



Harris County Engineering Permits Storm Water Quality

SWQMP Plan Review Checklist

Source: Storm Water Quality Management Guidance Manual; 2001 Edition

1. Cover Page

_____ A. Engineer's Seal

2. Site Description

_____ A. Site Location

_____ B. Names, addresses and phone numbers of owners and contact person

_____ C. Type of New Development or Redevelopment

_____ D. Nature of activities

_____ E. NOI or TPDES permit application (Include a statement of intent to file an NOI or application for TPDES permit will be submitted as applicable. Include NOI in the Appendices)

_____ F. Total site area and area affected by the development

_____ G. Site Maps (Describe what maps are included in the appendices and what essential information they illustrate.)

3. Controls

_____ A. **Non-structural Controls** (Describe the non-structural best management practices (BMPs) and how they will be used at the site. Non-structural controls are management –based activities that are designed to prevent or reduce the potential of storm water runoff contact with pollution-causing activities.

1. Waste Materials

2. Hazardous Waste

3. Sanitary Waste

4. Landscaping Practices, Fertilizer and Pesticide use- (and include in Public Education below)

5. Public Education (for Residential Subdivisions especially) Include examples of mailers, door hangers, circulars by M.U.D or H.O A. in appendices



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- _____ B. **Structural Controls** Provide a description of all structural controls associated with this project. Structural controls are constructed facilities or vegetative practices that are generally designed to reduce pollutant levels in storm water runoff. Supporting data (specifications, calculations, etc.) should be provided. (Structural BMPs should be shown on the included construction drawings.)

4. **Maintenance**

- _____ A. Describe procedures and qualified personnel to assure the timely maintenance of the control measures.
1. In Residential Subdivisions, street sweeping is optional and not a Harris County requirement for the SWQMP.
 2. Use Inlet Markings with Storm Water Quality emblems on the covers or grates rather than the painted messages (Inlet Stenciling).

5. **Inspections**

- _____ A. Describe inspections reporting and procedures.
- _____ B. Add the following note to the SWQMP Site Plan sheet in the drawing set under the heading "SWQMP Permit Requirements".
- “Upon completion of construction the permanent storm water quality feature will be cleaned of all sediment and debris that may have accumulated. Additionally all disturbed areas related to this project will be completely stabilized. This will be done prior to submitting an as “As-Built Certificate” and calling for final inspection. Harris County Engineering will not pass the Final Inspection or issue the Certificate of Compliance until the required final cleanout and stabilization have been completed. The development is not approved for operation until a Certificate of Compliance has been issued.”



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6. Tables and Appendices

- _____ A. Vicinity map (include Key Map page and section)
- _____ B. SWQMP Site Plan that illustrates the following:
 1. Areas to be developed;
 2. Areas not to be developed;
 3. Location and listing of structural controls and non-structural controls that are identified in the plan as applicable;
 4. Drainage areas and their areas, patterns and approximate slopes anticipated after development;
 5. Locations and listing of activities which may generate pollutants and potential discharge, including hazardous material treatment, storage and disposal facilities, parking areas, loading areas, etc.;
 6. Locations where storm water is discharged to the MS4 and the name of the MS4 operator including the Identification #, if applicable;
 7. Wetlands and surface waters.
- _____ C. SWQMP Details and Calculations Plan Sheet
 1. The sheet should include a detailed illustration of the permanent storm water quality feature, and the calculations used to determine its sizing and design.
- _____ D. Inspection and Maintenance forms
- _____ E. Certification forms
- _____ F. Harris County Storm Water Quality As Built Certificate Form
- _____ G. Harris County Storm Water Quality Annual Certification Forms

NOTE 1: As of 3/3/03; an example SWQMP can be seen / downloaded from the web site: <http://www.cleanwaterclearchoice.org/downloads.html>

NOTE 2: Documents specific to obtaining a Harris County Storm Water Quality Permit may be downloaded from the website: <http://www.eng.hctx.net/permits>