

By using this SWPPP application form I acknowledge that I have access to the SWPPP Informational Handout with supporting documents to develop a complete SWPPP application, and I will read them.

You can access this handout at <http://www.cedarfalls.com/DocumentCenter/View/3061/Storm-Water-Pollution-Prevention-Plan-SWPPP-Application?bidId=> .

You can also access the complete handout by visiting the City of Cedar Falls Stormwater page (<http://www.cedarfalls.com/122/Stormwater-Program>) and clicking on “Construction Links>SWPPP Application Documents”.

You can obtain a printed copy at City Hall or request a form to be emailed to you.

You can access any supporting documentation on how to develop and install correct SWPPP controls, by visiting the City of Cedar Falls Stormwater page (<http://www.cedarfalls.com/122/Stormwater-Program>) and clicking on “Construction Links>Educational Resources”. Please visit the Iowa Stormwater Educational Partnership or ISWEP (<https://iowastormwater.org/>) to find ways to become qualified to install or inspect SWPPP controls.

NOTICE TO OWNERS AND GENERAL CONTRACTORS

All new building projects must obtain an excavation permit for their sump pump tap and call for an inspection *prior* to backfilling

All new building projects must also obtain a sidewalk permit and call for an inspection prior to placing the concrete and call for a final inspection when complete.

Monument mailboxes are not allowed to be constructed within the public right of way.

Roof drains and downspouts are not to be connected to the subdrain behind the curb. Sump pumps and footing drains that move ground water are allowed to be connected.



STORMWATER POLLUTION PREVENTION PLAN (SWPPP) APPLICATION FORM

(please print) Modified 8/3/2021

City of Cedar Falls Engineering Division 220 Clay Street Cedar Falls, IA 50613 Ph. (319) 268-5161 Fax (319) 268-5197

Site Address, Lot & Subdivision: _____

Applicant: _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail: _____ Day Phone: () _____ Cell Phone: () _____

Applicant's Designated Agent (24-hour contact name): _____

E-mail: _____ Day phone: () _____ Cell Phone: () _____

Email of anyone else who should get SWPPP notifications: _____

Description of Activity: _____

Location SWPPP Documents (on site or provided within 3 hours of request): _____

INITIAL ALL OF THE FOLLOWING THAT APPLY:

A State NPDES General Permit #2 is required for this site.

The authorization number for this current permit is _____

(If your lot is within a residential or commercial subdivision check with Development for # and make sure to sign a transfer of liability. Application will not be processed without this number)

As owner, I have not accepted a transfer of liability. I have obtained my own NPDES permit, and the number is provided above.

As owner, I have accepted a transfer of liability and agreed to become the sole responsible permittee for stormwater compliance. Written evidence of this transfer will be kept in my SWPPP Permit files.

As a contractor, I have verified that the owner has a valid NPDES permit (number provided above), I have signed the certification statement as a co-permittee to this permit and a copy shall be provided to the City as part of this application.

A State NPDES General Permit #2 is not required for this site (Do not need to fill certifications for co-permittees).

This is a new residential or commercial building that is smaller than 1 acre and it is not part of a larger plat or subdivision. The total impervious area added will be _____ SF.

This is an addition to an existing building/parking lot or other activity which will disturb at least 1,000 SF. The total impervious area added will be _____ SF. Only need to fill out first 2 pages and submit a site plan.

This is an earth disturbing activity that would be adjacent to waterway, ditches, ponds, storm sewers, or sensitive slopes or soils. Only need to fill out first 2 pages and submit a site plan.

Note: Applicant's failure to provide current, accurate information shall constitute a violation of the Ordinance.

STORMWATER POLLUTION PREVENTION PLAN (SWPPP) APPLICATION FORM (con't)

■ **By signing this document, the applicant understands:**

1. This SWPPP must be approved prior to any land disturbing activity.
2. The controls indicated on the Stormwater Pollution Prevention Plan (SWPPP) must be in place, maintained, and changes recorded.
3. Prior to any land disturbing activities, (unless required to install the controls) the site must be inspected by the enforcement official and the controls must have passed.
4. By signing, Applicant assumes all responsibility for the Stormwater Pollution Prevention Plan (SWPPP), and amendments, including any SWPPP conditions added to your plan by the City at any time.

■ **I have read and understand the conditions of this application and I am authorized to agree and attest to all the conditions and all their particulars.**

■ Applicant's Signature: _____ Date: _____

City Use Only:					
NPDES Permit #: _____		<input type="checkbox"/> Permittee	<input type="checkbox"/> Co-Permittee	<input type="checkbox"/> Transfer-Permittee	
Additional Requirements: _____					
City approval by: _____			Date: _____		
Approval Fee:					
1) Subdivision or other initial development	\$50.00	per gross acre for the max. acreage of soil that will be exposed during development (to be paid before preliminary plat approval)		x \$50.00 =	
2) Subsequent development of a lot or parcel of the original tract	a. \$100.00	per single-family residential dwelling		x \$100.00 =	
	b. \$100.00	per duplex (\$50 per residential dwelling)		x \$100.00 =	
	\$50.00	per residential dwelling for a multi-unit apt. complex		x \$50.00 =	
	\$50.00	per residential unit for a condominium complex		x \$50.00 =	
c. \$10.00		per 1,000 square foot of any new impervious surface area for any commercial, industrial, institutional or other construction project; including parking lots and commercial or residential additions		x \$10.00 =	
3) Commercial Remodels	no fee	An abbreviated application is required for commercial remodels due to the presence of possible illicit discharge materials; concrete washout, paint & drywall washout, oils, etc.			

Failure to identify a SWPPP deficiency during this review of the plans does not give the permit applicant the right to violate the NPDES General Permit No. 2 or the City's storm water regulations.

Any project with on-site detention must have, at a minimum, the basin excavation completed and a meeting with the enforcement official to establish a timeline for SWPPP completion.

To final out your SWPPP permit all disturbed areas from your construction project must have established vegetation with 70% density. Call the City of Cedar Falls Engineering Department (319-268-5161) to request a final inspection BEFORE you apply for a NOD with the IDNR.

Per the General Permit No. 2, Part IV,D,2,A(2)(c) ALL topsoil needs to be preserved onsite.



**STORMWATER POLLUTION PREVENTION PLAN (SWPPP)
SCHEDULING FORM - REQUIRED INFORMATION**
CITY OF CEDAR FALLS, IOWA
Project Subcontractors and Estimated Scheduling

Project Address or Location: _____

Subcontractors	Name (print)	E-mail (print)	or	Phone #
SWPPP Installation and maintenance**				
SWPPP Inspections**				
Demolition				
Excavation/Grading**				
Plumbing				
Foundation				
Flatwork**				
Electrical				
Roofing				
Framing				
Siding				
Final Grading/Landscape**				
Dumpster				
Portable Toilet				

Sequence of Construction Activities:	SWPPP Controls*	Date (Approx.)
Demolition		
Excavation**		
Walls		
Site Work		
Waterproofing, tile, backfilling		
Framing		
Roofing		
Brick work		
Concrete Flatwork**		
Rough-ins		
Siding		
Insulation		
Sheetrock		
Paint		
Interior Finish		
Final Grading/Landscaping**		

*SWPPP controls include all items illustrated on your site map: perimeter controls, inlet protection, sanitary facilities location, stabilized entrance/exit, designate concrete washout, materials storage areas, etc.

** Required for Subdivisions

FYI: The IDNR General Permit #2 Part Iv.D.7A states "The storm water pollution prevention plan must clearly identify for each measure in the plan, the contractor(s) and/or subcontractor(s) that will implement the measure. **All contractors and subcontractors identified in the plan must sign a copy of the certification statement** in Part IV.D.7.B. of this permit in accordance with Part VI.G. of this permit. Upon signing the certification, the contractor or sub-contractor is a co-permittee with the owner and other co-permittee contractors. All certifications must be included in the storm water pollution prevention plan."



Certification Statement for Co-Permittee

NPDES Permit # _____ (required)

For RESIDENTIAL and COMMERCIAL lots with an NPDES GP #2, the following contractors must sign a statement:

- Erosion Control
- Excavation
- Concrete (foundation & flatwork)
- Landscaper
- Dumpster
- Porta Potty
- Inspector (if other than the applicant)
- Any subcontractor that could impact storm water

I certify under penalty of law that I understand the terms and conditions of the general National Pollutant Discharge Elimination System (NPDES) permit that authorizes the stormwater discharges associated with industrial activity from the construction site as part of this certification. Further, by my signature, I understand that I am becoming a co-permittee, along with the owner(s) and other contractors and subcontractors signing such certifications, to the Iowa Department of Natural Resources NPDES General Permit No. 2 for "Stormwater Discharge Associated with Industrial Activity for Construction Activities" at the identified site. As co-permittee, I understand that I, and my company, are legally required under the Clean Water Act and the Code of Iowa, to ensure compliance with the terms and conditions of the Stormwater Pollution Prevention Plan (SWPPP) developed under this NPDES permit and the terms of this NPDES permit.

Name and Title of Co-Permittee (print): _____

Co-Permittee Signature: _____ Date Signed: _____

Co-Permittee Firm Name (print): _____

Co-Permittee Firm Address (print): _____

Co-Permittee Firm Telephone #: () _____

Co-Permittee Firm E-mail (required): _____

Address or Legal Description of the Site (print): _____

I am involved with this part of the project: _____

Ex. Lot 15 excavation, Lots 1-30 seeding, Rolling Ridges 5th porta potty services, Lot 2 foundation and paving



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Address or Legal Description of the Site (print): _____

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Ex. Lot 15 excavation, Lots 1-30 seeding, Rolling Ridges 5th porta potty services, Lot 2 foundation and paving



Stormwater Pollution Prevention Plan (SWPPP) Review Check List

City of Cedar Falls, Iowa

Project & Activity Description	Please address all items on the checklist			
What is the nature of your project?	<input type="checkbox"/> Single-Family	<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Subdivision	<input type="checkbox"/> Other
What is the site area? (in acres)	<input type="checkbox"/>			
What is the total impervious area of your project? (in SF/acres/percentage of site)	<input type="checkbox"/>			
How much of the site area will be disturbed?	<input type="checkbox"/> Total site area	<input type="checkbox"/> Other:		
What is the water path from your site to the Cedar River?	<input type="checkbox"/>			
SWPPP Plan				
What have you included in your budget for your SWPPP controls?	<input type="checkbox"/> installation	<input type="checkbox"/> inspection/maintenance	<input type="checkbox"/> removal	
How will you minimize tracking on site?	<input type="checkbox"/> Scrape streets with loader bucket	<input type="checkbox"/> Sweep streets weekly/before a rain	<input type="checkbox"/> Maintain rock entrance + Other	
How will you minimize dust generation on site?	<input type="checkbox"/> Seed long term stockpiles	<input type="checkbox"/> Water truck with sprayer	<input type="checkbox"/> Other _____	
Who will be maintaining the SWPPP controls? (Other than 24-hour contact)	<input type="checkbox"/> 24 hour contact	<input type="checkbox"/> If Other: Name/Phone No.:		
Who will be updating the SWPP Plan & inspecting the site?	<input type="checkbox"/> 24 hour contact	<input type="checkbox"/> If Other: Name/Phone No.:		
How will you establish final vegetation on your site? (please see minimum topsoil required in parenthesis)	<input type="checkbox"/> Hydroseed + Hydromulch (More than 8" topsoil)	<input type="checkbox"/> Sod (More than 6" topsoil)	<input type="checkbox"/> Seed+Mulch (More than 8" topsoil)	
Disturbed areas adjacent to your site must be replaced with vegetation. How will you do this?	<input type="checkbox"/> Hydroseed + Hydromulch		<input type="checkbox"/> Sod	<input type="checkbox"/> Seed+Mulch
Where are you hauling excess fill? ALL topsoil should be preserved onsite, including subdivision (GP2, Part IV,2,A(2)(c))	<input type="checkbox"/> Address:		<input type="checkbox"/> N/A	
Where are you borrowing from?	<input type="checkbox"/> Address:		<input type="checkbox"/> N/A	
How will you minimize tracking and dust generation at off-site locations?	<input type="checkbox"/> Stabilized Entrance	<input type="checkbox"/> Stabilize stockpiles	<input type="checkbox"/> Water truck with sprayer	<input type="checkbox"/> Other <input type="checkbox"/> N/A
Who will be maintaining an off-site erosion control?	<input type="checkbox"/> 24 hour contact	<input type="checkbox"/> If Other: Name/Phone No.:		
Site Plan				
Please illustrate all listed items on your site plan				
Direction of storm water flow (indicate with arrows)	<input type="checkbox"/>			
All storm water erosion and sedimentation controls	<input type="checkbox"/> (silt fence, mulch berms, sediment basin, inlet protection, etc.)			
Location of SWPPP documents and inspection reports	<input type="checkbox"/> (mailbox onsite, construction trailer, etc)			
A key indicating plan features	<input type="checkbox"/>			
Limits of disturbance and north arrow	<input type="checkbox"/>			
Streams or wetlands adjacent to the site	<input type="checkbox"/>			
Stabilized entrance/exit (add dimensions)	<input type="checkbox"/>			
Porta Potty location. Make sure to have spill kit available onsite. Potty needs to be staked in and far from inlets or drainage ways.	<input type="checkbox"/> (If sanitary facilities will be located off site please indicate so)			
Waste disposal location (needs to be in covered and enclosed structure or dumpster)	<input type="checkbox"/>			
Stockpile location and sediment (silt fence or silt socks) and erosion (seeding or mulching) controls for stockpile	<input type="checkbox"/>			

Concrete washout location	<input type="checkbox"/>	
Note indicating areas that will not be disturbed in 14 days need immediate stabilization	<input type="checkbox"/>	
Note indicating that ALL topsoil should be preserved onsite and at least there will be 8" (seeding) or 6" (sodding) of topsoil	<input type="checkbox"/>	
Other Requirements		
Include a copy of your NPDES General Permit No. 2 and Transfer Agreements, if applicable.		
Installation of BMPs shall comply with SUDAS design standards (https://iowasudas.org/)		
Inspections shall be done by qualified personnel (provided by the discharger) at least once every 7 days and within 24 hours after a 0.5" rain event		
SWPPP inspections need to be available onsite (in a mailbox/trailer) or made available within 3 hours per request.		

To download a SWPPP Inspection template go to: <https://www.cedarfalls.com/DocumentCenter/View/9749/Resident-Commercial-Inspection-Form>

Requirements for a Successful SWPPP Program at Each Site

Once all required SWPPP documents and the site plan have been approved, the General Contractor or project's stormwater supervisor (designated 24-hour contact) must prepare for stormwater pollution prevention prior to any land disturbing activity at the construction site. All predetermined site controls must be installed and all required SWPPP documents must be prepared and stored in the predetermined site location prior to the required initial inspection.

Stormwater Pollution Prevention Plans required documents:

1. Approved Stormwater Pollution Prevention Plan (Site plan showing controls)
2. Copy of the Signed Certification Statements. The erosion control installer, the SWPPP inspector and the excavator are required to sign a statement before work starts. If the landscaper and concrete subcontractor are known, certification statements are also required before approving the SWPPP.
3. Copy of Subcontractor List and Estimated Scheduling
4. Contact information for Regulatory agencies; City of Cedar Falls Inspectors, IDNR contacts, etc.
5. Site Plan that details Stormwater BMPs
6. A copy of the NPDES General Permit #2
7. Weekly/after rain Inspection sheets:
An estimated number of copies of blank inspection forms should be included in the SWPPP/CSR folder to facilitate easy reporting during construction;
8. Winter Attachment (when there will be construction during winter)

SWPPP initial inspections must take place prior to construction activities commencing. Building permits will not be issued until the initial SWPPP inspection is successful. Call the City of Cedar Falls Engineering Division staff to arrange initial SWPPP inspection:

City Engineering (319) 268-5511

During construction, City Inspectors will continue to visit each individual site in order to ensure ongoing compliance. Inspection comments, complaints and any required notices of violation will be made within 24-hours of inspections/investigations. Phone calls and e-mail correspondence will be critical tools in communicating stormwater pollution concerns and stormwater compliance directives. Therefore, alerting City staff to changes in contact information is critical for the SWPPP program's ongoing success.

At the conclusion of all construction activities, the project's stormwater supervisor must verify that the SUDAS requirements for compaction and topsoil depth have been met. Site plan finals and certificate of occupancy issuance shall be contingent upon the SWPPPs closure status, depending on the nature of activity. Temporary controls must be removed, all disturbed soil must be permanently stabilized (landscaped) and all local stormwater drainage systems cleaned out prior to SWPPP closure. Once the SWPPP is closed, the applicant can contact the IDNR and file a NOD.