



**KIVA #:** \_\_\_\_\_ **Project Name:** \_\_\_\_\_

**Reviewed By:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Professional Engineer:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

This project is subject to the Arizona Pollutant Discharge Elimination System (AZPDES) requirements for construction sites under the Arizona Department of Environmental Quality's (ADEQ) Construction Activity General Permit for Arizona. Owners, developers, professional engineers, and/or contractors are required to prepare all documents required by this regulation, including but not limited to the construction Storm Water Management Plan (SWMP), Stormwater Pollution Prevention Plan (SWPPP), Notice of Intent (NOI) and Notice of Termination (NOT). Guidance is available online at [Arizona Department of Environmental Quality](http://www.adeq.state.arizona.gov) (ADEQ). The source of the construction Storm Water Management Plan (SWMP) is City Code Chapters 32A and 32C and City of Phoenix Storm Water Policies and Standards.

This checklist serves to minimize redline comments on the check prints and to maintain consistency among plan reviewers of the construction SWMP. Plan approval, issuing permits, and certain grading clearances depend on compliance with the comments made on the check prints and this checklist. The professional engineer of record shall satisfy themselves of the completeness and accuracy of the design.

This completed checklist must be attached to the construction SWMP when submitted for first review. The following Certification Statement must be signed by the Professional engineer of record certifying that all applicable requirements on this checklist have been met.

Plan review correction cycles and/or approvals are valid for 180 days. Additional review fees (see [Fee Schedule Phoenix City Code, Chapter 9, Appendix A.2](#)) shall be charged for extensions/reinstatements to update expired plan reviews.

#### **CERTIFICATION**

**I CERTIFY THAT THE REFERENCED PLANS COMPLY WITH ALL APPLICABLE CITY ORDINANCES AND STANDARDS, INCLUDING FEDERAL, STATE AND COUNTY REQUIREMENTS AND REGULATIONS. IN ADDITION, I CERTIFY THAT THIS CHECKLIST HAS BEEN COMPLETED ENSURING ALL ITEMS LISTED ARE PROPERLY ADDRESSED. I UNDERSTAND THAT IF I FAIL TO ADDRESS ALL APPLICABLE ITEMS IN THIS CHECKLIST, THE PLANS MAY BE IMMEDIATELY RETURNED TO ME WITHOUT ANY FORMAL REVIEW BEING PERFORMED.**

**Professional Engineer's Name:** \_\_\_\_\_

**Professional Engineer's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please complete and return this checklist and the check prints with each submittal. Discussion of redline comments on plans or this checklist should be directed to the plan reviewer listed above.

Professional engineer of record (**ENG**) must fill out all boxes in the first column as either ☐ (Addressed) or ☐ (Not Applicable).

Civil plan reviewer (**RVW**) shall check the second column as ☒ (Required) when requirements have not been properly addressed.

**REQUIRED SUBMITTALS**

**ENG RVW**

- ☐ ☐ Plan sheets shall be 24" X 36"; submit three (3) sets of construction SWMPs, one (1) set of Grading and Drainage plans, an [Environmental Responsibility and Certification for Projects Constructed by Private Developers](#) form (signed by the owner/authorized agent), and a completed and signed [Storm Water Management Plan Checklist](#).

**Note(s):**

- If submitting through the Electronic Plan Review system, multiple copies of submittal documents are not required.
- Notice of Intent (NOI), No Discharge certificate, or a Construction General Permit (CGP) waiver certificate from ADEQ will be required for permit issuance.

**GENERAL REQUIREMENTS**

- ☐ ☐ Separate construction SWMPs shall be submitted with grading and drainage plan at time of first review.
- ☐ ☐ A cover sheet is required on plans of more than two (2) sheets.
- ☐ ☐ Original plan sheets shall be sufficiently clear to allow legible prints to be reproduced from a scanned document. The size of lettering and symbols shall be 1/8-inch minimum.
- ☐ ☐ All sheets shall have the Civil Engineer's Arizona registration seal and original signature prior to plan submittal.
- ☐ ☐ Show Best Management Practices (BMP) details with on plan sheets. Use the most current BMPs from the Flood Control District at the following website: [Drainage Design Manual for Maricopa County, Arizona](#)

**COVER SHEET REQUIREMENTS**

- ☐ ☐ Provide a project title block with the name and address of the project.
- ☐ ☐ Provide the legal description of the project location.
- ☐ ☐ Provide a project description.
- ☐ ☐ Provide the net acreage and total disturbed area of the project.
- ☐ ☐ Provide a vicinity map with a north arrow.
- ☐ ☐ Provide an index of plan sheets if more than one plan sheet.
- ☐ ☐ Provide the appropriate processing numbers to include: KIVA#, CPSW#, and city Quarter Section Number in lower right corner.
- ☐ ☐ Provide a legend identifying grade, symbols, lines, etc.
- ☐ ☐ Provide the Professional engineer's name, address, and telephone number.
- ☐ ☐ Provide the Owner's/Developer's name, address, and telephone number.

**NOTES FOR CONSTRUCTION STORMWATER MANAGEMENT PLAN (SWMP)**

**(ALL notes to appear on cover sheet)**

- ☐ ☐ A copy of the approved grading and drainage plan for this project, together with a copy of the NOI, and construction SWMP, shall be maintained on the site and available for review. Those elements of the grading and drainage plan pertinent to or referenced on the construction SWMP shall be considered a part of the construction SWMP.
- ☐ ☐ Planning & Development Department's Civil/Site Inspection Group shall be notified 48 hours before any on-site and/or off-site construction begins, at (602) 262-7811.

- ☐ ☐ The operator shall obtain a Dust Control Permit from Maricopa County's Air Quality Department and perform measures as required by the permit to prevent excess dust.

**ENG RVW**

- ☐ ☐ The operator shall perform, at a minimum, a visual inspection of the construction site once (1) every month and within 24 hours of rainfall greater than or equal to a half of an inch or more. The operator shall prepare a report documenting his/her findings on the conditions of the BMPs and note any erosion problem areas per Technical Review Team (TRT) document #00318, [Storm Water Pollution Plan – Sample Letter](#). The operator's report is to be submitted to the Planning & Development Department Civil/Site Inspector for review and approval. Facilities shall be maintained as necessary to ensure their 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, permanent drainage facilities are operational, and the potential for erosion has passed.
- ☐ ☐ The operator shall amend the SWMP as necessary during the course of construction to resolve any problem areas, which become evident during the construction and/or during rainfalls.
- ☐ ☐ The permittee should file an NOT after completion of construction and placement of final landscape materials, and/or as required by ADEQ's Construction Activity General Permit (CGP). Information can be found here: [ADEQ Stormwater CGP Information Page](#)
- ☐ ☐ The permittee should save all records, including but not limited to the NOI, SWMP, NOT, and inspection reports on file for a minimum of three (3) years from the date the permit coverage expires or is terminated, and/or as required by ADEQ.
- ☐ ☐ 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 by the Planning & Development Department Civil/Site Inspector.
- ☐ ☐ The facilities shown on the construction SWMP must be constructed in conjunction with all clearing and grading activities in such a manner as to ensure 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.
- ☐ ☐ Plan approval is valid for 12 Months. Prior to plan approval expiration, all associated permits shall be purchased or the plans shall be resubmitted for extension of plan approval. The expiration, extension, and reinstatement of Civil Engineering plans and permits shall follow the same guidelines as those indicated in the Phoenix Building Construction Code Administrative Provisions Section 105.3 for Building permits.

**PLANS FOR REVISION**

- ☐ ☐ All original plan approvals, signatures, and seals are to remain on the revised plans.
- ☐ ☐ All plans revised after the original approval shall be resubmitted for review and approval. The nature of the revisions must be called out on the cover sheet and on the sheet(s) which have been revised. The revision number itself shall consist of a numeral within a triangle next to each revision. Δ Changes on each plan sheet shall be highlighted with "clouding".
- ☐ ☐ All revised sheets, including the cover sheet are to be re-sealed, signed and dated.

**EXTENSIONS**

- ☐ ☐ All plan extensions must have prior approval by completing TRT 00304, [Plan Review Extension Application](#). Provide a copy of the approved application with the plan submittal.
- ☐ ☐ Plan approvals for extension are valid for a period of 180 days from the date of plan approval.