



## **Requirements for Storm Water Pollution Prevention Plans City of Flagstaff, Arizona July 2005**

As part of the City of Flagstaff's efforts to comply with the Clean Water Act, as well as other local, state and federal water quality regulations, the City is now requiring all construction projects that disturb one acre or more of land to prepare and submit a Storm Water Pollution Prevention Plan (SWPPP). The City has adopted regulations to administer this program and these requirements are detailed in the City Amendments to the International Building Code, Appendix G. The general purpose for these plans is to avoid impairment to the City's storm water drainage system and to control pollutants that may be discharged to the Waters of the U.S. The following requirements and procedures, pursuant to the contents of Appendix G, as cited above, will apply.

### **Preparing the SWPPP**

- The SWPP should use the Best Management Practices (BMP's) outlined in the Arizona Department of Transportation's Erosion and Pollution Control Manual<sup>1</sup>. Electronic copies of this manual are available on-line or from the City.
- The SWPPP must be prepared by an Arizona Registered Civil Engineer and must be a part of the construction plans (Grading or Public Improvement Plans) submitted for City review.

### **The Review Process**

- The City assigns a Project Manager in the Project Review Section to coordinate the review of most private development projects. The City's project manager is your point of contact for the SWPPP process.
- Standard review fees and review times apply.

### **Permits**

- The City must have reviewed and approved your SWPPP before any grading, building or other development permits will be issued. The SWPPP approval will be coincident with the approval of Grading and/or Public Improvement Plans.
- In general, the BMP's on the approved SWPPP must be in place before any grading or building permits will be issued. Exceptions may be made for BMP's that constitute grading activities as defined by the International Building Code.

### **Inspections**

- The BMP's shown on the SWPPP must be in place during the entire construction period of the project, or until permanent erosion and pollution prevention measures replace them.

- The City will periodically inspect your construction and may stop work or refuse to issue additional development permits if the approved BMPs are not in place or are not properly maintained.

### **Paperwork**

- The permit applicant must submit a Notice of Intent (NOI) and Notice of Termination (NOT) to both the City of Flagstaff and the Arizona Department of Environmental Quality. The appropriate forms and additional information about the NOI and NOT can be found in the ADOT Erosion and Pollution Control Manual. The NOI must be submitted concurrently with the SWPPP submittal.
- The NOI and an approved SWPPP must be on file before any grading or building permits will be issued.
- The NOT must be on file before the City will accept any public improvements or issuance of a Certificate of Occupancy. The NOT shall be submitted concurrently with the Final Grading Certification.

### **Questions**

- If you have questions about the SWPPP process, and a City Project Review Section project manager has been assigned to your project, contact the project manager at 779-7610 option 2. For general questions about the SWPPP process or BMP's contact the City's Stormwater Management Section at 928-779-7610 option 4.

### **References**

1. ADOT Erosion and Pollution Control Manual for Highway Design and Construction, Arizona Department of Transportation, 2005. [http://www.dot.state.az.us/ADOT\\_and/Storm\\_Water/](http://www.dot.state.az.us/ADOT_and/Storm_Water/)
2. City of Flagstaff Stormwater Management Design Manual, City of Flagstaff Engineering Division, July, 2000.
3. City of Flagstaff web site: <http://flagstaff.az.gov/>