



**CITY OF WINCHESTER-MS4 STORM WATER PROGRAM
 EROSION PREVENTION & SEDIMENT CONTROL (EPSC) and
 POST CONSTRUCTION STORMWATER MANAGEMENT
 PROJECT INFORMATION GUIDE**

(For Large Non-linear Commercial/Industrial Construction Projects > 1 acre)

PROJECT NAME: _____
 LOCATION: _____
 CONTACT PERSON: _____
 PHONE NUMBER: _____

PLAN REVIEW & PERMITTING PROCESS

1. Project review at P&Z TRC meeting. (Deficiencies are noted from all participating entities and plans corrected) Meeting date: _____
Plan approved: yes ___ no ___
2. Copy of KPDES Storm Water General Permit Notice of Intent (**NOI**). Responsible party requests from State and provides **copy** of State approval letter to City. Date: _____
3. Complete City's Grading Permit Application. Submitted date: _____
- 3a. Grading Permit **Fiscal Surety Bond** Require. (Bond, cashers check. Amount equals two times the estimated **EPSC** cost - \$1000 minimum. (City's finance department holds the Fiscal Surety.) Submitted date: _____
- 3b. Copy of field inspector's certification Date: _____
4. Stormwater Pollution Prevention Plan (**SWPPP**) review is \$75.00 hr. (Erosion Prevention & Sediment Control (EPSC) is part of the SWPPP.) Independent engineer (PE) to review. Review fee payable to P.E. **(Copy of review invoice to City of Winchester.** Date paid: _____
(Alternate: *Certified Professionals in Erosion & Sediment Control for review is acceptable.*) **Copy of review invoice to City of Winchester.** Submitted date: _____
Date paid: _____
5. Stormwater Management Plan (**SWMP**) review is \$75.00 hr. (For Post Construction-Independent engineer (PE) to review. Review fee payable to P.E. **(Copy of invoice to City of Winchester.)** Date Paid: _____
Submitted date: _____
- 5a. **Waiver** allowed for stormwater run-off quality treatment standard with justification letter from owner. (When applicable) Date: _____
6. Stormwater Management/BMP Facilities **Operation & Maintenance Agreement** (Owner signs-City Attorney reviews and signs. City records document at Court House. Cost is \$4.00 per sheet. (Orig. to City Clerk) Recorded Date: _____
Amount Paid: _____
7. **Performance Bond/Security** for installation stormwater mangement measures. (For **Post Construction**. Amount equal to cost of stormwater management practices to be installed plus 25%) Date Paid: _____
- 7a. **Waiver** allowed with justification letter from owner. (When applicable) Date: _____
8. **In-lieu fee.** (A payment of money in place of meeting all of the stormwater performance standards **for Post Construction when applicable**) Date Paid: _____
9. **Conference meeting** with contractor. Date: _____
10. Contractor installs Best Management Practices (**BMPs**) and notifies City for field inspection. (24hr. notice required.)

11. First field inspection. Date inspected: _____

12. SUMMARY OF FEES (Payable to the City of Winchester):

- a. Grading permit fee (\$25.00) Date Paid: _____
- b. O&M Agreement fee (\$4.00 per sheet) Date Paid: _____
- c. First inspection fee (\$200.00) Date Paid: _____

(Note: SWPPP & SWMP review fees are payable to the independent reviewer)

13. City Issues Grading Permit # _____ Date: _____

CLERICAL:

14. Copy of Grading Permit to City Manager/P&Z Director (when applicable) Date: _____

ADDITIONAL FIELD INSPECTIONS

15. Additional Field Inspections (as needed)

- Per Inspection (\$200.00) Date paid: _____
- Per Inspection (\$200.00) Date paid: _____

ENFORCEMENT

16. Warning Issued (optional) Date: _____

17. Notice of Violation Issued (NOV) Date: _____

18. Fine Issued Date: _____

Comments:

POST CONSTRUCTION

19. Record Drawing plan submittal for stormwater management practices. Submitted date: _____

20. Copy of NOT from Division of Water. Submitted date: _____

21. Certificate of Stabilization Issued by the City of Winchester. Date: _____

22. EPSC Fiscal Surety (Returned to applicant at completion of project) Returned Date: _____

23. Project closed. Date: _____

NOTES:

