

B1 –Stormwater Permit Forms

Application/Checklist for Stormwater Permit
Construction/SWPPP Technical Review Form
Petition to *Franklin County* Drainage Board
Statement of Financial Responsibility
BMP Maintenance Agreement
Project Check-In Checklist

Non-MS4 communities who do not wish to proactively regulate the recommended stormwater quality measures, may delete Sections 5 and 6 of this application checklist.

Franklin County		
Application/Checklist for Stormwater Permit		
(To Be Completed by Applicant)		
Project Name:		
General Location:		
Form Completed By (Name):		Date Completed:
Total Site Acreage:	Proposed Land Disturbance Acreage:	
1. Application Fee		
Check Attached	Amt. \$	
2. Owner/Applicant Information		
Owner Name:	Phone #:	E-Mail:
Engineer Company Name:		
Engineer Name:	Phone #:	E-Mail:
Brief Project Purpose and Description:		
3. Construction Plans – General Requirements		
		Page/Sheet #
3.1	Title sheet which includes location map, vicinity map, operating authority, design company name, developer name, and index of plan sheets.	
3.2	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.	
3.3	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.	
3.4	An existing project site layout that must include the following information:	
3.4a	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 either National Geodetic Vertical Datum of 1929 (NGVD) or 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 these datum information. <ul style="list-style-type: none"> i. If the project site is less than or equal to two (2) acres in total land area, the topographic map shall include all topography of land surrounding the site to a distance of at least one hundred (100) feet. 	

	ii.	If the project site is greater than two (2) acres in total land area, the topographic map shall include all topography of land surrounding the site to a distance of at least two hundred (200) feet.	
	3.4b	Location, name, and normal water level of all wetlands, lakes, ponds, and water courses on or adjacent to the project site.	
	3.4c	Location of storm, sanitary, combined sewer, and septic tank systems and outfalls.	
	3.4d	The location of regulated drains, farm drains, inlets and outfalls, if any of record.	
	3.4e	Location of all existing cornerstones within the proposed development and a plan to protect and preserve them.	
3.5	A grading and drainage plan, including the following information:		
	3.5a	Location of all proposed site improvements, including roads, utilities, lot delineation and identification, proposed structures, and common areas.	
	3.5b	Delineation of all proposed land disturbing activities, including off-site activities that will provide services to the project site.	
	3.5c	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.	
	3.5d	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.	
	3.5e	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.	
	3.5f	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.	
3.6	Utility plan sheet(s) showing the location of all proposed utility lines for the project		
3.7	Storm sewer plan/profile sheet(s) showing the elevation, size, length, location of all proposed storm sewers. Existing and proposed ground grades, storm sewer structures elevations, and utility crossings also must be included.		
3.8	A 24-inch by 36-inch plat, including the following information:		
	3.8a	Legal description.	
	3.8b	Cross reference to Rule 12.	
	3.8c	Regulated drain statement and table.	
3.9	Any other information required by <i>Franklin County</i> to thoroughly evaluate the submitted material.		
4. Storm Water Drainage Technical Report			Page/Sheet #
4.1	A summary report, including the following information:		
	4.1a	Description of the nature and purpose of the project.	
	4.1b	The significant drainage problems associated with the project.	
	4.1c	The analysis procedure used to evaluate these problems and to propose solutions.	
	4.1d	Any assumptions or special conditions associated with the use of these procedures, especially the hydrologic or hydraulic methods.	

	4.1e	The proposed design of the drainage control system.	
	4.1f	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.	
	4.1g	Proof of Errors and Omissions Insurance for the registered professional engineer or licensed surveyor showing a minimum amount of \$1,000,000 in coverage.	
4.2	A Hydrologic/Hydraulic Analysis, consistent with the methodologies and calculation included in the technical standards, and including the following information:		
	4.2a	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.	
	4.2b	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.	
	4.2c	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.	
	4.2d	A set of exhibits should be included showing the drainage sub-areas and a schematic detailing of how the computer models were set up.	
	4.2e	A conclusion which summarizes the hydraulic design and details how this design satisfies this Ordinance.	
5. Stormwater Pollution Prevention Plan for Construction Sites			Page/Sheet #
5.1	Construction Plan Elements (Section A in IDEM 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	
5.2	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 in B2 through 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	
6. Post-Construction Stormwater Pollution Prevention Plan			Page/Sheet #
6.1	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 guidelines for proposed post-construction stormwater measures	
	C6	Entity that will be responsible for operation and maintenance of the post-construction stormwater measures	
7. Project Check-in Checklist			Page/Sheet #
Must be completed and all items listed must be provided at project submittal.			

Franklin County, Indiana	Construction/ Stormwater Pollution Prevention Plan Technical Review Franklin County Stormwater Technical Standards IDEM Construction Stormwater General Permit: https://www.in.gov/idem/stormwater/construction-land-disturbance-permitting/ (INRA00000 effective 12/18/2021)
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Construction/Stormwater Pollution Prevention Plan Technical Review and Comment

Project Name: Scope of Project: County(ies): Latitude: Longitude:	Plan Submittal Date: Click here to enter a date. Plan Review Date: Click here to enter a date.
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Plan Preparer: Address: City: State: Zip: Phone: Cell Phone: Email:	Affiliation:
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Project Site Owner: Address: City: State: Zip: Phone: Cell Phone: Email:	Company Name (if applicable):
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Plan Reviewer: Address: City: State: Zip: Phone: Cell Phone: Email:	Affiliation:	On behalf of:
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Plan Review Status:		
<input type="checkbox"/>	Plan is Adequate	A comprehensive plan review has been completed and it has been determined that the plan satisfies the minimum requirements of the <i>Franklin County Stormwater Ordinance and Technical Standards</i> and the <i>Construction Stormwater General Permit INRA00000 (Effective 12-18-2021)</i> .
<input type="checkbox"/>	Preliminary Review	A comprehensive review will not be completed at this time. The plan review authority reserves the right to perform a comprehensive review at a later date, and revisions may be required at that time.
<input type="checkbox"/>	Conditional Acceptance	Acceptance of the plan is conditional. The conditional acceptance is contingent upon addressing the issues identified in the comment sections.

<input type="checkbox"/>	Plan is Deficient	Significant deficiencies were identified and must be addressed. Refer to the comment sections.
Action:		
<input type="checkbox"/>	Submit a Notice of Intent:	<ul style="list-style-type: none"> Submit the Notice of Intent (NOI) online through the IDEM Regulatory ePortal. It is required to upload a copy of this review form when submitting the NOI through the IDEM Regulatory ePortal: (https://stormwater.idem.in.gov/ncore/external/home)
<input type="checkbox"/>	Do not file a Notice of Intent or commence land-disturbing activities:	Deficiencies must be adequately addressed and an acceptable plan review completed.
<input type="checkbox"/>	Comments:	Refer to Plan Review Comments Sections of this document.
<input type="checkbox"/>	Revisions:	Update and submit the revised Construction/Stormwater Pollution Prevention Plan as indicated below.
<input type="checkbox"/>		Update and submit a complete plan set that addresses plan deficiencies.
<input type="checkbox"/>		Update and submit a document (narrative and/or plan sheets) that address plan deficiencies.
<input type="checkbox"/>		Update and submit a complete plan set that addresses plan deficiencies. A comprehensive plan review will not be completed.

Plan Review Information
<ul style="list-style-type: none"> <i>The technical review and comment is intended to evaluate the completeness of the Construction/Stormwater Pollution Prevention Plan for the project. The Plan submitted was not reviewed for the adequacy of engineering design. All measures included in the plan, as well as those recommended in the comments should be evaluated as to their feasibility by a qualified individual with structural measures designed by a qualified engineer. The Plan has not been reviewed for other local, state, or federal permits that may be required to proceed with this project.</i> <i>Additional information, including design calculations may be requested to further evaluate the plan.</i> <i>All proposed stormwater pollution prevention measures and those referenced in this review must meet the design criteria and standards set forth in the "Indiana Stormwater Quality Manual" from the Indiana Department of Environmental Management or similar Guidance Documents.</i> <i>Construction activities and unforeseen weather conditions may affect the performance of the erosion and sediment control system, individual measures, or the effectiveness of the plan. The plan must be a flexible document, with provisions to modify or substitute measures as necessary to ensure compliance.</i>
Section A: Construction Plan Elements

Adequate	Deficient	NA	A	<i>The construction plan elements include general information associated with the project site that are critical for the evaluation of the stormwater pollution prevention plan component. This information includes, but is not limited to an index, resource information, reference maps, grading information, project layout and design, and drainage plan</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	Index of the location of required plan elements in the construction plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	A vicinity map depicting the project site location in relationship to recognizable local landmarks, towns, and major roads
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	Narrative of the nature and purpose of the project
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	Latitude and longitude to the nearest fifteen (15) seconds
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	Legal description of the project site
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6	11 X 17-inch plat showing building lot numbers/boundaries and road layout/names
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7	Boundaries of the one hundred (100) year floodplains, floodway fringes, and floodways
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8	Land use of all adjacent properties
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9	Identification of a U.S. EPA approved or established TMDL
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10	Name(s) of the receiving water(s)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11	Identification of discharges to a water on the current 303d list of impaired waters and the pollutant(s) for which it is impaired
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12	Soil map of the predominant soil types
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13	Identification and location of all known wetlands, lakes and water courses on or adjacent to the project site (construction plan, existing site layout)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14	Identification of any other state or federal water quality permits or authorizations that are required for construction activities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15	Identification and delineation of existing cover, including natural buffers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16	Existing topography at a contour interval appropriate to indicate drainage patterns
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17	Location(s) of where run-off enters the project site
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18	Location(s) of where run-off discharges from the project site prior to land disturbance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19	Location of all existing structures on the project site
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20	Existing permanent retention or detention facilities, including manmade wetlands, designed for the purpose of stormwater management
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21	Locations where stormwater may be directly discharged into ground water, such as abandoned wells, sinkholes, or karst features
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22	Size of the project area expressed in acres

Adequate	Deficient	NA	A	
<i>The construction plan elements include general information associated with the project site that are critical for the evaluation of the stormwater pollution prevention plan component. This information includes, but is not limited to an index, resource information, reference maps, grading information, project layout and design, and drainage plan</i>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23	Total expected land disturbance expressed in acres
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24	Proposed final topography
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25	Locations and approximate boundaries of all disturbed areas
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26	Location, size, and dimensions of all stormwater drainage systems, such as culverts, storm sewers, and conveyance channels
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27	Locations of specific points where stormwater and non-stormwater discharges will leave the project site
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	28	Location of all proposed site improvements, including roads, utilities, lot delineation and identification, proposed structures, and common areas
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	29	Location of all on-site soil stockpiles and borrow areas
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30	Construction support activities that are expected to be part of the project
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31	Location of any in-stream activities that are planned for the project including, but not limited to stream crossings and pump arounds
Section A – Comments: <ul style="list-style-type: none"> Evaluate areas with potential waters of the state and, where required, verify if permits/authorizations are required prior to any impacts to waters of the state. These potential resources include areas with hydric soil, hydrophytic vegetation, pooling water, or evidence of flowing water such as swales, ditches, drains, or natural conveyances. Evaluation of hydric soil, hydrophytic vegetation, or pooling water should conform to the US Army Corps of Engineers Wetlands Delineation Manual," Technical Report Y-87-1, and the applicable regional supplement https://www.usace.army.mil/Missions/Civil-Works/Regulatory-Program-and-Permits/reg_supp/. Avoidance and minimization of impacts to waters of the state should be prioritized. 				

Section B: Stormwater Pollution Prevention Plan – Erosion and Sediment Control/Project Site Management

Adequate	Deficient	NA		
			B	<p><i>The construction component of the Stormwater Pollution Prevention Plan includes stormwater quality measures to address erosion, sedimentation, and other pollutants associated with land disturbance and construction activities. Proper implementation of the plan, maintenance of measures, and administering a self-monitoring program is required to manage the project site to minimize the discharge of sediment and other pollutants. Construction activities and unforeseen weather conditions may affect the performance of the erosion and sediment control system, individual measures, or the effectiveness of the plan. The plan must be a flexible document, with provisions to modify or substitute measures as necessary to ensure compliance.</i></p>

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	Description of the potential pollutant generating sources and pollutants, including all potential non-stormwater discharges
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Where applicable, Items in 2 through 10 below will be evaluated for Location, dimensions, detailed specifications, and construction details

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	Stable construction entrance locations and specifications
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	Specifications for temporary and permanent stabilization
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	Sediment control measures for concentrated flow areas
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	Sediment control measures for sheet flow areas
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6	Run-off control measures
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7	Stormwater outlet protection locations and specifications
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8	Grade stabilization structure locations and specifications
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9	Dewatering applications and management methods
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10	Measures utilized for work within waterbodies
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11	Maintenance guidelines for each proposed temporary stormwater quality measure
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12	Planned construction sequence describing the relationship between implementation of stormwater quality measures in relation to land disturbance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13	Provisions for erosion and sediment control on individual building lots regulated under the proposed project
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14	Material handling and spill prevention and spill response plan meeting the requirements in 327 IAC 2-6.1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15	Material handling and storage procedures associated with construction activity

Section B – Comments:

- Stormwater quality measures for the reduction of sediment have not been evaluated for adequacy of design. The proposed measures included in this SWPPP are being accepted based on the design engineer’s submittal.

Section C: Stormwater Pollution Prevention Plan – Post-Construction

Adequate	Deficient	NA	C	
				<i>The post-construction component of the Stormwater Pollution Prevention Plan includes the implementation of stormwater quality measures to address pollutants that will be associated with the final project land use. Post-construction stormwater measures should be functional upon completion of the project. Long term functionality of the measures is critical to their performance and should be monitored and maintained.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	Description of pollutants and their sources associated with the proposed land use
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	Description of proposed post-construction stormwater measures
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	Plan details for each stormwater measure
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	Sequence describing stormwater measure implementation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	Maintenance guidelines for proposed post-construction stormwater measures
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6	Entity that will be responsible for operation and maintenance of the post-construction stormwater measures

Section C – Comments:

- Post-construction stormwater quality and quantity measures have not been evaluated for adequacy of design. The proposed measures included in this SWPPP are being accepted based on the design engineer’s submittal.
- The rate of stormwater run-off and/or volume from the project site must meet local requirements to address stormwater quantity as established by ordinance or other regulatory mechanism. When a local requirement does not exist, the post-development run-off discharge from the project site must not exceed the pre-development discharge based on the two-year, ten-year, and one-hundred-year peak storm events.

Statement of Financial Responsibility

The undersigned of the proposed project to be known as

do hereby agree to take full responsibility of financial payment of review fees incurred on the above project. I am aware that the review fees will begin as soon as primary and/or secondary application is filed and continues until the project is approved and/or withdrawn. I understand that if the project is withdrawn the review fees are still due and payable from the application date to the date on the letter of withdrawal. No project will receive an approval letter nor will the plat be approved for recording until all fees are paid. All review fees are made payable to Franklin County.

The undersigned, having duly sworn upon oath, that the above information has been read and fully understood to be true and correct and is (undersigned) voluntary act and deed. The undersigned assumes responsibility for the aforementioned fees.

Signature

Mailing Address

Signature Printed

City, State, Zip Code

STATE OF INDIANA)
)
COUNTY OF _____)

Subscribed and sworn before me, a Notary Public, within and for said County and State, this _____ day of _____, 20____.

My Commission Expires _____

Notary Public _____

(Notary Stamp or Seal)

Project Check-In Checklist

Project Name: _____

Engineer: _____ **Contact Person:** _____

Address: _____

Phone Number: _____ **Fax Number:** _____

Developer/Owner: _____ **Contact Person:** _____

Address: _____

Phone Number: _____ **Fax Number:** _____

Project Information:

Section: _____ **Township:** _____ **Range:** _____

Township: _____ **City:** _____

Number of Lots: _____ **Acres:** _____

Parcel Number: _____ **Reg. Drain:** _____

Accepted Drainage Footage:

Open: _____ **Tile:** _____

Checklist:

1 Copy of Petition Signed & Notarized by Owner: _____

1 Copy of Legal Description: _____ 2 Sets of Plans: _____

1 Copy of Engineer Statement: _____ 1 CD (with complete project submittal): _____

1 Copy of application checklist: _____ 1 Check for Application Fee: _____

1 Copy of Regulated Drain Exhibit (if applicable): _____

1 Copy of Stormwater Drainage Technical Report: _____

Original Letter and 1 copy of Financial Responsibility: _____

1 Copy of Project Check-In Checklist (this sheet): _____

OFFICE USE ONLY

Assessment: _____

Revisions: _____

Approval: _____

Denial: _____

B3 - Individual Lot/Parcel Permit Forms

Instructions for Individual Lot Permit Request

Individual Lot Permit Request Application

Typical Erosion & Sediment Control Plan and Certification

Plot Plan Review Form

Individual Lot Stormwater Pollution Prevention Requirements

INSTRUCTIONS FOR INDIVIDUAL LOT PERMIT REQUEST

1. Request shall be made to Franklin County.
2. Request shall be made on standard form only, supplied by Franklin County.
3. The form shall be completely filled out, including the following information:
 - a. Name of subdivision/minor plat and lot number.
 - b. Section/Township/Range
 - c. Parcel number of property involved.
 - d. Project name (if none then put individual's name).
 - e. Contact person(s).
 - f. Type of residential lot and/or improvement. This office may require more details depending on the type of improvements being proposed.
4. A certified Plot Plan, including site layout is required to be submitted with each permit application.
5. An erosion and sediment control plan is required to be submitted with each permit application.
6. Applicant will need to provide the name, address telephone number, and list of qualifications of the trained individual in charge of the mandatory stormwater pollution prevention self-monitoring program for the project site.
7. Applicant will need to abide by any additional requirements set forth in the *Franklin County Stormwater Management Ordinance and/or Technical Standards*.
8. The applicant or an agent of the applicant must sign the form.
9. Check or money order is to be made payable to Franklin County. The correct amount of fee, based on the Fee Ordinance, must be included with the application package.

INDIVIDUAL LOT PERMIT REQUEST

Name of Subdivision/Minor Plat & Lot #: _____ Project Name: _____
Parcel Number: _____ Section/Township/Range _____
Township Name: _____

Applicant's Name: _____ Property Owner: _____
Address: _____ Property Address: _____
Phone: () _____ Phone: () _____
Fax: () _____ Fax: () _____

Contractor/Builder: _____
Address: _____
Phone: () _____ Fax: () _____
Contact Person: _____ Cell Phone: _____

Type of Residential Lot or Improvement: _____









Trained Individual in Charge of the Mandatory Stormwater Pollution Prevention Program Name: _____
Address: _____ Phone #: _____
List of Qualifications): _____

The individual lot operator is responsible for installation and maintenance of all erosion and sediment control measures until the site is stabilized.

_____ Date _____ Signature
Check Title: Owner _____ Contractor _____ Engineer _____ Agent _____ Other _____

*** For Office Use Only ***	Engineering Firm: _____
Permit # _____	Plan Project # _____ Check # _____

Legend and Check List

	Silt Fence	<input type="checkbox"/>
	Gravel Construction Entrance	<input type="checkbox"/>
	Drop Inlet Protection	<input type="checkbox"/>
	Curb Inlet Protection	<input type="checkbox"/>
	Temporary Seeding	<input type="checkbox"/>
	Property Lines / Drainage Swale	<input type="checkbox"/>
	Constructed Building Pad	<input type="checkbox"/>
	Soil Stockpile Protection	<input type="checkbox"/>

Notes:

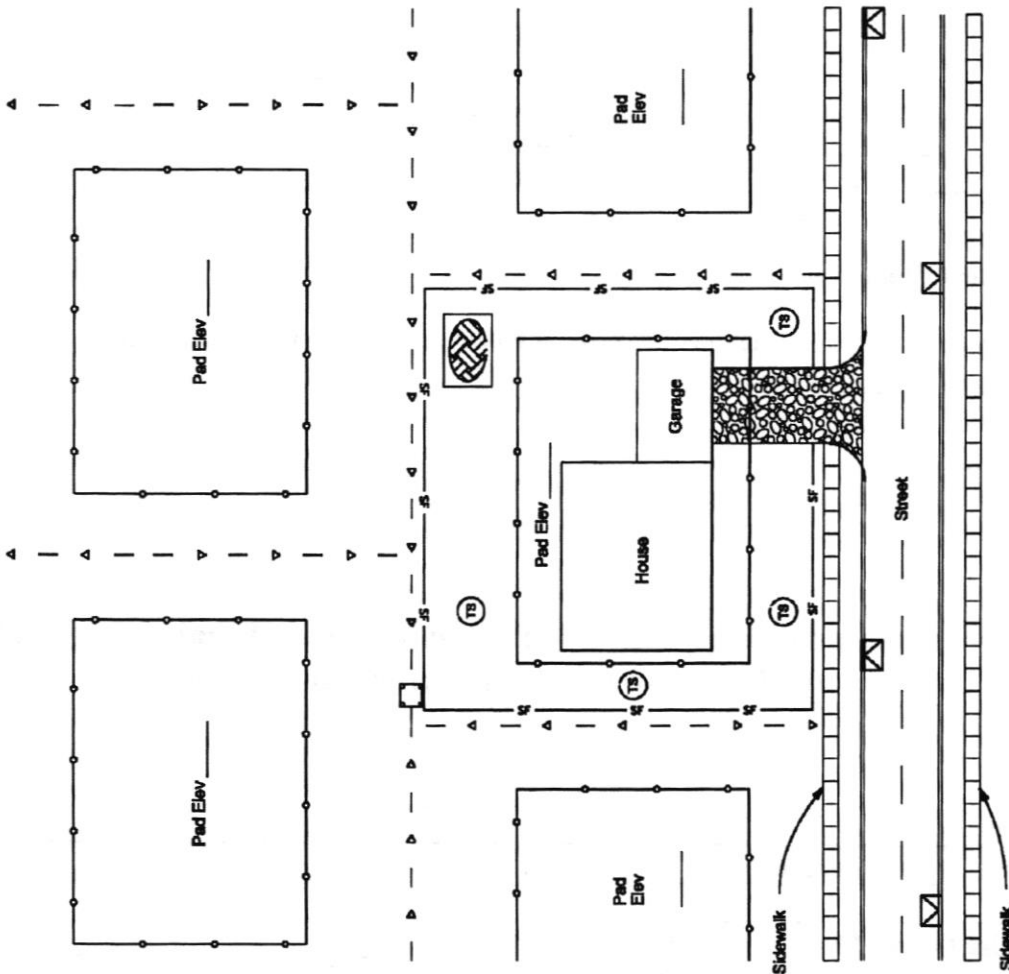
- Draw in any "Do Not Disturb" areas.
- Provide pad elevations for subject property and adjacent properties.
- Erosion Control Measures must be functional and maintained throughout construction.

I hereby certify that the drainage ways, pad elevations, and erosion and sediment control measures are consistent with the overall development plans.

Signature _____

Date _____

Individual Lot Erosion and Sediment Control Plan and Certification



Plot Plan Review

Landowner _____ Parcel # _____
Legal Description _____ Erosion Fee _____

- Legal Description
- Stamped by Engineer/Surveyor _____
- "N" arrow and scale
- Site/location map
- Flood Zone _____ Map # _____
- Check for Wetland
- Dimension of Lot
 - House finish floor 2' above road elevation
 - House finish floor in relationship to pond normal pool
 - Driveway location not over curb inlets or storm sewers
 - Show utilities
 - Water
 - Sanitary
 - Septic with perimeter tile location & outlet with elevations
 - 8" tile, storm piping, or regulated drain
 - Swales
 - Elevations-centerline of road
 - Inlet/outlet elevations
 - Benchmark
 - Easements
 - Field verified elevations
- Erosion Control
 - * Temporary Driveway or construction entrance
 - * Lot Stabilization – silt fence or equivalent
 - * Curb or Yard inlet stabilization
 - * Pond protection
 - * Street protection
 - * Seeding-permanent, temporary (timeline)
 - * Undisturbed area marked
 - * Stockpile area marked and protected

*Endangered species area

* Responsible Individual _____

Additional Comments: _____

Reviewed By: _____ Date Received: _____

Date Reviewed: _____ Revisions: _____ Approval Number: _____

Date Approved: _____ Date Taken to Planning: _____

Called: _____ Faxed Comments: _____

Individual Lot/Parcel Stormwater Pollution Prevention Requirements

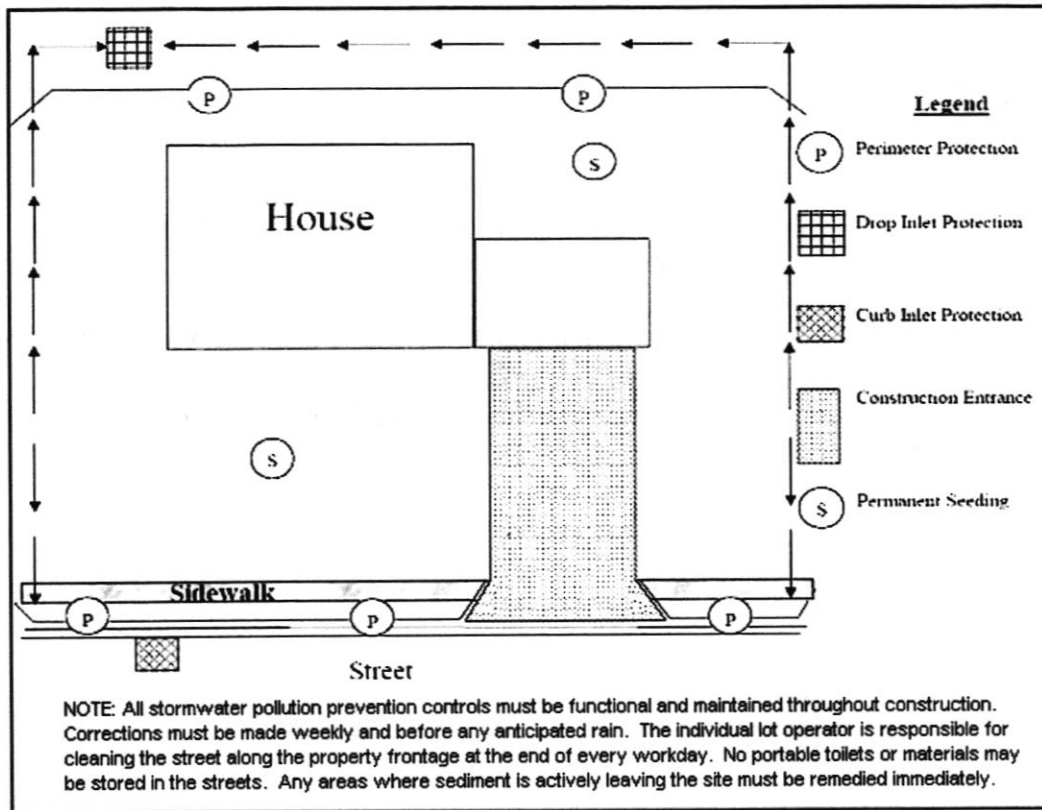
FOR COMPLIANCE WITH *FRANKLIN COUNTY* STORMWATER CODE

THE INDIVIDUAL LOT OWNER OR OPERATOR IS RESPONSIBLE FOR THE INSTALLATION AND MAINTENANCE OF STORMWATER POLLUTION PREVENTION CONTROLS UNTIL THE ENTIRE LOT IS COMPLETE AND 100% STABILIZED.

- Initial Stormwater controls such as construction entrances, curbside and rear of lot storm inlet protection (geo-textile wrapped under grate is prohibited), and perimeter controls (typically silt fence) must be in place BEFORE ANY LOT DISTURBANCE begins.
- All construction materials must be staged off of the street and on the lot behind perimeter controls.
- Portable toilets must be kept off of the street and should be placed on even ground on the lot behind perimeter controls.
- All lots must provide and utilize appropriate trash containment for site waste.
- Contractors must use appropriate practices for concrete, mortar, and paint washout. These materials must be properly contained and NOT enter the storm drains or other conveyances.
- Any off site tracking of sediment into the street, or off site sedimentation into swales or drains MUST be cleaned as soon as possible and by no later than the end of the day.
- Lot frontage should be cleaned and acceptable in appearance at the end of every business day.
- Areas where operations have impacted adjacent lots or rear yard swales MUST be repaired to design condition and 100% stabilized.

PLEASE NOTE: ANY INSPECTION WILL FAIL IF THE CORRECT STORMWATER POLLUTION PREVENTION CONTROLS ARE NOT IN PLACE AND PROPERLY MAINTAINED.

Stormwater Pollution Prevention Controls on Individual Lots



Construction Sequence

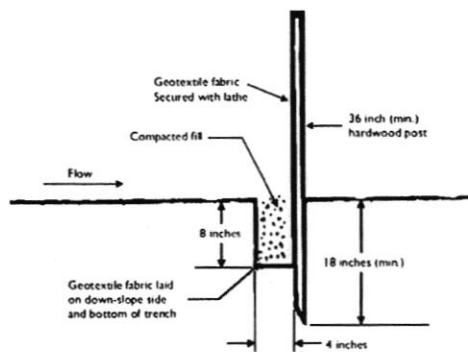
1. Install construction entrance.
 - a. Use #2 stone. Flare entrance at street so it can handle vehicle turn radius. See Detail.
2. Install perimeter protection.
 - a. Protection along the sides of the lot is only necessary if the adjacent lot is built out or if stormwater runoff will drain in that direction.
 - b. Make sure perimeter protections are turned into the lot where they terminate to create a ponding area. See above diagram.
 - c. Rear of lot perimeter protection should be installed to protect the rear yard swale.
3. Install protections on storm inlets at curbside and at rear of lot.
 - a. Geo-textile or "fabric" wrapped underneath the grate is **PROHIBITED**.
 - b. Make sure curbside inlet protection leaves the top 3-4 inches of the storm grate exposed to allow for overflow to enter the storm inlet, preventing ponding.
4. Lot disturbance may begin once the controls listed above are in place.
5. Maintain lot controls at all times and repair as soon as possible when a correction is needed.
 - a. If sediment is actively leaving the site due to a failing control such as tracking or an operation such as dewatering, it must be corrected **IMMEDIATELY**.
6. Stabilize all exposed soils with vegetation, mulch, or stone when construction is complete.
 - a. Lot is considered stabilized once vegetation has reached 100% coverage and 70 % density.
7. Remove temporary stormwater pollution prevention controls.

- a. These may be removed when exposed soils have been stabilized with vegetation, sod, or mulch.
- b. Seed alone is not a stabilization measure until it germinates and achieves proper coverage.

BMP DETAILS

Silt Fence

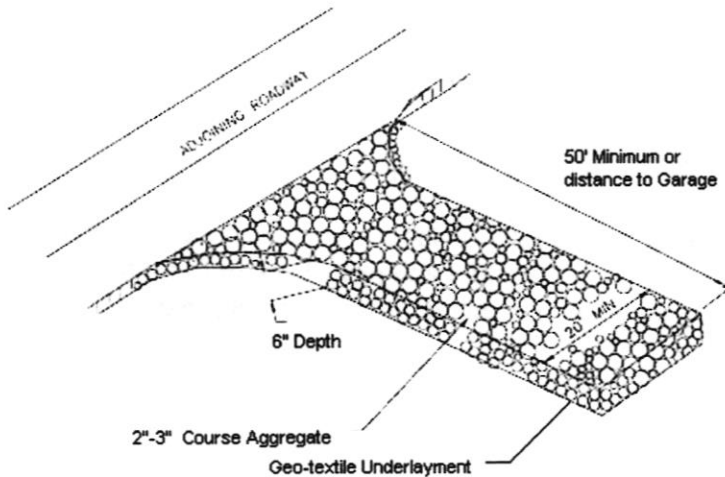
1. Install silt fence parallel to the contour of the land.
2. Extend ends of silt fence upslope 3-4 feet to allow for ponding areas behind the fence.
3. Excavate trench 8 inches deep and 4 inches wide.
4. Install with stakes on the down slope side of fence.
5. Bury 12 inches of fabric in the trench, extending the bottom 4 inches toward the upslope side.
6. Backfill trench on both sides of fence and compact.
7. Join silt fence sections by wrapping two posts and driving them in together. Do not use any other method of joining.



8. Inspect weekly and within 24 hrs of a 1/2" of rain. Silt fence should be cleaned out when the sediment has reached 1/3 the height of the exposed fencing. Repair silt fence where torn or damaged. Complete repairs before the next anticipated rain and by no later than one week from the date they are noticed.

Construction Entrance

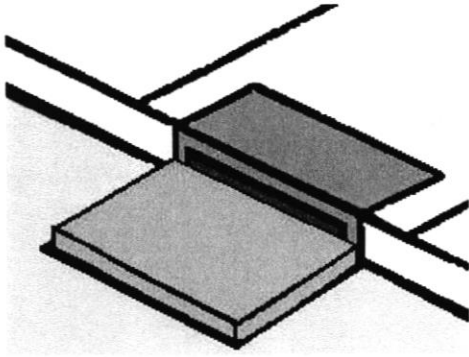
1. Install construction entrance from street to face of proposed building or at a 50' minimum length. Use #2 stone at a 6" minimum depth.
2. A geo-textile is required underneath the entrance to extend its functionality.
3. Flare out entrance where it meets the street so that vehicle turn radii do not travel over disturbed ground.



4. Perimeter Controls (silt fence) should be turned into the lot for a few feet where they meet the construction entrance.
5. Inspect weekly and within 24 hrs of a ½" of rain. Freshen or replace stone as needed to prevent off site tracking. If offsite tracking is occurring, clean up immediately, and correct the reason why the drive is failing as soon as possible. Complete repairs before the next anticipated rain and by no later than one week from the date they are noted.

Inlet Protection

1. Install inlet protection on all curbside and rear of lot storm
2. Curbside inlet protection should be installed so that 3 – 4 inches of the top of the casting is exposed to allow for overflow, preventing excessive ponding.
3. Wrapping geo-textile underneath the grate for protection or straw bale barriers are PROHIBITED practices.
4. Make sure inlet protection is securely fastened to the storm grate and installed per the manufacturer's recommendations.



5. Inspect weekly and within 24 hours of a $\frac{1}{2}$ " of rain. Sediment accumulation or standing water around the inlet can indicate the need for maintenance. Clean protection when clogged with sediment or when it reaches $\frac{1}{2}$ of the storage capacity or height of the control. Replace protection if torn or worn. Clean sediment from street around the storm inlet and place back onto lot behind perimeter controls. Complete repairs before the next anticipated rain and by no later than one week from the day they are noted.