

**Example Checklist for Preliminary/Concept
Stormwater Management Plan Preparation and Review**

- ☐ Applicant information
- ☐ Name, legal address, and telephone number
- ☐ Common address and legal description of site
- ☐ Vicinity map
- ☐ Existing and proposed mapping and plans (recommended scale of 1" = 50'.) which illustrate at a minimum:
 - ▶ Existing and proposed topography (minimum of 2-foot contours recommended)
 - ▶ Perennial and intermittent streams
 - ▶ Mapping of predominant soils from USDA soil surveys
 - ▶ Boundaries of existing predominant vegetation and proposed limits of clearing
 - ▶ Location and boundaries of resource protection areas such as wetlands, lakes, ponds, and other setbacks (e.g., stream buffers, drinking water well setbacks, septic setbacks)
 - ▶ Location of existing and proposed roads, buildings, and other structures
 - ▶ Existing and proposed utilities (e.g., water, sewer, gas, electric) and easements
 - ▶ Location of existing and proposed conveyance systems such as grass channels, swales, and storm drains
 - ▶ Flow paths
 - ▶ Location of floodplain/floodway limits and relationship of site to upstream and downstream properties and drainages
 - ▶ Preliminary location and dimensions of proposed channel modifications, such as bridge or culvert crossings
 - ▶ Preliminary location, size, and limits of disturbance of proposed stormwater treatment practices
- ☐ Hydrologic and hydraulic analysis including:
 - ▶ Existing condition analysis for runoff rates, volumes, and velocities presented showing methodologies used and supporting calculations
 - ▶ Proposed condition analysis for runoff rates, volumes, and velocities showing the methodologies used and supporting calculations
 - ▶ Preliminary analysis of potential downstream impact/effects of project, where necessary
 - ▶ Preliminary selection and rationale for structural stormwater management practices
 - ▶ Preliminary sizing calculations for stormwater treatment practices including contributing drainage area, storage, and outlet configuration
- ☐ Preliminary landscaping plans for stormwater treatment practices and any site reforestation or revegetation
- ☐ Preliminary erosion and sediment control plan that at a minimum meets the requirements outlined in local Erosion and Sediment Control guidelines
- ☐ Identification of preliminary waiver requests

Example Checklist for Final Stormwater Management Plan Preparation and Review

- ☐ Applicant information
 - Name, legal address, and telephone number
- ☐ Common address and legal description of site
- ☐ Signature and stamp of registered engineer/surveyor and design/owner certification
- ☐ Vicinity map
- ☐ Existing and proposed mapping and plans (recommended scale of 1" = 50' or greater detail) which illustrate at a minimum:
 - ▶ Existing and proposed topography (minimum of 2-foot contours recommended)
 - ▶ Perennial and intermittent streams
 - ▶ Mapping of predominant soils from USDA soil surveys as well as location of any site-specific borehole investigations that may have been performed.
 - ▶ Boundaries of existing predominant vegetation and proposed limits of clearing
 - ▶ Location and boundaries of resource protection areas such as wetlands, lakes, ponds, and other setbacks (e.g., stream buffers, drinking water well setbacks, septic setbacks)
 - ▶ Location of existing and proposed roads, buildings, and other structures
 - ▶ Location of existing and proposed utilities (e.g., water, sewer, gas, electric) and easements
 - ▶ Location of existing and proposed conveyance systems such as grass channels, swales, and storm drains
 - ▶ Flow paths
 - ▶ Location of floodplain/floodway limits and relationship of site to upstream and downstream properties and drainages
 - ▶ Location and dimensions of proposed channel modifications, such as bridge or culvert crossings
 - ▶ Location, size, maintenance access, and limits of disturbance of proposed structural stormwater Management practices
- ☐ Representative cross-section and profile drawings and details of structural stormwater Management practices and conveyances (i.e., storm drains, open channels, swales, etc.) which include:
 - ▶ Existing and proposed structural elevations (e.g., invert of pipes, manholes, etc.)
 - ▶ Design water surface elevations
 - ▶ Structural details of outlet structures, embankments, spillways, stilling basins, grade control structures, conveyance channels, etc.
 - ▶ Logs of borehole investigations that may have been performed along with supporting geotechnical report.

- ☐ Hydrologic and hydraulic analysis for all structural components of stormwater system (e.g., storm drains, open channels, swales, Management practices, etc.) for applicable design storms including:
 - Existing condition analysis for time of concentrations, runoff rates, volumes, velocities, and water surface elevations showing methodologies used and supporting calculations
 - ▶ Proposed condition analysis for time of concentrations, runoff rates, volumes, velocities, water surface elevations, and routing showing the methodologies used and supporting calculations
 - ▶ Final sizing calculations for structural stormwater Management practices including, contributing drainage area, storage, and outlet configuration
 - ▶ Stage-discharge or outlet rating curves and inflow and outflow hydrographs for storage facilities (e.g., stormwater ponds and wetlands)
 - ▶ Final analysis of potential downstream impact/effects of project, where necessary
 - ▶ Dam breach analysis, where necessary
- ☐ Final landscaping plans for structural stormwater Management practices and any site reforestation or revegetation
- ☐ Structural calculations, where necessary
- ☐ Applicable construction specifications
- ☐ Erosion and sediment control plan that at a minimum meets the requirements of the local Erosion and Sediment Control Guidelines
- ☐ Sequence of construction
- ☐ Maintenance plan which will include:
 - ▶ Name, address, and phone number of responsible parties for maintenance.
 - ▶ Description of annual maintenance tasks
 - ▶ Description of applicable easements
 - ▶ Description of funding source
 - ▶ Minimum vegetative cover requirements
 - ▶ Access and safety issues
 - ▶ Testing and disposal of sediments that will likely be necessary
- ☐ Evidence of acquisition of all applicable local and non-local permits
- ☐ Evidence of acquisition of all necessary legal agreements (e.g., easements, covenants, land trusts)
- ☐ Waiver requests
- ☐ Review agency should have inspector's checklist identifying potential features to be inspected on site visits

