EROSION, SEDIMENTATION & POLLUTION CONTROL PLAN CHECKLIST
GUIDANCE DOCUMENT

SWCD: (May be completed by ES&PC plan reviewer)

Project Name: (Noted clearly on cover sheet) Address: (Include street name/address on cover sheet)

City/County: (Noted on cover sheet-note LIA) Date on Plans: (Initial submittal date on cover sheet)

TO BE SHOWN ON ES&PC PLAN

1 Graphic scale and north arrow.
The graphic scale and north arrow must be clearly shown on all ES&PC plan sheets.

2 Existing and proposed contour lines with contour lines drawn at an interval in accordance with the following:

Map Scale	Ground Slope	Contour Intervals, ft.
1 inch =	Flat 0 - 2%	0.5 or 1
	Rolling 2 - 8%	1 or 2
	Steep 8% +	2,5 or 10

Plan should include an existing site plan sheet or sheets with the above contour line intervals shown on plan. The initial, intermediate and final phase sheets of the plan must show the proposed grade in bold contour lines with the above intervals overlaying the original contour lines. Elevations of both the existing and proposed contour lines must be shown. Contours for infrastructure projects may be shown using criteria from infrastructure checklist or by using the criteria listed above.

3 Delineation and acreage of contributing drainage basins on the project site.
The existing site plan or the initial phase plan must show delineation of each drainage basin on the project site with the acreage of each basin noted. As the basins are altered during grading for the intermediate phase of the plan the new basins and acreage must be delineated. If the basins are changed on the final phase of the plan delineate new basins with acreage noted.

4 Delineation of on-site wetlands and all state waters located on and within 200 feet of the project site.
ALL STATE WATERS LOCATED ON AND WITHIN 200 FEET OF THE PROJECT SITE MUST BE DELINEATED ON ALL PHASES OF THE PLAN. If the plan reviewer visits the site prior to the plan review and discovers possible state waters on and within 200 feet of the site that are not delineated on the plan, the review could be delayed until a state waters determination is made by the Local Issuing Authority. ALL WETLANDS LOCATED WITHIN THE PROJECT SITE ONLY MUST BE DELINEATED.

5 Delineation of 25-foot undisturbed buffers of state waters and 50-foot undisturbed buffers along designated trout streams. Clearly note and delineate all areas of impact.
The State Law of Georgia mandates these minimum undisturbed buffers, but the Local Issuing Authorities are allowed to require more stringent buffers of state waters. The minimum undisturbed buffers required by the state and all other buffers of state waters required by the issuing authority must be delineated. Any undisturbed buffer area that is impacted by the project site must be noted on the plan.

6 Soil series and their delineation.
Soil series delineations are required for the plan review and can be found on the NRCS web site. The highest level of soil survey required for the project site, such as a level three or level four survey for projects that will be using septic systems, must be delineated on the plan. The soil series delineation should be shown on the existing site plan or the initial phase plan. A chart listing the soils located on the project site should be shown on the sheet with their delineation.

7 Revision and/or initial date.
The initial plan date should be shown on all pages. With each resubmittal the revision date and entity requesting revisions (Planning Dept., GSWCC, NRCS, etc.) should be shown on cover sheet and each sheet that has been revised.

8 Limits of disturbance for each phase of construction.
The limits of disturbance for the initial phase should delineate only the area required to be disturbed for the installation of perimeter control and initial sediment storage. The intermediate phase should delineate the entire area to be disturbed for that phase, such as grading, drainage, utilities installed, etc. The final phase should delineate any additional areas to be disturbed such as individual lots, etc.

9 Signature, seal and GSWCC Level II certification number of the qualified design professional.
The plan must include the signature, seal and GSWCC Level II certification number of the qualified design professional on each sheet of and pertaining to the ES&PC plan. ANY PLANS RECEIVED THAT DO NOT PROVIDE ANY OF THESE WILL NOT BE REVIEWED.

10 Storm-drain pipe and weir velocities with appropriate outlet protection to accommodate discharges without erosion.

The storm-drain pipe and weir velocities must show the flow characteristics of the pipe at full flow including pipe diameter, flow rate (cfs), velocity (fps), and tailwater conditions. This information should be shown in a chart shown on storm-drain profile sheet, ES&PC intermediate phase sheet or on the ES&PC detail sheet that shows outlet protection.
The dimensions of the apron must include length (La), width at the headwall (W1), down-stream width (W2), average stone diameter (d50), and stone depth (D) designed in accordance with Figures 6-24.1 and 6-24.2 in the Manual. These should be shown in a chart on ES&PC intermediate and/or final phase sheet or ES&PC detail sheet with outlet protection.

11 Provide a minimum of 67 cubic yards of sediment storage per acre drained using a temporary sediment basin, retrofitted detention pond, and/or excavated inlet sediment traps for each common drainage location. Sediment storage volume must be in place prior to and during all land disturbance activities until final stabilization of the site has been achieved. A written rationale explaining the decision not to use a sediment basin must be included in the plan for each common drainage location in which a sediment basin is not provided.
For each common drainage location, a temporary (or Permanent) sediment basin (Sd3, Rt, or excavated Sd2) providing at least 67 cubic yards of storage per acre drained, or equivalent control measures, shall be provided until final stabilization of the site. The 67 cubic yards of storage per acre does not apply to flows from off-site areas and flows from on-site areas that are either undisturbed or have undergone final stabilization where such flows are diverted around both the disturbed area and the sediment basin. Sediment basins may not be appropriate for some common drainage locations and a written rationale explaining the decision not to use sediment basins must be included in the plan.

12 Location of Best Management Practices that are consistent with and no less stringent than the Manual for Erosion and Sediment Control in Georgia. Phase plan into initial sediment storage and perimeter control BMP's, intermediate grading and drainage BMP's and final BMP's. Use uniform coding symbols from the Manual, Chapter 6, with legend.
BMP's for all phases of the plan must be consistent with and no less stringent than the Manual and shown using uniform coding symbols from the Manual. The uniform coding symbols legend from the Manual must be included and may be shown on detail sheet or any of the ES&PC plan sheets.
The plan must be shown in a minimum of three phases with each phase shown on a separate sheet. Initial phase of the plan must include the required 67 cy per acre sediment storage, construction exit, tree-save fence if applicable and any other BMP's necessary to prevent sediment from leaving the site such as silt fence, inlet protection on existing storm drain structures, diversions, check dams, temporary ground cover, etc. Limits of disturbance for the initial phase are to be only the areas needed to install initial BMP's. The intermediate phase should show rough grading and utility construction. BMP's should include initial inlet protection, additional silt fence as needed, any revised sediment storage needed as drainage basins are altered, outlet protection, retrofit if applicable, matting with temporary or permanent vegetation as needed, temporary down drains, filter rings, etc. Final phase of plan should show finished grade, curbing and paving if applicable, building construction if applicable, etc. BMP's should include permanent vegetation, appropriate inlet protection, etc.

13 Name and phone number of 24-hour local contact responsible for erosion, sedimentation and pollution controls.
May be shown on ES&PC plan sheets and/or ES&PC notes.

14 Best Management Practices to minimize off-site vehicle tracking of sediments and the generation of dust.
The Plan must establish BMPs designed to minimize or eliminate the off-site vehicle tracking of dust, dirt, sand, soils and sediment and the generation of dust to the maximum extent practicable. The plan should indicate structural BMPs such as construction exits as well as a narrative description of the actions to be taken and/or equipment to be available and used as necessary to control dust and off-site vehicle tracking. Some requirements of the Plan may need a more detailed description of BMP's than a typical drawing can provide. These items should be clarified with a narrative description shown on the plan or in the ES&PC notes.

15 Delineate sampling locations, perennial and intermittent streams and other water bodies into which storm water is discharged.
The Plan must include a site map that shows the location of all waters of the State (including wetlands) present on the site whether or not those state waters have an associated buffer. The map must also show the location(s) of all storm water discharge points (outfalls) and indicate the location(s) of all points where storm water samples will be collected for the purposes of the permit. Storm water sampling must be conducted at all storm water outfalls (unless a representative outfall is designated) or at upstream and downstream locations in the receiving water(s). In some cases, the plan may call for sampling of a combination of storm water outfalls and receiving waters.

16 Identify/Delineate all storm water discharge points.
Any point where stormwater is discharged from the site should be clearly identified in each phase of the plan.

Narrative Notes and Other Information: (Notes or narrative should be located on the ES&PC plan or under Erosion, Sedimentation and Pollution Control notes.)

17 Provide hydrology study and maps of drainage basins for both the pre- and post-developed conditions.
Hydrology study and drainage maps should be separate from plans. Maps should include each individual basin draining to, through and

from the project site, with each one delineated, labeled and showing its total acreage.

18 Provide vicinity map showing site's relation to surrounding areas. Include designation of specific phase, if necessary.
Site location must be delineated showing surrounding area roads and highways. If the project is being done in phases, each individual phase must be delineated and labeled. This information is important for plan reviewers if a site visit is needed, or if the site needs to be located on another map such as USGS quad.

19 Identify the project receiving waters and describe all adjacent areas including streams, lakes, residential areas, wetlands, etc. which may be affected.
The name of the initial receiving water(s) or if unnamed the first named blue line stream indicated on the appropriate USGS Topographic map and describe any neighboring area which could be affected by the post-developed runoff from the site.

20 Plan addresses BMP's for all phases of common development including individual building lots and out-parcels, etc. regardless of who owns or operates the individual sites. Include a typical and any situational lots applicable.
The Erosion, Sedimentation & Pollution Control plans for a common development is designed for the life of the project and must include practices to be implemented by all secondary permittees involved, whether the primary permittee relinquishes ownership of the land rights or not. This includes providing an ES&PC plan for typical and situational lots for each secondary permittee (builder) who purchases a lot from the primary permittee (developer). Situational lots may include, but are not limited to, lots adjacent to state waters buffers (in whic a double row of Type C silt fence must be shown adjacent to buffer), lots adjacent to wetlands, lots with an extreme grade, etc. Not applicable for stand alone and infrastructure projects.

21 Design professional's certification statement and signature that the permittee's ES&PC Plan provides for an appropriate and comprehensive system of BMP's and sampling to meet permit requirements as stated on page 15 of permit.
Statement must be shown as worded on page 15 of GAR 100003 and include design professionals signature. The statement and signatu are to be shown under ES&PC notes. This statement is found on pages 12-13 in GAR 100001 and on page 13 of GAR 100002.

22 Design professional's certification statement and signature that the site was visited prior to development of the ES&PC Plan.
Statement and signature are to be shown under ES&PC notes.

23 Indication that non-exempt activities shall not be conducted within the 25 or 50-foot undisturbed stream buffers as measured from the point of wrested vegetation without first acquiring the necessary variances and permits.
See Part IV. EROSION, SEDIMENTATION AND POLLUTION CONTROL PLAN (I) and (II) of the permit and show under ES&PC notes.

24 Plan describes practices used to reduce the pollutants in storm water discharges.
In addition to erosion and sedimentation controls, the plan must identify all potential sources of storm water pollution expected to be prese at the site. These will include BMPs designed to control pollutants from waste disposal practices, soil additives, remediation of spills and leaks of petroleum products, concrete truck washout, etc. The plan must also show that the site will be in compliance with all applicable State and local waste disposal, sanitary sewer or septic system regulations.

25 Indication that the applicable portion of ES&PC Plan is to be provided to each secondary permittee prior to the secondary conducting any construction activity and that each secondary shall sign the Plan or portion of the Plan applicable to their site. List the names and addresses of all secondary permittees.
The Plan must contain a list of and contact information for all secondary permittees and a statement that the primary permittee shall provide a copy of the Plan (and any subsequent revisions to the Plan) to each secondary permittee. The plan must include a section for each secondary to sign indicating that they have made a written acknowledgement of receipt of the plan and a copy of the acknowledgement must be kept in the primary's records. Not applicable for stand alone and infrastructure projects.

26 Indication that the design professional who prepared the ES&PC Plan is to inspect the installation of BMP's within 7 days after initial construction activity begins.
The Plan must include a statement indicating that the design professional must be retained by the primary permittee to conduct a site inspection within seven (7) days after initial construction begins in order to determine if the BMPs have been installed as designed and are being maintained as required by the Plan and the Green Book. The design professional must report the results of the inspection to the primary permittee within seven (7) days and the primary must correct all deficiencies identified in the report within two (2) business days after receiving the report (unless additional time is needed due to adverse weather). The primary permittee may use an alternate design professional to conduct the BMP inspection, provided that they make a written request to EPD to change from the design professional who developed the plan and EPD has agreed.

27 Include certification and signature in accordance with section V.G.d. of the permit.

See part V. G. d. of the permit. Statement must be worded as shown in permit and shown under ES&PC notes with signature.

28 Indication that amendments/revisions to the ES&PC Plan which have a significant effect on BMP's with a hydraulic component must be certified by the design professional.
See part IV. C. of the permit. This can be clarified in a narrative and shown under ES&PC notes. Revisions or amendments should be submitted to the Local Issuing Authority for review.

29 Description of the nature of construction activity.
Provide a description of the existing site and a description of the proposed project. These must be shown on ES&PC plans or under ES&PC notes.

30 Description and chart or timeline of the intended sequence of major activities which disturb soils for the major portions of the site (i.e., initial perimeter and sediment storage BMP's, clearing and grubbing activities, excavation activities, utility activities, temporary and final stabilization).
Activity schedule must be site specific. The narrative description and timeline for each phase of construction may be shown on ES&PC plan sheet or under ES&PC notes.

31 An estimate of the runoff coefficient or peak discharge flow of the site prior to and after construction activities are completed.
The Plan must provide both pre- and post-construction estimates of the runoff coefficient or peak discharge flow for the site. This can be in the form of a hydrologic study so long as that study is made a part of the Plan and accompanies the Plan. A complete hydrologic study is not a required element of the Plan, only the pre and post-construction estimates of the run-off coefficient or peak discharge flow for the site.

32 Description of the measures that will be installed during the construction process to control pollutants in storm water that will occur after construction operations have been completed.
The Plan must contain a description of the measures that will be installed during the construction process to control pollutants in storm water that will occur after construction operations have been completed. These may include storm water detention and retention structures, use of vegetated swales and natural depressions for flow attenuation or a combination of these practices (sequential systems). The Plan must also include a technical explanation of the basis used to select these practices where flows will exceed pre-development levels. The Plan must indicate that velocity dissipation devices will be placed at discharge locations and along the length of any outflow channel in order to provide a non-erosive flow so that the natural physical and biological characteristics and functions of the water course are maintained and protected. The installation of these devices may be subject to Section 404 of the Federal Clean Water Act. Note: The permitttee is only responsible for the installation and maintenance of storm water management devices prior to final stabilization of the site and not the operation and maintenance of such structures after construction activities have been completed.

33 Indication that waste materials shall not be discharged to waters of the State, except as authorized by a Section 404 permit.
The Plan must include a description of how waste materials, including waste building materials, construction and demolition debris, concrete washout, excavated sediment, etc., will be properly disposed of. Any disposal of solid waste to waters of the State is prohibited unless authorized by a Section 404 permit.

34 Documentation that the ES&PC Plan is in compliance with waste disposal, sanitary sewer, or septic tank regulations.
The Plan must provide for the proper disposal of sewage and other wastes generated during construction operations. The plan must ensure that the site complies with any applicable State or local regulations regarding waste disposal, sanitary sewer, or septic tanks.

35 BMP's for the remediation of all petroleum spills and leaks.
The Plan must provide BMPs and guidance for the prevention of spills and leaks of petroleum products from any areas where such products are stored or used as well as guidance for the proper remediation of any spills and leaks that do occur. This information can be in the form of a separate Spill Prevention / Spill Response document so long as that information accompanies the Plan.

36 Details on required inspections and record keeping by the primary permittee, secondary permittees and tertiary permittees
The Plan must address the specific requirements for daily, weekly and monthly inspections of the site by Qualified Personnel and the record keeping requirements for the proper documentation of the inspections. Inspection reports must include the name of the inspector(s), the date(s) of each inspection, major observations relating to the implementation of the ES&PC plan and actions taken in response to the inspection(s). The reports must identify any incidents of non-compliance or, if a report does not identify any incidents of non-compliance, the report must contain a certification that the site is in compliance with the plan. Inspection reports must be signed in accordance with Part V.G of the permit.

37 Description of analytical methods to be used to collect and analyze the samples from each location.
The plan must address the monitoring of nephelometric turbidity in receiving waters and/or storm water outfalls by the primary permittee in accordance with the permit. The plan must include the following:

1. A topographic map (scale must be equal to or greater than 1:240000) showing the location of all waters of the State (both perennial and intermittent) into which storm water is discharged
2. A detailed narrative describing the analytical method(s) that will be used to collect and analyze the samples (including quality control and assurance procedures) for each sampling location
3. If all or some storm water outfalls will be sampled, a rationale for the selection of the appropriate NTU values from Appendix B
4. Any additional information required in writing to the permittee by EPD

38 Appendix B rationale for outfall sampling points where applicable.
See item 37 above.

39 Information on sampling frequency and reporting requirements.
The Plan must clearly indicate sampling locations (all receiving waters, storm water outfalls or a combination of both), when sampling events will be conducted, and the requirements for reporting results of sample analysis to EPD.

40 Provide land lot and district numbers for site location. Describe critical areas and any additional measures that will be utilized for these areas.
Land Lot and District numbers must be shown on cover sheet and may also be shown on ES&PC plan sheets and ES&PC notes.

41 Provide name, address and phone number of primary permittee.
May be shown on cover sheet, ES&PC plan or under ES&PC notes.

42 Note total and disturbed acreage (the disturbed area shall be the total estimated disturbed area of the primary and secondary permittees) of the project or phase under construction.
Must be shown on ES&PC plan or under ES&PC notes.

43 Cleary note statement in bold letters- "The escape of sediment from the site shall be prevented by the installation of erosion and sediment control measures and practices prior to, or concurrent with, land disturbing activities."
Must be shown on ES&PC plan or under ES&PC notes.

44 Cleary note maintenance statement in bold letters - "Erosion control measures will be maintained at all times. If full implementation of the approved plan does not provide for effective erosion control, additional erosion and sediment control measures shall be implemented to control or treat the sediment source."
Must be shown on ES&PC plan or under ES&PC notes.

45 Clearly note the statement in bold letters - "Any disturbed area left exposed for a period greater than 14 days shall be stabilized with mulch or temporary seeding."
Must be shown on ES&PC plan or under ES&PC notes.

46 Provide detailed drawings for all structural practices. Specifications must, at a minimum, meet the guidelines set forth in the Manual for Erosion and Sediment Control in Georgia.
The erosion and sediment control detail sheet must show a detailed drawing for each structural BMP shown on the plan. All BMPs and details shown must, at a minimum, meet the guidelines given in the Manual. Note that a worksheet is provided in the Manual for most structural BMP's that must be included on the ES&PC plan or detail sheet.

47 Provide vegetative plan, noting all temporary and permanent vegetative practices. Include species, planting dates and seeding, fertilizer, lime and mulching rates. Vegetative plan shall be site specific for appropriate time of year that seeding will take place and for the appropriate geographic region of Georgia.
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