



**TOWN OF QUEEN CREEK  
COMMUNITY DEVELOPMENT DEPARTMENT  
ENGINEERING DIVISION**

**SWPPP PLAN REVIEW GUIDELINES**

**Project:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Although these guidelines are intended to reflect the Town of Queen Creek’s requirements for an acceptable SWPPP, all responsibility for a complete SWPPP remains with the permittee. The Town of Queen Creek has adopted the ADEQ guidelines and the applicant shall comply with all relevant Permit Citation categories per the attached ADEQ Construction SWPPP Checklist. The Town of Queen Creek SWPPP Notes are attached on pages 3 & 4. Contact ADEQ or visit their website at <https://azdeq.gov/AZPDES/CGP> for questions or concerns regarding the SWPPP.**

**LEGEND:**

- Items marked with an ‘X’ are compliant
- Un-marked Items are Non-compliant

1. SWPPP requirements:
  - The SWPPP Plans shall be submitted on 24” x 36” sheets bound or stapled in sets.
  - Each sheet of the SWPPP Plans must be signed and sealed by the Engineer preparing the plans.
  - The minimum height of all text, numbering, and lettering shall be 0.1” (one-tenth of one inch).
  - Provide the Town with a copy of the NOI prior to issuance of building permits.
  - Provide the Town with a copy of the NOT after completion of construction and placement of final landscape materials.
  
2.  From ADEQ’s Construction SWPPP Checklist, each applicable Permit Citation described under Project Description and Site Map shall be addressed on the SWPPP.

3. The Permit Citation categories described below shall be included, at a minimum, on the SWPPP. Specific project grading and topography may necessitate the use of other permit citation categories listed in ADEQ's Construction SWPPP Checklist.
- Part IV.D.1 – Describe all pollution control measures (BMPs).
  - Part IV.D.2.a – Describe the erosion and sediment controls designed to retain sediment on site to the extent practicable.
  - Part IV.D.4.a – Describe and identify interim and permanent stabilization practices for the site. Document where existing vegetation will be preserved.
  - Part IV.D.5 – Describe structural practices used to divert flows from exposed soils, store flows and limit runoff and the discharge of pollutants from exposed areas to degree attainable. (Combination of sediment and erosion controls must be used).
  - Part IV.D.5.a.i - Describe the location, size and retention capacity of the drainage basin(s) and the areas that drain into them.
  - Part IV.D.5.b – Describe where and what type of velocity dissipation devices will be used at discharge locations and along outfall channel.
  - Part IV.D.8.b - Describe measures to be used to minimize off-site vehicle tracking of sediments and the generation of on-site dust.

### **SWPPP Notes**

1. A copy of the approved Grading and Drainage plan for this project, together with a copy of the Notice of Intent (NOI) and the Storm Water Pollution Prevention Plan (SWPPP) shall be maintained on the site and available for review. Those elements of the grading and drainage plan pertinent to or referenced on the SWPPP shall be considered part of the SWPPP.
2. The Contractor shall notify the Town of Queen Creek Public Works Department at least 24 hours in advance of any inspections.
3. The operator shall obtain a dust control permit from the County and perform measures as required by the permit to prevent excess dust.
4. The operator shall perform, at a minimum, a visual inspection of the construction site once every month and within 24 hours of rainfall greater than or equal to one half inch or more. The operator shall prepare a report documenting his/her findings on the conditions of the SWPPP controls and note any erosion problem areas. The operators report is to be submitted to the Public Works Department for review and approval. Facilities shall be maintained as necessary to ensure there continued functioning. In addition, all temporary siltation controls shall be maintained in a satisfactory condition until such time that clearing and/or construction is completed, and the potential for erosion has passed.
5. The operator shall amend this plan as necessary during the course of construction to resolve any problem areas that become evident during the construction and/or during rainfalls.
6. The permittee shall file a Notice of Termination (NOT) after completion of construction and placement of final landscape materials. The NOT is to be submitted to the Public Works Department to final the SWPPP permit.
7. The permittee shall save all records, including the NOI, SWPPP, NOT, and the inspection reports, on file for a minimum of three years from the date of filing the NOT.
8. The implementation of these plans and the construction, maintenance, replacement, and upgrading of these facilities is the responsibility of the permittee/contractor until all construction is approved and the NOT is submitted to the Public Works Department.
9. The facilities shown on this plan must be constructed in conjunction with all clearing and grading activities in such a manner as to insure that sediment-laden water does not enter the drainage system or violate applicable water standards,

and must be installed and in operation prior to any grading or land clearing.  
Wherever possible, maintain natural vegetation for silt control.

10. The Contractor's NOI must be received prior to the SWPPP permit being issued.  
The Contractor that will be pulling the G&D permit must have the SWPPP permit in their name.