

2018

Construction Site Runoff Control Program

For the City of New Philadelphia

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INTRODUCTION

This Construction Site Runoff Control Program (CSRCP) has been developed to meet the requirements outlined in the City's NPDES Small MS4 General Permit. The CSRCP manual was created to guide City Officials and Site Operators (applicants) through the standard procedures and practices associated with construction and post-construction activities for new development and redevelopment of a property.

Section 1: Construction Activity Ordinances

The City of New Philadelphia passed Ordinance No. 12-2017 and Ordinance No. 13-2017 in August 2017 which give the City the right to carry out the procedures and enforce the requirements described herein. It is suggested that each Site Operator familiarize himself with these ordinances prior to submitting the Storm Water Management Plan for the site and before beginning any soil disturbing activities.

Please see the *New Philadelphia Codified Ordinance* on the City website for details:

<http://www.newphilaoh.com/>

Section 2: Pre-Construction Activity

2.1 General Requirements

Prior to commencement of construction the site operator, owner or designee must submit a complete application for a building permit to the New Philadelphia Director of Public Services and adhere to all related conditions described in the *New Philadelphia Codified Ordinance*.

If an *Ohio Environmental Protection Agency General Permit Authorization for Storm Water Discharges Associated with Construction Activity (OHC000004)* is required for the proposed construction activities, it shall be obtained prior to submitting the building permit application.

2.2 Applying for a New Philadelphia Building Permit

To obtain a New Philadelphia Building Permit, the site operator, contractor, applicant or other responsible party must submit:

- A completed building permit application form and any appropriate fees. Application forms can be found online at:
<http://www.newphilaoh.com/Building-Permits>
- A Storm Water Pollution Prevention Plan (SWP3) for the site. A storm water pollution prevention plan shall not be required for construction activities to disturb less than one-tenth of an acre (*The total area of disturbance should be listed clearly on the site plan(s)*).

In addition to the above listed requirements, OEPA Permit holders must submit the following documents with the building permit application prior to gaining approval:

- The NOI submitted to the Ohio EPA for permit coverage
- Proof of coverage under the OHC000004 Permit

2.2.1 Storm Water Pollution Prevention Plan (SWP3)

For applicable construction activities, a SWP3 shall be submitted with the building permit application and shall include, at a minimum:

- A cover page or title page identifying the name and location of the site, the name and contact information for all construction site operators, the name and contact information for the person responsible for amending the SWP3, the preparation date and the estimated start and completion dates for the project
- A description of the nature and type of construction activity to take place
- Total area of the site and the proposed area of disturbance
- An estimate of the pre-construction impervious area and of post-construction impervious area, provide an estimated percent increase
- Rationale (calculations) for runoff coefficients for both pre- and post-construction site conditions
- Existing soil data, if available, and quality of any known pollutant discharge from the site which may be a result of previous contamination caused by prior land use
- A description of prior land use

- An implementation schedule which describes the sequence of major soil-disturbing operations (i.e. grubbing, gradings, utilities and infrastructure installation) and erosion and sediment controls to be employed during each operation of the sequence.
- The location and name of immediate receiving surface water(s), a description of wetlands or other special aquatic or riparian sites at or near the proposed project location
- For discharges to the MS4, the point of discharge to and the point of discharge from the MS4 shall be indicated.
- Must provide a list of TMDL's applicable for the site and demonstrate that appropriate BMP's have been selected
- For subdivided developments, a detail drawing of a typical individual lot showing standard individual lot erosion and sediment control practices.
- Location and description of any storm water discharges associated with dedicated asphalt and dedicated concrete (existing and/or proposed).
- A site map(s) including, at a minimum:
 - The limits of soil-disturbing activity of the site, including off-site spoil and borrow areas
 - Soil types, including locations of unstable or highly erodible soils
 - Existing and proposed one-foot contours
 - A delineation of watersheds expected during and after major grading activities as well as the area of each watershed in acres
 - Surface water locations including but not limited to springs, wetlands, streams, lakes, water wells, etc. on or within 200 ft. of the site boundary
 - Existing and proposed locations of buildings, roads, parking facilities, and utilities
 - The location of all erosion and sediment controls, including the location of areas likely to require temporary stabilization. Erosion and sediment controls should be depicted on the site map by phase and each control shall be designated with an individual identification number
 - Sediment and storm water basins including sediment settling volume and the maximum disturbed area that will be directed to the sediment pond during construction and a summary of the required sediment storage and dewatering volumes, the provided sediment storage and dewatering volumes, the weir length or skimmer size (if applicable)
 - The location of any permanent erosion and/or sediment controls
 - Any areas designated for storage/disposal of any solid, sanitary and/or toxic waste including but not limited to dumpster areas, areas to be used for cement truck washout and vehicle fueling areas.
 - Methods to minimize exposure of building materials, building products, construction waste, trash, landscape materials, fertilizers, pesticides, herbicides, detergents, and sanitary waste to precipitation, storm water runoff, and snow melt.
 - Measures to prevent and respond to chemical spills and leaks
 - Methods to minimize discharge of pollutants from equipment and vehicle washing, wheel wash water and other wash waters.
 - The location of designated stoned construction entrances where the vehicles will ingress and egress the construction site
 - The location of any in-stream activities including stream crossings

Please see codified ordinance 13-2017 for details.

Soil disturbing activities shall not be permitted until a cash bond or deposit shall be deposited with the Service Director's office. The amount shall be \$1,500 minimum, and an additional \$1,500 paid for each subsequent acre.

2.3 Building Permit Application Review Process

The Storm Water Pollution Prevention Plan and building permit application will be reviewed and approved by the New Philadelphia City Service Director. For OHC000004 Permit holders, the SWP3 must be approved by the City prior to submittal to the Ohio EPA. A conditional approval will be warranted. Final approval will be contingent on the applicant providing proof of coverage under the Permit and the associated NOI.

The Service Director will review the building permit application and the SWP3. The review will be completed and the appropriate person(s) notified within 30 days of submission to the Service Director. Should changes to the building permit application or SWP3 be required, each subsequent submission of the application or SWP3 warrants an additional of 30 days for review.

Once the application and SWP3 have been approved, the Service Director will contact the site operator(s) to schedule a pre-construction meeting where the expectations for storm water pollution prevention and the applicable erosion and sediment controls will be discussed. Each site operator will be asked to sign the SWP3, agreeing to implement those erosion and sediment controls and storm water pollution prevention techniques outlined therein. Once all parties have agreed to uphold the conditions of the SWP3, the Service Director may issue the building permit.

The City has the authority to deny a building permit to any party whose SWP3 or building permit application is deficient, or who has not paid the appropriate fees.

2.4 Obtaining a Building Permit

After the review process has been completed and the SWP3 has been approved by the City, the operator may be issued a New Philadelphia building permit. Construction may begin no earlier than seven days following the pre-construction meeting. By obtaining a building permit from the City, the construction site operator(s) and/or the applicant:

- Agree to uphold and maintain all controls described in the approved SWP3
- Agree to display a New Philadelphia Construction Activity Complaint phone number sign on site during construction activity
- Subject all construction activities to inspections by City Staff to ensure proper implementation of all controls, practices, and techniques outlined in the approved SPW3 for the site
- Authorize the City of New Philadelphia to issue a stop-work order should any construction activity be in violation of the plans and procedures outlined in the approved SWP3 or is deemed unsafe
- Is subject to the penalties if found to be in violation of the approved SWP3.

Section 3: Construction Activity

During construction activity, all involved parties listed in the SWP3 are responsible for implementing and maintaining all controls and practices described in the approved SWP3.

3.1 Public Complaints

A sign displaying the Construction Activity Complaint number for the public must be made visible at the site for the duration of construction activities. This sign will be provided by the City. The City Service Director will be responsible for taking phone calls from the public regarding construction activity complaints and filing the complaint with the site file. The complaint will be listed in the site file and addressed by the appointed site inspector during the next site visit.

3.2 Inspection Process

External inspections may occur at any time during which the Service Director or his designee has the authority to issue a stop work order if the site is to be found in violation of the approved SWP3. After each external inspection, the Service Director shall prepare and distribute a status report to the applicant.

All internal inspections must be made in accordance with Ordinance 12-2017 Section 949.09 (i) and shall be performed at least once every seven calendar days and within 24 hours after any storm event greater than one-half inch of rain per 24-hour period.

3.3 Enforcement Actions

Failure to maintain and repair erosion and sediment controls per the approved SWP3 may result in the following escalation:

First Violation: The Service Director will issue a Notice of Deficiency to the owner or operator. All controls are to be repaired or maintained within three days of the notification. If controls have not been corrected within the allowable timeframe, the Service Director or his designee may issue a stop work order.

Second Violation: The Service Director or his designee may issue a formal Notice of Violation which includes a \$250 administrative fee against the SWP3 Bond or site plan deposit. All controls are to be repaired or maintained within three days of the notification. If controls have not been corrected within the allowable timeframe, the Service Director or his designee may issue a stop work order.

Third Violation (and subsequent violations): The Service Director or his designee may issue a stop work order and charge a \$250 administrative fee against the SWP3 bond or the site plan deposit. The stop work order will be lifted once all controls are in compliance with the approved SWP3.

Section 4: Post-Construction Activity

Once construction ends, the Service Director or his designee will perform a routine inspection of the site. Any failure to adequately clean-up or remove construction materials, trash, and other debris from the site may result in penalties for the site operator/owner/applicant. He will also ensure that all permanent controls are in place. The Service Director may request a follow-up meeting with the owner to ensure long-term maintenance procedures are in place.

Section 5: Record- Keeping

For each building permit application received, the Service Director or his designee will maintain a site file in which all site information will be maintained. This includes but is not limited to:

- The building permit application
- The approved SWP3 for the site
- Internal inspection forms
- Status Updates Issued (from External Inspections)
- Site photos
- Complaint records for the site
- Violations issued

These files shall be maintained for a minimum of five years.

The applicant must maintain any and all internal inspection forms for a minimum of 3 years following initial stabilization.

REFERENCES

1. *Applying Environmental Assessment for Flood Management*. N.p.: Associated Programme on Flood Management, World Meteorological Organization, Global Water Partnership, June 2013. PDF.
2. *CPMSM General Principles Review Manual*. Marion, North Carolina: Envirocert International Inc., 2015. PDF.