



**Minnesota Pollution
Control Agency**

520 Lafayette Road North
St. Paul, MN 55155-4194

Attachment A: Construction SWPPP Template

Stormwater Pollution Prevention Plan (SWPPP) Template
To comply with the General Stormwater Permit for Construction Activity

Doc Type: Stormwater Pollution Prevention Plan

Important: Before completing this SWPPP, you must read and understand the requirements in the General Stormwater Permit for Construction Activity (MN R100001) available from Minnesota Pollution Control Agency (MPCA) Web site at <http://www.pca.state.mn.us/water/stormwater/index.html>. An overview of the permit is available from MPCA at <http://www.pca.state.mn.us/publications/wq-strm2-05.pdf>. This *Construction SWPPP Template* will help you complete information required in Parts III and IV of the permit.

Construction Activity Information

Project name: _____

Project location (Briefly describe where construction activity occurs. Include address if available.)

Address or describe area: _____

City or Township: _____ State: MN Zip code: _____

Latitude/longitude of approximate centroid of project: _____

Method of collection of latitude/longitude:

☐ GPS ☐ Online tool ☐ USGS Topographic map Scale used: _____

All cities where construction will occur: _____

All counties where construction will occur: _____

All townships where construction will occur: _____

Project size (number of acres to be disturbed): _____

Project type:

☐ Residential ☐ Commercial/Industrial ☐ Road construction
☐ Residential and road construction ☐ Other (describe): _____

Cumulative impervious surface:

Existing area of impervious surface: _____ (to the nearest quarter acre)

Post construction area of impervious surface: _____ (to the nearest quarter acre)

Receiving waters

Water body ID*	Name of water body	Type (ditch, pond, wetland, lake, stream, river)	Special water? (See Stormwater Permit Appendix A)	Impaired Water?** (See Stormwater Permit Appendix A)
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

* Water Body identification (ID) might not be available for all water bodies. Use the Special and Impaired Waters Search Tool at:
www.pca.state.mn.us/water/stormwater/stormwater-c.html.

** Impaired water for the following pollutant(s) or stressor(s): phosphorus, turbidity, dissolved oxygen, or biotic impairment.

Dates of construction (Briefly describe where construction activity occurs. Include address if available.)

Construction start date: _____ Estimated completion date: _____

Contact Information

Owner of the site

Business or firm name: _____

Owner name: _____ Title: _____

Mailing address: _____

City: _____ State: _____ Zip code: _____

E-mail address: _____ Telephone: _____

Contact name: _____ Title: _____

Mailing address: _____

City: _____ State: _____ Zip code: _____

E-mail address: _____ Telephone: _____

Contractor (Person who will oversee implementation of the SWPPP)

Business or firm name: _____

Owner name: _____ Title: _____

Mailing address: _____

City: _____ State: _____ Zip code: _____

E-mail address: _____ Telephone: _____

Contact name: _____ Title: _____

Mailing address: _____

City: _____ State: _____ Zip code: _____

E-mail address: _____ Telephone: _____

Party responsible for long-term operation and maintenance of the permanent Stormwater Management System

Business or firm name: _____

Owner name: _____ Title: _____

Mailing address: _____

City: _____ State: _____ Zip code: _____

E-mail address: _____ Telephone: _____

Contact name: _____ Title: _____

Mailing address: _____

City: _____ State: _____ Zip code: _____

E-mail address: _____ Telephone: _____

General Construction Project Information

Describe the construction activity (what will be built, general timeline, etc): _____

Describe soil types found at the project: _____

General Site Information (III.A)

1. Describe the location and type of all temporary and permanent erosion prevention and sediment control Best Management Practices (BMPs). Include the timing for installation and procedures used to establish additional temporary BMPs as necessary. (III.A.4.a)

2. Attach to this SWPPP a table with the anticipated quantities for the life of the project for all erosion prevention and sediment control BMPs (III. A. 4.b)
3. Attach to this SWPPP a site map that includes the following features (III.A.3.b – f):
 - Existing and final grades, including dividing lines and direction of flow for all pre and post-construction stormwater runoff drainage areas located within the project limits.
 - Locations of impervious surfaces and soil types.
 - Locations of areas not to be disturbed.
 - Location of areas of phased construction
 - All surface waters and existing wetlands within one mile from the project boundaries that will receive stormwater runoff from the site (identifiable on maps such as USGS 7.5 minute quadrangle maps or equivalent). Where surface waters receiving runoff associated with construction activity will not fit on the plan sheet, they must be identified with an arrow, indicating both direction and distance to the surface water.

Methods to be used for final stabilization of all exposed soil areas.

4. Were stormwater mitigation measures required as the result of an environmental, archaeological, or other required local, state, or federal review of the project? ☐ Yes ☐ No

If yes, describe how these measures were addressed in the SWPPP. (III.A.6.)

5. Is the project located in a karst area such that additional measures would be necessary to protect drinking water supply management areas as described in Minn. R. chapters 7050 and 7060? ☐ Yes ☐ No

If yes, describe the additional measures to be used. (III.A.7.)

6. Does the site discharge to a calcareous fen listed in Minn. R. 7050.0180, subp. 6.b.? ☐ Yes ☐ No

If yes, a letter of approval from the Minnesota Department of Natural Resources must be obtained prior to application for this permit. (Part I B.6 and Part III.A.8)

7. Does the site discharge to a water that is listed as impaired for the following pollutant(s) or stressor(s): phosphorus, turbidity, dissolved oxygen or biotic impairment? Use the Special and Impaired Waters Search Tool at: www.pca.state.mn.us/water/stormwater/stormwater-c.html. ☐ Yes ☐ No

If no, skip to Training.

Does the impaired water have an approved Total Maximum Daily Loads (TMDL) with an Approved Waste Load Allocation for construction activity? ☐ Yes ☐ No

If yes:

- a. List the receiving water, the areas of the site discharging to it, and the pollutant(s) identified in the TMDL.
- b. List the BMPs and any other specific construction stormwater related implementation activities identified in the TMDL.

If the site has a discharge point within one mile of the impaired water and the water flows to the impaired water but no specific BMPs for construction are identified in the TMDL, the additional BMPs in Appendix A (C.1 and C.2) must be added to the SWPPP and implemented. (III.A.7). The additional BMPs only apply to those portions of the project that drain to one of the identified discharge points.

Training (III.A)

Training is required for all permitted projects after February 1, 2010. It must be provided by entities with expertise in erosion prevention, sediment control or permanent stormwater management. Training must be focused on the individual's job duties as they relate to the permit requirements (Part III.A.2). Who must be trained?

- ✓ Individual(s) preparing the SWPPP for the project
- ✓ Individual(s) overseeing the implementation of, revising and amending the SWPPP and individuals performing inspections required by the permit
- ✓ Individuals performing or supervising the installation, maintenance or repair of BMPs

Attach to this SWPPP:

Names of the personnel trained; dates of training; name of instructor(s) and entity providing training; content of training course or workshop (including number of hours of training)

Selection of a Permanent Stormwater Management System (III.C)

1. Will the project create a new cumulative impervious surface greater than or equal to one acre? ☐ Yes ☐ No

If yes, a water quality volume of one-half inch of runoff from this area must be treated before leaving the site or entering surface waters (one inch if discharging to special waters).

2. Describe which method will be used to treat runoff from the new impervious surfaces created by the project (III.C):

- Wet sedimentation basin
- Infiltration/Filtration
- Regional ponds
- Combination of practices

Include all calculations and design information for the method selected. See Part III.C of the permit for specific requirements associated with each method.

3. If it is not feasible to meet the treatment requirement for the water quality volume, describe why. This can include proximity to bedrock or road projects where the lack of right of way precludes the installation of any permanent stormwater management practices. Describe what other treatment, such as grasses swales, smaller ponds, or grit chambers, will be implemented to treat runoff prior to discharge to surface waters. (III.C)

4. If proposing an alternative method to treat runoff from the new impervious surfaces, describe how this alternative will achieve approximately 80 percent removal of total suspended solids on an annual average basis (III.C.5).

Note: If proposing an alternative method, you must submit your SWPPP to MPCA at least 90 days prior to the starting date of the construction activity.

Erosion Prevention Practices (IV.B)

1. Describe construction phasing, vegetative buffer strips, horizontal slope grading, and other construction practices to minimize erosion. Delineate areas not to be disturbed (e.g., with flags, stakes, signs, silt fence, etc.) before work begins.

2. Describe temporary erosion protection or permanent cover used for exposed soil. All exposed soil areas must be stabilized as soon as possible but in no case later than 14 days after the construction activity in that portion of the site has temporarily or permanently (part IV.B.2).

3. For drainage or diversion ditches, describe practices to stabilize the normal wetted perimeter within 200 lineal feet of the property edge or point of discharge to surface water. The remaining portions of the temporary or permanent ditch or swale must be stabilized within 14 days after connecting to surface waters and construction in that portion of the ditch has temporarily or permanently ceased.
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4. Describe other erosion prevention practices (list and describe).
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Sediment Control Practices (IV.C)

Describe sediment control practices used to minimize sediments from entering surface waters, including curb and gutter systems and storm drain inlets. At a minimum, these sediment control practices must include:

- Sediment controls for temporary or permanent drainage ditches and sediment basins that are designed as part of a treatment system
 - Installation of check dams or other grade control practice to ensure sheet flow and prevent rills (for slope lengths greater than 75 feet with a grade of 3:1 or steeper).
 - Sediment control practices on all down gradient perimeters prior to land disturbing activities.
 - Storm drain inlet protection for all inlets.
 - Silt fencing or other sediment control surrounding temporary soil stockpiles.
 - Minimize vehicle tracking of sediments (e.g., stone pads, concrete or steel wash racks, or equivalent systems).
 - Street sweeping of tracked sediment.
 - Temporary sedimentation basins (see Part III.B).
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Dewatering and Basin Draining (IV.D)

1. Will the project include dewatering or basin draining? ☐ Yes ☐ No
2. If yes, describe BMPs used so the discharge does not adversely affect the receiving water or downstream landowners.
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Additional BMPs for Special Waters and Discharges to Wetlands (Appendix A, Parts C and D)

1. **Special Waters.** Does your project discharge to special waters? ☐ Yes ☐ No
2. If proximity to bedrock or road projects where the lack of right of way precludes the installation of any of the permanent stormwater management practices, then other treatment such as grassed swales, smaller ponds, or grit chambers is required prior to discharge to surface waters. Describe what other treatment will be provided.
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3. Describe erosion and sediment controls for exposed soil areas with a continuous positive slope to a special waters, and temporary sediment basins for areas that drain five or more acres disturbed at one time.
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4. Describe the undisturbed buffer zone to be used (not less than 100 linear feet from the special water).

5. Describe how the permanent stormwater management system will ensure that the pre and post project runoff rate and volume from the 1, and 2-year 24-hour precipitation events remains the same.

6. Describe how the permanent stormwater management system will minimize any increase in the temperature of trout stream receiving waters resulting in the 1, and 2-year 24-hour precipitation events.

7. **Wetlands.** Does your project discharge stormwater with the potential for significant adverse impacts to a wetland (e.g., conversion of a natural wetland to a stormwater pond)? ☐ Yes ☐ No

If Yes, describe the wetland mitigation sequence that will be followed in accordance with Part D of Appendix A.

Inspections and Maintenance (IV.E)

Describe procedures to routinely inspect the construction site:

- Once every seven (7) days during active construction and,
- Within 24 hours after a rainfall event greater than 0.5 inches in 24 hours, and within seven (7) days after that.

Inspections must include stabilized areas, erosion prevention and sediment control BMPs, and infiltration areas.

Pollution Prevention Management Measures (IV.F)

1. Describe practices to properly manage and dispose of solid waste, including trash (IV.F.1):

2. Described practices to properly manage hazardous materials (IV.F.2):

3. Describe practices for external washing of trucks and other construction vehicles (IV.F.3):

4. Describe how are you going to provide a safe, lake proof, concrete washout on site (IV.F.4):

5. Describe your spill prevention plan:

6. Describe measures to address sanitary and septic waste:

Final Stabilization (IV.G)

Describe how you will achieve final stabilization of the site (IV.G).

Records Retention (III.D)

Describe your record retention procedures (must be kept at the site) (III.D). Records must include:

- Copy of SWPPP and any changes
- Training documentation (III.A.2.)
- Inspection and maintenance records
- Permanent operation and maintenance agreements
- Calculations for the design of temporary and permanent stormwater management systems
