Dixie Storm Water Coalition
St. George, Washington, Ivins, Santa Clara

How Do I Get a Utah Storm Water Construction Permit and SWPPP?

Step 1 - Which Permit do you Need

Common Plan Permit

• Single residential lot that disturbs less than one acre and is located in a subdivision that is an acre or greater is eligible for a Common Plan Permit.

Construction General Permit

• Construction that disturbs 1 acre or more is required to get a Construction General Permit (CGP).

Step 2 - Access the Construction Storm Water Webpage

• Go to construction.stormwater.utah.gov
https://deq.utah.gov/water-quality/general-construction-storm-water-updes-permits

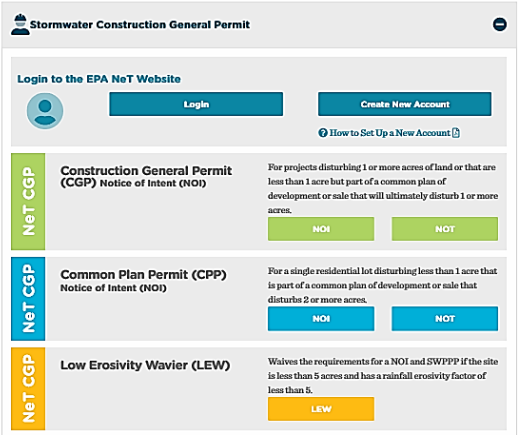
Step 3 - Complete a Storm Water Pollution Prevention Plan (SWPPP)

The Form attached: Common Plan SWPPPP Template - for Single Lot's replaces this step for our region (St. George, Washington, Ivins & Santa Clara).

• Under the "Permit Coverage" header, download the SWPPP template that matches your permit type from Step 1. Either Common Plan SWPPP Template or SWPPP CGP Template.
• Read the appropriate permit, located above the SWPPP template on the webpage, prior to completing the template so you understand your requirements.
• Fill in the required fields in the downloaded SWPPP template.

Step 4 - Obtain Permit Coverage - Notice of Intent (NOI)

https://deq.utah.gov/water-quality/general-construction-storm-water-updes-permits



* On the top of the construction webpage, click the orange link to "UPDES NeT CGP Apply Online"
• Login or create a new account. Type net, select
NeT: NPDES eReporting Tool (7)
Then select:
NeT-CGP:NeT-NPDES Stormwater Construction GP
Select Role: Preparer or Signatory (fill in the blanks)
Enter your Organization (Legal Business Name)
Enter your Organization Info.
Pay the fee for the NOI on this site.
Need help:
CDX Account setup Help line (888) 890-1995

To Terminate the Permit Once Work is Complete

• Same procedure as NOI. Login https://deq.utah.gov/water-quality/updes-ereporting#construction
Select NOT and follow the instruction.

EPA Help Line Desk (877) 227-8965 for existing account

Dixie Storm Water Coalition

St. George, Washington, Ivins, Santa Clara

COMMON PLAN SWPPP TEMPLATE

This form has been created for use in St. George, Washington, Ivins and Santa Clara City, Utah. A template designed for easily creating your Storm Water Pollution Prevention Plan (SWPPP) for the Common Plan Permits only, and does not address SWPPP requirements found in the CGP (Construction General Permit). Completed the template and submit it to the construction site jurisdiction for review.

SECTION 1 – PROJECT/OPERATOR INFORMATION

Subdivision/Project Name: _____ **Lot #**:_____

Address: _____

City: _____ State: Utah Zip: _____

UPDES Permit Tracking Number (Notice of Intent): _____

Owner/Builder? Yes ☐ No ☐ (If yes, just complete Property Owner information)

Property Owner: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____ Email Address: _____

General Contractor: _____ Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____ Email Address: _____

SWPPP Preparation Date_____

To be completed by city:

SWPPP Reviewed By _____ Signature:_____

SWPPP Review Date _____

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SECTION 2 - POLLUTION SOURCES/BEST MANAGEMENT PRACTICES (BMP)

1.	**Is there a SWPPP sign on site?** (see permit part 1.10) The sign must include the UPDES tracking number, the owner or general contractor name, phone number and email, and if the SWPPP is on-line, instructions on how to view it. The size requirement is to be readable from a publicly accessible point.	Required
2.	What **perimeter controls** will be used to prevent sediment from leaving the site? (permit part 2.1.2 & 2.3) BMP(s): ☐ Silt Fence ☐ Berms ☐ Staked straw wattles (fiber rolls) ☐ Cut-back curb ☐ Broom and shovel to keep the road, curb, gutter and sidewalk clean ☐ Other:	Required, indicate preferred BMP(s)
3.	What **track out control** will be used to prevent dirt from being tracked on streets as vehicles leave the site? (see permit part 2.4.1) BMP(s): ☐ Track out pad ☐ Restrict access ☐ Gravel delivery pad ☐ Other:	Required, indicate preferred BMP(s)
4.	**Are there critical or sensitive areas** (such as preservation of the drip lines around trees, wetlands, 30 foot buffer zones by water bodies, etc.) located on or adjacent to the site? (see permit part 2.2) BMP(s): ☐ Separate and isolate with environmental fencing ☐ Add additional BMPs ☐ Other:	Yes ☐ No ☐
5.	**Do you have storm drain inlets on or down gradient of this site?** (see permit part 2.1.3) Protection must address the curb inlet opening (throat) as well as the grate. You must place rock sock (or equivalent) on the downhill side of your property to accumulate sediment in the curb and gutter. Must be cleaned often.	Yes ☐ No ☐
6.	**Will curb ramps be used at the site?** (see permit part 2.4.2) If curb ramps are used it must be done with material [NOT DIRT] that will not wash away in storm water. BMP(s): ☐ Wood ramp ☐ Steel ramp ☐ Other:	Yes ☐ No ☐
7.	**Will there be stockpiles or spoil piles on the site?** Note: Select "Contained by other BMP" if another BMP on your site will contain runoff from the stockpiles. Materials that can be transported with precipitation must not be placed in the street. (see permit part 2.1.1) BMP(s): ☐ Surrounded by staked/weighted straw wattles ☐ Contained by other BMP Explain: ☐ Other:	Yes ☐ No ☐
8.	Does the project include installation of concrete, masonry, stucco, and paint (water based)? (see permit part 2.4.5 & 2.9.1) **Wash water must be contained**, the solids dried, and disposed of properly. BMP(s): ☐ Washout kid pool (if it has proper capacity) ☐ Steel leak-proof dumpster ☐ Regional washout (per development) ☐ Lined depression on the lot ☐ Other:	Yes ☐ No ☐

9.	**How will solid waste be dealt with on the site?** (see permit part 2.4.3) Light trash in uncovered dumpsters can blow out and scatter with wind and rain may fall on uncovered leachable material in the dumpster and leak out the bottom causing pollutants to escape. BMP(s): ☐ Bag lightweight trash ☐ Leak proof dumpsters ☐ Receptacles with lids ☐ Other:	Required, indicate preferred BMP(s)
10.	**Will there be a need to dispose of solvents, oil, fuel, etc. liquid waste?** (see permit part 2.9) BMP(s): ☐ Contain and remove from the site ☐ Collected for reuse ☐ Other:	Yes ☐ No ☐
11.	**How will sanitary waste be handled on the site?** (see permit part 2.4.4) BMP(s): ☐ Portable toilet(s) (must be staked down on dirt surface and have secondary containment) ☐ Other:	Required, indicate preferred BMP(s)
12.	**How will you minimize the discharge of pollutants from spills and leaks?** (see permit part 2.8.3) BMP(s): ☐ Use of drip pans ☐ Spill response plan. ☐ Spill kit ☐ Other:	Required, indicate preferred BMP(s)
13.	**Will there be a need to store construction materials on site?** (see permit 2.8.2) Minimize the exposure of materials with a pollution risk (certain building and landscaping materials, fertilizers, pesticides, herbicides, detergents). BMP(s): ☐ Store off-site ☐ Store in framed house or enclosed container/trailer ☐ Other:	Yes ☐ No ☐
14	Is there a need for **dust control on the site** (regulatory or for practical reasons)? BMP(s): ☐ Wetting with water ☐ Other:	Yes ☐ No ☐

SECTION 3 – SEQUENCE OF CONSTRUCTION ACTIVITY

Type of Construction Activity	Approximate Start	End Date
Start/End of the Project		
Excavation activities		
Foundation/Footings		
Vertical Construction of Building		
Landscaping		

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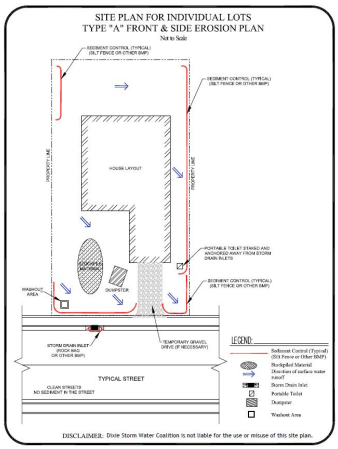
SECTION 4 – SITE MAP

Examples of site maps included in this packet. Select which Site Plan you intend to use and follow as part of your Common Plan Permit: A, B, C or Own Site Plan

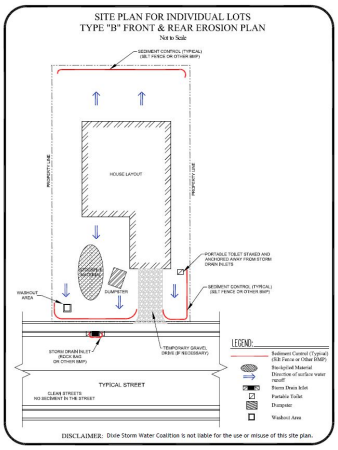
- ☐ Site Plan TYPE "A" Front & Side Erosion Plan
- ☐ Site Plan TYPE "B" Front & Rear Erosion Plan
- ☐ Site Plan TYPE "C" Front Erosion Plan
- ☐ Own Site Plan with Stormwater Best Management Practice (BMP) locations * (see below)

Examples shown below: See Appendix A (pages 12-14)

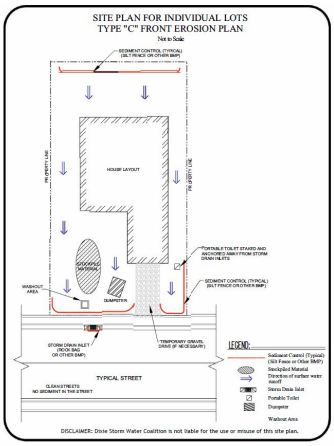
Type "A" (Page 12)



Type "B" (Page 13)



Type "C" (Page 14)



*All site maps must include the following information if applicable:

1. Boundaries of project/property
2. Boundaries of disturbance (including areas outside of property boundaries)
3. Show slopes on site (if there are steep areas show steep areas)
4. Location of structure/facilities
5. Locations of :
    a. stockpiles for soil and material
    b. construction supplies
    c. portable toilet
    d. garbage/trash containers
    e. egress points/track out pads
    f. concrete washout pits or containers
6. Water bodies, wetlands, natural vegetative buffers
7. Placement of all BMPs, perimeter, erosion control, sediment control, inlet protection, etc.
8. Storm water inlets and storm water discharge points (if storm water drains off the site)
9. Areas that will be temporarily or permanently stabilized on the site Front yards and on corner lot the front corner area. (pick one or the other)
10. Areas where disturbances will be delayed to minimize total exposed surface at one time.

SECTION 5 - POTENTIAL SOURCES OF POLLUTANTS

Potential sources of sediment to storm water runoff:

- Clearing and grubbing operations
- Grading and site excavation operations
- Vehicle tracking
- Topsoil stripping and stockpiling
- Landscaping operations

Potential pollutants and sources, other than sediment, to storm water runoff:

- Combined Staging Area—small fueling activities, minor equipment maintenance, sanitary facilities, and hazardous waste storage.
- Materials Storage Area—general building materials, solvents, adhesives, paving materials, paints, aggregates, trash, and so on.
- Construction Activity—paving, curb/gutter installation, concrete pouring/mortar/ stucco, and building construction
- Concrete Washout Area

The following are all potential construction site pollutants. See table below and insert your pollution prevention method. Mark "N/A" if not applicable.

Material/Chemical	Stormwater Pollutants	Common Location*	Your Pollution Prevention Methods
Concrete	Limestone, sand, pH, chromium	Curb and gutter, building construction	
Paints	Metal oxides, Stoddard solvent, talc, calcium carbonate, arsenic	Building construction	
Wood Preservatives	Stoddard solvent, petroleum distillates, arsenic, copper, chromium	Timber pads and building construction	
Hydraulic oil/fluids	Mineral oil	Leaks or broken hoses from equipment	
Gasoline	Benzene, ethyl benzene, toluene, xylene, MTBE	Secondary containment/ staging area	
Diesel Fuel	Petroleum distillate, oil & grease, naphthalene, xylenes	Secondary containment/ staging area	
Antifreeze/coolant	Ethylene glycol, propylene glycol, heavy metals (copper, lead, zinc)	Leaks or broken hoses from equipment	
Sanitary toilets	Bacteria, parasites, and viruses	Staging area	
*Area where material/chemical is used on-site			

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SECTION 6 - SPILL PREVENTION AND RESPONSE PLAN

Describe the spill prevention and control plan to include ways to reduce the chance of spills, stop the source of spills, contain and cleanup spills, dispose of materials contaminated by spills, and train personnel responsible for spill prevention and control.

In addition to the following requirements, please add a description of your spill response plan for this site:

Any discharges in 24 hours equal to or in excess of the reportable quantities listed in 40 CFR 117, 40 CFR 110, and 40 CFR 302 will be reported to the National Response Center and the Division of Water Quality (DWQ) as soon as practical after knowledge of the spill is known to the permittee. The permittee shall submit within 14 calendar days of knowledge of the release a written description of: the release (including the type and estimate of the amount of material released), the date that such release occurred, the circumstances leading to the release, and measures taken and/or planned to be taken to the Division of Water Quality (DWQ), 288 North 1460 West, P.O. Box 144870, Salt Lake City, Utah 84114-4870.

The Storm Water Pollution Prevention Plan must be modified within14 calendar days of knowledge of the release to provide a description of the release, the circumstances leading to the release, and the date of the release. In addition, the plan must be reviewed to identify measures to prevent the reoccurrence of such releases and to respond to such releases, and the plan must be modified where appropriate.

Minimum spill quantities requiring reporting:

Material	Media Released To	Reportable Quantity
Engine oil, fuel, hydraulic & brake fluid	Land	25 gallons
Paints, solvents, thinners	Land	100 lbs (13 gallons)
Engine oil, fuel, hydraulic & brake fluid	Water	Visible Sheen
Refrigerant	Air	1 lb
Antifreeze, battery acid, gasoline, engine degreasers	Air, Land, Water	100 lbs (13 gallons)

Emphasis to:

1st Priority: Protect all people (including onsite staff)
2nd Priority: Protect equipment and property
3rd Priority: Protect the environment

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SPILL RESPONSE STEPS

1. **Make sure the spill area is "Safe To Enter"** and that it **does not pose an immediate threat** to health or safety of any person.
2. **Check for hazards** (flammable material, noxious fumes, cause of spill) – if flammable liquid, turn off engines and nearby electrical equipment. If serious hazards are present leave area and Call 911 for LARGE SPILLS WHICH ARE LIKELY TO PRESENT A HAZARD.
3. **Stop the spill source and contain flowing spills immediately** with spill kits, dirt or other material that will achieve containment.
4. **Call for assistance**, co-workers and/or supervisor, and to make them aware of the spill and potential dangers
5. If **spilled material has entered a storm drain/ sewer, regardless of containment; contact the City Storm Water Division.**
6. **Cleanup all spills** (flowing or non-flowing) immediately following containment. Clean up spilled material according to manufacturer specifications, for liquid spills use absorbent materials AND DO NOT BURY THE SPILL OR FLUSH THE AREA WITH WATER.
7. Properly dispose of cleaning materials and used absorbent material according to manufacturer specifications.
8. **Report the spill to the jurisdiction of the incident.** See contact information below.

STORM WATER HOTLINE			
(435) 634-5730 Washington County Sheriff Non-Emergency			
911 **HAZMAT EMERGENCY**			
(435) 627- 4300 St. George City Police Non-Emergency			
St. GEORGE CITY		**WASHINGTON CITY**	
Public Works- Storm Water Dept.	(435) 627-4142 (435) 627-4125	Public Works Storm Water Dept.	(435) 656-6317
IVINS CITY		**SANTA CLARA CITY**	
Public Works Storm Water Dept.	(435) 634-0689	Public Works Storm Water Dept.	(435) 656-4690 opt. 2

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SECTION 7 - SWPPP, INSPECTIONS AND CORRECTIVE ACTION REPORTS

Inspection Schedule and Procedures: The permit requires inspections once a week (see permit Part 3). You must inspect your BMPs on how effective they are, fill out a report of the inspection and submit to the city, which may require approved software. You may be required to maintain, modify, remove, or apply/install more or different BMPs to control pollutants on the site.

Describe the general procedures for correcting problems when they are identified. Include responsible staff and time frames for making corrections:

Inspections and Corrective Actions: All inspections and corrective actions must be logged using the city approved software or written report

SECTION 8 - TRAINING OF SUB-CONTRACTORS

All sub-contractors, installers of utility connections, and others that perform activities that are affected by permit requirements will be informed about permit requirements that pertain to their scope of work. Contractors/Operators are responsible for all subcontractors and pollutants they generate, such as sediment, garbage, washout waste, etc. Sub-contractors that have been informed of the permit requirements:

Contractor	Date	Topic(s) Covered	Initials of Trainer
Excavator			
Concrete			
Paint			
Stucco			
Landscaper			
Other:			
Other:			

SECTION 9 - CHANGES TO THE SWPPP

All changes to this SWPPP and site map must be redlined, dated, initialed and uploaded to city approved software. Changes must be documented in the SWPPP and/or site map within a week of the change (See permit part 4.2.13).

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SECTION 10 – RECORD KEEPING

The following items should be kept at the project site or electronic copy for inspectors to review. Records must be kept for a minimum of three years from the termination of the project:

1. A copy of the Common Plan Permit
2. The signed and certified NOI form
3. Inspection reports

SECTION 11 – DISCHARGE INFORMATION

Does your project/site discharge storm water into a Municipal Separate Storm Sewer System (MS4)? Yes

Municipal Storm Drain System receiving the discharge from the construction project:

☐ St. George ☐ Washington ☐ Ivins ☐ Santa Clara

Receiving Waters (look up http://mapserv.utah.gov/surfacewaterquality/ to identify your receiving water body). If you discharge to a MS4 you may need to contact them to determine the receiving water that their system outfalls to.

Please check the box of the of the closest receiving water body to your project and the approximate distance.

☐ Virgin River Approximate Distance: _____

☐ Santa Clara River Approximate Distance: _____

☐ Fort Pierce Wash Approximate Distance: _____

Impaired Surface Water	Is this surface water impaired?	Pollutant(s) causing the impairment	Has a TMDL been completed?
Virgin River	☒ Yes ☐ No	Temperature; Boron; Total Dissolved Solids	☒ Yes ☐ No 303d impaired, not completed to address all.
Santa Clara River	☒ Yes ☐ No	Arsenic; Temperature; Total Dissolved Solids, Boron	☐ Yes ☒ No Currently not prioritized for TMDL Water with DWQ
Fort Pierce Wash	☒ Yes ☐ No	Total Dissolved Solids	☐ Yes ☒ No 303d impaired

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SECTION 12 – NOTICE OF TERMINATION

Once construction is complete, you must request a Notice of Termination (NOT) from the State of Utah Department of Environmental Quality (DEQ) prior to requesting your Notice of Termination and Certificate of Occupancy inspections from the city.

Your NOT can be requested at https://deq.utah.gov/water-quality/updes-ereporting#construction.

The city will also need to confirm temporary best management practices (BMPs) have been removed such as portable toilets, dumpsters, inlet protection, construction equipment, etc. The city will inspect for evidence of track-out in the public right-of-way and insure the site is properly cleaned. If landscape is not complete at the time of Notice of Termination and Certificate of Occupancy inspections, check with your local jurisdiction to determine landscape requirements.

SECTION 13 – DELEGATION (IF ANY)

Complete the following information if you want to assign authority or you are having someone make decisions on the contractor's behalf. Duly Authorized Representatives or Positions:

Company/Organization:		
Name:		
Position:		
Address:		
City:	State:	Zip:
Telephone:	Email:	

Owner/General Contractor Name: Title:

Signature: Date:

Third Party Inspector/Representative Name: Title:

Signature: Date:

SWPPP Writer Company & Name:

Contact Information (email & phone #)

SWPPP Inspector Company & Name:

Contact Information (email & phone #)

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SECTION 14 - CERTIFICATION AND NOTIFICATION

OWNER

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name: Title:

Signature: Date:

GENERAL CONTRACTOR

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

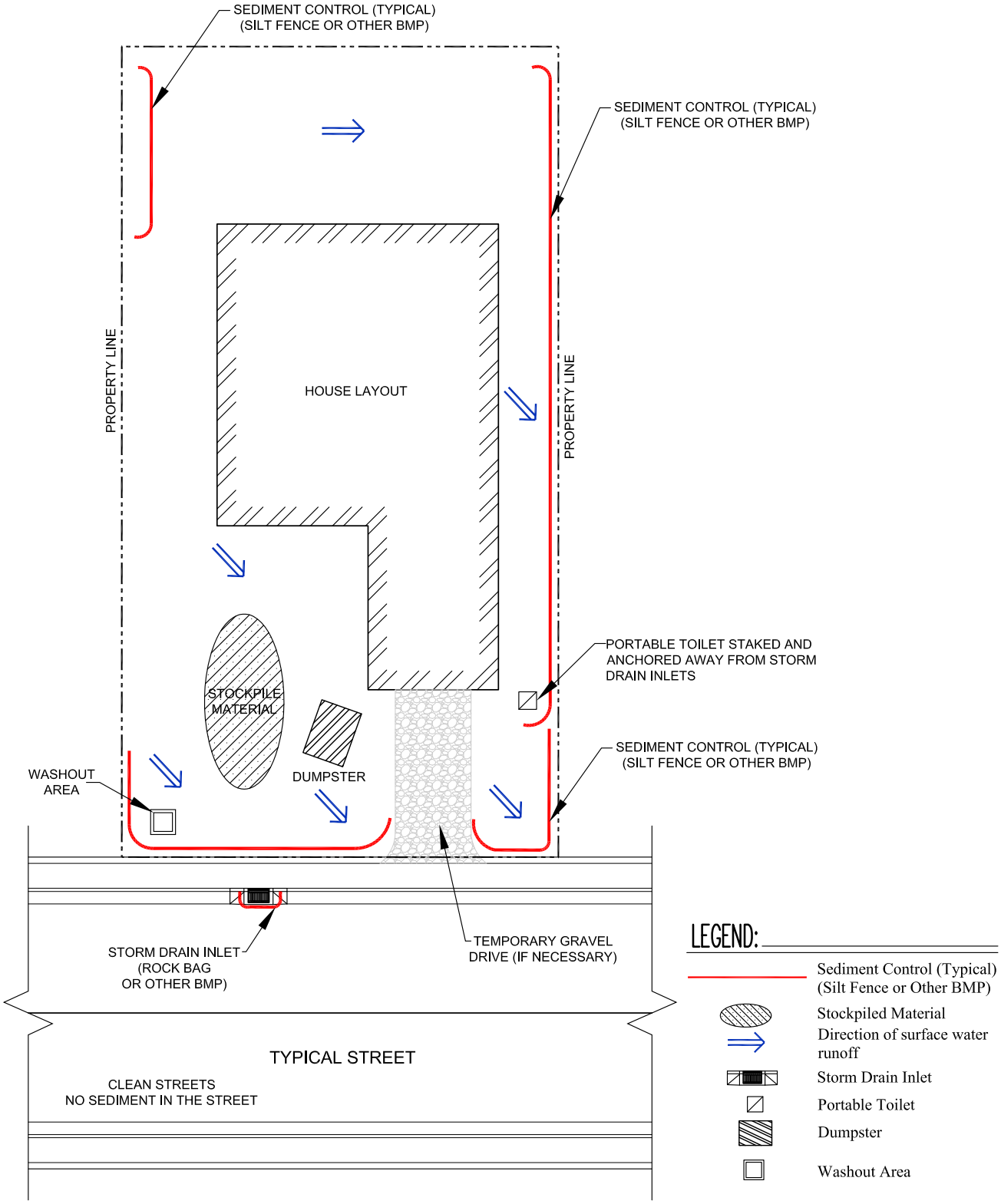
Name: Title:

Signature: Date:

APPENDIX A: SWPPP Site Maps

SITE PLAN FOR INDIVIDUAL LOTS
TYPE "A" FRONT & SIDE EROSION PLAN

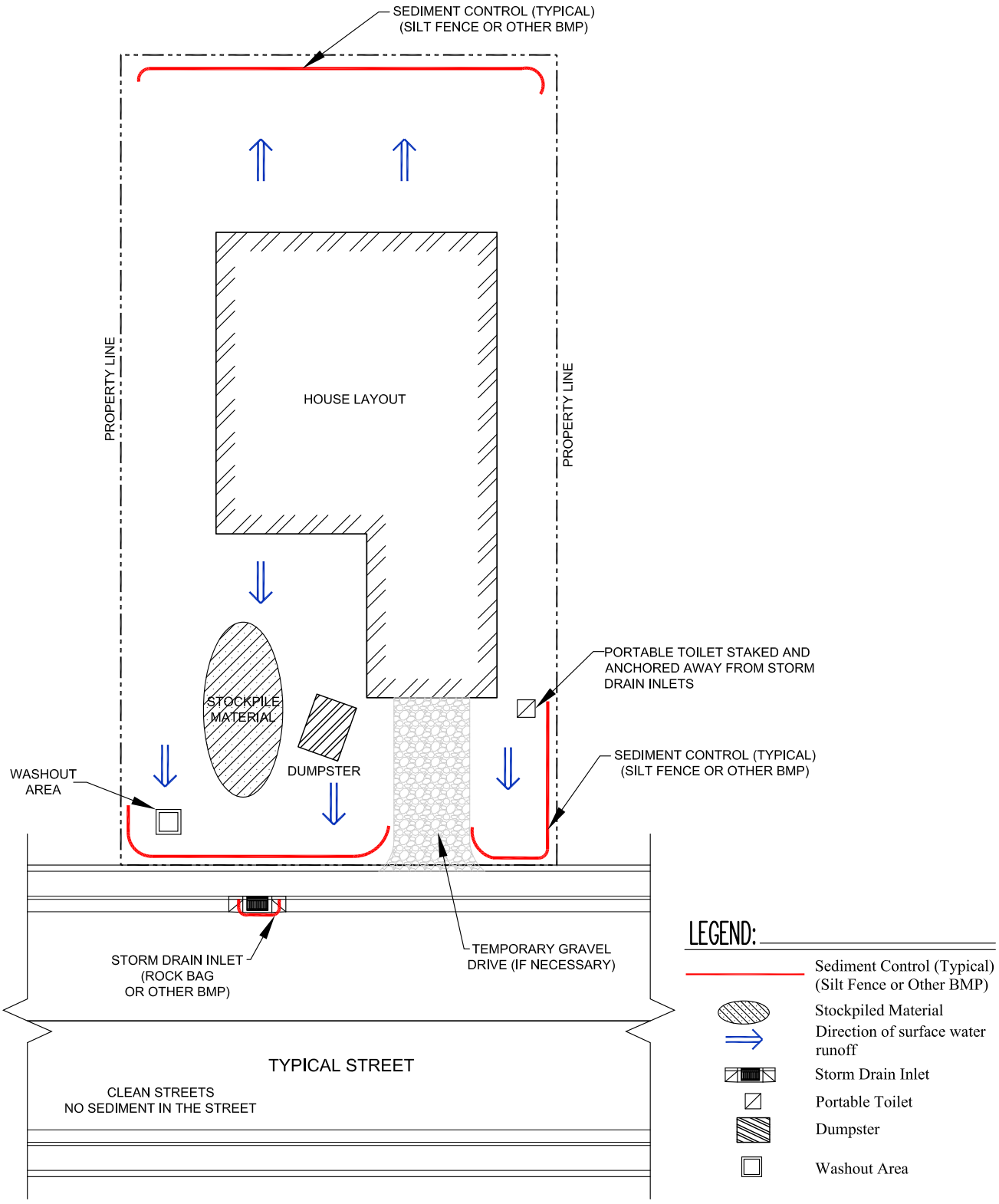
Not to Scale



DISCLAIMER: Dixie Storm Water Coalition is not liable for the use or misuse of this site plan.

SITE PLAN FOR INDIVIDUAL LOTS
TYPE "B" FRONT & REAR EROSION PLAN

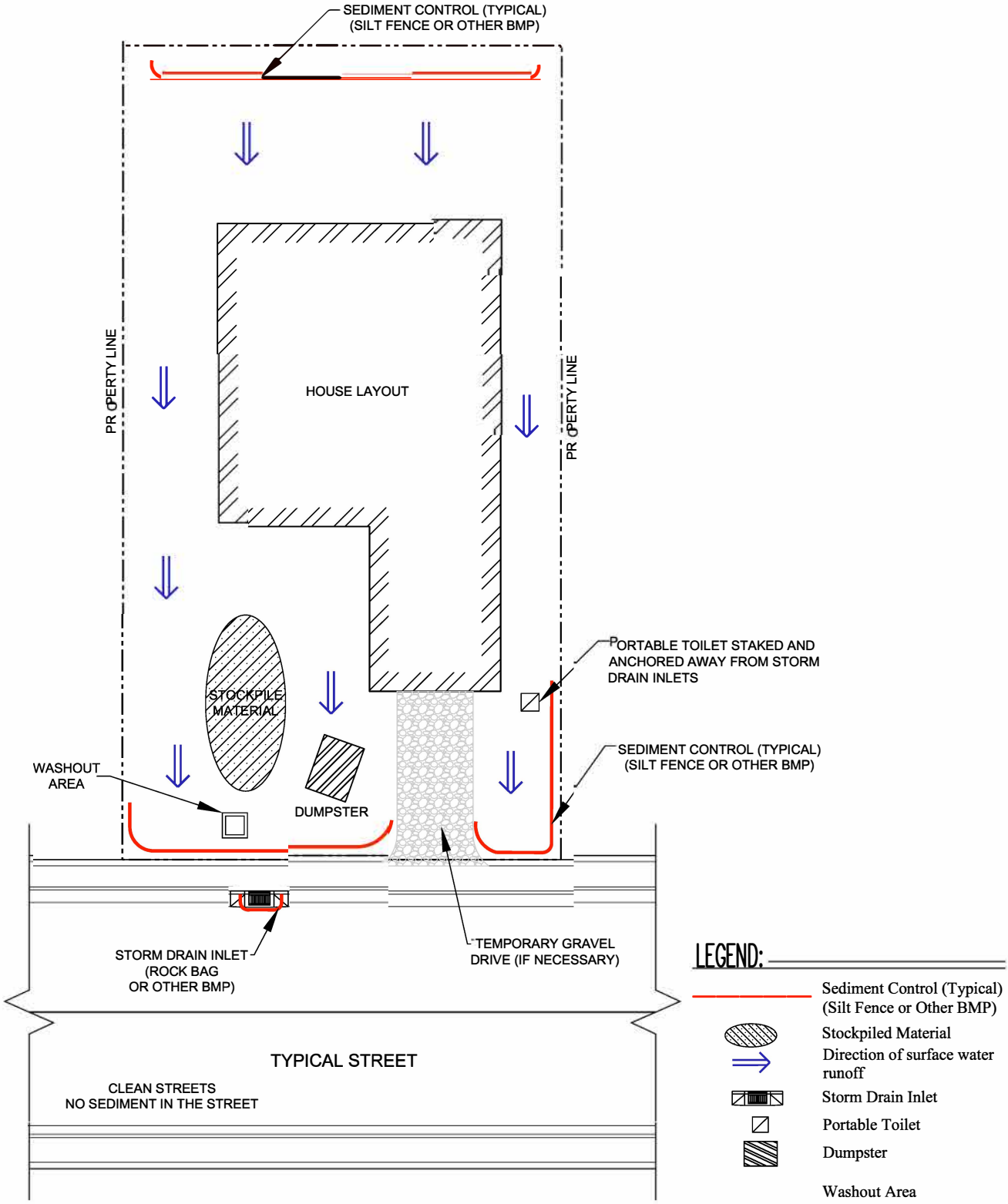
Not to Scale



DISCLAIMER: Dixie Storm Water Coalition is not liable for the use or misuse of this site plan.

SITE PLAN FOR INDIVIDUAL LOTS
TYPE "C" FRONT EROSION PLAN

Not to Scale



DISCLAIMER: Dixie Storm Water Coalition is not liable for the use or misuse of this site plan.

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APPENDIX E: Inspection Reports

Include BMPs inspected even if they are in good condition. Corrections must be completed before the next weekly inspection.

Weekly Inspection/Corrective Action Log							
Date & Time of Inspection	Weather	BMP & Name	Description of BMP Condition or Deficiency	Initial	Correction Date (MM/DD/YY)	How the BMP was Corrected	SWPPP Changed (Y/N)

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DAILY INSPECTION LOG

DATE	INITIALS		DATE	INITIALS		DATE	INITIALS		DATE	INITIALS

LOCAL MUNICIPAL STORM WATER CONTACTS

MUNICIPALITY	STORM WATER MANAGERS	CONTACT	SWPPP INSPECTION PROGRAM	SUBMIT TO:
CITY OF ST. GEORGE 175 East 200 North St. George UT 84770	Kristi Schultz or Jeff Cottam	(435) 627-4142 (435) 627-4125	City Inspect, Inspection reporting program	Forms & Submission: https://www.sgcity.org/ Commercial & Residential Building Permits > Building Permits Online with City Inspect Questions: jeff.cottam@sgcity.org Or go to the Building Department
WASHINGTON CITY 1305 E Washington Dam Road, Washinton UT 84780	Ross Romero	(435) 656-6317	Email	Forms: https://washingtoncity.org/services/publicworks/stormwater Submit to: rromero@washingtoncity.org
IVINS CITY 55 N Main ST Ivins UT 84738	Melinda Gibson	(435) 634-0689	Email	Forms: https://www.ivins.com/ Residential Building Permit Online Submit to: publicworks@ivins.com Questions: mgibson@ivins.com
SANTA CLARA CITY 2603 Santa Clara Drive, Santa Clara, UT 84765	Scott Bannon or Fred Fage	(435) 656-4690 Opt. 2	City Inspect, Inspection reporting program	Forms & Submission: https://sccity.org/ Building & Zoning > Apply for a Building Permit online Questions: sbannon@sccity.org or Building Department/Public Works