City of Bayport	Standard Operating Procedures	

Minimum Control Measure 4&5:

Construction Site Stormwater Program

The intent of Chapter 48, Stormwater Management, of the Bayport City Code of Ordinances is to promote, preserve, and enhance the natural resources within the city and to protect them from adverse effects caused by poorly sited or planned development, or incompatible activities by regulating land-disturbance or development that would have an adverse and potentially irreversible impact on water quality and unique, environmentally sensitive land. This chapter was adopted pursuant to Minnesota Statutes with the intent to control particular land disturbing and development activities at construction sites. Applicability and procedural processes are covered within the Stormwater Management Ordinance.

Internal procedures and practices are as follows:

Proposal Review

1. Proposed site plan submittal information shall be directed to City Hall.
2. The Public Works Director or Supervisor, with assistance from Administration staff, shall take the following actions:
    a. Forward the submittal to the appropriate city staff/consultants for review and approval
        1. City Engineer – Plan Review
        2. MSCWMO – Plan Review (If applicable)
        3. Other staff as required (If applicable)
    b. Oversee the review process
    c. Notify the owner of approval, disapproval, or the need to submit additional information
    d. Ensure appropriate city permits are obtained prior to final approval, including the need to apply and obtain coverage under the MPCA general permit to discharge stormwater associated with construction activity, if applicable
3. The reviewing entities shall complete the following actions:
    a. Review submitted information for compliance with the city's ordinances, policies, and design standards
    b. Provide written comments and recommendations of approval, disapproval, and/or the need for additional information to appropriate city staff
    c. Utilize applicable city review checklists, documentation standards, and procedures
    d. Review documentation will be retained within the permanent address file associated with the site plan

Site Inspection Procedures

1. Upon approval of a Stormwater Pollution Control Plan, Public Works Director or Supervisor, with assistance from Administration staff, shall proceed as follows:
    a. Forward the information to the MSCWMO who will perform the initial site inspection, upon request, after commencement of construction activity
    b. Oversee the site inspection review process

c. Implement the city's Construction Site Management Enforcement Response Procedure, when necessary

2. Subsequent inspections will be conducted by Public Works Personnel and/or City Engineer based on the following factors:
    a. Initial compliance of the first inspection
    b. Site features such as topography, soil characteristics, type of receiving water, and local characteristics
    c. Site locations with direct impact to impaired waters
    d. Site locations that have an increased risk for erosion
3. A written checklist will be completed by each inspector to ensure compliance with the approved Stormwater Pollution Control Plan and site plans. Checklists are permanently retained in the permanent address file associated with the site.

Compliance

1. Non-compliance procedures will be followed in compliance with Chapter 48-10, Stormwater Management Enforcement, of the Bayport City Code of Ordinances
2. Receipt and consideration of reports of noncompliance or other stormwater related information on construction activity submitted by the public will be processed in conjunction with the current city complaint procedure policy

Post Construction Stormwater Management

1. Per Chapter 48 (Stormwater Management) of the Bayport City Code of Ordinances, the following shall be required of private stormwater facilities:
    a. As-built plan
    b. Dedication or perpetual easement and maintenance plan
    c. Facility access to responsible party and/or city staff
    d. Removal of settled materials
    e. Inspections
2. Per Chapter 48 (Stormwater Management) of the Bayport City Code of Ordinances, the following shall be required of public stormwater facilities:
    a. Formal acceptance of publicly owned facilities post construction
    b. Maintenance in accordance with the city comprehensive stormwater management plan and other regulatory requirements

City of Bayport	Minimum Control Measure 4&5	Site Plan Review Checklist: Version A 0 Acre < Projects < 1 Acre

1.1 Project/Site Information	
Permit No:	
Project Name:	
Project Location:	
Disturbed Area (in acres):	
Owner:	
Was a Storm Water Pollution Control Plan submitted?	☐Yes, complete ☐ Yes, incomplete ☐No

1.2 Submission Information	
Initial Submission Date:	
Reviewed By:	Date:
Review Verdict	Date of Owner Notification
☐Submittal Not Complete	
☐Complete and Not Approved – Does Not Meet Standards	
☐Complete and Approved – With Stipulations	
☐Complete and Approved	
Follow-up Submission Date (If Required):	
Reviewed By:	Date:
Review Verdict	Date of Owner Notification
☐Submittal Not Complete	
☐Complete and Not Approved – Does Not Meet Standards	
☐Complete and Approved – With Stipulations	
☐Complete and Approved	
Follow-up Submission Date (If Required):	
Reviewed By:	Date:
Review Verdict	Date of Owner Notification
☐Submittal Not Complete	
☐Complete and Not Approved – Does Not Meet Standards	
☐Complete and Approved – With Stipulations	
☐Complete and Approved	

Notes:

City of Bayport		Site Plan Review Checklist: Version B Projects ≥ 1 Acre

1.1 Project/Site Information	
Permit No:	
Project Name:	
Project Location:	
Disturbed Area (in acres):	
Owner:	
Was a Storm Water Pollution Control Plan submitted?	☐Yes, complete ☐Yes, incomplete ☐No

1.2 Submission Information	
Initial Submission Date:	
Reviewed By:	Date:
Review Verdict	Date of Owner Notification
☐Submittal Not Complete	
☐Complete and Not Approved – Does Not Meet Standards	
☐Complete and Approved – With Stipulations	
☐Complete and Approved	
Follow-up Submission Date (If Required):	
Reviewed By:	Date:
Review Verdict	Date of Owner Notification
☐Submittal Not Complete	
☐Complete and Not Approved – Does Not Meet Standards	
☐Complete and Approved – With Stipulations	
☐Complete and Approved	
Follow-up Submission Date (If Required):	
Reviewed By:	Date:
Review Verdict	Date of Owner Notification
☐Submittal Not Complete	
☐Complete and Not Approved – Does Not Meet Standards	
☐Complete and Approved – With Stipulations	
☐Complete and Approved	

Notes:

2.1 Storm Water Pollution Control Plan Content			
Incorporated			Content
Yes	No	N/A	
☐	☐	☐	Has the Storm Water Pollution Control Plan been developed? The Storm Water Pollution Control Plan shall be completed prior to submitting an Excavation/Fill Permit Application and prior to conducting any land disturbing activities.
☐	☐	☐	Does the Storm Water Pollution Control Plan include the items required and identified in the MPCA Construction Storm Water Permit? Including at a minimum: ▪ Description of Land Disturbing Activities ▪ Knowledgeable Person(s)/Chain of Responsibility ▪ Training Documentation ▪ Designs, Calculations, and Narratives
☐	☐	☐	Have Storm Water Pollution Control Plan requirements been incorporated into the project's final plan, specifications, and/or documents? Including at a minimum: ▪ Site Map: • Name and Address of Applicant • Location of Tract Existing Topography • Delineation of Surface Waters and Wetlands • Location and Dimensions of Existing Stormwater Drainage Systems and Natural Drainage Patterns on and in the Vicinity of Site ▪ Soil Description Map ▪ Vegetative Cover and Proposed Removal ▪ Floodplain Map, if applicable ▪ Site Construction Plan • Location and Dimension of All Land-Disturbing Activities • Location and Dimension of All Site Erosion Control Measures (BMP's) • Construction Phasing and Schedule • Maintenance Plan for Erosion Control Measures ▪ Final Site Plan and Mapping • Finished Grading Contours • Landscape Plan and Quantities • Drainage Plan • Site Structures • Delineation and Tabulation of New and Reconstructed Impervious Areas
☐	☐	☐	Does the Storm Water Pollution Control Plan include storm water pollution prevention measures identified in environmental reviews or other required reviews?
☐	☐	☐	Does the Storm Water Pollution Control Plan address karst areas, if applicable?
☐	☐	☐	Does the Storm Water Pollution Control Plan address impaired waters and TMDLs?
Notes:			

3.1 Construction Site Storm Water Runoff Controls			
Incorporated			Content
Yes	No	N/A	
☐	☐	☐	Has the Storm Water Pollution Control Plan incorporated appropriate erosion prevention practices to eliminate or reduce erosion and protect waters of the state? Addressing at a minimum: ▪ Best Management Practices (BMPs) to protect waters of the state ▪ Locations on site designated not to be disturbed are to be clearly marked ▪ Areas with steep slopes (3:1 of steeper) have been addressed ▪ All exposed soils are required to bestabilized within 7 or 14 days. ▪ BMPs to address storm water stabilization and sediment control in conveyance channels, if applicable ▪ BMPs for permanent drainage ditches or swales, if applicable ▪ Outlets are adequately addressed ▪ Whenever possible, BMP discharges are directed to vegetated areas
☐	☐	☐	Has the Storm Water Pollution Control Plan incorporated appropriate sediment control practices to minimize sediment and other pollutants from entering surface waters, including storm sewer systems? Addressing at a minimum: ▪ Perimeter control ▪ Storm drain inlets ▪ Temporary stockpiles ▪ Vehicle tracking ▪ Minimize compaction and preserve topsoil ▪ Required buffers, if applicable ▪ Chemical treatments, if applicable
☐	☐	☐	Does the Storm Water Pollution Control Plan properly address dewatering and basin draining activities?
☐	☐	☐	Does the Storm Water Pollution Control Plan properly address the use of temporary sediment basins if 10 acres are draining to a common point?
☐	☐	☐	Does the Storm Water Pollution Control Plan incorporate pollution prevention management measures to reduce the probability of spills, leaks, and discharges of pollutants? Addressing at a minimum: ▪ Building products that have the potential to leach pollutants ▪ Pesticides, herbicides, insecticides, fertilizers, treatment chemicals, and landscaping materials ▪ Hazardous materials and toxic waste ▪ Solid waste ▪ Portable toilets ▪ Fuel and chemical loading and unloading operations ▪ Vehicle and equipment washing ▪ Engine degreasing (not allowed) ▪ Concrete and other washout operations, including signage
☐	☐	☐	Does the Storm Water Pollution Control Plan include appropriate final stabilization?
☐	☐	☐	Does the Storm Water Pollution Control Plan adequately require site inspections and BMP maintenance?
Notes:			

4.1 Post-Construction Storm Water Management Requirements			
Incorporated			Content
Yes	No	N/A	
☐	☐	☐	Does the project require post construction storm water management? (Post construction storm water management required when • Project will create or fully reconstruct 6,000 square feet or more of impervious surface (includes buildings, driveways, patios, and any other "hard surface") • Project is within the St. Croix Riverway that add 500 square feet or more of additional impervious surface or requires a variance for impervious cover. • Any land development activity that the Township determines is likely to impact environmentally sensitive areas or a nearby property.
☐	☐	☐	Have green infrastructure techniques and practices been considered and been given preference as design options consistent with zoning, subdivision, and PUD requirements? (e.g. infiltration, evapotranspiration, water reuse/harvesting, green roofs, etc.)
☐	☐	☐	Have infiltration prohibited areas and restricted areas as listed in City Code, Chapter 48: Storm Water Management §48-8 (h) (3) (b) (1) been considered?
☐	☐	☐	Do post-development peak flows rates match or are reduced from pre-development peak flow rates for the 2, 10, and 100-year, 24 hour storm events at each discharge point from the project area?
☐	☐	☐	Have flood control been considered and addressed?
☐	☐	☐	Have hydrological assessments and appropriate modeling been completed to show compliance with the state's water quality and volume control requirements?
☐	☐	☐	Has the city's design computation criteria been used in the design and analysis of storm water management and conveyance systems?
☐	☐	☐	Has a maintenance agreement been completed?
Notes:			

5.1 Special or Impaired Waters				
Incorporated			Does the site drain to the following special or impaired waters?	Additional BMPs required for special and impaired waters?
Yes	No	N/A		
☐	☐	☐	Scenic or Recreational River Lake St. Croix	C.1, C.2, C.3
☐	☐	☐	Scientific and Natural Areas St. Croix Savana SNA	C.1, C.2, C.3
☐	☐	☐	Impaired Water w/o TMDL or w/ TMDL and no WLA Perro Creek	C.1, C.2
☐	☐	☐	Impaired Water w/ TMDL and WLA Lake St. Croix	BMPs outlined in TMDL or C.1, C.2
☐	☐	☐	Wetland	Follow Wetland Mitigation Sequence and MSCWMO Performance Standards

Yes	No	N/A	If yes, have the additional BMP requirements been met?	
☐	☐	☐	C.1	Stabilization of all exposed soils must be initiated immediately to limit soil erosion but in no case later than seven (7) days after construction activity and temporary sediment basins must be used for five (5) or more acres draining to a common location.
☐	☐	☐	C.2	The water quality volume of one (1) inch of runoff from new impervious surfaces must be retained on site by the projects permanent storm water management system.
☐	☐	☐	C.3	Maintain and include an undisturbed buffer zone of not less than 100 linear feet from the special water.
☐	☐	☐	C.4	The permanent storm water management system must be designed such that discharge from the project will minimize any increase in the temperature of receiving waters from the one (1) and two (2)-year, twenty- four (24)-hour precipitation events.
☐	☐	☐	Wetlands	Impacts permitted under WCA, DNR, US Army Corps Compliance with MN Rule 7050.0186 is documented and approved by MPCA. MSCWMO performance standards require treatment before discharge. Wetland buffers required.

Notes:

City of Bayport		Construction Site Storm Water Inspection Report
Inspector(s):		Date:
Project Name:		Time:
Location:		Permit No.:
Weather Conditions: (check all that apply) ☐Clear Skies ☐Sunny ☐Cloudy ☐Rain ☐Snow ☐Windy Temperature:		
Last Precipitation Date:		Amount:
Type of Inspection: (check all that apply) ☐Routine ☐After Rainfall ☐Complaint ☐Violation Follow-Up ☐Final		

Yes	No	N/A	Maintenance Required?		**Items to be evaluated at all inspections**	Type
			Yes	No		
					Effective best management practices (BMPs) used to minimize erosion, areas of work are delineated, and steep slope disturbance minimized?	BMPs to Minimize Erosion
					Soils stabilized where work has stopped for 14 days?	
					Conveyance channels route water around unstabilized areas?	
					Wetted perimeter of drainage ditch/swale stabilized in 24 hrs for areas within 200 ft of the property edge or discharge point, and 14 days for the rest of the ditch/swale?	
					Pipe outlets have energy dissipation if connected to surface water?	
					BMPs discharge to vegetated areas?	
					Effective sediment control practices used?	BMPs to Minimize Sediment Discharge
					Perimeter control BMPs used on downgradient perimeters and upgradient of buffer zones?	
					Sediment control devices reinstalled if they've been adjusted for short-term work?	
					All storm drain inlets protected?	
					Soil stockpiles have sediment controls and are not in conveyances or natural buffer zones?	
					Effective vehicle tracking BMPs used?	
					Minimizing soil compaction and preserving top soil?	
					A 50 ft buffer preserved if site is within 50 ft of, and drains to, surface water, or redundant sediment controls used?	
					Are flocculants or other sedimentation treatment chemicals being used appropriately?	
					All perimeter control BMPs maintained, functioning, and properly installed?	BMP Maintenance/Site Inspections
					If no to the previous, will the BMPs be replaced by the end of the next business day?	
					Sediment in sediment control BMPs is less than 1/2 the device height?	
					If no to the previous, will the BMP be replaced by the end of the next business day?	
					Surface waters and discharge points free of erosion and sediment?	

Yes	No	N/A	Maintenance Required?		Items to be evaluated at all inspections	Type
			Yes	No		
					If no to the previous, will deltas and sediment be removed within 7 days?	BMP Maintenance/Site Inspections
					Paved surfaces on and next to the site free of tracked sediment?	
					If no to the previous, will streets be swept/cleaned within 24 hrs?	
					All infiltration areas protected from compaction and sediment deposition?	
					Inspections performed as needed (every 7 days or within 24 hours of a half inch rainfall) and records available?	
					Building products and chemicals (pesticides, herbicides, fertilizers, etc.) covered?	
					Solid & hazardous waste stored and disposed of properly?	
					Portable toilets positioned so they are secure?	
					Vehicle fueling in a contained area?	
					Vehicle and equipment washing wastes don't contact the ground and engine degreasing prohibited?	
					Concrete and other washout wastes contained and properly identified?	
					Stormwater Pollution Prevention Plan (SWPPP) present and implemented onsite?	
					Permanent stormwater management system onsite to retain 1 inch or more of runoff if new impervious surfaces are one acre or more?	
Notes:						

Yes	No	N/A	Maintenance Required?		For projects with temporary sediment basins	Type
			Yes	No		
					Temporary sediment basin used if 10 or more acres disturbed?	
					Basin outlet withdraws water from the surface and has energy dissipation?	
					Basin has an emergency overflow?	
					Sediment in basin less than 1/2 the storage volume?	
Notes:						

Yes	No	N/A	Maintenance Required?		For projects with dewatering	Type
			Yes	No		
					Turbid or sediment-laden water discharging to a dewatering or sedimentation basin?	
					Dewatering BMPs prevent sediment discharge, erosion, and wetland inundation?	
					Backwash water is disposed of offsite, retreated, reused without causing erosion, or discharged to sanitary sewer, if applicable?	
Notes:						

Yes	No	N/A	Maintenance Required?		If project is near special or impaired waters	Type
			Yes	No		
					Soils stabilized where work has stopped for 7 days if within 1 mile of special/impaired water, or 24 hours if within 200 feet of fish spawning?	
					If adjacent to special water, 100 ft natural buffer preserved?	
					Temporary sediment basin used if 5 or more acres within 1 mile of special/impaired water disturbed?	
Notes:						

Yes	No	N/A	Maintenance Required?		If construction is complete	Type
			Yes	No		
					Soils stabilized with 70% density perennial vegetative cover?	
					As built survey of stormwater management BMPs have been submitted and evaluated for compliance with plans.	
					Permanent stormwater management infiltration and filtration systems are infiltrating storm volumes within 48 hours.	
					All sediment removed from stormwater basin and conveyances (i.e. pipes)?	
					All temporary erosion prevention and sediment control BMPs removed?	
					For residential lots andhouse is sold, are erosion practices at the downgradient perimeter?	
					For agriculture projects, has the land been returned it its preconstruction use?	
Notes:						

City of Bayport		Receipt and Consideration of Public Input
Date:		Time:
Person providing input:		
Address of person providing input:		
Phone:		
Form of Input: ☐Written ☐Email ☐Verbal ☐Phone Call		
Summary:		
☐Additional information attached		

Date:	Time:
Person(s) Responding to Input:	
Form of Response: ☐Written ☐Email ☐Verbal ☐Phone Call	
Follow-up Actions:	
Summary of Response:	
☐ Modification made to the SWPPP?	
Description:	
☐ Additional information attached	