



## City of Auburn MS4 program

If you are the Owner/Builder of a lot(s) of a larger permitted development, please find information concerning the Construction Stormwater General Permit (CSGP) at:

[IDEM Permitting Website.](#)

The CSGP is a performance-based regulation designed to reduce pollutants associated with construction and/or land-disturbing activities that contractors must reference and enforce to fulfill requirements for the CSGP. **Section 3.8 of the CSGP is the General Performance Standards Applicable to Individual Residential Building Sites of a Larger Permitted Development.**

If you are the Owner/Builder of a lot(s) of a larger permitted development, you will be required to submit additional items to Building, Planning and Development to obtain a building permit.

### Individual Lot Construction Stormwater Pollution Prevention Plan Submittal Checklist

**Individual Lot(s) Construction Stormwater Pollution Prevention Plan review form**

- Fill out sections A-C

**Separate document outlining the Individual Lot Construction SWPPP**

- The SWPPP should state how items 1-11 on the Individual Lot Construction Stormwater Pollution Prevention Plan will be addressed

**Plot Plan showing Stormwater Pollution Prevention Controls**

- This should be a visual representation of how erosion will be contained to the lot throughout construction. This can be a generalized plan for all lots the builder has within the development and does not have to be lot specific.

**IDEM Construction Stormwater Residential Development Registration form**

- Section A is the Developer's information that holds the overall Construction Stormwater General Permit. Section A needs to be signed by that entity.
- Section B is the Builder's information.

As a builder you are required to perform self-inspections on all your lots. Guidance for this can be found in the CSGP under **section 3.6 Monitoring and Project Management Requirements**. The above forms and a sample Self-Inspection form can be found at:

<https://ci.auburn.in.us/229/MS4-Stormwater>

For further information you can contact Drew Wallace, City of Auburn MS4 Program Coordinator at [dewallace@ci.auburn.in.us](mailto:dewallace@ci.auburn.in.us) or 260-235-0746.



# INDIVIDUAL LOT(S) CONSTRUCTION STORMWATER POLLUTION PREVENTION PLAN (SWPPP) REVIEW

City of Auburn, IN Stormwater Runoff Control Ordinance  
<https://www.ci.auburn.in.us/DocumentCenter/View/309/Chapter-161---Storm-Water-Runoff-Control-PDF>  
IDEM Construction Stormwater General Permit: (INRA00000 effective 12/18/2021)  
<https://www.in.gov/idem/stormwater/construction-land-disturbance-permitting/>

## Instructions:

Complete parts A through C and submit one hard copy and one electronic copy of this form and documents in Part E to the City Planning & Zoning Department at 210 E Ninth Street Auburn, IN 46706.

## A. Select the type of Individual Lot and Land Disturbance Covered:

Indv. Lot (<1 acre disturbance) part of a larger common plan	Single-family residential lot (<1 acre disturbance)
Indv. Lot (≥1 acre disturbance) part of a larger common plan	Multi-lot project/strip development (<1 acre disturbance)

## B. Site Information:

### Project Name:

### Lot #s:

#### Project Site Owner:

#### Company Name (if applicable):

Address (street, city, state & zip):

Phone:

Cell Phone:

Email:

#### Individual Lot Operator:

#### Contact Name:

Address (street, city, state & zip):

Phone:

Cell Phone:

Email:

## C. Certification:

I hereby certify that I am the legal owner of this property and/or I have the legal authority to sign for the owner.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

## THE REMAINDER OF THE FORM IS FOR CITY OF AUBURN USE ONLY

### Submittal Date:

### Review Date:

### Approval Date:

#### Plan Reviewer: Cameron Straw

#### Affiliation: DeKalb County SWCD

#### On behalf of: City Auburn MS4

Address (street, city, state & zip): 942 W 15<sup>th</sup> Street Auburn, IN 46706

Phone: 260-925-5620 x 3

Email: cstraw@co.dekalb.in.us

## D. Individual Lot(s) SWPPP Review Status:

	<b>Plan is Adequate:</b> A comprehensive plan review has been completed and it has been determined that the plan satisfies the minimum requirements of the City of Auburn Stormwater Runoff Control Ordinance and the Construction Stormwater General Permit (as applicable). Construction may commence.
	<b>Plan is Deficient:</b> Significant deficiencies were identified and must be addressed. Refer to the Review Comments. Deficiencies must be adequately addressed, and an acceptable plan review completed. Do not start construction. Update and submit the revised plan.

## E. Individual Lot(s) Construction SWPPP Contents

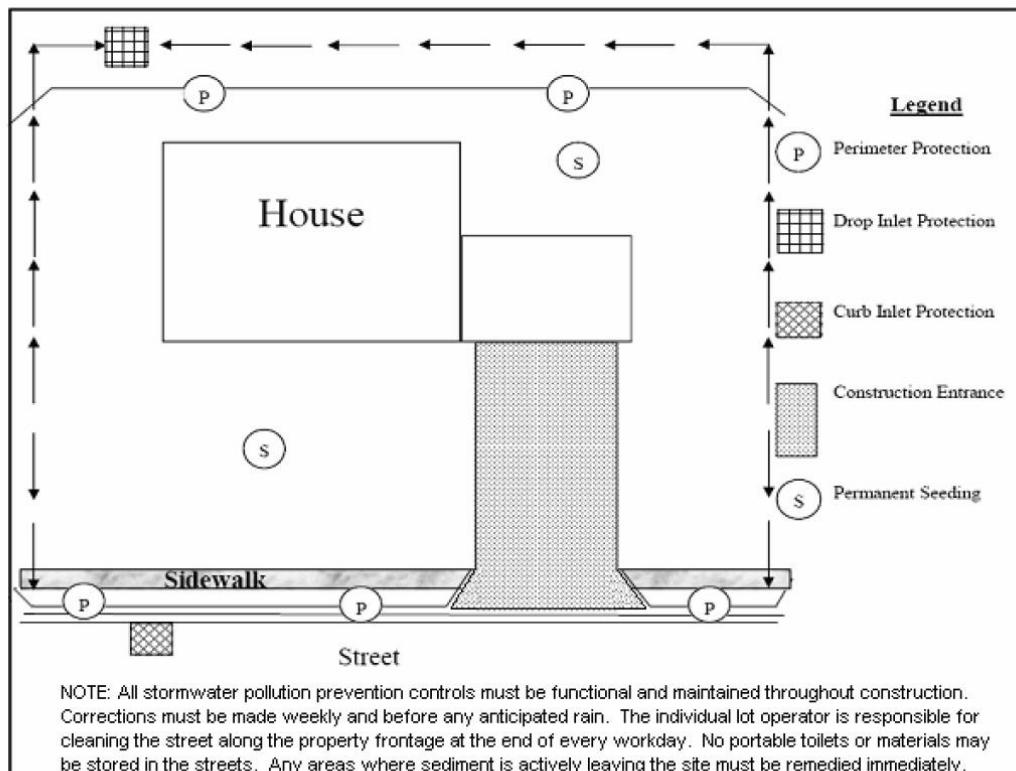
Yes	No	NA	Required Elements
			1 Complete the Individual Construction SWPPP Review form with signature
			2 Complete IDEM's <a href="#">Construction Stormwater Residential Development Registration</a> form and maintain it at each lot. The form is not submitted to IDEM.
			3 Generalized plot plan showing location of all erosion and sediment control measures.
			4 Specifications for stable construction site entrance.
			5 Description of how sediment discharge and tracking from the lot will be minimized throughout land disturbing activities until permanent stabilization has been achieved.
			6 Statement that sediment that is either tracked or washed onto roads shall be cleaned up. Bulk clearing of sediment shall not include flushing the area with water. Cleared sediment must be redistributed or disposed of in a manner that follows all applicable statutes and rules.

		7 Specifications and uses of erosion and sediment control measures appropriate to minimize sediment-laden water which would otherwise flow from the lot.
		8 Statement that adjacent lots disturbed by an individual lot operator must be repaired and stabilized with temporary or permanent surface stabilization.
		9 Description and use of appropriate measures to eliminate wastes or unused building materials including, but not limited to garbage, debris, cleaning wastes, wastewater, concrete or cementitious washout water, mortar/masonry products, soil stabilizers, lime stabilization materials, and other substances from being carried from the building site by runoff or wind. Wastes and unused building materials must be managed and disposed of per all applicable statutes and regulations.
		10 Description and use of appropriate measures for demolition waste to prevent windblown debris and to protect water quality.
		11 Description and location of the concrete and cementitious washout area used for the lot. The area could be provided by the permittee of the overall project site unless a leak-proof containment system is operated on the building lot, or special arrangements are made for proper disposal of the wash water. Washout systems on individual lots are the responsibility of the individual lot operator and must be properly installed and maintained. The individual lot operator must manage the wash water and is not allowed to discharge.

**F. Review Comments:**

**Examples of Plot Plans:** (provided by LTAP Model Stormwater Technical Standards Manual, August 2021)

### Stormwater Pollution Prevention Controls on Individual Lots





# CONSTRUCTION STORMWATER RESIDENTIAL DEVELOPMENT REGISTRATION

## Construction Stormwater General Permit (INRA00000)

State Form 53049 (3-22)

INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

- **IDE� Construction General Permit:** The permit may be accessed at:  
<https://www.in.gov/idem/stormwater/construction-land-disturbance-permitting/>

For questions regarding this form, contact:

IDE�, Stormwater Program

100 North Senate Avenue, Room 1255

Indianapolis, IN 46204-2251

Phone: (317) 233-8488 or

(800) 451-6027, ext. 38388 (within Indiana)

Program email: [Stormwat@idem.IN.gov](mailto:Stormwat@idem.IN.gov)

Web Access:

<http://www.in.gov/idem> (Search for Stormwater)

The purpose of this form is to establish responsibility for an individual lot operator to comply with specific requirements within and under Section 3.8 of the Construction Stormwater General Permit (CSGP). The use of this form only applies to residential developments where an individual lot operator has purchased one or more lots within an active permitted development that has permit coverage under the CSGP. Completion of this form allows the individual lot operator to conduct land-disturbing / construction activities within the permitted project site without submitting a Notice of Intent to obtain permit coverage for an individual lot(s).

### SECTION A: PROJECT SITE INFORMATION (PERMITTED / PARENT PROJECT)

Project Name (As it appears on the Notice of Intent, including applicable phases, sections, etcetera):

Authorization Number (six digit): INR	County:
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Project Site Owner or Representative (Complete the information below for the permittee for the overall (parent) project)

Business / Company Name:

Last Name (Individual):	First Name:
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Mailing Address:

City:	State:	ZIP Code:
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Business Telephone:	Business Cellular Telephone:	Email:
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**Certification:**

I certify, to the best of my knowledge that the information above represents the project that currently has permit coverage. I understand that completion of this form:

- Establishes responsibility for the activities on individual building lots to the individual lot operator listed in Section B.
- Does not transfer ownership and responsibilities for the overall permitted project.
- Does not constitute termination of the overall project.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Typed / Printed Name: \_\_\_\_\_

### SECTION B: ACTIVITIES ASSOCIATED WITH AN INDIVIDUAL LOT(S) WITHIN A PERMITTED PROJECT SITE

List the lot Numbers by Section / Phase:

**Individual Lot Operator**

Business / Company Name:

Last Name (Individual):	First Name:
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Mailing Address:

City:	State:	ZIP Code:
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Business Telephone:	Business Cellular Telephone:	Email:
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**Lot Operator Certification:**

I certify, to the best of my knowledge that the information above represents the project that currently has permit coverage. I understand that:

- The completed Form must be kept as part of onsite records and available upon request (**Do not submit this form to IDEM unless requested**).
- I have developed a SWP3 that is appropriate to minimize the discharge of sediment and other pollutants from the building lot(s) for which I am conducting land-disturbing / construction activities.
- Activities on the building lots(s) must comply with the CSGP Section 3.8 ([final\\_gen\\_permit\\_inra00000\\_construction.pdf](#))
- Failure to comply with the requirements of the CSGP may result in a compliance action, including, but not limited to filing a Notice of intent to obtain permit coverage under the CSGP and/or formal enforcement action.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Typed / Printed Name: \_\_\_\_\_



## **Supplemental Information**

The following pages are supplemental information concerning the Construction Stormwater General Permit and documentation required for the individual lot construction stormwater pollution prevention plan.

Please note the example plot plan includes best management practices (BMPs) that may need to be used to prevent stormwater pollution from leaving the lot. All BMPs may not be required if the stormwater pollution and erosion is contained to the lot with less measures.

Example photos are included as a reference of BMPs that need corrected.

**3.8 General Performance Standards Applicable to Individual Residential Building Sites within a Permitted Project Area:**

- (a) The following general requirements apply to all individual building lots, where the individual lot operator/owner is working within a permitted project.
  - (1) All stormwater measures, including erosion and sediment control measures, necessary to comply with this permit must be implemented in accordance with the overall project construction plan and sufficient to satisfy 3.8(2)-(3).
  - (2) Provisions for erosion and sediment control and project management on individual building lots regulated under the overall project site permit must ensure:
    - (A) The individual lot operator (contractor/subcontractor), whether owning the property or acting as the agent of the individual lot owner, is responsible for erosion and sediment control requirements associated with activities on individual lots.
    - (B) Installation and maintenance of a stable construction site access, unless the site is to be accessed solely from impervious or similar non-erosive areas.
    - (C) Installation and maintenance of appropriate erosion and sediment control measures prior to land disturbance.
    - (D) Temporary stabilization is utilized on the building site, but not required during periods when accessibility to the building site is a necessity.
    - (E) Sediment discharges and tracking from each lot is minimized until permanent stabilization has been achieved.
    - (F) Sediment that is either tracked or discharged onto internal project site roads is removed by the end the same day. Clearing of sediment must not include flushing the area with water. Cleared sediment must be redistributed or disposed of in a manner that is in compliance with all applicable statutes and rules.
    - (G) Adjacent lots disturbed by an individual lot operator are required to be repaired and stabilized with permanent surface stabilization.
    - (H) Appropriate measures must be implemented to eliminate wastes or unused building materials including, but not limited to garbage, debris, cleaning wastes, wastewater, concrete or cementitious washout water, mortar/masonry products, soil stabilizers, lime stabilization materials, and other substances from being carried from the building site by runoff or wind. Wastes and unused building materials must be managed and disposed of in accordance with all applicable statutes and regulations.

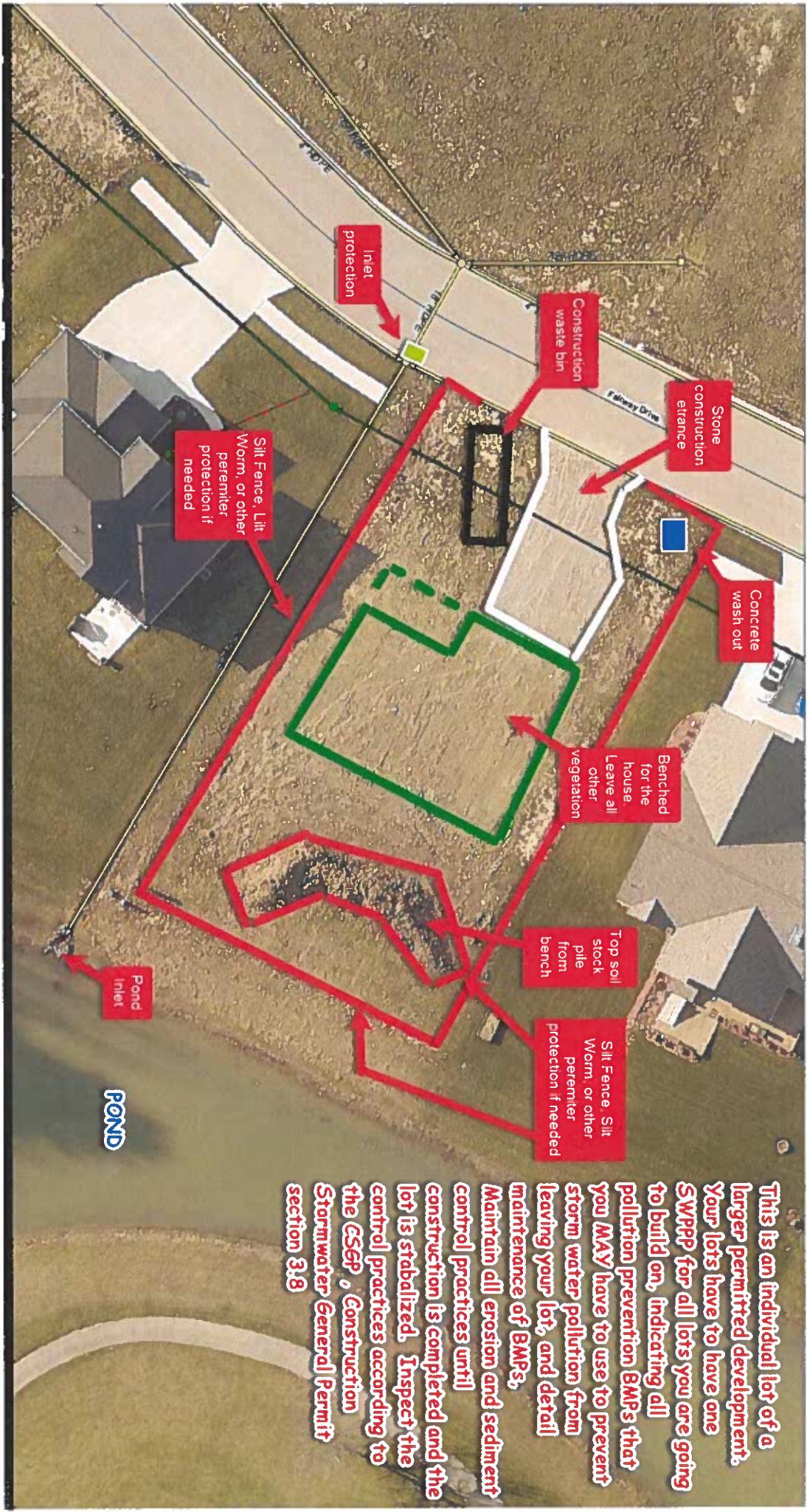
- (I) Construction and domestic waste must be managed to prevent the discharge of pollutants and windblown debris in accordance with 3.3 (a)(8).
- (J) Demolition waste must be managed to prevent windblown debris and to protect water quality.
- (K) Concrete and cementitious washout areas provided by the permittee of the overall project site are utilized unless a leak-proof containment system is operated on the building lot, or special arrangements are made to properly dispose of the wash water. Washout systems on individual lots are the responsibility of the individual lot operator and must be properly installed and maintained. Wash water must be managed by the individual lot operator and is not allowed to discharge.

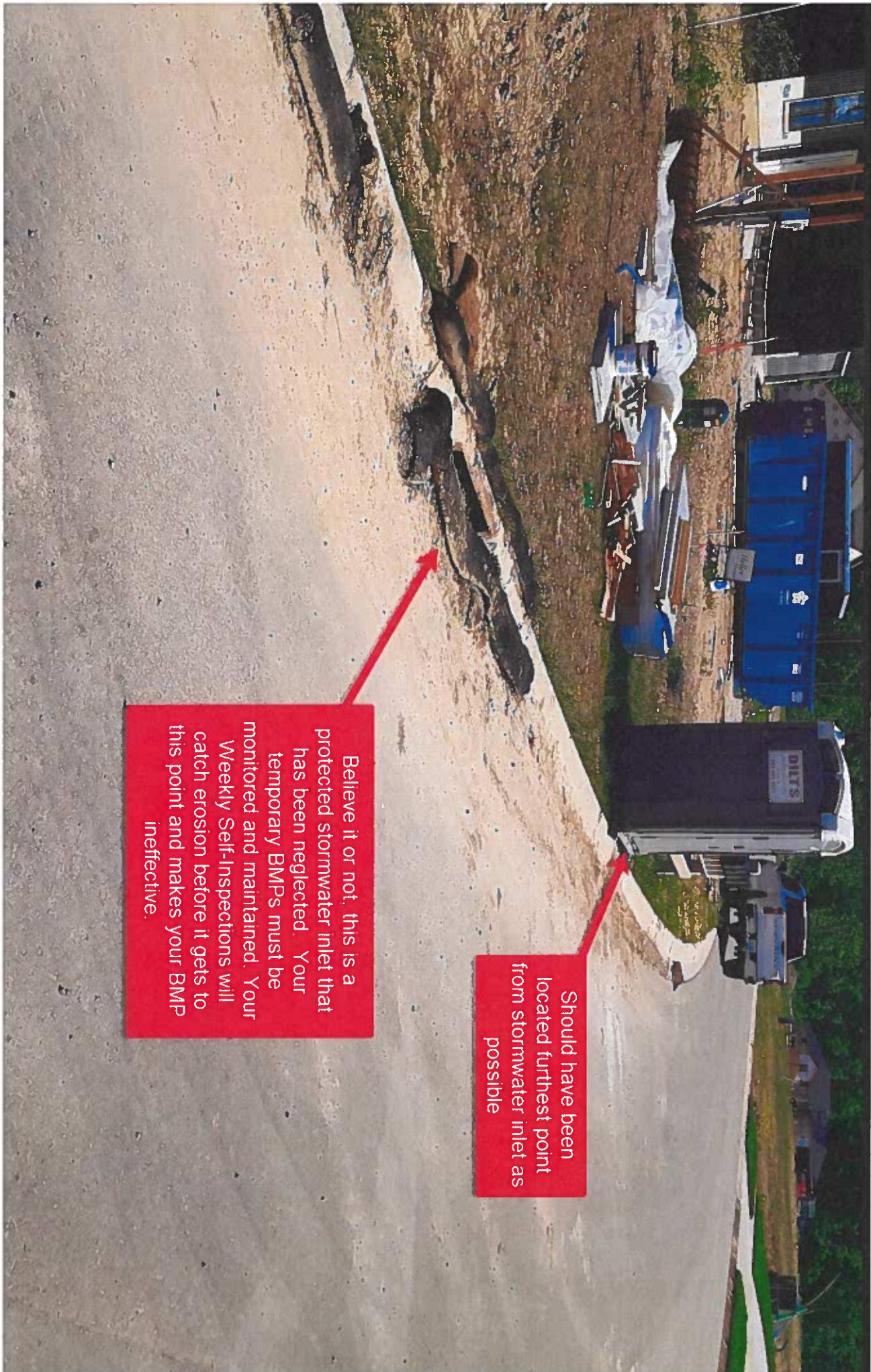
(3) For individual residential lots, final stabilization meeting the criteria in Section 3.4(b)(1) of this permit will be achieved. The individual lot operator must:

- (A) Complete final stabilization taking into account weather and season.
- (B) Initiate permanent seeding with appropriately crimped or tackified mulch cover, erosion control blanket, sod; or
- (C) Install appropriate and/or ensure functional erosion and sediment control measures are in place on the individual lot. Upon issuance of the certificate of occupancy and concurrence of the homeowner, the homeowner is responsible to maintain the sediment control measures until final stabilization has occurred.

3.9 Single Family Residences and Ponds that are not Part of a Larger Common Plan of Development or Sale must:

- (a) Obtain permit coverage in accordance with Section 2.0.
- (b) Comply with this permit and the general performance standards in this Section with the exception of 3.2 (a)(9), 3.6, and 3.8.





Believe it or not, this is a protected stormwater inlet that has been neglected. Your temporary BMPs must be monitored and maintained. Your Weekly Self-Inspections will catch erosion before it gets to this point and makes your BMP ineffective.

Should have been located furthest point from stormwater inlet as possible

WICK FLOORING  
DRAINS TO  
SWALE SOIL

DRAINS TO  
WATERWAYS



DRAINS TO  
WASTE!

DRAINS TO  
WATERWAYS





04/21/2005



If your building site is causing this during a rain event, you are doing something wrong. Refer to your SWPPP you submitted before the build for guidance, or call Water Pollution Control @ 925-1714 for some **Best Management Practices** to prevent this from happening.





This will end up going into the Stormwater inlet and eventually a Retention/Detention pond, Creek, River or Lake. This was a site in Auburn that needed cleaned up and maintained. You must keep erosion from leaving your site. Refer to your SWPPP or call Water Pollution Control @ 925-1714 If you have questions.