

# Williams County Storm Water Management Plan Checklist

Date Submitted: \_\_\_\_\_

Project Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

**(For Office Use Only)**

Plan Received by: \_\_\_\_\_

Review Fee Received (amount) \_\_\_\_\_ Date \_\_\_\_\_

Conditional Approval Date: \_\_\_\_\_

Final Approval Date: \_\_\_\_\_

**STORM WATER MANAGEMENT PLAN CHECKLIST**

An application for approval of a storm water management plan shall contain the following information, documents, data, elements, and sub-elements, unless, and upon request of the applicant, specifically determined unnecessary by the Water Board:

Item		YES	NO	Page
<b>(a) A narrative analysis including:</b>				
1	<p>A cover sheet identifying the project name, engineer contact information, owner/developer contact information, project location, the date the plan was prepared or revised, as the case may be, with the engineer's sign/seal and the following certification statement:</p> <p>"I, [name of engineer], a registered Professional Engineer under the laws of the State of North Dakota, hereby certify that the documents contained in this Storm Water Management Plan for the [project title] project in Williams County, North Dakota were prepared by me or under my direct supervision in accordance with the provisions of the Williams County Water Resource Board, Storm Water Management Rules and Regulations."                      [Signature of Engineer]                      Printed Name of Engineer, PE                      North Dakota Registration No.: PE-xxxx"</p>			<input type="checkbox"/>
2	A table of contents identifying sections by number, figures, appendices (with identifying tabs);			<input type="checkbox"/>
3	An introduction with the following information: the site location, description of development, purpose of the plan approval, existing land cover/use, location map			<input type="checkbox"/>
4	A listing of pertinent regulatory requirements or regulations			<input type="checkbox"/>
5	A description of existing conditions, including soils information, existing land cover/use, description of individual drainage basins, description of runoff routes, details of existing storm water facilities/ponds/culverts			<input type="checkbox"/>
6	A description of proposed conditions, including the proposed land cover/use, description of individual drainage basins, description of runoff routes, details of proposed storm water facilities/ponds/culverts			<input type="checkbox"/>
7	A results section showing a side by side comparison of pre-development and post-development peak discharge flow rates from site, discharge velocities for all outlets, and pipe sizing calculations			<input type="checkbox"/>
8	Pre and post development hydrologic and hydraulic analysis describing methodology chosen, modeling software and pertinent regulations			<input type="checkbox"/>
9	Erosion and sedimentation control during and after construction, to include descriptions of temporary and permanent erosion control measures and riprap sizing calculations			<input type="checkbox"/>
10	Protective measures for proposed and existing buildings and structures, and water quality concerns			<input type="checkbox"/>
11	Feasibility of on-site infiltration to reduce runoff volume and address water quality concerns			<input type="checkbox"/>
12	Planned maintenance activities and intervals, inspection intervals, and access considerations for all permanent storm water management activities; and			<input type="checkbox"/>
13	A discussion as to how the storm water management plan applies or observes the principles and procedures set forth in these rules and regulations			<input type="checkbox"/>

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<b>(B) Appendices Including:</b>				
1	A Soils Report, either from a licensed professional or from the National Resources Conservation Service (NRCS);			<input type="text"/>
2	Existing Conditions Calculations/Model Printouts that including input data, summary reports, detailed reports, and model diagrams			<input type="text"/>
3	Proposed Conditions Calculations/Model Printouts that including input data, summary reports, detailed reports, and model diagrams			<input type="text"/>
4	Written Communications with upstream and downstream property owners including proof of receipt of notification/communication			<input type="text"/>
5	Copies of Recorded Drainage Easements or Exhibits			<input type="text"/>
6	An Executed Operations and Maintenance Agreement			<input type="text"/>

Item		YES	NO	Page
<b>(7) A map of existing conditions at the site and at immediately adjacent areas, showing:</b>				
A	The name, address and phone number of the applicant, the section, township and range, a north arrow, date and scale of drawing, and number of sheets			<input type="text"/>
B	The name and address of the record owner(s) of the subject property, unless the same as the applicant, along with a statement from the record owner(s) consenting to the Development;			<input type="text"/>
C	The location of the subject property by an insert or other map at a scale sufficient to clearly identify the location of the property and giving such information as the lot and block number, street address, the names and numbers of adjoining roads, railroads, utilities, subdivisions, towns, districts, and other defining landmarks			<input type="text"/>
D	The existing topography with a contour interval appropriate to the topography of the land, but in no case having a contour interval greater than two feet			<input type="text"/>
E	A watershed boundary map illustrating the Development site location as a subwatershed within the watershed of the larger or major drainage basin			<input type="text"/>
F	A delineation of streams, rivers, public waters and the presence or absence of wetlands located on and immediately adjacent to the site, including depth of water, a general description of vegetative cover found within the site, a statement of general water quality, if applicable, and any classification given to the water body by state or federal agencies			<input type="text"/>
G	The location and dimensions of existing storm water drainage systems and the natural drainage patterns on and immediately adjacent to the site delineating in which direction and at what rate storm water is conveyed from the site, identifying the receiving stream, river, public ditch, or wetland, and setting forth those areas of the unaltered site where storm water collects or passes			<input type="text"/>

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H	A description of the soils on the site, including a map indicating soil types of the areas to be disturbed, containing information on the suitability of the soils for the type of development proposed, potential for erosion, the type of storm water management system proposed, and any remedial steps to be taken by the applicant to render the soils suitable			<input type="checkbox"/>
I	A depiction of the current extent of vegetative cover and a clear delineation of any vegetation proposed for removal			<input type="checkbox"/>
J	A description or indication of the current land use of the area in which the site is located			<input type="checkbox"/>
K	A depiction of the 100-year flood plains, flood fringes, and floodways; and			<input type="checkbox"/>
L	A depiction of groundwater elevation data and the estimated groundwater table in relation to surface contours.			<input type="checkbox"/>

Item		YES	NO	Page
<b>(8) Site construction plans showing:</b>				
A	Locations and dimensions of all proposed land disturbing activities and any phasing or scheduling of those activities			<input type="checkbox"/>
B	Approximate locations of all temporary soil or dirt stockpile areas			<input type="checkbox"/>
C	Location and description of all construction site erosion control measures necessary to meet the requirements of these rules and regulations			<input type="checkbox"/>
D	A schedule of anticipated starting and completion dates for each land disturbing activity, including the installation of construction site erosion control measures needed to meet the requirements of these rules and regulations; and			<input type="checkbox"/>
E	Provisions for maintaining the construction site erosion control measures prior to, during, and after construction.			<input type="checkbox"/>

Item		YES	NO	Page
<b>(9) Site construction plans showing:</b>				
A	The proposed final grading plan shown at contours at the same interval as provided above or as required to clearly indicate the relationship of the proposed changes to existing topography and remaining features			<input type="checkbox"/>
B	A drainage plan of the developed site delineating the direction and at what rate storm water runoff will be conveyed from the site and setting forth the areas of the site where storm water will be collected			<input type="checkbox"/>

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<b>C</b>	All easements provided for drainage, including areas of flow or detention inundated during the 100-year storm event, shall identify on the easement document the water surface elevation and overflow routes, the areas provided for access to storm water management features, and the off-site flowage easements (upstream and downstream)			<input type="checkbox"/>
<b>D</b>	The proposed size, alignment, and intended use of any buildings or structures to be erected on the site			<input type="checkbox"/>
<b>E</b>	A clear delineation and tabulation of all areas which shall be paved or surfaced, including a description of the surfacing material to be used			<input type="checkbox"/>
<b>F</b>	Proposed permanent erosion control measure design calculations that meet the requirements of these rules and regulations; and			<input type="checkbox"/>
<b>G</b>	Any other information pertinent to the particular Development which, in the opinion of the applicant, is necessary for the review of the Development.			<input type="checkbox"/>