



Standard Operating Procedures for implementation of the Stormwater, Erosion and Sedimentation Inspection Program for Construction Sites Discharging Stormwater to the MS4

Construction site inspections are conducted for all projects that receive an approved site plan and proceed to construction.

Notification of Environmental Resource Permit (ERP) and Construction Generic Permit (CGP) coverage is included as informational material on the “Stormwater Compliance in the City of Longwood” pamphlet provided to contractors during pre-application meetings.

At the pre-construction meeting or the first inspection, the City requires proof of a Notice of Intent (NOI) in order to proceed for those projects that require NPDES CGP permit coverage.

- 1) The first inspection includes review of the erosion control plan and BMPs.
- 2) After the initial inspection, a minimum of monthly follow-up inspections are conducted to ensure site compliance. More frequent inspections are conducted if warranted by non-compliance issues or other project specifics.
- 3) Then a final construction site inspection is conducted at the end of construction to ensure final site compliance.

Stormwater Compliance in the City of Longwood



Developers, Contractors, and Business Owners NPDES Information Handbook

Site Priority

All construction sites are considered a priority if they have the potential to discharge into waterbodies or the City’s MS4. Sites are normally inspected monthly but at a higher frequency if deemed appropriate during the site plan review process, pre-construction meeting, or during any of the subsequent construction site inspections due to potential non-compliance issues, site specific concerns made by the public and/or contractor or staff, weather events, etc.

Inspection Procedure

All inspectors of construction sites shall be certified through the *Department of Environmental Protection’s Stormwater, Erosion and Sedimentation Control Inspector Training Program*. Construction site inspections are conducted in accordance with this training program and compliance with the City of Longwood Land Development Code.

Inspections are conducted using the attached construction site inspection form. The intent of the inspection is to verify that Best Management Practices (BMPs) are performing and to document the inspections. All completed inspection forms are kept at Public Works.

Enforcement

Instances of non-compliance are handled with successively more rigorous enforcement measures.

- ① Verbal request to correct non-compliance issues with a timeline for compliance and follow-up inspections agreed upon.
- ② Stop Work Order
- ③ Notice of Violation and Fine

Permit Notification and Verification

Notification of the Environmental Resource Permit (ERP) and Construction Generic Permit (CGP) coverage is included as informational material on Page 6 of the “Stormwater Compliance in the City of Longwood” pamphlet provided to contractors during pre-application meetings. Refer to the following excerpt.

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Permits?

Anyone who discharges pollutants into surface waters, a Municipal Separate Storm Sewer System (MS4), or other conveyance system may need a permit. Remember, discharges may involve stormwater runoff (non-point sources), or wastewater/drain discharges (point sources). Construction sites that disturb 1 acre or more are required to obtain a permit. Please contact the FDEP NPDES permitting section for more information and refer to FDEP document 62-621.300 (4)(a). It is the business owner, manager, and landowner's responsibility to ensure that work is properly permitted. Failure to comply with these rules may result in fines and stop work orders.

Where do I apply for an NPDES permit, or get more information?

To obtain an NPDES Point Source Permit, please contact the FDEP Central District in Orlando at (407) 894-7555. For information on Non-Point Source (Construction) Permits, please contact the FDEP Tallahassee office at (850) 921-9904 or refer to the FDEP website:

www.dep.state.fl.us/water/nonpoint/ and

www.dep.state.fl.us/water/stormwater/npdes/construction3.htm

For more NPDES information: <http://cfpub.epa.gov/npdes/>.

For other permits please see this web site: <http://thora6.dep.state.fl.us/oraosprey/>

Who is responsible for the permit?

The Contractor, Owner, and operator will be responsible to ensure that proper permits are obtained for the business, industry, or construction practice that will be occurring. The liability for following permit criteria may be split between each involved party, but primarily rests upon the party who has direct authority over the construction site and Best Management Practices (BMPs).

Longwood Stormwater Requirements

The City of Longwood requires land development projects to comply with the minimum standards established by the Longwood Development Code. Subdivision construction plans and supporting data, including the disposition and treatment of stormwater, are required for approval, must be prepared according to City Code, and must be submitted to the City Engineer. For more information regarding the City's Stormwater requirements, contact: City of Longwood Engineering Division: (407) 263-2383.

State Requirements

There are multiple permits and requirements for projects controlled by the state. The aforementioned websites should provide assistance to comply with state requirements.

The FDEP has a Generic Permit for Stormwater Discharges from Construction Activities (CGP). There are also Environmental Resource Permits (ERPs) and Dewatering Permits which are given by the FDEP and the Water Management Districts (South Florida Water Management District, SFWMD, and the Saint John's River Water Management District, SJRWMD). For more information please contact the individual Water Management Districts and the FDEP (see back of pamphlet).

The Process

The following process should occur for compliance with stormwater permit coverage:

- Obtain permit coverage under the ERP and the local municipal construction program
- Obtain copies of the CGP and the NOI from the FDEP web site, carefully read and complete them, and develop a Stormwater Pollution Prevention Plan (SWPPP)
- Complete and submit a Notice of intent (NOI) to the FDEP and send a copy to Longwood Engineering
- Reapply for permit coverage every five years as needed, or file a Notice Of Termination (NOT) upon completion of work

This process may be changed or updated by the FDEP

Permit coverage is verified during the first construction site inspection or at the pre-construction meeting by the City's Engineering Inspectors.

For those projects that do not require site plan approval and only receive a building permit, the applicants are advised that coverage under the NPDES Construction Generic Permit (CGP) may be required.

Building Inspectors carry out the follow-up construction site inspections and verify permit coverage of both the NPDES CGP, if applicable and proof of a SJRWMD or FDEP Environmental Resource Permit (ERP) if applicable to the site.



STORMWATER INSPECTION FORM

Project Name: _____ Property Owner: _____
 Contractor: _____ Site Contractor: _____
 Contact Person: _____ Contact Person: _____
 Telephone No. _____ Telephone No.: _____
 Construction Start Date: _____ Permit or CIP No.: _____
 Receiving Waterbodies: _____ Size of Construction Site: _____ acres

Inspection Type: Initial BMP installation Active Construction Site Construction Completed
 (min. of 3 inspections required)

Stormwater Inspection Elements		Yes	No	N/A
1	Site subject to NPDES Construction Generic Permit (CGP) with ≥ 1 acre disturbed?			
2	Notice of Intent (NOI) for coverage under the CGP on site?			
3	Stormwater Pollution Prevention Plan (SWPPP) on site?			
4	Erosion and Sediment Control Plan on site? (if not subject to the CGP)			
5	All necessary erosion and sediment control measures properly installed and maintained?			
6	Silt fences are properly installed (staked in and trenched in) and in good condition?			
7	All disturbed areas properly stabilized? Temporary or permanent stabilization is required.			
8	Offsite areas adjacent to disturbed areas protected?			
9	Receiving waters protected with turbidity barrier and other means as needed?			
10	Construction entrance controls to prevent offsite soil tracking and the roadway are clean?			
11	Stormwater inlets adequately protected from sediment?			
12	Soil stockpiles adequately contained / stabilized?			
13	Stormwater ponds and conveyances are stabilized and free of sediments?			
14	Preservation wetland and conservation areas are clearly marked and adequately protected from silt, erosion and turbidity?			
15	Sediment traps are installed as needed and are in good working order?			
16	All non-sediment pollutants (e.g., trash, hazardous/toxic materials, detergents, truck wash-out, sanitary waste and other waste materials) contained and protected from stormwater?			
17	Pollutant spills/spill residuals properly cleaned-up?			
18	Violation found? If yes, check enforcement action taken below: <input type="checkbox"/> Verbal warning to contractor <input type="checkbox"/> Notice of Violation (NOV) <input type="checkbox"/> Stop Work Order			

Rainfall Data: _____ (inches) Runoff Sampling: _____ (Y/N)

Comments: _____

Failure to adhere to the NPDES Regulations could result in project shutdown until compliance is achieved.

Inspector Signature: _____ Contractor Signature: _____
 Date: _____ Time: _____

