

(This SWPPP Template is for the **Common Plan** Permit Only, and  
does **NOT** address SWPPP requirements found in the CGP.)

## Common Plan SWPPP for Facility Site/Project Name

Facility Site/Project Address

Facility Site/Project City, State, Zip

---

## Owner/Contractor Street Address

Owner Street Address

Owner City, State, Zip

---

## Contractor Name (if not the same as Owner)

Contractor Street Address

Contractor City, State, Zip

---

Date

SWPPP Preparation Date



## 1. Project Information

**Project Name:** Click here to enter text.

**Address:** Click here to enter text.

**City:** Click here to enter text.

**State:** UT

**Zip:** Zip Code

**Latitude:** Degrees, Decimal Minutes

**Longitude:** Degrees, Decimal Minutes

**UPDES Permit Tracking Number:** Click here to enter text.

**Owner:** Click here to enter text.

**Contact Person:** Click here to enter text.

**Address:** Click here to enter text.

**City:** Click here to enter text.

**State:** State

**Zip:** Zip Code

**Telephone Number:** Contact Person Phone

**Email Address:** Contact Person Email

**General Contractor:** Click here to enter text.

**Contact Person:** Click here to enter text.

**Address:** Click here to enter text.

**City:** Click here to enter text.

**State:** State

**Zip:** Zip Code

**Telephone Number:** Contact Person Phone

**Email Address:** Contact Person Email

## 2. Pollution Sources/Best Management Practices

Answer yes or no whether the following features are located at your site. If yes, select the BMP(s) that will be used to protect each feature. If no, continue to the next question. Attach necessary illustrated details for proper installation in Appendix L, and show locations of all controls on Site Map in Appendix B.

- 2.1 Is there a SWPPP sign on site?** (see permit part 1.10) Yes ☐ No ☐  
The sign must include the UPDES tracking number, the owner or general contractor name, phone number and email, and if the SWPPP is on-line, instructions on how to view it.
- 2.2 Will there be non-stormwater discharges on the site?** (see permit part 1.3) Yes ☐ No ☐  
Construction Dewatering (if discharged offsite) must be covered by UPDES Permit UTG070000 (see permit part 2.7). Further, cleaning of tools and equipment must be contained in a plastic lined pit (see permit part 2.4.5 & 2.9).
- 2.3 Are wetlands, sensitive areas, or UIC wells located on or adjacent to the site?** (see permit part 2.2) Yes ☐ No ☐  
**BMP(s):** ☐ Vegetative Buffers ☐ Berms ☐ Wattles  
☐ Boundary Fence ☐ Silt Fence  
☐ Other: Click here to enter text.
- 2.4 Will there be stockpiles on the site?** Yes ☐ No ☐  
**Note:** Select "Contained by other BMP" if another BMP on your site will contain runoff from the stockpiles CANNOT be placed in the street. (see permit part 2.1.1)  
**BMP(s):** ☐ Silt Fence ☐ Staked Straw Wattle ☐ Covering  
☐ Other: Click here to enter text.  
☐ Contained by other BMP. Explain: Click here to enter text.

- 2.5 Are surface waters located within 30 feet of your project's earth disturbances?** Yes ☐ No ☐  
**Is there a SWPPP sign on site?** (see permit part 1.10)  
**Note:** A 30' natural vegetative buffer **MUST** be used if possible. If a buffer less than 30' is used, you must demonstrate that the additional controls offer the same protection as a 30' natural vegetative buffer, and select the reason for exemption below. (see permit part 2.3.5)  
**BMP(s):** ☐ 30' Natural Vegetative Buffer ☐ Less than 1 acre Disturbance  
☐ 2 Silt Fence Barrier ☐ 2 Straw Wattle Barriers (Fiber Roll)  
☐ Less than 30' Natural Vegetative Buffer. Additional Controls: [Click here to enter text.](#)
- 2.6 Does your site have steep slopes (greater than 70%)?** (see permit part 2.3.2) Yes ☐ No ☐  
**BMP(s):** ☐ Erosion Control Blanket ☐ Minimum Disturbance ☐ Seeding  
☐ Hydroseed ☐ Mulch ☐ Takifiers  
☐ Other: [Click here to enter text.](#)
- 2.7 What perimeter and sediment controls will be used on the site?** (see permit part 2.1.2 & 2.3)  
**BMP(s):** ☐ Silt Fence ☐ Straw Wattles (Fiber Rolls) ☐ Sediment Trap  
☐ Sediment Basin ☐ Swales ☐ Berms  
☐ Vegetative Buffer ☐ Cut-Back-Curb  
☐ Other: [Click here to enter text.](#)
- 2.8 What storm drain inlet protection will be used on this site?** (see permit part 2.1.3)  
**Where is/are the nearest downstream inlet(s):** [Click here to enter text.](#)  
**BMP(s):** ☐ Rock/Sand-filled Bags ☐ Drop Inlet Bags ☐ Inlet Wattles  
☐ Filter Fabric  
☐ Other: [Click here to enter text.](#)
- 2.9 Will curb ramps be used at the site?** Yes ☐ No ☐  
**Note:** If curb ramps are used it must be done with material that will not wash away in stormwater. (see permit part 2.4.2)  
**BMP(s):** ☐ Crushed Rock ☐ Wood Dunnage  
☐ Other: [Click here to enter text.](#)
- 2.10 What dust control BMP(s) will be used?**  
**BMP(s):** ☐ Wetting with Water  
☐ Other: [Click here to enter text.](#)
- 2.11 What track out control will be used on the site?** (see permit part 2.4.1)  
**BMP(s):** ☐ Track Out Pad ☐ Cobble ☐ Gravel  
☐ Rumble Strips ☐ Wash Down Pad ☐ Delivery Pad  
☐ Limited Site Access ☐ Selective Access During Dry Weather  
☐ Other: [Click here to enter text.](#)
- 2.12 How will solid waste be dealt with on the site?** (see permit part 2.4.3)  
**BMP(s):** ☐ Bag Lightweight Trash ☐ Leak Proof Dumpsters ☐ Receptacles with Lids  
☐ Other: [Click here to enter text.](#)
- 2.13 How will non-aqueous liquid waste (oil, solvent, fuel) be dealt with on the site?**  
**BMP(s):** ☐ Contained and Removed from the site. ☐ Collected for Reuse  
☐ Other: [Click here to enter text.](#)
- 2.14 How will spoils (extra or left over dirt) be contained/managed?**  
**BMP(s):** ☐ Cover Erodible Material ☐ Runoff Containment ☐ Haul Off Policy  
☐ Other: [Click here to enter text.](#)

**2.15 How will sanitary waste be handled on the site?** (see permit part 2.4.4)

- BMP(s):** ☐ Portable Toilet(s) *(must be staked down & 10' from curb)*  
☐ Onsite or Adjacent Indoor Bathrooms  
☐ Portable Toilet Secondary Containment  
☐ Other: [Click here to enter text.](#)

**2.16 How will concrete wash water be contained on the site?** (see permit part 2.4.5 & 2.9.1)

- BMP(s):** ☐ Lined Depression ☐ Steel Dumpster  
☐ Regional Washout (per development)  
☐ Other: [Click here to enter text.](#)

**2.17 What controls will be used for construction materials stored on site?**

- BMP(s):** ☐ Covering Erodible or Liquid Materials ☐ Secondary Containment  
☐ Strategic Storage and Staging  
☐ Other: [Click here to enter text.](#)

**2.18 What controls will be in place for equipment fueling, maintenance, and washing?**

- BMP(s):** ☐ Fueling w/Mobile Track w/Spill Kit ☐ Offsite O+M  
☐ Other: [Click here to enter text.](#)

**2.19 How will sediment be contained on site until home owner completes landscaping?**

- BMP(s):** ☐ Landscaping ☐ Swales ☐ Rock Filters  
☐ Perimeter Controls ☐ Vegetated Buffer ☐ Native Vegetative Barriers  
☐ Cut-Back-Curb ☐ Leave Front-Yard Lower than Sidewalk  
☐ Other: [Click here to enter text.](#)

*Note that any maintenance required to ensure proper BMP functioning must be done within 72 hours of becoming aware of compromised BMP.*

### 3. Site Map

On a blank page (or include a page from the architectural drawings that show site layout and dimensions), please draw a chart (and place this chart in Appendix B) showing the layout of the site including locations of:

1. boundaries of project/property
2. boundaries of disturbance (including areas outside of property boundaries)
3. show slopes on site
4. location of structures/facilities
5. locations of :
  - a. stockpiles for soils and materials
  - b. construction supplies
  - c. portable toilets
  - d. garbage/trash containers
  - e. egress points/track out pads
  - f. concrete washout pits or containers
6. water bodies, wetlands, natural vegetative buffers
7. placement of all BMPs, perimeter, erosion control, sediment control, inlet, etc.
8. storm water inlets and storm water discharge points (where storm water drains off the site)
9. areas that will be temporarily or permanently stabilized on the site

## 4. Spill Prevention and Response Plan

Describe the spill prevention and control plan to include ways to reduce the chance of spills, stop the source of spills, contain and cleanup spills, dispose of materials contaminated by spills, and train personnel responsible for spill prevention and control. Additionally, fill in all **BLUE** fields below.

### Spill Plan:

[Click here to enter text.](#)

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

Agency	Phone Number
National Response Center	(800) 424-8802
Division of Water Quality ( DWQ) 24-Hr Reporting	(801) 538-6146; (801) 536-4123
Utah Department of Health Emergency Response	(801) 580-6681
<a href="#">Local</a> Fire Department	<a href="#">(XXX) XXX-XXXX</a>

Minimum spill quantities requiring reporting:

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

Emphasis to:

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

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

**Emergency Numbers**

Utah Hazmat Response Officer 24 hrs	(801)-538-3745
City Police Department	(XXX) XXX-XXXX
City Engineering Division	(XXX) XXX-XXXX

## 5. SWPPP, Inspections and Corrective Action Reports

**Inspection Schedule and Procedures:** The permit requires inspections once a week (see permit Part 3). You must list and provide details of your BMPs in Appendix L. Inspection reports require reporting on BMPs and how effective they are. You may be required to maintain, modify, remove, or apply/install more or different BMPs to control pollutants on the site. Please number your BMPs in Appendix L and refer to those numbers on your inspection reports and corrective action reports when you inspect or report on them.

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

[Click here to enter text.](#)

**Corrective Actions:** All corrective actions must be logged using the “Correction Action Log” attached in Appendix F. The log should be filled out completely for each corrective action.

## 6. Changes to the SWPPP

All changes to this SWPPP must be logged in the “Amendment Log” in Appendix G. The log should be filled out completely for each amendment to the SWPPP.

## 7. Record Keeping

The following items should be kept at the project site available for inspectors to review:

1. Dates of grading, construction activity, and stabilization
2. A copy of the construction general permit (Appendix C)
3. The signed and certified NOI form (Appendix D)
4. Inspection reports (Appendix E)

## 8. Delegation of Authority (if any)

Duly Authorized Representatives or Positions:

Company/Organization: [Company of Representative.](#)

Name: [Authorized Representative Name.](#)

Position: [Representative Title.](#)

Address: [Click here to enter text.](#)

City: [Click here to enter text.](#)

State: [State](#) Zip: [Zip Code](#)

Telephone: [\(XXX\) XXX-XXXX](#)

Fax/Email: [\(XXX\) XXX-XXXX](#)

**Note:** Any additional information (i.e. memoranda, agreements, etc.) should be attached in Appendix H.

## 9. Discharge Information

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

☐ Yes ☐ No

MS4 receiving the discharge from the construction project: [Click here to enter text.](#)

**Receiving Waters (look up <http://wq.deq.utah.gov> to identify your receiving water body)**

Enter the name(s) of the first surface water(s) that receives stormwater directly from your site and/or from the MS4 listed above. **Note:** *multiple rows provided in the case that your site has more than one point of discharge in which each flows to different surface waters.*

1. [Click here to enter name of receiving waters.](#)
2. [Click here to enter name of receiving waters.](#)
3. [Click here to enter name of receiving waters.](#)
4. [Click here to enter name of receiving waters.](#)

**Impaired Waters (refer to <http://wq.deq.utah.gov> in the left hand column to determine status of receiving water body).**

Select any impaired surface water(s) that your site will discharge to, either directly or through the MS4 selected above.

Impaired Surface Water	Is this surface water impaired?	Pollutant(s) causing the impairment	Has a TMDL been completed?	Pollutant(s) for which there is a TMDL
<a href="#">Click here to enter text.</a>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<a href="#">Click here to enter text.</a>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<a href="#">Click here to enter text.</a>
<a href="#">Click here to enter text.</a>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<a href="#">Click here to enter text.</a>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<a href="#">Click here to enter text.</a>



## 10. Certification and Notification

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

X

---

Construction Operator:

This SWPPP should be signed and certified by the construction operator(s). Attach certifications in Appendix H.

## **SWPPP Appendices**

Ensure the following documentation is attached to the SWPPP:

**Appendix A: General Location Map**

**Appendix B: SWPPP Site Maps**

**Appendix C: Construction General Permit Regulation**

**Appendix D: Acknowledgement Letter from City Name Here.**

**Appendix E: Inspection Reports**

**Appendix F: Corrective Action Log**

**Appendix G: SWPPP Amendment Log**

**Appendix H: Certifications, Agreements, and Delegation of Authority**

**Appendix I: Grading and Stabilization Activities Log**

**Appendix J: Construction Plans**

**Appendix K: Additional Information (i.e. permits such as local permits, dewatering, stream alteration, wetland, and out of date SWPPP documents, etc.)**

**Appendix L: BMP Specifications and Details (label BMPs to match the sections identified in this document.)**

---

**APPENDIX A: Site Map**

---

**APPENDIX B: SWPPP Site Maps**

---

**APPENDIX C: Construction General Permit Regulation**

---

**APPENDIX D: Acknowledgement Letter from City Name Here.**

**APPENDIX E: Inspection Reports**

<b>INSPECTION REPORT</b>				<b>SITE NAME:</b> John Doe Project	
<b>INSPECTION PERIOD:</b> 2012.03.01-2012.03.07				<b>LAST RAIN EVENT:</b> 2012.03.01	
<b>INSPECTOR:</b> jd				<b>CURRENT WEATHER:</b> clear	
BMP	DATE	OK/NOT OK?	BMP CONDITION	CORRECTIVE ACTION REQUIREMENTS	
Are all pollution sources controlled? Do any other problems exist?	3/7/2012	OK	na	All pollution sources are controlled. No new BMPs are necessary.	
4.7.2 LOT Cutdown	3/7/2012	OK	In place		
4.7.1 Silt Fencing	3/7/2012	not OK	Silt fence at south boundary was buried by excavator.	Informed xyz excavating by phone this must be repaired including the sediment washed onto the adjacent lot, no later than two days or before the next storm event which ever comes first. Sediment had washed onto the south property	
4.9.1 Drop Inlet Bags	3/7/2012	OK	Only about 4" of sediment		
4.9.2 Gutter Dam	3/7/2012	OK	Gutter dams are tight to the curb and free of sediment.	Gutter dams were clean March 3rd in anticipation of the forecast storm on March 4th. The dams were also cleaned on the 5th following the storm.	
4.10.1 Dust Controls	3/7/2012	OK	Water and hose are ready. No wind today.	Wind did blow the morning of March 3rd before the storm. City warned my excavator. The excavator began watering as he was loading.	
5.1.2 Gravel Parking	3/7/2012	na	not scheduled per SWPPP	The gravel pad area is covered with excavation from the footing and foundation.	
5.1.3 Tpost and Tape	3/7/2012	OK	fence post and tape in place.	Excavation ceased during the March 4th storm. Excavator needed to access at a point not shown on SWPPP. Ground was dry and barrier tape was put back.	
5.1.4 Sq Nose Shovel and Broom	3/7/2012	OK	Minor tracking today	Minor tracking occurred on March 6th. The excavator's laborer cleaned the road with a hand broom and shovel in the middle of the day and at the end.	
5.2.1 Dumpster	3/7/2012	na	not scheduled per SWPPP	Subs have been told to carry out any lunch trash.	
5.2.3 Portable Toilet	3/7/2012	OK	In place.		
5.2.5 Concrete Washout	3/7/2012	OK	In place. About 25% full.		
5.3.1 Material Storage	3/7/2012	OK	No materials being stored		
5.3.3 Construction Staging	3/7/2012		not scheduled per SWPPP		
5.3.4 Spoil Waste Limits	3/7/2012	not OK	see 2.5	see 2.5	
5.5 Spill Kit	3/7/2012	OK	In place		
5.8.1 Frontage Swale	3/7/2012		not scheduled per SWPPP		

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

Name: John Doe  
Signature: *jd*

Title: owner  
Date: 2012-03-07

## APPENDIX F: Corrective Action Log

[illegible]



## APPENDIX G: Amendment Log

[illegible]

---

**APPENDIX H: Certifications, Agreements, and Delegation of Authority**

## APPENDIX I: Grading and Stabilization Activities Log

**Project Name:** [Click here to enter text.](#)

**SWPPP Contact:** Click here to enter text.

[illegible]

---

**APPENDIX J: Construction Plans**

**APPENDIX K: Additional Information (i.e. permits such as local permits, dewatering, stream alteration, wetland, and out of date SWPPP documents, etc.)**

**APPENDIX L: BMP Specifications and Details (label BMPs to match the sections identified in this document.)**