City of Vincennes

Application/Checklist for Stormwater Approval

(To Be Completed by Applicant)

Project Name:	
Form Completed By (Name)**:**	**Date of Submittal:**
Project Address (If Applicable)**:**	
Coordinates (presented in decimal form to a 5 decimal degree)**: Lat:**	**Long:**
Total Site Acreage:	**Proposed Land Disturbance Acreage:**
Brief Project Purpose & Description:	

Site Owner Contact Information

Project Site Owner:	**Company Name** (If Applicable)**:**		
Address:	**City:**	**State:**	**Zip:**
Phone:	**Cell Phone:**		
Email:			

Plan Preparer Contact Information

Plan Preparer:	**Company Name:**		
Address:	**City:**	**State:**	**Zip:**
Phone:	**Cell Phone:**		
Email:			

Construction Plans - General Requirements	✓
1. Title sheet which includes location map, vicinity map, operating authority, design company name, developer name, and index of plan sheets.	
2. A copy of a legal boundary survey for the site, performed in accordance with Rule 12 of Title 865 of the Indiana Administrative Code or any applicable and subsequently adopted rule or regulation for the subdivision limits, including all drainage easements and wetlands.	
3. A reduced plat or project site map showing the parcel identification numbers, the lot numbers, lot boundaries, easements, and road layout and names. The reduced map must be legible and submitted on a sheet or sheets no larger than eleven (11) inches by seventeen (17) inches for all phases or sections of the project site.	

4. An existing project site layout that must include the following information:	
4a. A topographic map of the land to be developed and such adjoining land whose topography may affect the layout or drainage of the development. The contour intervals shall be one (1) foot when slopes are less than or equal to two percent (<2%) and shall be two (2) feet when slopes exceed two percent (>2%). All elevations shall be given in North American Vertical Datum of 1988 (NAVD). The horizontal datum of topographic map shall be based on Indiana State Plane Coordinates, NAD83. The map will contain a notation indicating datum information.	
4b. Location, name, and normal water level of all wetlands, lakes, ponds, and water courses on or adjacent to the project site.	
4c. Location of all existing storm, sanitary and drinking water infrastructure.	
4d. Location of regulated drains, farm drains, inlets and outfalls, if any of record.	
5. A grading and drainage plan, including the following information:	
5a. Location of all proposed site improvements, including roads, utilities, lot delineation and identification, proposed structures, and common areas.	
5b. Delineation of all proposed land disturbing activities, including off-site activities that will provide services to the project site.	
5c. Information regarding any off-site borrow, stockpile, or disposal areas that are associated with a project site, regardless of who owns or controls those areas. Off-site disposal areas may need to have their own permits.	
5d. Location, size, and dimensions of all existing streams to be maintained, and new drainage systems such as culverts, bridges, storm sewers, conveyance channels, and 100-year overflow paths/ponding areas shown as hatched areas, along with the associated easements.	
5e. Location, size, and dimensions of features such as permanent retention or detention facilities, including existing or manmade wetlands, used for the purpose of stormwater management. Include existing retention or detention facilities that will be maintained, enlarged, or otherwise altered and new ponds or basins to be built.	
5f. One or more typical cross sections of all existing and proposed channels or other open drainage facilities carried to a point above the 100-year high water and showing the elevation of the existing land and the proposed changes, together with the high water elevations expected from the 100 year storm under the controlled conditions called for by this ordinance, and the relationship of structures, streets, and other facilities.	
6. Utility plan sheet(s) showing the location of all proposed utility lines for the project	
7. Storm sewer plan/profile sheet(s) showing the elevation, size, length, location of al proposed storm sewers. Existing and proposed ground grades, storm sewer structures elevations, and utility crossings also must be included.	
8. Any other information required by the Utilities Service Board or their representatives to thoroughly evaluate the submitted material.	
Stormwater Drainage Technical Report	✓
9. A summary report, including the following information:	
9a. Description of the nature and purpose of the project.	

9b. The significant drainage problems associated with the project.	
9c. The analysis procedure used to evaluate these problems and to propose solutions.	
9d. Any assumptions or special conditions associated with the use of these procedures, especially the hydrologic or hydraulic methods.	
9e. The proposed design of the drainage control system.	
9f. The results of the analysis of the proposed drainage control system showing that it does solve the project's drainage problems. Any hydrologic or hydraulic calculations or modeling results must be adequately cited and described in the summary description. If hydrologic or hydraulic models are used, the input and output files for all necessary runs must be included in the appendices. A map showing any drainage area subdivisions used in the analysis must accompany the report.	
10. A Hydrologic/Hydraulic Analysis, consistent with the methodologies and calculations included in the technical standards, and including the following information:	
10a. A hydraulic report detailing existing and proposed drainage patterns on the subject site. The report should include a description of present land use and proposed land use. Any off-site drainage entering the site should be addressed as well. This report should be comprehensive and detail all of the steps the engineer took during the design process.	
10b. All hydrologic and hydraulic computations should be included in the submittal. These calculations should include, but are not limited to: runoff curve numbers and runoff coefficients, runoff calculations, stage-discharge relationships, times-of-concentration and storage volumes.	
10c. Copies of all computer runs. These computer runs should include both the input and the outputs. Electronic copies of the computer runs with input files will expedite the review process and is required to be submitted.	
10d. A set of exhibits should be included showing the drainage sub-areas and a schematic detailing of how the computer models were set up.	
10e. A conclusion which summarizes the hydraulic design and details how this design satisfies this Ordinance.	
Stormwater Pollution Prevention Plan (SWPPP) for Construction Sites	✓
11. Proof of public notification. Either a posted notification at the project site for a minimum of 10 days or publication in a newspaper of general circulation in the affected area for at least one day.	
12. Construction Plan Elements (Section A of the IDEM SWPPP Review Form)	
A1. Index of the location of required plan elements in the construction plan	
A2. A vicinity map depicting the project site location in relationship to recognizable local landmarks, towns, and major roads	
A3. Narrative of the nature and purpose of the project	
A4. Latitude and longitude to the nearest fifteen (15) seconds	
A5. Legal description of the project site	
A6. 11 X 17-inch plat showing building lot numbers/boundaries and road layout/names	
A7. Boundaries of the one hundred (100) year floodplains, floodway fringes, and floodways	

A8. Land use of all adjacent properties	
A9. Identification of a U.S. EPA approved or established TMDL	
A10. Name(s) of the receiving water(s)	
A11. Identification of discharges to a water on the current 303d list of impaired waters and the pollutant(s) for which it is impaired	
A12. Soil map of the predominant soil types	
A13. Identification and location of all known wetlands, lakes and water courses on or adjacent to the project site (construction plan, existing site layout)	
A14. Identification of any other state or federal water quality permits or authorizations that are required for construction activities	
A15. Identification and delineation of existing cover, including natural buffers	
A16. Existing topography at a contour interval appropriate to indicate drainage patterns	
A17. Location(s) of where run-off enters the project site	
A18. Location(s) of where run-off discharges from the project site prior to land disturbance	
A19. Location of all existing structures on the project site	
A20. Existing permanent retention or detention facilities, including manmade wetlands, designed for the purpose of stormwater management	
A21. Locations where stormwater may be directly discharged into ground water, such as abandoned wells, sinkholes, or karst features	
A22. Size of the project area expressed in acres	
A23. Total expected land disturbance expressed in acres	
A24. Proposed final topography	
A25. Locations and approximate boundaries of all disturbed areas	
A26. Location, size, and dimensions of all stormwater drainage systems, such as culverts, storm sewers, and conveyance channels	
A27. Locations of specific points where stormwater and non-stormwater discharges will leave the project site	
A28. Location of all proposed site improvements, including roads, utilities, lot delineation and identification, proposed structures, and common areas	
A29. Location of all on-site soil stockpiles and borrow areas	
A30. Construction support activities that are expected to be part of the project	
A31. Location of any in-stream activities that are planned for the project including, but not limited to stream crossings and pump arounds	
13. Erosion and Sediment Control/Project Site Management (Section B in IDEM Form)	
B1. Description of the potential pollutant generating sources and pollutants, including all potential non-stormwater discharges	
Where applicable, items B2 - B10 below will be evaluated for location, dimensions, detailed specifications, and construction details.	
B2. Stable construction entrance locations and specifications	

B3. Specifications for temporary and permanent stabilization	
B4. Sediment control measures for concentrated flow areas	
B5. Sediment control measures for sheet flow areas	
B6. Run-off control measures	
B7. Stormwater outlet protection locations and specifications	
B8. Grade stabilization structure locations and specifications	
B9. Dewatering applications and management methods	
B10. Measures utilized for work within waterbodies	
B11. Maintenance guidelines for each proposed temporary stormwater quality measure	
B12. Planned construction sequence describing the relationship between implementation of stormwater quality measures in relation to land disturbance	
B13. Provisions for erosion and sediment control on individual building lots regulated under the proposed project	
B14. Material handling, spill prevention and spill response plan meeting requirements in 327 IAC 2-6.1	
B15. Material handling and storage procedures associated with construction activity	
14. SWPPP – Post-Construction (Section C in IDEM Form)	
C1. Description of pollutants and their sources associated with the proposed land use	
C2. Description of proposed post-construction stormwater measures	
C3. Plan details for each stormwater measure	
C4. Sequence describing stormwater measure implementation	
C5. Maintenance requirements for proposed post-construction stormwater measures	
C6. Entity that will be responsible for operation and maintenance of the post-construction stormwater measures	