CDPS GENERAL PERMIT
COR0900000
MUNICIPAL SEPARATE STORM SEWER SYSTEMS (MS4 – Phase II)

Certification Number: COR090112
Certification:

"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 gather and evaluate 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."

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Introduction

Protecting the quality of stormwater runoff is required by Colorado Discharge Permit System (CDPS) Regulations, and is important to the Town of Windsor (Town). The procedures described in this document are pursuant to Town’s Municipal Code, and the Municipal Separate Storm Sewer System (MS4) Permit certification received from the Colorado Department of Public Health and Environment (CDPHE). The CDPHE, Water Quality Control Division (WQCD), through the MS4 Permit issued to the Town, requires the Town to control and reduce the discharge of pollutants to protect stormwater quality. Additionally, these actions satisfy the appropriate water quality requirements of the Colorado Water Quality Control Act and the Colorado Discharge Permit Regulations (Colorado Regulation 61). A section of the MS4 permit requires the implementation of a program to reduce the pollutants in stormwater discharges from public and private construction sites. The process herein details the construction site plan review and inspection program the Town uses to meet this requirement.

Purpose of Document

This document, titled Town of Windsor Construction Sites Stormwater Program (Program), outlines the Town’s process for complying with the Construction Sites section of the MS4 Permit. The desired end state of this program is to prevent, to the greatest extent possible, any substance other than naturally occurring stormwater from entering the Town’s storm sewer system from construction sites (see exclusions below). Stormwater is not treated at the wastewater treatment plant before being released to the Cache la Poudre River. Stormwater runoff from construction sites often contains excessive levels of sediment – soil constituents combined with water – as well as chemicals and trash; these pollutants may ultimately flow into the Cache la Poudre River. The result is degraded water quality that can harm or threaten agriculture, aquatic life, wildlife, and human health.

This guidance has been created to document the process for complying with the MS4 permit, to assist with education and training required for the program, and will be reviewed annually and updated as necessary.

Revisions to this document may be adopted annually and as often as needed. Procedures may change without notice if found to no longer be effective and/or compliant with the Town’s MS4 permit requirements.

Town staff will perform the actions indicated in this document for general compliance with the MS4 permit. The procedures outlined in this document shall be regarded as the minimum requirements needed to comply with the Town’s MS4 permit.

Section 1: Regulatory Mechanisms (Part I.E.3.a.ii)

This section, titled Regulatory Mechanisms, documents the Town’s regulatory mechanism for ensuring compliance with the Construction Sites Program.

The following regulatory mechanisms are the stormwater quality requirements for erosion, sediment and waste control at construction sites in all stages of development. These requirements apply to site grading, public improvements, and individual lots (applies to developer, builder, homeowner and/or bank/FDIC owned properties).
The Town’s stormwater regulations related to construction activities (including private development and projects performed by Town departments) are administered by the Town’s Engineering and Public Works Departments.

Municipal Code/Ordinance

Chapter 13, Article V, Stormwater Quality

The Town has enacted a Stormwater Ordinance (Chapter 13, Article V) effective May 1, 2019. Section 13-5-10(d) states an objective of the ordinance concerning the reduction of pollutants in stormwater discharges from construction sites: “To reduce pollutants in stormwater discharges from construction activity by guiding, regulating, and controlling the design, construction, use, and maintenance of any development or other activity that disturbs or breaks the topsoil or results in the movement of earth on land;”

Section 13-5-50 of the ordinance specifically prohibits illegal discharges and allows for noncompliance remedies. The ordinance states, “No person shall discharge or cause to be discharged into the MS4 or watercourses any illicit discharge, including, but not limited to, the following:

(1) Chemicals, petroleum products, paint, varnishes, solvents, oil and grease and other automotive fluids, pesticides, herbicides, and fertilizers, or other toxic materials;
(2) Nonhazardous liquid, solid wastes and yard wastes;
(3) Hazardous materials, sewage, fecal coliform and pathogens, dissolved and particulate metals;
(4) Trash, refuse, rubbish, garbage, food wastes, pet wastes, litter, other discarded or abandoned objects, floatables and cleaning products;
(5) Landscaping materials, sediment, lawn clippings, leaves, branches or other landscaping and yard debris;
(6) Construction activities wastes and residues including, but not limited to, painting, paving, concrete placement, saw cutting, material storage and earthwork;
(7) Wastes and residues that result from mobile washing operations; discharges from toilets; sinks; industrial processes; cooling systems; boilers; fabric cleaning; equipment cleaning; commercial vehicle cleaning and substances added to the storm drain to control root growth;
(8) Any other material that is considered harmful to humans, animals, or aquatic life and its habitat.”

Section 13-5-60 concerns keeping paved surfaces clean:

(a) Cleaning of paved surfaces required. The owner of any paved parking lot, street or drive shall clean the pavement as necessary to reduce, to the maximum extent practicable, an illicit discharge of pollutants. Paved surfaces shall be cleaned by dry sweeping, wet vacuum sweeping, collection and treatment of wash water or other methods in compliance with this Article.

Section 13-5-90(a)(b) details requirements for construction activity permits applicable to this program:
(b) **Permits required.** It shall be unlawful for any person to conduct any activity resulting in the following total disturbed area without first obtaining a GESCP permit from the Town of Windsor and, when applicable, the State of Colorado:

(1) One (1) acre or more.

(2) Less than one (1) acre if such activities are part of a larger common plan of development, even though multiple, separate and distinct land development activities may take place at different times on different schedules.

(3) The Town may also require a Grading, Erosion, and Sediment Control Plan permit regardless of the size of the total disturbed area in conjunction with approval of a final plan if the construction activities are adjacent to a watercourse or wetlands.

(c) **Permit application.** Applications for GESCP permits shall be filed on a form prescribed by the Town, with accompanying site plans and, drainage reports, and other documents as specified.

(1) In support of the application, the applicant shall supply all information required on the Town's form and any additional information requested by the Director.

(2) The application shall be signed by the person or persons under penalty of perjury responsible for compliance with the permit throughout the permit's validity.

(3) The applicant shall attach documentation of an application for a CDPHE stormwater general permit for construction activities.

(4) The applicant shall pay a fee of $250.00 for the first acre of disturbance, plus $50.00 for each additional acre (or any portion thereof) of additional acre of disturbance at the time of application, which fee may be adjusted by subsequent resolution adopted by the Town Board. No fee is required from building permit applicants where the activity described in the application results in land disturbance described in Section 13-5-90(a)(2) of the Town’s Municipal Code.

(5) The Director may reject an incomplete application or application for which the required fee has not been received.

(d) **Permit approval required.** Construction activities may not proceed until a permit is issued by the Town, and an initial inspection is scheduled by the permittee with the Town’s Stormwater Program Coordinator and/or inspection staff.

(e) **Permit issuance/denial.** The Town shall either issue or deny a permit within thirty (30) working days of its receipt of a completed permit application. The permit may be denied if the applicant fails to provide the information or pay the fee required by this Article. If a permit is denied, the applicant shall be notified in writing of the grounds for denial and of the corrective actions that must be taken to obtain a permit. An applicant may appeal the denial in writing to the Town Manager no later than twenty-eight (28) calendar days from the date of written denial. The appeal must set forth the grounds for the appeal and include any documents in support of the appeal. The Town Manager shall rule on the appeal within thirty (30) calendar days of receipt of the appeal. The Town ruling on the matter shall based solely upon
review of the application, denial, appeal, and all documents related thereto. The parties shall receive written notice of the Town Manager's decision. The Town Manager's decision shall be deemed final action for purposes of judicial review.

(Please note: The Town of Windsor strives to complete application reviews, in an efficient manner through its internal processes and timely communication with the applicant, no later than 10 business days after the receipt of an application.)

Grading, Erosion and Sediment Control Permit Application, and Building Permit Applications

The following conditions are associated with applying for a Town of Windsor Grading, Erosion, and Sediment Control Plan (GESCP) Permit. A copy of the GESCP application can be found in Appendix C:

- A Stormwater Construction Permit Certification or Low-Erosivity Waiver is required by the CDPHE for any project disturbing one acre or more, or less than one acre in a larger common plan of development. A copy of the certification must be included with the application.
- Proof of the exclusion of any part of the site based on the Automatic Exclusions listed on Page 6 must be included in the application.
- The applicant will be required to provide security in the form of cash escrow, check, bond, or an irrevocable letter of credit equal to 100% of the amount of the estimated cost of the erosion and sediment control materials plus 25% for administration/engineering/contingencies. If the Permittee does not successfully complete all required work or violates any requirement of the permit, the Town may take corrective action and retain all or part of the security, and/or charge additional costs to the Permittee. The security will be returned once the site is adequately stabilized, and the Final Stabilization Inspection has been completed.
- Permit fees of $250 for the first acre of disturbance and $50 for every additional acre or portion thereof will be submitted with the application.
- Temporary control measures (CMs) shall be adequately maintained at all times. All temporary CMs shall be removed when they are no longer needed or when the project is complete and/or is being prepared for the Final Stabilization Inspection.
- The Town may suspend or revoke the GESCP permit for violation(s) of any part of it or for violations of the applicable sections of the Town of Windsor Municipal Code.
- Violations of this permit or of the applicable sections of the Town of Windsor Municipal Code are subject to a $250.00 re-inspection fee, and/or issuance of a stop work order, and the applicable enforcement provisions in the Town's Municipal Code.

A Town-accepted GESCP Permit includes the following relevant conditions:
- The Permittee shall grade the said project site in accordance to the Town of Windsor approved grading plan.
- The Permittee shall continuously update their GESCP Permit documents to reflect current conditions, and execute additional CMs if needed to prevent sediment and pollutants leaving the site.
- Temporary CMs shall be adequately maintained at all times. All temporary CMs shall be removed when they are no longer needed or functional, will be replaced with the same or a more effective CM, and when the project is complete and meets Final Stabilization requirements.
- The Town may suspend or revoke this GESCP Permit for any violation of the Town of Windsor Municipal Code, or for any violation of the terms and conditions of this permit.
• Any violation of this permit or of the applicable sections of the Town of Windsor Municipal Code is subject to a $250.00 re-inspection fee (due upon receipt of the notice of the fee), and/or issuance of a stop work order, and the applicable enforcement provisions in the Town’s Municipal Code.

The following conditions are associated with submitting Building Permit Applications for single family lots. The Building Permit Application and SWM can be found in Appendix D:

• Building Permit Applications submitted to the Town of Windsor contain a section (SWM) that requires the applicant to identify the size of the total land disturbance (for one lot or a collection of lots in the same subdivision within a 0.25 mile radius).
• If the total land disturbance totals one acre or more, a narrative description of the installation, maintenance, and timing of the removal of the CMs deployed on the lot(s) will be submitted with the application. The Building Permit Application and SWM can be found in Appendix D.
• How trash will be controlled on the site must be included in the narrative.
• This narrative will also contain the following certification statement. (Note: The MS4 permit defines “Operator” as “the person or entity who is responsible for the overall operation of the facility or activity from which the associated discharge originates.”)

**Certification:**

"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 gather and evaluate 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."

Operator Name (print): ________________________________________
Operator Signature: ___________________________________________
Date:____________

• Fees, as determined by the Town’s building inspection contractor, must be submitted with Building Permit Applications for single family homes meeting the land disturbance threshold requirements (see SWM form, App D).
• Sites will be inspected by both the Town and inspection contractor. Violations of the Town’s Municipal Code Section 13, Article V, will be subject to Sec. 13-5-50(a) - Illicit Discharge Prohibited, and Sec. 13-5-140. – Enforcement, Abatement, Remedies, as applicable, and may be subject to a Stop Work Order and re-inspection fees.
Submission Procedures Overview

Any project involving earth disturbance of one acre or more (or part of a larger common plan of development) must be permitted. All construction applications are found on the Town’s Planning Department webpage. First, determine which application is needed:

- Major Subdivision (GESCP)
- Minor Subdivision (GESCP)
- Qualified Commercial/Industrial Site Plan (GESCP)
- Administrative Site Plan (GESCP)
- Standard Site Plan (GESCP)
- Building Permit (SWM)

To obtain a Grading, Erosion, and Sediment Control Plan (GESCP) Permit:

- Submit a completed GESCP Permit application (App. C) as required in the Town’s submittal process, with a completed GESCP checklist, security (calculation worksheet in App. F) and fees.
- Submitted site plans must have a GESCP cover sheet including Erosion and Sediment control notes, and control measures clearly indicated for review by the Town.
- A copy of the State CDPS Stormwater Construction Permit Certification page or proof of application.
- NO grading or earthwork can commence until approval of the GESCP Permit, a pre-construction meeting is held, and an initial inspection is scheduled and completed.

For Building Permit Applications, Single Family Homes

- Review and complete the SWM form and submit it with the Building Permit Application (App. D).
- When submitting for a group of building permits, only ONE form is submitted for the group.
- A lot inventory map must be included with the application, showing all the lots to be disturbed.

Additional details of submittal requirements can be found in Section 2: Standards and Requirements.

Exemptions and Exclusions (Part I.E.3.a. i and iii)

This section, titled Exemptions and Exclusions, documents the Town’s requirements for sites exempted or excluded from the Construction Sites Stormwater Program to ensure all exclusions meet the terms of the MS4 permit.

Automatic Exclusions

The Town automatically excludes the following activities from the requirements of the Program:

- Agricultural land management activities, except point source discharges subject to CDPS stormwater permitting requirements.
- Projects granted a Low-Erosivity Waiver by the State’s Water Quality Control Division in accordance with Regulation 61.3(2)(f)(ii)(B). (Owner MUST provide a copy of the waiver to the Stormwater Program Coordinator prior to receiving an exclusion from the Town’s requirements. An exclusion letter from the Town will be returned to the Owner upon receipt.)
- Projects within CDOT ROW that do not disturb land outside of the CDOT ROW.
• Projects associated with oil and gas activities in accordance with Part I.3.a.i.(C) of the MS4 Permit (an Erosion Control Plan must still be submitted via the Town’s review process).
• Construction and earth disturbing activities taking place on a parcel or area that is not under the jurisdictional authority of the Town.

Authorized Exemptions

For any development requesting any deviation from the requirements in the Storm Drainage Design Criteria Manual, engineering justification shall be submitted to the Town’s Engineering Department for review and approval. Any deviation that causes a non-compliance with the MS4 Permit will not be approved.

Sites exempted from the requirement to apply for a GESCP Permit must be documented, on the GESCP permit application form, with the following information: the site name, owner name, location, completion date (in the case of a Low Erosivity Waiver), project disturbed acreage, and reason for exclusion.

The Stormwater Program Coordinator will track the exemption requests and authorized exemptions.

Section 2: Standards and Requirements (Part I.E.3.a. iv)

This section, titled Standards and Requirements, documents the standards used for ensuring compliance with the Construction Sites Program. It also documents the requirements for submittals.

The Town of Windsor’s Stormwater Quality ordinance (Sec. 13-5-100, Construction Stormwater Management Plan) states, “(a) Preparation of SWMP: The SWMP shall be prepared in accordance with the engineering, hydrologic and pollution control practices outlined in the Town’s current standards and specifications for design and construction of public improvements.”

The Town’s current standards and specifications for design and construction of stormwater public improvements are found in the Storm Drainage Design Criteria Manual, and construction site CM (BMP) specifications are found in the Urban Storm Drainage Design Criteria Manual Vol III Chapter 7, Sections 4-9. **NOTE: CDPHE is no longer using the term “Best Management Practices” or “BMPs.” Instead, the term “Control Measures or CMs” is used. This document will use the same terminology for consistency.**

Control Measure Requirements: Town of Windsor Guidance Documents

The Town’s Storm Drainage Design Criteria Manual requires that all applicable development involving soil disturbance submitted to the Town’s Planning Department for review shall include adequate erosion and sediment controls. The Town’s Construction Sites Stormwater Program requires that appropriate CMs are implemented prior to the start of construction activity; potential pollutants are controlled during each phase of construction, and will continue to be controlled until a PASSING Final Stabilization Inspection. Appropriate structural and non-structural CMs must be maintained in operational condition in all phases of the construction process. Additional information can be found on the Town’s website on the Engineering page.
The Town of Windsor’s GESCP Permit application contains the following conditions to ensure appropriate CMs are in place and maintained:

- Stormwater Construction Permit Certification or Low-Erosivity Permit Waiver as required from the Colorado Department of Public Health and Environment must be submitted with this application if applicable.
- The applicant shall pay a fee of $250.00 for the first acre of disturbance, plus $50.00 for each additional acre (or any portion thereof) of additional acre of disturbance at the time of application.
- The applicant shall provide security in the form of cash, check, a surety bond or irrevocable letter of credit, as directed in the Town’s Municipal Code Sec. 13-5-130(a). The amount of the security will generally be in an amount equal to one-hundred percent (100%) of the estimated cost of the materials required to ensure compliance, with an additional 25% of that cost to cover labor and administrative costs. A worksheet is provided in App. F.
- After the project is completed, and the Permittee requests and the site passes Final Stabilization Inspection, the security will be returned to the Permittee. If the Permittee does not successfully complete all required work or violates any requirement of the permit, the Town may take corrective action and charge additional costs to the Permittee, as directed in the Town’s Municipal Code. The Town will document additional costs and supply a bill to the Permittee for reimbursement. Final Stabilization status in this case will be noted in the Town’s records as “Completed by the Town of Windsor”.
- Temporary CMs shall be adequately maintained at all times. All temporary CMs shall be removed when they are no longer needed or functional, will be replaced with the same or a more effective CM, and when the project is complete and meets Final Stabilization requirements.
- The Town may suspend or revoke the GESCP permit for violation of this permit or any part of the applicable sections of the Town of Windsor Municipal Code.
- Any violation of this permit or of the applicable sections of the Town of Windsor Municipal Code is punishable in accordance with the abatement provisions found in the Town’s Municipal Code and/or issuance of a stop work order.

A Town-accepted GESCP includes the following relevant conditions (list is not all-inclusive):

- The Permittee shall grade the said project site in accordance to the Town of Windsor approved grading plan, and execute all CMs in accordance with the Town of Windsor accepted GESCP.
- The permit holder shall continuously update their state – required Stormwater Management Plan as well as the GESCP to reflect current conditions, and execute additional CMs if needed to prevent sediment and pollutants leaving the site.
- Temporary CMs shall be adequately maintained at all times. All temporary CMs shall be removed when they are no longer needed or functional, and when the project is complete and meets Final Stabilization requirements. CMs will be replaced if needed with the same or a more effective CM.
- The Town may suspend or revoke this GESCP Permit for any violation of the Town of Windsor Municipal Code, or for any violation of the terms and conditions of this permit.
- Any violation of this permit or of the applicable sections of the Town of Windsor Municipal Code is punishable in accordance with the applicable enforcement provisions in the Town’s Municipal Code.

In the submitted GESCP plan set, a narrative description of all structural and non-structural CMs must be included; this is typically in the details section. CMs must be selected, designed, installed, implemented, and maintained to provide control of all potential pollutants, such as, but not limited, to sediment, construction site waste, trash, discarded building materials, concrete truck washout, chemicals, sanitary
waste, and contaminated soils in discharges to the Town’s MS4. At a minimum, pollutant sources associated with the following activities (if part of the applicable construction activity) must be addressed:

- Land disturbance and storage of soils
- Vehicle tracking
- Loading and unloading operations
- Outdoor storage of construction site materials, building materials, fertilizers, and chemicals
- Bulk storage of materials
- Vehicle and equipment maintenance and fueling
- Significant dust or particulate generating processes
- Routine maintenance activities involving fertilizers, pesticides, detergents, fuels, solvents, and oils
- Concrete truck/equipment washing, including the concrete truck chute and associated fixtures and equipment
- Dedicated asphalt and concrete batch plants.
- Other areas or operations where spills can occur
- Portable sanitation facilities
- Waste, including trash, must be controlled on construction sites
- Other non-stormwater discharges including construction dewatering not covered under the Construction Dewatering Discharges general permit and wash water that may contribute pollutants to the MS4

**Section 3: GESCP Site Plans & SWM Plot Plans (Part I.E.3.a.v)**

Site plans submitted in accordance with the GESCP permit application process as described previously, must include a GESCP section with cover page as detailed in the GESCP permit application checklist on Appendix A. A narrative description of non-structural CMs must be included in the GESCP, along with Installation, Implementation and Maintenance Specifications for all CMs to be used on the site. Required descriptions of CMs can be obtained from Urban Drainage Flood Control District’s “Urban Storm Drainage Design Criteria Manual”, Vol. III, Chapter 7, Sections 4-9.

Building Permit Applications Plot Plans must show the CMs to be used on the site and contain a narrative description of the installation and maintenance of the CMS.

Remember - **On-site, the approved plan set is the Town of Windsor permit.**

**Site Plan Review (Part I.E.3.a.v(C))**

Applications for development and construction are submitted to the Town of Windsor and are administratively reviewed by staff. If the site meets the definition of an applicable construction activity, as identified in the Planning Application process, the Town Engineer will require a GESCP Permit submittal with a site plan prior to any earthwork. If it is determined that a building permit application involves applicable construction activity, the applicant is notified to submit required SWM information before the permit is approved.

Building Permit Applications submitted to the Town of Windsor contain the SWM form, and require the builder to identify the size of the total land disturbance (for one lot or a collection of lots in the same subdivision within a 0.25 mile radius). If the total land disturbance equals 1 acre of more, the CMs to be
used on the lot(s) should be shown on the plot plan(s) included with the application, and a narrative
description of the installation, maintenance and removal schedule of the CMs.

GESCP Site Plans can be developed and reviewed using the checklist found in Appendix A. Use of the
checklist ensures that the site plan includes appropriate CMs for construction. The checklist may be
distributed during the review process to assist designers and consultants in ensuring that the CMs are
selected, designed, implemented to address all potential pollutants identified on a site, as required by the
MS4 Permit. The checklist is to be returned with the permit application.

Site Plan Review Documentation (Part I.E.3.b.v)

Accepted GESCP permits, site plans, and associated documents are filed in in the Town’s Engineering
Department files for use during stormwater inspections as needed. Building Permit Application SWM
forms will be reviewed and filed by the Stormwater Program Coordinator.


This section, titled Stormwater Inspection Procedures, details the Town’s stormwater inspection
procedures for compliance with the Construction Sites Program.

Permits Accepted

All applicable construction sites in the Town will have an accepted GESCP permit or building permit, which
indicates that the Town has received, reviewed, and accepted the building permit or GESCP (including
fees and security) and verification of state stormwater permit application. Acceptance will be indicated
by a stamp or initials or other recognition from the Town Stormwater Program Coordinator on the
accepted building permit or GESCP plan. Accepted plans must be used for construction. Inspection
procedures are initiated immediately upon acceptance of the GESCP or building permit SWM.

Starting Inspections on a Project

NO GRADING, STOCKPILING, OR EARTH DISTURBANCE ON A GESCP PERMITTED SITE CAN COMMENCE
PRIOR TO AN INITIAL INSPECTION BY THE TOWN’S STORMWATER PROGRAM COORDINATOR OR
INSPECTOR.

GESCP permits:

- The Stormwater Program Coordinator or Inspector should have a copy of the Town-accepted
  GESCP, attend the pre-construction meeting and schedule the initial inspection with the site
  contact in attendance. It is the owner operator’s responsibility to ensure this initial inspection is
done. If construction begins prior to the initial inspection, a Notice of Violation may be issued to
the Owner/Operator of the site. The Stormwater Program Coordinator must be copied on all
emails.
- The Stormwater Program Coordinator or Inspector will work with the Owner Operator to set the
date, time, and location of the Pre-Construction Meeting. The initial inspection will be scheduled
at that time. If the Coordinator or Inspector is unable to attend the scheduled meeting, the Coordinator or Inspector will contact the appropriate site person as determined at the pre-construction meeting within one week to schedule an initial inspection and review of the Town’s expectations surrounding GESCP requirements.

SWM – Building Permit Applications:

- Upon acceptance of the Building Permit Applications, or other notification from the Engineering Dept. or Planning Dept., the Stormwater Program Coordinator will schedule an initial inspection of the site with the site contact noted on the Building Permit Application within one week.

Frequency, Scope, and Documentation of Inspections (Part I.E.3.c.vi (A) (B) (C)

Following are the flow charts of frequencies, scope and documentation of inspections conducted for Construction Sites Program compliance.

The Stormwater Program Coordinator should be copied on all written communication regarding site compliance. All verbal compliance discussions should be documented in the project file’s Communication folder or on the inspection report. All inspection reports will be sent to the site operator within 2 business days of the completion of the report. The Stormwater Program Coordinator and/or Inspector is/are responsible for filing the completed Inspection reports for the Town of Windsor.
**Active Sites:**

**Scope of Routine (and Initial) Inspection:**
- CMs: Identify failure to implement CMs, inadequate CMs, and CMs requiring routine maintenance.
- Pollutant sources: Evaluate all pollutant sources, including trash, to determine if an illegal discharge has occurred.
- Discharge points: Evaluate discharge points to the MS4, or beyond the limits of the construction site as necessary to determine if an illicit discharge has occurred. The permittee must require the removal of the pollutants, when feasible, from the MS4 when the permittee identifies a failure to implement a CM or an inadequate CM resulting in pollutants discharging to the MS4 or beyond the limits of the construction site.

**Start Inspections-**
- Perform Initial inspection (generally when CMs are installed)
- Document as Initial Routine inspection on the Inspection Report

**Scope of Indicator Inspection:**
Perimeter of the site must be evaluated for:
- CMs: Identify failure to implement CMs and inadequate CMs.
- Discharge points: Evaluate discharge points to the MS4, or beyond the limits of the applicable construction activities as necessary to determine if an illicit discharge has occurred. The permittee must require the removal of the pollutants, when feasible, from the MS4 when the permittee identifies a failure to implement a CM or an inadequate CM resulting in pollutants discharging to the MS4 or beyond the limits of the construction site.

**If Routine inspection has:**
- No findings, or
- CMs requiring routine maintenance only

**If Routine Inspection findings include any of the below items NOT addressed during the inspection:**
- Illicit Discharge to MS4 or beyond project limits
- Failure to Implement CM
- Inadequate CM

**Conduct a Compliance Inspection within 7 days**
- Document as a Compliance Inspection
- OR
- Require an Operator Compliance Inspection to be completed by the operator and submitted to the Town with photos.
- Document as an Operator Compliance Inspection

**If there are findings, schedule a Compliance Inspection**

**Scope of Compliance Inspection:**
Identify that corrections have been made
- OR
- Require the operator to inspect and report that the CM has been implemented or corrected as necessary. The operator report must include photographs of the new/adequate CM(s).
- Inspection must include:
  1) Inspection date
  2) Name of the operator inspector
  3) Site identification
  4) Inspection results including photos of the new or additional CM to resolve issued from the previous inspection and any inadequate CMs that have not been resolved from the previous inspection.

**Conduct an Indicator Inspection within the next 14 days**
- If there are no findings, schedule next Indicator Inspection within the next 14 days
- Document as an Indicator Inspection

**OR**

**Conduct an Indicator Inspection within the next 14 days**
- If there are findings, schedule a Compliance Inspection
- Document as an Indicator Inspection
Inactive Sites:

Site Operator or Construction Inspector may notify Stormwater Program Coordinator that construction is complete.
- Start Inactive Site/Stabilization Inspections

- Conduct Inspections every 90 days
- Document inspection as Stabilization/Inactive Inspection Report

If inspection has:
- No findings, or
- CMs requiring routine maintenance only

If inspection findings include:
- Illicit Discharge to MS4 or beyond project limits
- Failure to Implement CM
- Inadequate CM

Conduct a Compliance Inspection within 7 days
- Document as a Stabilization - Inactive Compliance Inspection
  OR
- Require an Operator Compliance Inspection
  - Document as Stabilization OR Inactive - Operator Compliance Inspection

See Section 5, Enforcement, for procedures followed in the event of a FAILED Compliance Inspection

Scope of Routine Inspection:
- CMs: Identify failure to implement CMs, inadequate CMs, and CMs requiring routine maintenance.
- Discharge points: Evaluate discharge points to the MS4, or beyond the limits of the construction site as necessary to determine if an illicit discharge has occurred. The permittee must require the removal of the pollutants, when feasible, from the MS4 when the permittee identifies a failure to implement a CM or an inadequate CM resulting in pollutants discharging to the MS4 or beyond the limits of the construction site.

Scope of Operator Inspection:
Require the operator to inspect and report that the CM has been implemented or corrected as necessary. The operator report must include photographs of the new/adequate CM(s).
Inspection must include:
1) Inspection date
2) Name of the operator inspector
3) Site identification
4) Inspection results including photos of the new or additional CM to resolve issued from the previous inspection and any inadequate CMs that have not been resolved from the previous inspection.
Town inspections, subsequent reports and verbal discussions are not intended to exhaustively identify every violation or deficiency which may exist on a site. Similarly, photo logs, which may accompany Inspection Reports, are not intended to document every issue, every instance of every issue of concern, or every violation identified or existing on a site. **Town Inspection Reports do not fulfill the requirement for self-inspections required of the Owner/Operator for compliance with their CDPHE permit(s).**

**Routine Inspections and Exceptions**

The Town Stormwater Program Coordinator, Inspector or their designee conducts Routine inspections approximately once every 45 days after the Initial Routine Inspection for active sites meeting the applicable construction site definition, with the following exceptions:

(a) Winter Conditions: Inspections are not required at sites where construction activities are temporarily halted, snow cover exists over the entire site for an extended period, and melting conditions posing a risk of surface erosion do not exist. This exclusion is applicable only during the period where melting conditions do not exist. Documentation for use of a winter condition exclusion is a report form detailing the following information:

1. Type of Inspection: Winter Conditions.
2. Date(s) when snow cover occurred, date when construction activities ceased, and date melting conditions began.

(b) Staff Vacancy: These inspections are allowed to accommodate a staff vacancy or temporary leave due to vacation or illness. Frequency: Conduct at least every 90 days. Documentation for a Staff Vacancy exception is an inspection report form. The following information must be assessed and documented at a minimum:

1. CMs: Identify failure to implement CMs, inadequate CMs, and CMs requiring routine maintenance.
2. Pollutant sources: Evaluate all pollutant sources, including trash, to determine if an illicit discharge has occurred.
3. Discharge points: Evaluate discharge points to the MS4, or beyond the limits of the construction site as necessary to determine if an illicit discharge has occurred. The permittee must require the removal of the pollutants, when feasible, from the MS4 when the permittee identifies a failure to implement a CM or an inadequate CM resulting in pollutants discharging to the MS4 or beyond the limits of the construction site.

A typical Routine Inspection will entail visual examinations of site conditions, pollutant sources, discharge points (and discharges beyond the site’s Limits of Construction), construction activities, work practices, and CMs. These CMs may be physically installed temporary features (non-structural CMs), permanent features (structural CMs), and administrative/procedural activities that are part of the Operator’s work practices and procedures. Installed CMs will be inspected for correct application, correct installation, adequacy, and maintenance. The Town-accepted GECSP may be used to verify features that should be in place, and their specific locations. A discussion of general conditions of the site and any concerns regarding site conditions and compliance should be held with the site Operator or representative at the time of the inspection, and no later than the next business day after the Inspection was conducted. A copy of the inspection report will be emailed to the site operator and/or designee no later than 2 business days.
after the site was inspected. A copy must be forwarded to the Town’s Stormwater Program Coordinator if completed by other Town Staff.

**Indicator Inspections**

Indicator inspections commence 14 days after the Initial Inspection, and continue every 14 days (unless non-compliance issues are identified). The Indicator Inspection does not fully assess the adequacy of the CMs or the overall site management. Indicator Inspections are visual in nature and entail observance of perimeter CMs that are failing or inadequate. Any concerns regarding site conditions and compliance should be communicated with the site at the time of the inspection, no later than the next business day after the inspection was conducted. Sites with failing or inadequate CMs, or observed illicit discharges, will be contacted no later than 48 hours after the site was inspected, and a Compliance Inspection will be conducted within 7 days of the Indicator Inspection.

**Compliance Inspections**

Compliance inspections must occur within 7 days of documenting or identifying an illicit discharge, failure to implement a CM(s), or an inadequate CM(s). If the timing is such that a Town Routine or Indicator Inspection falls on the same day as the scheduled Compliance Inspection, the scope of the inspection must identify corrections made to the findings that triggered the Compliance Inspection. The Site Operators may conduct an Operator Compliance Inspection, submitting a narrative and photos of the corrections made, within the required timeframe to clear any findings. The Town’s Stormwater Program Coordinator will file these reports in the site’s file. See Section 5 Enforcement, for the procedures that will be followed in the event of multiple failed inspections.

**Final Stabilization Inspections**

A Final Stabilization Inspection is typically requested by the site operator to close out the GESCP. The following will be evaluated:

- a. Verify all streets, sidewalks and flowlines are free of sediment. **POWER WASHING OF STREETS AND SIDEWALKS, AND DISCHARGING INTO FLOWLINES IS IN DIRECT VIOLATION OF TOWN ORDINANCE Sec. 13-5-50.**
- b. Verify all inlets, storm pipes, trickle channels and all other drainage features are free of sediment and construction debris/waste.
- c. Verify removal of temporary erosion and sediment controls and/or that erosion and sediment control CMs for stabilization are properly installed and functional.
- d. Verify removal of all stockpiles of soil, construction material/debris, construction equipment, etc. from the construction site.
- e. Verify that all disturbed areas are stabilized, per Town criteria. This means the site has achieved 70% uniform perennial vegetative cover on all exposed soil that has not been stabilized by another method, i.e. driveway, building or house, landscaping, etc.
- f. Ensure any damaged public stormwater infrastructure caused by the Permittee’s construction activity has been adequately repaired.

The results of the Final Stabilization Inspection will typically be documented in an email sent by the Town’s Project Planner. This correspondence will be recorded electronically by the Planning Department and/or Stormwater Program Coordinator.
**Inactive Sites**

**Stabilization Inspections**
Once a site has completed all construction activities, and is pending vegetative growth for final stabilization, the Stormwater Program Coordinator or Inspector will begin conducting Stabilization Inspections. These inspections will be conducted every 90 days. CMs, discharge points, and vegetative growth (if applicable) will be inspected. Once desirable vegetative growth (no weeds) has been established with an individual plant density of at least 70% of pre-disturbance levels (and meets the other requirements for a Final Stabilization Inspection), the site is eligible for a Final Stabilization Inspection.

**Inactive Site Inspections**
If no construction activity has occurred at a site since the last inspection, Inactive Site Inspections may be conducted. These inspections will be conducted every 90 days. CMs and discharge points will be inspected. Once activity resumes on a site, the Routine and Indicator Inspection cycle will re-commence.

All Town of Windsor MS4 Construction Site inspections will be done electronically, with the exception of the Final Stabilization Inspection. The format will be similar to the form in Appendix E.

After the inspection is completed, the report is emailed to the Operator and/or Owner as listed on the GESCP accepted by the Town, or the Building Permit Application site operator, and the Town’s Stormwater Program Coordinator (if another qualified Town employee completes the inspection report).

**Filing Inspections**
All inspection forms should be filed in the MS4 PDD Files located on the O drive. Inspection forms are filed in the Project’s file in the Inspections sub-folder. As a backup, the inspection information is stored in the web based inspection software database and the information will be downloaded into a CVS file for MS4 reporting purposes. Building Permit inspection forms will be accessible through the Town’s contracted building permit inspector.

**Closing out the GESCP Permit**
GESCP Permit close out may be requested by the Permittee when all disturbed areas are built out, landscaped or otherwise stabilized in accordance with the requirements below. At the request for close out by the permittee, the Final Stabilization Inspection will be conducted, typically within 48 hours. **Note:** the request alone does not ensure completion of the close-out process unless the following conditions are met.

To close out the GESCP Permit, the Town’s Stormwater Program Coordinator will:

1. Conduct a final inspection of the site, noting the following conditions:
   a. Verify all streets, sidewalks and flowlines are free of sediment. **POWER WASHING OF STREETS, SIDEWALKS AND FLOWLINES IS IN DIRECT VIOLATION OF MUNICIPAL CODE SECTION 13-5-50(7).**
   b. Verify all inlets, storm pipes, trickle channels and all other drainage features are free of sediment and construction debris/waste.
   c. Verify removal of temporary erosion and sediment controls and/or that erosion and sediment control CMs for stabilization are properly installed and functional.
   d. Verify removal of all stockpiles of soil, construction material/debris, construction equipment, etc. from the construction site.
e. Verify that all disturbed areas are stabilized, per Town criteria. This means the site has achieved 70% uniform perennial vegetative cover on all exposed soil that has not been stabilized by another method, i.e. driveway, building or house, landscaping, etc.
f. Ensure any damaged public infrastructure caused by the Permittee’s construction activity has been adequately repaired.

2. Verify the Detention/Water Quality Pond Certification. A certification by a licensed engineer verifying the required pond volume shall be provided to ensure that adequate volume is provided for water quality capture volume and detention.

3. Request the completed CDPS Stormwater Construction Permit Inactivation Application form to ensure that the State permit inactivation request has been properly submitted to the State.

4. Complete the Final Inspection, and send results to the Project Planner. This serves as notice that the securities posted may be returned to the Permittee, and the permittee is responsible for presenting the correct documentation when making a request for the return of the securities. (NOTE: If any of the conditions detailed in 1 a. through f. above are not verified in the Final Inspection, the report will be forwarded to the operator/GESCP Permit holder and the Planning Department personnel responsible for the security, with deficiencies noted. The Permittee will correct the deficiencies and re-request a close out of the permit.)

5. File the Final Inspection report in the Town’s MS4 Construction Sites file under the site name.

6. Enter date of permit close out on Stormwater Permit Tracking Spreadsheet in the Town’s MS4 Construction Sites file.

To close out a Building Permit Application-SWM, the Stormwater Program Coordinator receives documentation that:

1. The lot(s) has been sold to a homeowner for private residential use.
2. All construction activity associated with the lot(s) is completed, and Final Stabilization is complete.
3. A certificate of occupancy has been issued for the lot(s).

Once any of the above conditions have been met, the lot(s) will no longer be inspected for compliance with the Town of Windsor’s Construction Sites Program. Responsibility for the prevention of Illicit Discharges from the property now rests with the property owner.

Transferring inspections of Structural Control Measures to the long-term operation and maintenance inspection program

If the closed out site had a permanent or Structural Control Measure installed as part of the project, the Stormwater Program Coordinator will add the project and relevant data to the Structural Stormwater CM list.
Section 5, Enforcement (Part I.E.3.a.vii)

This section, titled Enforcement, details the Town’s stormwater enforcement procedures for compliance with the Construction Sites Program.

This procedure will be followed for inspecting construction sites for GESCP and Building Permit-SWM compliance and enforcement. Any deviation from this procedure must be approved by the Director of Engineering and documentation of the deviation will be recorded in the site’s file.

Inspections Resulting in Non-Compliance

Site conditions that constitute non-compliance may include, but are not limited to:

• CMs that are not installed according to the approved GESCP and drawings.
• CMs not installed correctly, or not implemented correctly.
• Approved Construction drawings (Typically the SWMP Map) not on site.
• Neglected CMs, in need of significant maintenance or replacement.
• Portable toilets that are improperly stationed on paved surfaces, or at curb flow lines, or are not anchored properly.
• Evidence of liquid waste or washouts that are discharged directly onto the ground without containment.
• Concrete washout area that is near failure, not installed or signed properly.
• Fuel leaks/spills that have not been properly remediated.
• Inadequate vehicle tracking CMs to prevent sediment tracking onto paved sections.
• Vehicle tracking onto Town streets, roads or paved areas.
• Repeated neglect and/or findings from previous reports that have not been adequately addressed.

Enforcement Escalation Process

Inspection Reporting:
1. A copy of the Site Inspection Report will be provided to the Operator’s SWMP Administrator, or other designated party.
2. The report identifies one of the following four situations:
   a. Passing inspection: no deficiencies need to be addressed, or deficiencies have been addressed during the inspection; no action is required.
   b. Deficiencies Noted: CMs are in need of maintenance, installation or attention. The Operator must correct any deficiencies immediately in most cases. The Town Inspector may notify the Operator by verbal and/or written communication, and a Compliance Inspection will be conducted within 7 days. The written communication will be a copy of the Town Inspector’s report. The Operator and may submit an Operator Compliance inspection report with photos documenting the corrections within 7 days, and the site will return to the regular inspection schedule.
   c. Letter of Non-Compliance: Numerous or repetitive deficiencies are noted. A Letter of Non-Compliance is issued to the Operator (and possibly the Owner) in written form, typically after a failed Compliance Inspection. The written communication may be a copy of the inspection report or a formal notice issued by the Town Inspector. The site will be re-inspected within 7 days. Re-inspection fees may be assessed per the Town’s Municipal Code. The Operator must correct the deficiencies immediately in most cases, and may submit an Operator Compliance inspection report with photos documenting the corrections within 3 days. If the report is satisfactory, the re-inspection and fees may be canceled.
d. Notice of Violation (NOV): Indicates a site with site-wide or systemic CM issues and/or repeated non-compliance items which must be resolved immediately. Site-wide or systemic violations include (but are not limited to) spills, sediment on paved surfaces, and CM conditions with an imminent potential for failure. If the Town Inspector notes the same non-compliance issues or violation(s) requiring maintenance during three (3) inspections in a rolling 6 week period (following the escalation process noted in this section), this will result in the first NOV. The written communication to the Operator and the Owner will be issued by the Town Stormwater Inspector. A violation of the Town’s Municipal Code may also be issued by the Windsor Police Department. Re-inspection fees will be assessed.

(1) Violations requiring maintenance may consist of observations determining that the condition of the CM presents a significant potential for pollutants to be conveyed to the MS4. It is possible that several observations of the same violation(s) could escalate the finding into a significant violation. If the Town Inspector notes the same violation(s) requiring maintenance during the re-inspection of the first NOV, this will result in the issuance of a second NOV, and will be noted as the 4th observation of the violation. The written communication will be issued by the Town Inspector to the Operator and Owner.

(2) For the resolution of an NOV, all non-compliant areas of concern and violations must be adequately addressed immediately. Larger action items such as pond installation or maintenance, temporary or permanent landscaping installations may be noted separately, and may be completed based on a compliance schedule. If an action item, other than typical temporary CM maintenance, requires more than 48 hours to complete, a remediation action plan must be submitted to the Town Stormwater Inspector. NOVs remain open and unresolved until an on-site inspection is conducted by a Town Inspector to verify that all of the issues and concerns have been addressed, the site is free of violations, and Operator (and Owner, as applicable) receives written notification from the Town that the NOV has been resolved and closed.

(3) After 5 observations of the same violation(s), the Town will issue a Stop Work Order.

3. Stop Work Order (SWO): A SWO is a written notification given to the Operator to cease all on-site construction activities for flagrant violations or repeated unresolved NOVs. SWOs will be posted onsite and require the Operator to immediately stop all construction activities, but continue remediation. The Stop Work Order will outline the requirements for compliance and the time frame for completion.

For any offsite discharges observed during a Town inspection, the Town Stormwater Inspector may request that the Operator submit photographic proof, within 24 hours, that the discharge has been addressed. The Town Stormwater Inspector will determine if the photographs provide adequate proof that discharges have been addressed to the Town’s standards. Failure to respond to a request for photos, or a failure to address an offsite discharge in a timely manner may result in the issuance of an NOV or Stop Work Order by the Town.

See Appendix B for the Inspection/Enforcement Process.

Informal Enforcement Response

Informal enforcement response includes verbal warnings in response to minor violations such as CMs needing routine maintenance, and is most often used on sites that do not have systemic violations or are responsive to previous Town Inspection Reports and direction.

Timeframe for issuing informal enforcement is within 48 hours.
Formal Enforcement Response

Formal enforcement response includes written warnings in response to observations of discharges from the site, systemic violations, neglected CMs in need replacement, inadequate CMs, and failure to implement CMs. This includes stop work orders and notification of re-inspection fees.

In addition, the Town may seek enforcement action from state or federal authorities.

Timeframe for verbal notification that the Town is pursuing formal enforcement action is within 24 hours. A written warning given to the Site Operator and Owner, typically within 48 hours, details the formal enforcement action.

Judicial Enforcement Response

Judicial enforcement response includes using the court process to obtain compliance on a site as detailed in the Town’s Municipal Code Section 13-5-160. It involves escalation to ordinance enforcement procedures including a written compliance order containing fines and court appearances. Monetary fines are assessed as outlined in Town Municipal Code. Judicial enforcement response is rare, is typically triggered only when a site has been through a formal enforcement response, and is still not compliant.

Timeframe for judicial enforcement is based on court schedules.

Section 6, Training (Part I.E.3.a.viii)

This section, titled Training, details how the Town informs operators of the Town requirements for controlling pollutants, including trash, for compliance with the Construction Sites Program.

The Town provides information on controlling pollutants, as well as permitting and plan requirements on the Town’s Engineering and Planning webpages.

Meetings can be scheduled with the Stormwater Program Coordinator to discuss projects and share information before plans are submitted to the Town. Pre-construction meetings and/or initial inspections are held prior to earthwork at applicable construction projects. Additional training for site operators may be given at pre-construction meetings or other venues. Copies of sign in sheets and training material examples are maintained here.

Section 7, Overlapping Permit Areas (Part I.E.3.a.ix)

This section, titled Overlapping Permit Areas, details the Town’s stormwater procedures in cases of overlapping permit areas for compliance with the Construction Sites Program.

Projects overlapping between the Town and another MS4 are managed on a case-by-case basis. Written agreements will be executed for applicable construction sites that disturb area in Windsor and another MS4. SWMPs, or other erosion and sediment control plans, are reviewed and inspected by both agencies, and enforcement is levied by both in respect to each agency’s jurisdictional area, OR one agency is delegated authority to implement stormwater construction oversight. For applicable construction sites where the Town delegates review, inspection, or enforcement to another MS4, a written agreement is executed, and signed by both parties.
**Appendix A: Grading, Erosion and Sediment Control Plan Checklists**

**MUST BE RETURNED WITH THE GESCP PERMIT APPLICATION.** Check off only the applicable items and note any Control Measures (CMs) to be installed for a future phase of the project in the Comments column.

Subdivision or Property Name: ________________________________

Permittee or Representative completing this form: __________________________

Email: __________________________

Phone: __________________________

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<thead>
<tr>
<th>Item</th>
<th>Permitee Or representative</th>
<th>Town</th>
<th>Comments (note phased CM &amp; phase if applicable)</th>
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<tbody>
<tr>
<td>1. Limits of Disturbance Lines (bold and clearly identifiable)</td>
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<td>2. Existing &amp; proposed ROW and easements</td>
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<td>3. Existing topography (max 2-foot contour interval, incl. 100’ around site)</td>
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<td>4. Structures and natural features, including locations of springs, streams, wetlands and other NAMED surface waters and any planned crossings</td>
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<td>5. Limits of construction, must include the following areas/activities:</td>
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<td>a. All areas of work, including any employee parking off-site (disturbance)</td>
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<td>b. Access points/vehicle tracking control</td>
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<td>c. Borrow and stockpile areas</td>
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<td>d. Areas of cut and fill</td>
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<td>e. Utility tie-in locations on- and off-site</td>
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<td>f. Stream corridors, vegetated areas and other resource areas to be preserved</td>
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<td>6. Locations of and CM specs for stockpile management: Topsoil; imported aggregates; excess material</td>
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<td>7. Locations of and CM specs for significant dust or particulate generating processes</td>
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<td>8. Locations of and CM specs for storage and staging areas for:</td>
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<td>a. Vehicle and equipment maintenance and fueling</td>
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<td>b. Concrete truck/equipment washing, and associated fixtures and equipment</td>
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<tr>
<td>c. Outdoor storage of construction site materials, building materials, fertilizers, and chemicals</td>
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<tr>
<td>d. Staging areas/loading and unloading operations</td>
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<tr>
<td>e. Waste storage (worker trash, construction waste, portable toilets, etc.)</td>
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<td>f. Bulk storage of materials</td>
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<td>Item</td>
<td>Permitee Or representative</td>
<td>Town</td>
<td>Comments (note phased CM &amp; phase if applicable)</td>
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<td>9.</td>
<td>Locations of borrow or disposal areas</td>
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<td>10.</td>
<td>Locations of all structural CMs and specs</td>
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<td>11.</td>
<td>Locations of all non-structural CMs and specs</td>
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<td>12.</td>
<td>Management plan for contaminated soils</td>
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<td>13.</td>
<td>Locations of temporary/haul roads</td>
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<td>14.</td>
<td>Locations of dedicated asphalt or concrete batch plants</td>
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<td>15.</td>
<td>Locations, map symbols, and letter callouts of all CMs (use UDFCD Vol II, Chapter 7 guidelines)</td>
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<td>16.</td>
<td>Sizes, dimensions and types of all CMs</td>
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<td>17.</td>
<td>Other information as required by the Town :</td>
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<td>a. Streets and street names labeled</td>
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<td>b. Adjacent properties labeled</td>
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<td>c. Flow directional arrows</td>
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<td>d. Narrative describing routine maintenance activities involving fertilizers, pesticides, detergents, fuels, solvents, and oils</td>
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<td>e. Narrative describing concrete truck/equipment washing, including the concrete truck chute and associated fixtures and equipment</td>
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<td>f. Other areas or operations where spills can occur</td>
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<td>g. Locations of other non-stormwater discharges including construction dewatering not covered under the Construction Dewatering Discharges general permit and wash water that may contribute pollutants to the MS4.</td>
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<td>18.</td>
<td>Management plan for contaminated soils</td>
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<td>19.</td>
<td>Final Stabilization (or Landscape) Plan</td>
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<td>20.</td>
<td>Use UDFCD Vol III, Chapter 7, Section 4-9 guidelines and specifications, including installation and maintenance</td>
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<td>21.</td>
<td>Cover sheet requirements</td>
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<td></td>
<td>a. BMP (CM) cost estimate table</td>
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<td>b. Certification Block (&quot;N.&quot;in Certification Blocks)</td>
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<td>c. Name of Receiving Waters</td>
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<td>d. Size of Disturbed Area (in acres)</td>
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<td>e. Index of Sheets</td>
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<td>f. Vicinity Map</td>
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<td></td>
<td>g. Other:</td>
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NOTES:____________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
Appendix B: Inspection/Enforcement Process
Any re-inspection for non-compliance with Stormwater requirements is subject to a $250.00 re-inspection fee, per the Town’s Municipal Code Section 13-5-160(g)

Town of Windsor Inspection/Enforcement Process

1. The Town may elect to shorten the Town’s enforcement response depending upon the severity, magnitude, impact/or location of the deficiency(s), illicit discharge or off-site release.
2. If an illicit discharge or off-site release is noted during the course of a follow-up inspection, the site may be issued an NOV/SWO in accordance with this process.
3. A site receiving three (3) inspections with the same significant violation identified within six (6) week period, regardless of whether they are the result of a follow-up or routine inspection, may be issued a notice of violation (NOV). If the site fails the inspection following the issuance of a second NOV for the same significant violation within six (6) weeks, the site may be issued a stop work order (SWO). Please note that the severity and magnitude of the site issue(s) may cause the process to be escalated faster or more directly.

Note: Anytime significant sediment is in the street, a SWO may be issued until the site becomes compliant with the Erosion Control Plan.
Grading, Erosion and Sediment Control Plan (GESCP)  
and Permit Application

Project Information

<table>
<thead>
<tr>
<th>Permit No.:</th>
<th>Project Name:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
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</table>

<table>
<thead>
<tr>
<th>Property Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

If applicable - Lot(s): Block: Subdivision: 

Est. Ground Disturbance start date: Est. Completion date: 

Acres Disturbed: 

Fee: ($250.00 1st acre, $50.00 for each addtl. acre or portion thereof) 

Project Description

Applicant Information:

Owner (Person Legally Responsible for GESCP Permit Compliance - Co-Permittee):

Name: 

Mailing Address: 

Phone #: Email:

Operator (Contractor or Person responsible for day-to-day operations at the job site - Co-permittee):

Name: 

Mailing address: 

Site Contact Name: 

Email: Cell Phone #:
Terms and Conditions

1. This Permit will be active and enforceable until a notice Final Stabilization is issued by the Town of Windsor. Permittee shall be responsible for all control measures (BMPs) used to control trash, keep sediment onsite and prevent erosion.

2. Inspections of the site for conformance with the Plan must be conducted by the Permittee at one of the frequencies available in their State-issued permit. Inspection reports must be made available to the Town upon request.

3. The Permittee shall grade the project site in accordance with this Plan and execute all control measures noted in the GESCP.

4. Permittee shall use BMP specifications, notes and symbols from UDFCD Urban Drainage Criteria Vol. III, Chapter 7, Sections 4-9, and other control measures as required or approved by the Town. The use of STRAW BALES is discouraged; contact the Stormwater Program Coordinator for approval.

5. The Stormwater Construction Permit Certification or Low-Erosivity Permit Waiver as required from the Colorado Department of Public Health and Environment must be submitted with this application if applicable.

6. The Permittee shall continuously update the on-site required Stormwater Management Plan (SWMP) and execute additional control measures as needed, with notice given to the Town’s Stormwater Program Coordinator.

7. All temporary control measures will be adequately maintained at all times. Control measures will be replaced or removed when they are beyond their serviceable life, no longer needed, or when the project is stabilized. Control measures installed for permanent stabilization will remain in place and be maintained by the Permittee until Final Stabilization is issued.

8. The Town will pursue enforcement actions, including Stop Work Orders, for any violation of this Permit or the Town’s Municipal Code, and may suspend or revoke the GESCP permit for violation of this permit or any part of the applicable sections of the Town of Windsor Municipal Code.

10. Violations are subject to a fine in accordance with Section 1-4-20 (a) of the Windsor Municipal Code.
SIGNATURE BLOCKS FOR GESCP PLANS

GESCP in your approved plans MUST CONTAIN THIS CERTIFICATION:

Certificate:

“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 gather and evaluate 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. I agree to comply with all applicable sections and conditions of the Town of Windsor’s Storm Drainage Criteria manual and the Town of Windsor Municipal Code.”

Owner name (print): ________________________________________

Owner Signature: ___________________________________________

Title:_____________________________________________________

Phone number:____________________________________________

Email:____________________________________________________

Date:____________

See Certification Blocks, on the Towns Planning webpage for more information
PLEASE read the following questions carefully, and check the appropriate boxes in the right-hand column below. If a description of the lot you wish to build on is not included on this form, and for any questions regarding this form, call the Stormwater Program Coordinator at 970-674-2490.

Is this building permit application for a single lot where the earth disturbance area will be equal to, or greater than, one acre (43,560 square feet) in size?

- YES
- NO

If checked, a Grading, Erosion and Sediment Control Plan permit is required. Call the Stormwater Program Coordinator for guidance.

Is the lot less than one acre in size?

- YES
- NO

Do you have other active building permits in the same subdivision, filing or phase as this building permit application?

- YES
- NO

Are the active building permits within a quarter mile of each other?

- YES
- NO

Is the combined square footage of all those lots within a quarter mile of the lot on this Building permit application EQUAL TO, OR GREATER THAN 43,560 square feet?

- YES
- NO

Submit a SEPARATE plot plan with this application detailing the Erosion and Sediment Control measures that will be implemented on the lot(s), the maintenance and stormwater inspection procedures and schedule, AND

******* COMPLETED INFORMATION ON THE NEXT PAGE*******

**********
Certification:

“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 gather and evaluate 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.”

Operator Name (print): _____________________________________________

Signature: ______________________________________________________

Date: ___________ Phone: ___________ Email: ______________________

Construction Supervisor ___________________________________________

Phone: ________________________________

Email: ________________________________

*******PLEASE NOTE*******

If you are submitting multiple building permit applications: one general plot plan and narrative of the implementation and maintenance of the control measures can be submitted if the lots are similar in size, elevation, and will all have similar erosion and sediment control measures and inspection schedules in place. INCLUDE A LOT INVENTORY MAP. Use Control Measures (or BMPs) detailed in UDFCD Criteria Manual Vol. 3.

Submit a specific narrative and plot plan for any lot that will require additional or different control measures along with the building permit application appropriate to that lot (applies to hillside overlay, lots adjacent to State waters).

Groups of lots will be inspected for conformance with the Town of Windsor’s MS4 requirements for Construction Sites by the Town or the Town’s designee. Inspection fees will apply.
# ABC Site

Town of Windsor Grading, Erosion and Sediment Control Inspection Report  Conducted on 10 Apr 2019  By Janine Hegeman

Failed Items

6

<table>
<thead>
<tr>
<th>Conducted on</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ 10th Apr, 2019  ☜ 11:27 AM MDT</td>
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</table>

<table>
<thead>
<tr>
<th>Site Name</th>
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<tbody>
<tr>
<td>ABC Site</td>
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</table>

<table>
<thead>
<tr>
<th>Type of Inspection</th>
</tr>
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<tbody>
<tr>
<td>Routine</td>
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<table>
<thead>
<tr>
<th>Construction Start Date</th>
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<td>☐ 1st Apr, 2019  ☜ 11:27 AM MDT</td>
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<table>
<thead>
<tr>
<th>Size of Disturbance in Acres</th>
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<tr>
<td>6.2</td>
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<table>
<thead>
<tr>
<th>Site Representative</th>
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<table>
<thead>
<tr>
<th>Photos</th>
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<tbody>
<tr>
<td><img src="image1" alt="" /> <img src="image2" alt="" /></td>
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</table>

<table>
<thead>
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<th>Weather Conditions</th>
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<tbody>
<tr>
<td>Rain</td>
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<table>
<thead>
<tr>
<th>Inspector</th>
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<tbody>
<tr>
<td>Janine Hegeman</td>
</tr>
</tbody>
</table>

Private & Confidential  Page 1/8
<table>
<thead>
<tr>
<th>Site/Location</th>
<th>1536 Cold Creek Dr, Windsor, CO 80550, USA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner or Operator</td>
<td>Mr Smith</td>
</tr>
<tr>
<td>Owner or Operator Contact Info</td>
<td>970-555-5555</td>
</tr>
<tr>
<td>GESCP Permit #</td>
<td>2019-001</td>
</tr>
<tr>
<td>CIP</td>
<td>No</td>
</tr>
</tbody>
</table>
## Failed items

**Inspection**

### Sediment control logs

- **Notes**: Not installed to spec
- **Photos**: ![Photo 1](image1.png)

### Vehicle Tracking Control

- **Notes**: Rock size is not to spec, oil sheen observed in run off
- **Photos**: ![Photo 2](image2.png)

### Foam Wattles

- **Notes**: Wattles crushed and torn

### Rock Sock

- **Notes**: Rock bags torn

### Sanitary Facilities

- **Notes**: Not staked per detail provided by Town
<table>
<thead>
<tr>
<th>Inspection</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Silt Fence</td>
<td>Compliant</td>
</tr>
<tr>
<td>Sediment control logs</td>
<td>Non-Compliant</td>
</tr>
<tr>
<td>Notes</td>
<td>Not installed to spec</td>
</tr>
<tr>
<td>Photos</td>
<td><img src="image1.png" alt="Photo 1" /></td>
</tr>
<tr>
<td>Inlet Protection</td>
<td>Compliant</td>
</tr>
<tr>
<td>Vehicle Tracking Control</td>
<td>Non-Compliant</td>
</tr>
<tr>
<td>Notes</td>
<td>rock size is not to spec, oil shear observed, run off</td>
</tr>
<tr>
<td>Photos</td>
<td><img src="image2.png" alt="Photo 2" /></td>
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<tr>
<td>Concrete Washout</td>
<td>Compliant</td>
</tr>
<tr>
<td>Check Dam</td>
<td>N/A</td>
</tr>
<tr>
<td>Mulching</td>
<td>N/A</td>
</tr>
<tr>
<td>Erosion Control Blanket</td>
<td>N/A</td>
</tr>
<tr>
<td>Sediment Basin (with outlet)</td>
<td>N/A</td>
</tr>
<tr>
<td>Sediment Trap (evaporative)</td>
<td>N/A</td>
</tr>
<tr>
<td>Surface Roughening</td>
<td>Compliant</td>
</tr>
<tr>
<td>Task</td>
<td>Status</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Seeding</td>
<td>N/A</td>
</tr>
<tr>
<td>Outlet Protection</td>
<td>Compliant</td>
</tr>
<tr>
<td>Slope Drain</td>
<td>N/A</td>
</tr>
<tr>
<td>Earth Berm</td>
<td>N/A</td>
</tr>
<tr>
<td>Diversion Structure</td>
<td>N/A</td>
</tr>
<tr>
<td>Foam Wattles</td>
<td>Non-Compliant</td>
</tr>
<tr>
<td>Notes</td>
<td></td>
</tr>
<tr>
<td>Wattles crushed and torn</td>
<td></td>
</tr>
<tr>
<td>Cut Back Curb</td>
<td>N/A</td>
</tr>
<tr>
<td>Dust Control</td>
<td>Compliant</td>
</tr>
<tr>
<td>Stockpile Management</td>
<td>Compliant</td>
</tr>
<tr>
<td>Rock Sock</td>
<td>Non-Compliant</td>
</tr>
<tr>
<td>Notes</td>
<td></td>
</tr>
<tr>
<td>Rock bags torn</td>
<td></td>
</tr>
<tr>
<td>Dewatering</td>
<td>N/A</td>
</tr>
<tr>
<td>Stabilized Staging Area</td>
<td>Compliant</td>
</tr>
<tr>
<td>Street Sweeping</td>
<td>Compliant</td>
</tr>
<tr>
<td>Sanitary Facilities</td>
<td>Non-Compliant</td>
</tr>
<tr>
<td>Notes</td>
<td></td>
</tr>
<tr>
<td>Not staked per detail provided by Town</td>
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<tr>
<td>Trash and Debris</td>
<td>Compliant</td>
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<tr>
<td>Vehicle and Equipment Management</td>
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<tr>
<td>Other Material Management/Pollution Issues</td>
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<tr>
<td>Other</td>
<td>N/A</td>
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### Additional Comments

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes/No/NA</th>
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<tbody>
<tr>
<td>Any off-site discharges observed?</td>
<td>No</td>
</tr>
<tr>
<td>SWMP onsite?</td>
<td>Yes</td>
</tr>
<tr>
<td>Inspection reports onsite?</td>
<td>Yes</td>
</tr>
<tr>
<td>Changes to SWMP/GESCP approved and noted?</td>
<td>Yes</td>
</tr>
<tr>
<td>Re-inspection fee collected?</td>
<td>N/A</td>
</tr>
</tbody>
</table>

#### Comments

Compliance inspection scheduled 17 April 2019, with a re-inspection fee of $250.00 due at that time. Operator may submit an Operator Compliance Inspection report with photos of all corrections prior to that date to revert to normal inspection schedule and avoid re-inspection fees.

#### Next inspection

- 17th Apr, 2019  11:27 AM MDT
<table>
<thead>
<tr>
<th>Control Measure</th>
<th>ID</th>
<th>Unit</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Check Dam</td>
<td>CD</td>
<td>LF</td>
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</tr>
<tr>
<td>Compost Blanket</td>
<td>CB</td>
<td>SF</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Compost Filter Berm</td>
<td>CFB</td>
<td>LF</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Concrete Washout Area</td>
<td>CWA</td>
<td>EA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction Fence</td>
<td>CF</td>
<td>LF</td>
<td></td>
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<tr>
<td>Curb Socks</td>
<td>CS</td>
<td>EA</td>
<td></td>
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<tr>
<td>Diversion Channel</td>
<td>DC</td>
<td>EA</td>
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<tr>
<td>Diversion Dike</td>
<td>DD</td>
<td>LF</td>
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<tr>
<td>Dewatering</td>
<td>DW</td>
<td>EA</td>
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<tr>
<td>Erosion Control Blanket</td>
<td>ECB</td>
<td>SY</td>
<td></td>
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<tr>
<td>Inlet Protection - All types</td>
<td>IP</td>
<td>EA</td>
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<tr>
<td>Outlet Protection</td>
<td>OP</td>
<td>EA</td>
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<tr>
<td>Reinforced Check Dam</td>
<td>RCD</td>
<td>LF</td>
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<td>Rock Socks</td>
<td>RS</td>
<td>LF</td>
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<td>Rough Cut Street Control</td>
<td>RCS</td>
<td>EA</td>
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<tr>
<td>Sediment Basin</td>
<td>SB</td>
<td>CY</td>
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<td>Sediment Control Log</td>
<td>SCL</td>
<td>LF</td>
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<td>Sediment Trap</td>
<td>ST</td>
<td>EA</td>
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</tr>
<tr>
<td>Seeding &amp; Mulching (Less than 10 Acres)</td>
<td>SM</td>
<td>AC</td>
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</tr>
<tr>
<td>Seeding &amp; Mulching (Greater than 10 Acres)</td>
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<td>AC</td>
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<tr>
<td>Silt Fence</td>
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<td>LF</td>
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<td>Silt Fence - Reinforced</td>
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<tr>
<td>Stabilized Staging Area</td>
<td>SSA</td>
<td>SY</td>
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<td></td>
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<td>-------------------------</td>
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<tr>
<td>Surface Roughening</td>
<td>SR</td>
<td>AC</td>
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<tr>
<td>Temporary Slope Drain</td>
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<td>LF</td>
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<td>Temporary Stream Crossing</td>
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<td>EA</td>
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<td>CY</td>
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<td>Tree Protection Fencing</td>
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<td>LF</td>
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<tr>
<td>Vehicle Tracking Control</td>
<td>VTC</td>
<td>EA</td>
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<tr>
<td>Earth Dike/Drainage Swale</td>
<td>ED/DS</td>
<td>LF</td>
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<td>Mobilization (required on all projects)</td>
<td>MB</td>
<td>LS</td>
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<td>Permanent CM Maintenance/Sediment Removal (Based on area tributary to the Control measure)</td>
<td>PM</td>
<td>AC</td>
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<td>Street Cleaning Maintenance (Based on lane miles of streets within project and adjacent to Project)</td>
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<td>LM</td>
<td></td>
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<tr>
<td>Other</td>
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</tbody>
</table>

**SUBTOTAL COST OF CONTROL MEASURES**

**ADMINISTRATIVE AND MAINTENANCE (25% OF SUBTOTAL)**

| TOTAL = |         |

GESCP security is to be submitted prior to construction