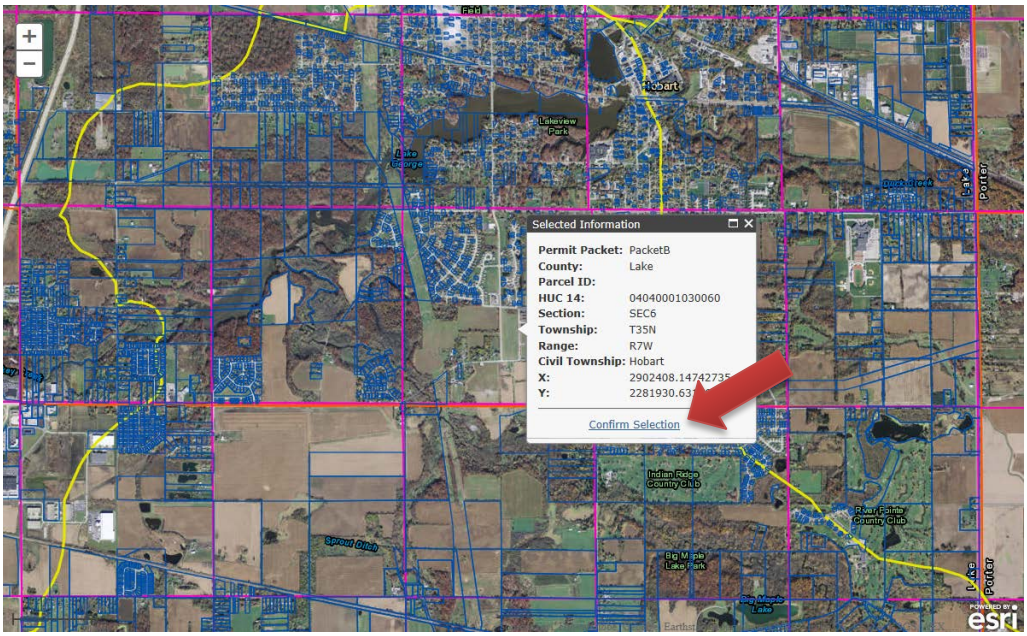
STEP 9 – Select Project Location

1. Pan map to find desired location.

2. Zoom all the way in for better accuracy in placing point.

3. Click on map

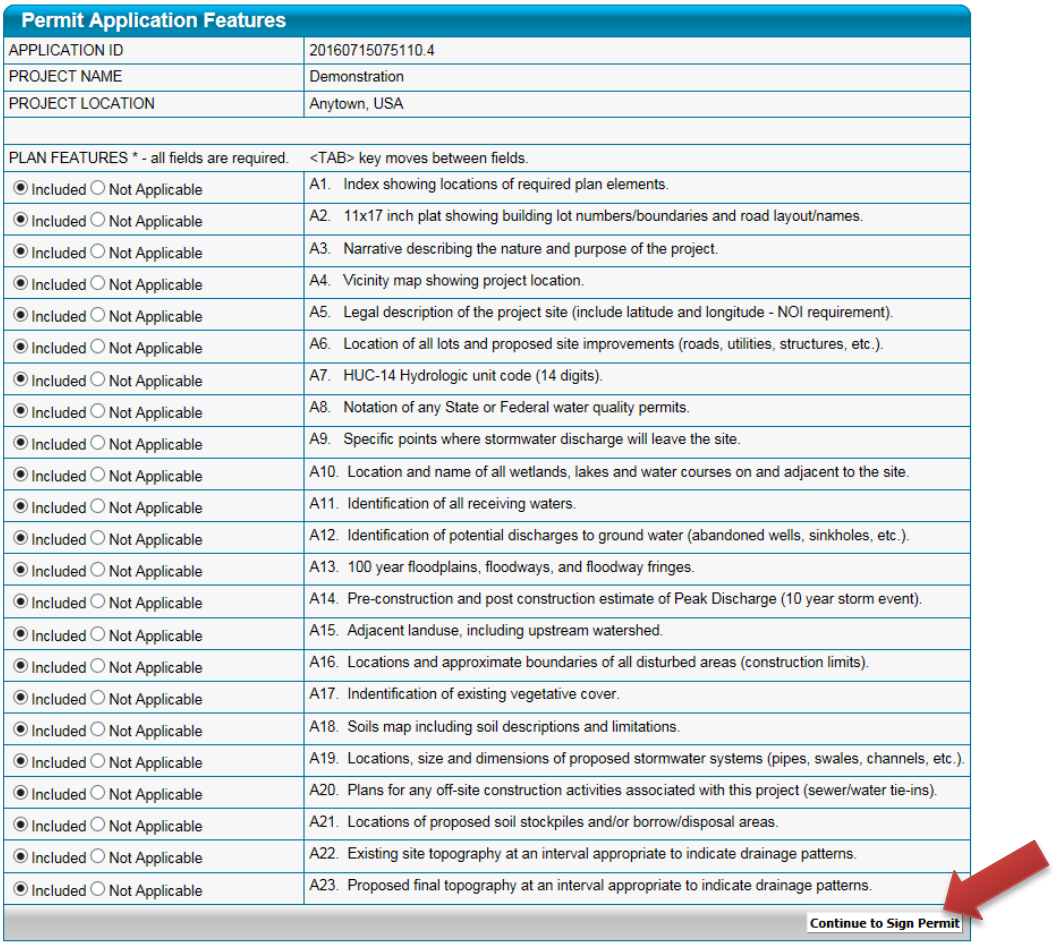
4. If you are satisfied with selection, click on **Confirm Selection** link in popup.



STEP 10 – Complete the Permit Application and Select “Continue to Plan Features”:

PROJECT INFORMATION	
PROJECT NAME *	Demonstration
PROJECT LOCATION *	Anytown, USA
COUNTY	Lake
CIVIL TOWNSHIP *	Hobart
PARCEL NUMBER	
PROJECT AREA (DISTURBED) *	1.00 acres (ex. 1.00)
PROJECT DURATION *	3-6 Months
	Continue to Plan Features

STEP 11 – Indicate which plan elements are included with the submittal and select “Continue to Sign Permit”:

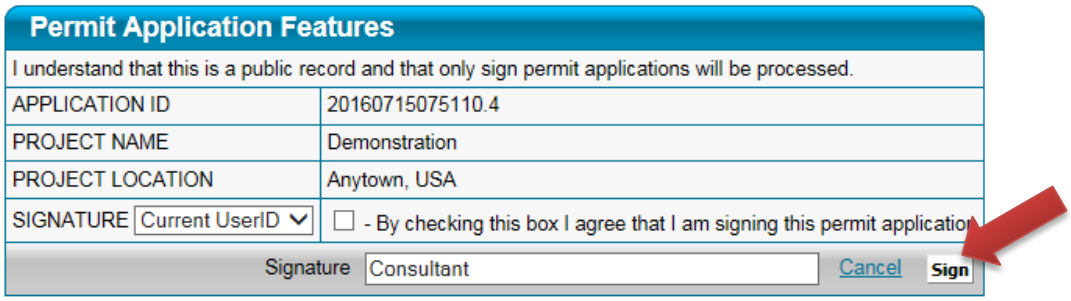


Permit Application Features

APPLICATION ID	20160715075110.4
PROJECT NAME	Demonstration
PROJECT LOCATION	Anytown, USA
PLAN FEATURES * - all fields are required.	<TAB> key moves between fields.
◉ Included ○ Not Applicable	A1. Index showing locations of required plan elements.
◉ Included ○ Not Applicable	A2. 11x17 inch plat showing building lot numbers/boundaries and road layout/names.
◉ Included ○ Not Applicable	A3. Narrative describing the nature and purpose of the project.
◉ Included ○ Not Applicable	A4. Vicinity map showing project location.
◉ Included ○ Not Applicable	A5. Legal description of the project site (include latitude and longitude - NOI requirement).
◉ Included ○ Not Applicable	A6. Location of all lots and proposed site improvements (roads, utilities, structures, etc.).
◉ Included ○ Not Applicable	A7. HUC-14 Hydrologic unit code (14 digits).
◉ Included ○ Not Applicable	A8. Notation of any State or Federal water quality permits.
◉ Included ○ Not Applicable	A9. Specific points where stormwater discharge will leave the site.
◉ Included ○ Not Applicable	A10. Location and name of all wetlands, lakes and water courses on and adjacent to the site.
◉ Included ○ Not Applicable	A11. Identification of all receiving waters.
◉ Included ○ Not Applicable	A12. Identification of potential discharges to ground water (abandoned wells, sinkholes, etc.).
◉ Included ○ Not Applicable	A13. 100 year floodplains, floodways, and floodway fringes.
◉ Included ○ Not Applicable	A14. Pre-construction and post construction estimate of Peak Discharge (10 year storm event).
◉ Included ○ Not Applicable	A15. Adjacent landuse, including upstream watershed.
◉ Included ○ Not Applicable	A16. Locations and approximate boundaries of all disturbed areas (construction limits).
◉ Included ○ Not Applicable	A17. Indentification of existing vegetative cover.
◉ Included ○ Not Applicable	A18. Soils map including soil descriptions and limitations.
◉ Included ○ Not Applicable	A19. Locations, size and dimensions of proposed stormwater systems (pipes, swales, channels, etc.).
◉ Included ○ Not Applicable	A20. Plans for any off-site construction activities associated with this project (sewer/water tie-ins).
◉ Included ○ Not Applicable	A21. Locations of proposed soil stockpiles and/or borrow/disposal areas.
◉ Included ○ Not Applicable	A22. Existing site topography at an interval appropriate to indicate drainage patterns.
◉ Included ○ Not Applicable	A23. Proposed final topography at an interval appropriate to indicate drainage patterns.

Continue to Sign Permit

STEP 12 – Digitally Sign the Permit Application and select “Sign”:



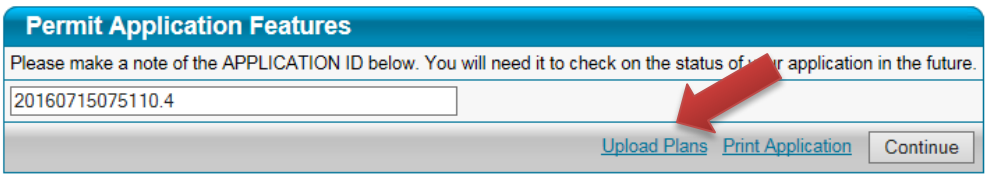
Permit Application Features

I understand that this is a public record and that only sign permit applications will be processed.

APPLICATION ID	20160715075110.4
PROJECT NAME	Demonstration
PROJECT LOCATION	Anytown, USA
SIGNATURE Current UserID	☐ - By checking this box I agree that I am signing this permit applicatio

Signature Consultant Cancel Sign

STEP 13 – Select “Upload Plans”:



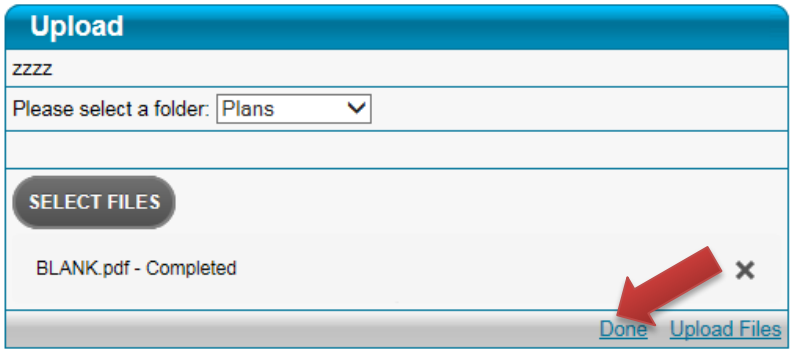
Permit Application Features

Please make a note of the APPLICATION ID below. You will need it to check on the status of your application in the future.

20160715075110.4

Upload Plans Print Application Continue

STEP 14 – Utilize the Upload manager to Select Files and select “Done” when finished:



STEP 15 – Make note of the APPLICATION ID and select “Continue”: