

CITY OF MAUMEE



MAUMEE, OHIO

43537-3379

DEPARTMENT OF PUBLIC SERVICE

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January 1, 2016

To: All Contractors

From: City of Maumee Public Service and Maumee Building Inspection

Subject: Storm Water Pollution Prevention "SWP3"

Effective January 1, 2016, the City of Maumee will require that the following documents are included with all site plan submittals:

- Stormwater Pollution Prevention Plan (SWP3) Submittal Cover Sheet
- SWP3 Contact List
- Contractor Contact Sheet and Certification Form for each contractor
- One (1) copy of complete SWP3 (plan sheets, documents, forms)
- One (1) copy of completed Ohio EPA SWP3 Checklist
- One (1) copy of storm drainage, sediment settling pond and post construction storm water quality calculations
- One (1) copy of BMP maintenance agreement with long-term maintenance plan
- Digital copy (PDF) of all items submitted

The City of Maumee also requires that the design engineer, developer and/or property owner meet with site plan reviewers for a pre-construction meeting (5-10) days prior to commencing construction. This meeting can be scheduled by calling Howard Brebberman at 419-897-7150 or e-mailing Brebberman-Howard@maumee.org.

Please contact us with any questions.

**STORMWATER POLLUTION PREVENTION PLAN (SWP3) REVIEW SUBMITTAL COVERSHEET
(MUST BE INCLUDED WITH ALL SWP3 SUBMITTALS)**

Site Information			
Project Name:			
Project Location (Address or Parcel Number):			
Is this project part of a larger common plan of development or sale? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, how many additional acres of earth disturbance are outside the boundaries of this project? _____ acres			
Type:	<input type="checkbox"/> Residential Subdivision	<input type="checkbox"/> Private Condominium or Multi-Family	<input type="checkbox"/> Industrial or Commercial Site
	<input type="checkbox"/> Public Improvement	<input type="checkbox"/> Other (describe)	

Notice of Intent (NOI) Acreage Calculations:	
A – PROJECT EARTH DISTURBING ACTIVITIES (area disturbed within project limits)	Area A (acres):
B – CONTRACTOR EARTH DISTURBING ACTIVITIES* (on-site or off-site, staging areas, field offices, batch plants, and borrow/waste pits)	Area B (acres):
A+B – TOTAL EARTH DISTURBING ACTIVITIES	Area A+B (acres): 0.00

*Earth disturbing activities covered by this NPDES permit and not otherwise covered by a separate NPDES permit.

NOTICE OF INTENT (NOI) SUBMITTED TO OHIO EPA?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:	Permit No (if known):
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Required submittal items. Incomplete submittals will not be reviewed.	
<input type="checkbox"/>	COMPLETED STORMWATER POLLUTION PREVENTION PLAN CONTACT LIST
<input type="checkbox"/>	1 COPY OF COMPLETE SWP3 (PLAN SHEETS, DOCUMENTS, FORMS, ETC.)
<input type="checkbox"/>	1 COPY OF COMPLETED OHIO EPA SWP3 CHECKLIST
<input type="checkbox"/>	1 COPY OF STORM DRAINAGE, SEDIMENT SETTLING POND, AND POST CONSTRUCTION WATER QUALITY CALCULATIONS
<input type="checkbox"/>	1 COPY OF BMP MAINTENANCE AGREEMENT W/LONG TERM MAINT. PLAN
<input type="checkbox"/>	DIGITAL COPY (PDF) OF ALL ITEMS SUBMITTED
<input type="checkbox"/>	OTHER (PLEASE DESCRIBE)

NOTE: EACH CONTRACTOR MUST COMPLETE AND SIGN THE "CONTRACTOR CONTACT SHEET AND CERTIFICATION FORM" BEFORE BEGINNING CONSTRUCTION

Submitted By		
Submitter's Name:	Company:	
Email:	Phone:	Ext.:
I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. I also certify that the submitted documents have been prepared by a qualified professional to meet the stormwater requirements of the Reviewing Agency and the Ohio EPA Construction General Permit.		
Signature:	Date:	

Approved By – to be completed by agency staff upon review of SWP3 and all required submittal items	
SWP3 Reviewer Name:	Reviewing Agency:
Upon review of the SWP3 and all required submittal items, I have determined to the best of my knowledge that the SWP3 and all attached documents meet the requirements of the current OEPA Construction General Permit and I have no objections to approval of the plan.	
Signature:	Date:

**STORMWATER POLLUTION PREVENTION PLAN CONTACT LIST
(MUST BE INCLUDED WITH ALL SWP3 SUBMITTALS)**

PROJECT NAME (MUST MATCH COVER PAGE)

PERMITTEE CONTACT INFORMATION			
Property Owner		Phone	Ext
Contact Person	Email	Cell	
Mailing address	City	State	ZIP
CO-PERMITTEE CONTACT INFORMATION (ALL CONTRACTORS/SUBCONTRACTORS MUST COMPLETE THE "CONTRACTOR CONTACT SHEET AND CERTIFICATION FORM.")			
Primary Co-Permittee		Phone	Ext
Contact Person	Email	Cell	
Mailing address	City	State	ZIP
Additional Co-permittee		Phone	Ext
Contact Person	Email	Cell	
Mailing address	City	State	ZIP
Additional Co-permittee		Phone	Ext
Contact Person	Email	Cell	
Mailing address	City	State	ZIP
CONSTRUCTION SITE CONTACT INFORMATION			
Site Operator		Phone	Ext
Company	Email	Cell	
Mailing address	City	State	ZIP
Site Superintendent		Phone	Ext
Company	Email	Cell	
Mailing address	City	State	ZIP
Qualified Site Inspector		Phone	Ext
Company	Email	Cell	
Mailing address	City	State	ZIP
Emergency Contact		Phone	Ext
Company	Email	Cell	
Mailing address	City	State	ZIP
SWP3 CONTACT INFORMATION			
SWP3 Designer		Phone	Ext
Company	Email	Cell	
Mailing address	City	State	ZIP
Person authorized to make SWP3 changes and updates			
Company	Phone		Ext
Email		Cell	
Mailing address	City	State	ZIP

CONTRACTOR CONTACT SHEET AND CERTIFICATION FORM

THIS SHEET MUST BE INCLUDED WITH ALL SWP3 SUBMITTALS. EACH CONTRACTOR INVOLVED WITH EARTH DISTURBING ACTIVITIES MUST COMPLETE AND SIGN THIS FORM

PROJECT NAME (MUST MATCH COVER PAGE)

GENERAL CONTRACTOR

 SUBCONTRACTOR

Name

Company

Phone

Ext

Cell

Email address

Address

City

State

ZIP

TYPE OF WORK TO BE PERFORMED ON SITE

EARTHWORK

UNDERGROUND UTILITIES

ELECTRICAL

SITE CONCRETE

BUILDING CONCRETE

LANDSCAPING

PAVING

MASONRY

EROSION CONTROL INSTALLATION

OTHER (PLEASE DESCRIBE)

NOTICE OF INTENT (NOI)
SUBMITTED TO OHIO EPA?

Yes

No

Date:

Permit No
(if known):

CERTIFICATION

As a contractor, you are required to comply with the Stormwater Pollution Prevention Plan (SWP3) for any work that you perform on-site. Any person or group who violates any condition of the SWP3 may be subject to substantial penalties or loss of contract. You are encouraged to advise each of your employees working on this project of the requirements of the SWP3. A copy of the SWP3 is available for your review on site.

Each contractor engaged in activities at the construction site that could impact stormwater must be identified and sign the following certification statement:

I certify under the penalty of law that I have read and understand the terms and conditions of the SWP3 for the above designated project and agree to follow the practices described in the SWP3.

Signature

Date

Created 12/2015