Example Checklist for Preliminary/Concept
Stormwater Management Plan Preparation and Review

☐ Applicant information
☐ Name, legal address, and telephone number
☐ Common address and legal description of site
☐ Vicinity map
☐ Existing and proposed mapping and plans (recommended scale of 1" = 50') which illustrate at a minimum:
  < Existing and proposed topography (minimum of 2-foot contours recommended)
  < Perennial and intermittent streams
  < Mapping of predominant soils from USDA soil surveys
  < Boundaries of existing predominant vegetation and proposed limits of clearing
  < Location and boundaries of resource protection areas such as wetlands, lakes, ponds, and other setbacks (e.g., stream buffers, drinking water well setbacks, septic setbacks)
  < Location of existing and proposed roads, buildings, and other structures
  < Existing and proposed utilities (e.g., water, sewer, gas, electric) and easements
  < Location of existing and proposed conveyance systems such as grass channels, swales, and storm drains
  < Flow paths
  < Location of floodplain/floodway limits and relationship of site to upstream and downstream properties and drainages
  < Preliminary location and dimensions of proposed channel modifications, such as bridge or culvert crossings
  < Preliminary location, size, and limits of disturbance of proposed stormwater treatment practices
☐ Hydrologic and hydraulic analysis including:
  < Existing condition analysis for runoff rates, volumes, and velocities presented showing methodologies used and supporting calculations
  < Proposed condition analysis for runoff rates, volumes, and velocities showing the methodologies used and supporting calculations
  < Preliminary analysis of potential downstream impact/effects of project, where necessary
  < Preliminary selection and rationale for structural stormwater management practices
  < Preliminary sizing calculations for stormwater treatment practices including contributing drainage area, storage, and outlet configuration
☐ Preliminary landscaping plans for stormwater treatment practices and any site reforestation or revegetation
☐ Preliminary erosion and sediment control plan that at a minimum meets the requirements outlined in local Erosion and Sediment Control guidelines
☐ Identification of preliminary waiver requests
Example Checklist for Final Stormwater Management Plan Preparation and Review

- Applicant information
  - Name, legal address, and telephone number
- Common address and legal description of site
- Signature and stamp of registered engineer/surveyor and design/owner certification
- Vicinity map
- Existing and proposed mapping and plans (recommended scale of 1" = 50' or greater detail) which illustrate at a minimum:
  - Existing and proposed topography (minimum of 2-foot contours recommended)
  - Perennial and intermittent streams
  - Mapping of predominant soils from USDA soil surveys as well as location of any site-specific borehole investigations that may have been performed.
  - Boundaries of existing predominant vegetation and proposed limits of clearing
  - Location and boundaries of resource protection areas such as wetlands, lakes, ponds, and other setbacks (e.g., stream buffers, drinking water well setbacks, septic setbacks)
  - Location of existing and proposed roads, buildings, and other structures
  - Location of existing and proposed utilities (e.g., water, sewer, gas, electric) and easements
  - Location of existing and proposed conveyance systems such as grass channels, swales, and storm drains
  - Flow paths
  - Location of floodplain/floodway limits and relationship of site to upstream and downstream properties and drainages
  - Location and dimensions of proposed channel modifications, such as bridge or culvert crossings
  - Location, size, maintenance access, and limits of disturbance of proposed structural stormwater Management practices
- Representative cross-section and profile drawings and details of structural stormwater Management practices and conveyances (i.e., storm drains, open channels, swales, etc.) which include:
  - Existing and proposed structural elevations (e.g., invert of pipes, manholes, etc.)
  - Design water surface elevations
  - Structural details of outlet structures, embankments, spillways, stilling basins, grade control structures, conveyance channels, etc.
  - Logs of borehole investigations that may have been performed along with supporting geotechnical report.
Hydrologic and hydraulic analysis for all structural components of stormwater system (e.g., storm drains, open channels, swales, Management practices, etc.) for applicable design storms including:

- Existing condition analysis for time of concentrations, runoff rates, volumes, velocities, and water surface elevations showing methodologies used and supporting calculations

- Proposed condition analysis for time of concentrations, runoff rates, volumes, velocities, water surface elevations, and routing showing the methodologies used and supporting calculations

- Final sizing calculations for structural stormwater Management practices including, contributing drainage area, storage, and outlet configuration

- Stage-discharge or outlet rating curves and inflow and outflow hydrographs for storage facilities (e.g., stormwater ponds and wetlands)

- Final analysis of potential downstream impact/effects of project, where necessary

- Dam breach analysis, where necessary

- Final landscaping plans for structural stormwater Management practices and any site reforestation or revegetation

- Structural calculations, where necessary

- Applicable construction specifications

- Erosion and sediment control plan that at a minimum meets the requirements of the local Erosion and Sediment Control Guidelines

- Sequence of construction

- Maintenance plan which will include:
  
  - Name, address, and phone number of responsible parties for maintenance.
  
  - Description of annual maintenance tasks
  
  - Description of applicable easements
  
  - Description of funding source
  
  - Minimum vegetative cover requirements
  
  - Access and safety issues
  
  - Testing and disposal of sediments that will likely be necessary

- Evidence of acquisition of all applicable local and non-local permits

- Evidence of acquisition of all necessary legal agreements (e.g., easements, covenants, land trusts)

- Waiver requests

- Review agency should have inspector's checklist identifying potential features to be inspected on site visits
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