For Middle Tennessee State University (MTSU) projects, the Project Manager or other MTSU designee will serve as the Plan Reviewer. This checklist is to be completed by the Plan Reviewer on behalf of MTSU. The Plan Reviewer’s role is to review the submitted plans to check for completeness and to complete this Checklist for documentation. The Plan Reviewer should check the plan submittal for each item in the checklist. The Plan Reviewer should then mark the appropriate response in the checklist (Included, Not Included & Required, or Not Applicable).

The architectural and/or engineering design professional is responsible for completeness and sufficiency of the plan’s design aspects. Items in this checklist identify the base requirements that are to be provided by the design professional.

**GENERAL PLAN INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No.** | **The following information must be provided to the Plan Reviewer for checking plan completeness. The Plan Reviewer will complete the checklist based on the submitted plans.** | | |
| 1 | Project Name: | | |
| 2 | Plans Date: | | |
| 3 | Date Received: | | |
| 4 | Project Location (MTSU Facility): | | |
| 5 | MTSU Facility’s MS4 Permit Status | | |
|  | Campus Has MS4 Permit | Campus Is Co-Permittee with Another MS4 | Campus Not Required to have MS4 Permit |

|  |  |  |  |
| --- | --- | --- | --- |
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| --- | --- | --- |
| 6 | If Campus Has MS4 Permit, Is Campus MS4 Permit Contact Listed in SWPPP? | |
|  | Yes | No |
| 7 | For Campuses with MS4 Permits, Campus MS4 Permit Contact Listed in SWPPP: | |
| 8 | Project Size (acres): | |
| 9 | Disturbed Area (acres): | |
| 10 | Plan Reviewer Name: | |
| 11 | Plan Review Date: | |

Italicized items are recommended but not required unless specifically requested by the Owner

**General Plan Info**

| **Item No.** | **Review Item** | **Included** | **Not Included & Required** | **Not Applicable** |
| --- | --- | --- | --- | --- |
| 12 | Topographic map of the project site including sufficient topography and structures to ascertain adjacent off-site drainage patterns. |  |  |  |
| 13 | Existing contours and conditions (i.e., existing topography and showing the outline of existing structures and pavement indicating any pavement or structures to be removed. |  |  |  |
| 14 | Proposed contours and conditions (i.e. proposed topography tying into existing topography and showing the outline of proposed structures and pavement) |  |  |  |
| 15 | Breakdown of existing and proposed impervious surfaces in table format. |  |  |  |
| 16 | Locations of existing drainage ways such as ditches, pipes, streams, intermittent streams, wetlands, and wet weather conveyances, showing water quality buffers if applicable, within and adjacent to the property |  |  |  |
| 17 | Locations of utility, roadway, and drainage easements within the property |  |  |  |
| 18 | Designated floodways and floodplains, showing elevations |  |  |  |
| 19 | Approximate limits of proposed land disturbing activity (i.e. a boundary line encompassing the location(s) of the proposed land disturbance activity) |  |  |  |
| 20 | Proposed drainage network |  |  |  |
| 21 | Name(s) of receiving waters for stormwater discharges from site |  |  |  |

**SWPPP REVIEW CHECKLIST**

| **Item No.** | **Review Item** | **Included** | **Not Included & Required** | **Not Applicable** |
| --- | --- | --- | --- | --- |
| 22 | Statement in the SWPPP that addresses whether the receiving waters for stormwater discharges from the site are designated as impaired with a Total Maximum Daily Load (TMDL), exceptional TN water, or none of these. |  |  |  |
| 23 | List of stormwater outfalls along with the drainage area to each outfall |  |  |  |
| 24 | If an outfall has a drainage area over 10 acres (over 5 acres for outfalls draining to an impaired or exceptional TN waters), the SWPPP must include engineering design of sediment basins or equivalent measures. |  |  |  |
| 25 | Written language describing the general timing for implementation of the control measures during construction activities |  |  |  |
| 26 | The SWPPP should include a statement from the designer that states whether the site has steep slopes. Steep slopes are defined as natural or created slope of 35% grade or greater. |  |  |  |
| 27 | An estimate of the site runoff coefficient after construction activities are completed |  |  |  |
| 28 | Design addressing how the post-construction runoff will be handled to prevent erosion at the permanent outfall and at receiving stream |  |  |  |
| 29 | The estimated percentage of impervious areas before and after construction |  |  |  |
| 30 | Soils information (referenced or summarized), including how the soil type affects the needed control measures and how the soil may affect the expected quality of site runoff |  |  |  |
| 31 | Language regarding picking up litter, construction debris, and construction chemicals exposed to stormwater prior to anticipated storm events or before being carried off the site by wind or otherwise prevented from becoming a stormwater discharge pollutant. |  |  |  |
| 32 | A description of any anticipated alteration of surface waters (if any); |  |  |  |
| 33 | Includes the Aquatic Resource Alteration Permit (ARAP) number OR the tracking number of the ARAP or Section 401 Certification issued for the alteration (if any) |  |  |  |
| 34 | The approximate size and location of affected wetland acreage at the site (if any) |  |  |  |
| 35 | A description of the protections employed to limit the disturbance (i.e., caution fence, clearly marked stream side buffer zones, etc.) |  |  |  |
| 36 | SWPPP includes a copy of most recent Tennessee Permit No. TNR100000 (“General NPDES Permit For Discharges of Stormwater Associated With Construction Activities”) |  |  |  |
| 37 | Construction details for all practices identified in the plans. |  |  |  |
| 38 | How many site assessments (maximum) will be required for this site? | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

**EROSION PREVENTION AND SEDIMENT CONTROL (EPSC)**

**PLANS REVIEW CHECKLIST**

| **Item No.** | **Review Item** | **Included?** | **Not Included & Required** | **Not Applicable?** |
| --- | --- | --- | --- | --- |
| 39 | Plans stamped and certified by the design professional |  |  |  |
| 40 | The erosion and sediment control plan has the appropriate minimum number of EPSC plan sheets.  For site disturbances less than 5 acres, at least two stages must be identified and at least two separate EPSC plan sheets must be developed. The two stages for the EPSC plans show conditions and ESPC measures for (1) initial grading conditions and (2) final grading conditions.  For site disturbances over 5 acres, at least three stages must be identified and at least three separate EPSC plan sheets must be developed. The three stages for the EPSC plans show conditions and EPSC measures for (1) initial grading conditions, (2) interim land disturbance activities and (3) final grading conditions. |  |  |  |
| 41 | Proposed erosion prevention & sediment control measures including calculations (TDEC Sediment and Erosion Control Handbook should be used as a reference for design). |  |  |  |
| 42 | Proposed construction sequence |  |  |  |
| 43 | Seeding specifications, including temporary and permanent seed, soil amendments, mulch, seeding schedule and/or sod specifications and planting schedule. |  |  |  |
| 44 | Construction Exits at all points where construction traffic leaves the site |  |  |  |
| 45 | Pollution prevention measures, such as concrete washout areas and debris/trash management practices. |  |  |  |
| 46 | Note requiring temporary stabilization of disturbed soils in compliance with Section 3.5.3.2 of the Tennessee General NPDES Permit for Discharges of Storm Water Associated with Construction Activities |  |  |  |
| 47 | Water quality buffers along streams (60’ on average for impaired and Exceptional TN Waters streams, 30’ on average for all others) |  |  |  |
| 48 | Approximate slopes after major grading activities |  |  |  |
| 49 | Total area of soil disturbance |  |  |  |
| 50 | An outline of areas not to be disturbed |  |  |  |
| 51 | The location of major structural and nonstructural controls identified in the SWPPP |  |  |  |
| 52 | The location of areas where stabilization practices are expected to occur |  |  |  |
| 53 | The location of surface waters including wetlands (if any) |  |  |  |
| 54 | The location of sinkholes (if any) |  |  |  |
| 55 | Identification of outfall points on the site plan |  |  |  |
| 56 | The approximate locations of erosion prevention and sediment control measures shown on the plan |  |  |  |

**STORMWATER MANAGEMENT PLAN REVIEW CHECKLIST**

| **Item No.** | **Review Item** | **Included?** | **Not Included & Required** | **Not Applicable?** |
| --- | --- | --- | --- | --- |
| 57 | Locations of proposed drainage network and supporting hydrologic/hydraulic calculations. *The design of minor stormwater management systems, defined as ditches, drains, pipes, etc., which collect the initial stormwater runoff shall be based on the 10-year storm frequency. The design of the major stormwater management system, defined as large storm sewers, major culverts, bridges, etc., which collect flow from the minor system shall be based on the 100-year storm frequency.* |  |  |  |
| 58 | Proposed construction sequence |  |  |  |
| 59 | *Proposed permanent stormwater quantity and quality management BMP(s)* |  |  |  |
| 60 | *Where BMPs are employed that rely on infiltration as a primary mechanism, a geotechnical study will be required to verify infiltration rates.* |  |  |  |
| 61 | *Pre- and post-developed hydrologic and hydraulic stormwater runoff calculations must be provided which compare pre-development runoff rates to post-development runoff rates for the 2- through 100-year storm events.* |  |  |  |
| 62 | *Where an increase in the post-developed runoff rate is realized, a detailed downstream analysis may be required, along with the mitigation of any increase. Mitigation of increased flows can consist of onsite detention, longer onsite flow lengths, and/or infiltration.* |  |  |  |
| 63 | *If any permanent stormwater quality or quantity management practices are installed, include a Stormwater Operation & Maintenance Plan for all permanent stormwater management facilities to ensure their continued performance. These plans must identify the parts or components of the stormwater management facility that need to be maintained, the frequency of the needed maintenance activity, and the equipment and skills or training necessary to complete the maintenance. If the permanent stormwater practice is not a standard practice, the Designer must provide a practice-specific operation and maintenance plan.* |  |  |  |
| 64 | *If stormwater quality treatment practice are included on the plans, include design and construction details.* |  |  |  |

**Reviewer Comments and Notes**

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The Plans Reviewer should contact the Design Professional to resolve any outstanding items that were missing in the Plan Submittal. Each contact should be documented on the Checklist.

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| **Follow-up Contact(s) with the Design Professional** |
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For campuses that hold a Stormwater Phase 2 MS4 Permit, the Plans Reviewer should contact the listed Campus MS4 Contact and document this contact on the Checklist. This notification allows the Campus MS4 Contact to understand the extent of the construction project.

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| **Follow-up Contact with the Campus MS4 Permit Contact** |
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