

HENDRICKS COUNTY CLEAN WATER DEPARTMENT
355 South Washington Street #206
Danville, IN 46122
317-718-6068

Construction Stormwater General Permit Submittal Guidance

The information included in this packet is intended to assist in complying with the latest filing requirements of Construction Stormwater General Permit (CSGP).

1. Compliance Requirements for Construction Stormwater General Permit (see Chapter 4t 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 Clean Water 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 Clean Water.
- 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 Clean Water Department, and ensure that a sufficient construction and stormwater pollution prevention plan is completed and submitted.

2. Filing Requirements for Construction Stormwater General Permit

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 Construction Stormwater General Permit. The requirements can be found at the following website [IDEM: Storm Water Permitting: Home](#)
- 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 10 days to perform an initial review of 5 acres or less, and 14 days for larger sites. If more than the allotted time has 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 completed prior to submittal. The notification must either: be posted at the project site, local state and federal agencies can post on their publicly accessible website for 10 days, or published in a newspaper of general circulation in the affected area. The notice must adhere to all requirements in Section 3.7(a)(3) of CSGP.

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 of Construction Stormwater General Permit to discharge stormwater 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-Documents 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 A basic review typically consists of projects that are simple in nature, no natural resource features, minimal revisions needed.
 - ii) Non-complex: \$500.00 A non-complex review typically consists of large site, minimal natural resource features, and/or more than minimal revisions needed.
 - iii) Complex: \$1,000.00 A complex review typically consists of large complex sites, with significant natural resource complexities and/or significant revisions needed.
- b. Applicants will be required to pay the fee before receiving verification from the reviewing agency of acceptance of the Construction Plan.

5. Performance Standards

- a. The permittee is responsible for implementing all minimum measures necessary to comply. The stormwater pollution prevention plan will serve as a guideline for stormwater management but should not be interpreted to be the only basis.
- b. All stormwater management measures must be implemented in accordance with this permit and sufficient to satisfy Section 3.1 through 3.9 of the CSGP
- c. Ensure **trained individuals** are utilized for activities associated with development and design of the SWP3, stormwater measure implementation, self-monitoring, project management.

6. Guidance for each of the 31 Basic Plan Elements:

A1- 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- 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).

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- Latitude and Longitude in decimal representation at the approximate entrance to the project site that is obtaining permit coverage if the project is not linear OR the beginning of the project site for linear projects.

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.

A6- 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 stormwater 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)

A7- Boundaries of 100-year floodplain, floodway fringe and floodways: 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>.

A8- Land use of adjacent properties, 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, multifamily residential, commercial, agricultural, forested, etc.

A9- Identification of a U.S. EPA approved or established TMDL, including the name of the TMDL and the pollutant(s) for which there is a TMDL.

A10- 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.

A11- Identification of discharges to a water on the current 303d list of impaired waters and the pollutant(s) for which it is impaired.

A12- 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.

A13- Location and name of all wetlands, lakes, and water courses on and adjacent to the site: This information is important in evaluating the proposed stormwater pollution prevention measures to ensure 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.

A14- Identification of any other 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.

A15- The identification and delineation of natural buffers and existing vegetative cover, such as crop or crop residue, grass, weeds, brush, and trees.

A16- Existing site topography at an interval appropriate to show detailed drainage patterns: This information is critical to properly evaluate the adequacy of the proposed stormwater 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.

A17- The location(s) of where run-off enters the project 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.

A18- The location(s) of where run-off discharges from the project site prior to land disturbance. 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.

A19- The location of all existing structures on the project site.

A20- The location, size, and dimensions of features, such as existing permanent retention or detention facilities, including manmade wetlands, designed for the purpose of stormwater management.

A21- Identification of potential discharges into groundwater: The plan should include the location of all areas where stormwater 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 stormwater discharge. It could also include stormwater 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.

A22- The size of the project areas expressed in acres.

A23- The total expected land disturbance expressed in acres.

A24- Proposed final topography at an interval appropriate to show detailed drainage patterns: This information is critical to properly evaluate the adequacy of the proposed stormwater 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.

A25- 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 stormwater quality measures.

A26- Locations, size, and dimensions of proposed stormwater systems: All proposed stormwater systems, including swales, channels, piping, culvert size, etc. should be clearly shown in the plan. In addition to location, the plan should include the size and dimensions of the specific stormwater systems.

A27- Locations of specific points where stormwater and non-stormwater discharges will leave the project site

A28- Location of all proposed site improvements, including roads, utilities, lot delineation and identification, proposed structures, and common areas. 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.

A29- Location of all on-site soil stockpiles and borrow areas Locations of proposed soil stockpiles, borrow and/or disposal areas: 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 effect should be sufficient to satisfy this requirement.

A30- Construction support activities that are expected to be part of the project 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 realizes 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 effect should be sufficient to satisfy this requirement.

A31- Location of any in-stream activities that are planned for the project including, but not limited to stream crossings and pump arounds.

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 stormwater during the construction operation, and where those potential pollutants might be generated. In addition, the plan preparer should include a discussion of measures or operational activities that will be initiated to minimize the danger of pollutants entering stormwater. (This item is not required for single-family residential developments of 4 lots or less and single-family residential strip developments)

B2- 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.

B3- Specifications for temporary and permanent surface stabilization methods appropriate for each season: The plan should provide detailed specifications, including sequencing information, regarding which stabilization methods are to be employed. Initiation of stabilization should commence within 7 days of an area at idle. 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.

B4- 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 ensure 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.

B5- 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 ensure that the proposed measures are adequate for the situation. Each proposed measure must be accompanied by construction details and specifications.

B6- 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.

B7- Stormwater outlet protection specifications: All stormwater 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.

B8- 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.

B9- Dewatering applications and management methods: All dewatering discharge locations need to be stable; the discharge should be conducted in a manner to prevent erosion/scour. A proposed measure must be accompanied by construction details and specifications along with maintenance procedures.

B10- Measures utilized for work within waterbodies: This item refers to measures such as pump-arounds, cause-ways, and coffer dams, etc. Each proposed measure must be accompanied by construction details and specifications along with maintenance procedures.

B11- 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 CSGP requires that the project site owner or their representative, knowledgeable in erosion and sediment control, inspect the site for stormwater 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.

*It is required that a record be kept of each inspection and maintenance procedure performed.

B12- Sequence describing stormwater quality measure implementation relative to land disturbing activities: Each plan should contain multiple stormwater 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 be 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 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.

B13- 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 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 consider the relative size of the lots and steepness of the lots when determining whether provisions in the plan appear to be adequate.

B14- 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 stormwater 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)

B15 Material handling and storage procedures associated with construction activity and description of the management and disposal of construction products and waste.

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 stormwater discharges.) The plan should include a narrative description that discusses the proposed project and the expected pollutants that are typically 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 stormwater runoff contact with impervious surfaces).

C2- Description of proposed post-construction stormwater measures. Measures selected should target pollutants of concern and designed to minimize pollutants from stormwater run-off; prevent or minimize adverse impacts to aquatic resources; measures that will address the potential impacts of increased run-off from the project; structural and low impact development principles to address pollutant of concern, reduction of peak flows, and ability to infiltrate.

C3 Plan details for each post construction stormwater measure. Location, dimensions, specifications and construction details of each stormwater quality measure. All proposed post construction stormwater 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.

C4- Sequence describing stormwater quality measure implementation: The plan should provide a sequence of when the proposed post construction stormwater 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.

C5- An operation and maintenance manual that includes a description of maintenance guidelines for post-construction stormwater measures to facilitate their proper long-term function. This manual must be provided to future parties who will assume responsibility for the operation and long-term maintenance of the post-construction stormwater measures and ensure that future party signs and dates and submits the manual back to Hendricks County Clean Water Department.

*Responsibility for inspection and maintenance remains with the last signer recorded at Hendricks County Clean Water Department.

C6- If known at the time of plan submittal, identify the entity that will be responsible for operation and maintenance of the post-construction system. 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.

Attachment A

CSGP REVIEW PROCESS FLOW DIAGRAM AND RESPONSIBILITY LIST

DEVELOPER

HENDRICKS
COUNTY

REVIEWER

Access
[http://operation-
ms4.com](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

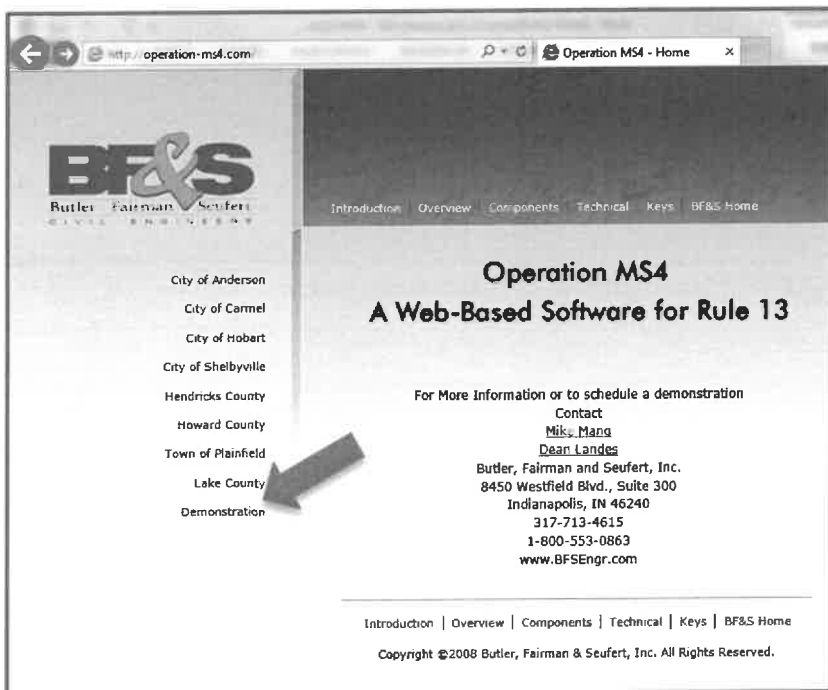
ATTACHMENT A

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

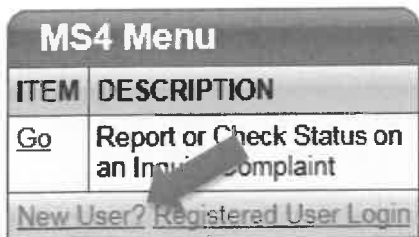
This guide provides a step-by-step process for site owners and their representatives to utilize the web-based software Operation MS4 for Construction Stormwater plan reviews.

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”:

Registered User Account	
* denotes a required field <TAB> key moves between fields.	
ROLE *	Consultant
EMAIL/USERID *	Consultant@Engineering.com
PASSWORD *	
CONFIRM PASSWORD *	
NAME *	Consultant
AGENCY NAME	Engineering Company
ADDRESS 1	555 Main Street
ADDRESS 2	
CITY	Anytown
STATE	Indiana
ZIP	55555
PHONE	555-555-5555 Format: XXX-XXX-XXXX
FAX	555-555-5555 Format: XXX-XXX-XXXX
WEBPAGE	
PASSWORD HINT	Favorite Pets Name
Return 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”:

Account Registration Submitted	
A notification will be sent to the listed email address when your account registration is approved and ready for use.	
	Consultant@Engineering.com
Continue	

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

MS4 Menu	
ITEM	DESCRIPTION
Go	Report or Check Status on an Inquiry/Complaint
New User? Registered User Login	

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

Registered User Login	
LOGIN (Email Address)	Consultant@Engineerir
PASSWORD	••••
Register Reset Return Login	

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

MS4 Menu MS4 Events (0) MS4 Sites	
ITEM	DESCRIPTION
Go	Report or Check Status on an Inquiry/Complaint
Go	Request or Check Status on a Permit Application
Go	Maintain Profile Information
<input type="checkbox"/> Show Credentials Logout	

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.

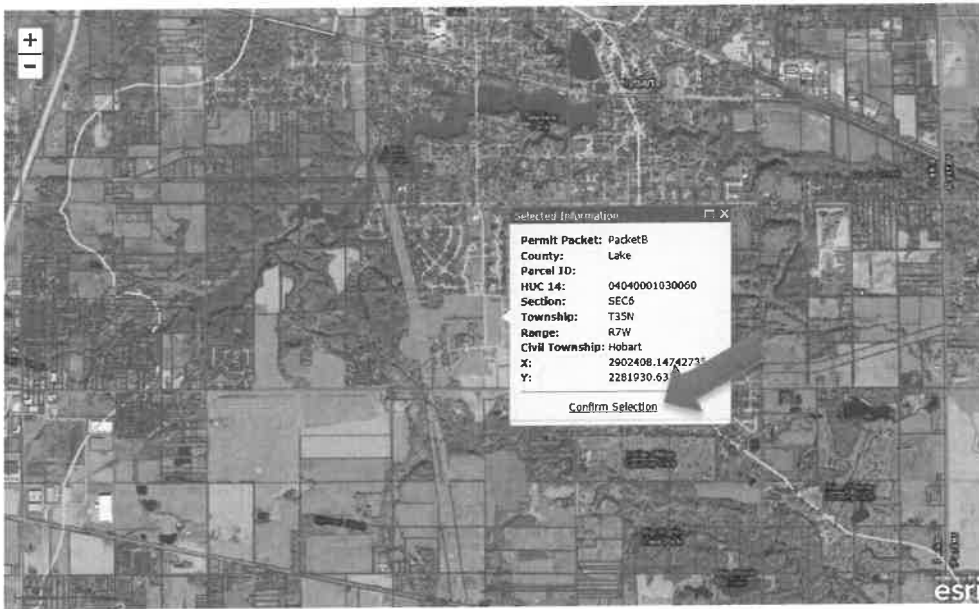
Packet B - If disturbing 1 acre or more .

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.

Permit Application Menu	
ITEM	DESCRIPTION
Go	Permit Application for Declaration of Responsibility (Packet A)
Go	Permit Application for Review (Packet B)
Go	Permit Application for Waiver (Packet C)
Go	Permit Application for Exemption (Exempt)
Go	Permit Application for Waiver by Certification (Waiver)
Go	Check a Permit Application Status
Return	

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

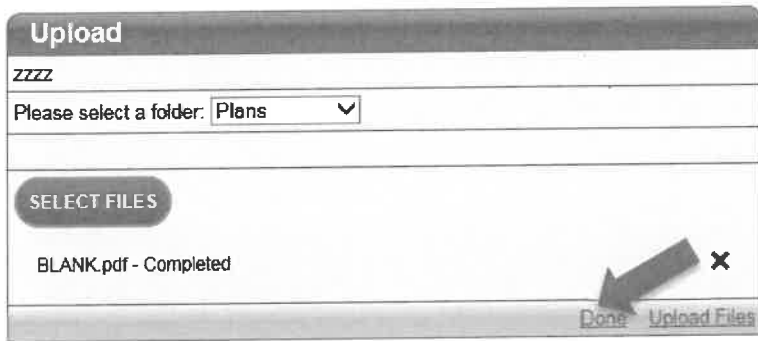
STEP 12 – Digitally Sign the Permit Application and select “Sign”:

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 <input type="text" value="Current UserID"/>	<input type="checkbox"/> - By checking this box I agree that I am signing this permit application.
<input type="text" value="Signature Consultant"/> <input type="button" value="Cancel"/> <input type="button" value="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.	
<input type="text" value="20160715075110.4"/>	
<input type="button" value="Upload Plans"/> <input type="button" value="Print Application"/> <input type="button" value="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”:

