



Guidelines for SWP3 and Erosion Control Plan Preparation

9/3/2018

Purpose:

The purpose of this document is to provide guidance in the preparation of a SWP3 and Erosion Control Plans for sites within the City of Waxahachie's MS4.

Definitions:

Capital Improvement Project (CIP) refers to projects in which the City of Waxahachie is the owner.

Erosion Control Plans shall refer to the portion of the construction plans showing the temporary controls used during construction to ensure compliance with the [TCEQ Construction General Permit](#), the [Stormwater Ordinance](#), and the [Engineer Standards](#).

Construction General Permit (CGP) shall refer to the appropriate permit or permits. For gas utilities the CGP shall refer to the [NPDES general construction permit issued by EPA](#) and all others the [TPDES general construction permit issued by TCEQ](#).

Stormwater Pollution Prevention Plans (SW3P) the documents as defined and required by the CGP.

Notifications:

The MS4 notification may be done by email at MS4@waxahachie.com if required by CGP.

Requirements:

1. The SWP3 shall be prepared to ensure project compliance though out the project duration to the requirements in the CGP, the [Stormwater Ordinance](#) and the [Engineer Standards](#).

2. The City of Waxahachie encourages leaving existing right of ways as an undisturbed vegetative buffer between the street and construction sites. When this is not possible the SW3P shall:
 - a. At the end of each work day, the street shall be free of pollutants originating from the construction site.
 - b. No loose material may be placed or stored in ROW without sufficient controls installed and maintained to prevent any discharge to pavement or other drainage conveyance. Streets and alleys may not be used for material storage.
 - c. Inlet protection must not:
 - Impede the flow of water. Any device that covers a portion of the face of an inlet will impede the flow of water.
 - Impede the flow of traffic.
 - Create siltation on pavement.
3. The Erosion Control Plans and SWP3 shall address each major phase of the construction project in accordance with the [Engineer Standards](#). Multiple erosion control plan sheets may be necessary.
4. SWP3 binders shall be divided (tabs) according to the table of contents.
5. Operators:
 - a. Contractor performing the day to day operation will be listed as the Primary Operator.
 - b. Property Owner will be listed as a secondary operator on private development.
 - c. The city will be listed as a secondary operator on all CIP.
6. One (1) Hard Copy and One (1) CD with PDF of the SWP3 for CIP must be submitted to the City Engineer for review prior to construction.
7. Evidence of permit coverage must be submitted:
 - a. When applying for a grading, building or right of way permit.
 - b. For soil disturbance of 5 acres or more a TCEQ Notice of Intent (NOI) is required to be submitted to TCEQ and the NOI needs to be included in the SW3P.
 - c. Prior to the pre-construction meeting except for projects with an approved grading permit.
8. Provide up to date contact information for the SWP3 operator to the assigned stormwater inspector throughout the project.
9. Submit changes to the SWP3 to the assigned stormwater inspector.
10. When the TCEQ Construction General Permit does not require a SWP3, the Erosion Control Plans should include the necessary information to ensure the requirement of the [Stormwater Ordinance](#) is achieved.
11. All construction plans shall include Erosion Control Plans regardless of size.