

SUBMISSIONS CHECKLIST

If a provision is not applicable, put "NA"

Section 1. Development description

- _____ A. Narrative
 - _____ 1. Objectives and details
 - _____ 2. Existing facilities (with dates of construction)
- _____ B. Topographic map
 - _____ 1. Location of development boundaries
 - _____ 2. Quadrangle name
- _____ C. Construction plan
 - _____ 1. Outline of construction sequence (major aspects)
 - _____ 2. Dates
- _____ D. Drawings
 - _____ 1. Development facilities
 - _____ a. Location, function and ground area
 - _____ b. Length/cross-sections for roads
 - _____ 2. Site work (nature and extent)
 - _____ 3. Existing facilities (location, function ground area and floor area)
 - _____ 4. Topography
 - _____ a. Pre- and post-development (contours 2 ft or less)
 - _____ b. Previous construction, facilities and lot lines

_____ **Section 2. Title, right or interest** (copy of document)

Section 3. Financial capacity

- _____ A. Estimated costs
- _____ B. Financing
 - _____ 1. Letter of commitment to fund
 - _____ 2. Self-financing
 - _____ a. Annual report
 - _____ b. Bank statement
 - _____ 3. Other
 - _____ a. Cash equity commitment
 - _____ b. Financial plan
 - _____ c. Letter
 - _____ 4. Affordable housing information

Section 4. Technical ability (description)

- _____ A. Prior experience (statement)
- _____ B. Personnel (documents)

Section 5. Noise

- _____ A. Developments producing a minor noise impact (statement)
 - _____ 1. Residential developments
 - _____ 2. Certain non-residential subdivisions
 - _____ 3. Schools and hospitals
 - _____ 4. Other developments
 - _____ a. Type, source and location of noise
 - _____ b. Uses, zoning and plans
 - _____ c. Protected locations
 - _____ d. Minor nature of impact

- _____ e. Demonstration
- _____ B. Developments producing a major noise impact (full noise study)
- _____ 1. Baseline
- _____ a. Uses, zoning and plans
- _____ b. Protected locations
- _____ c. Quiet area
- _____ 2. Noise generated by the development
- _____ a. Type, source and location of noise
- _____ b. Sound levels
- _____ c. Control measures
- _____ d. Comparison with regulatory limits
- _____ e. Comparison with local limits

_____ **Section 6. Visual quality and scenic character**(narrative, description, visual impact analysis)

_____ **Section 7. Wildlife and fisheries** (narrative)

_____ **Section 8. Historic sites** (narrative)

_____ **Section 9. Unusual natural areas** (narrative)

Section 10. Buffers

- _____ A. Site plan and narrative

Section 11. Soils

- _____ A. Soil survey map and report
- _____ 1. Soil investigation narrative
- _____ 2. Soil survey map
- _____ B. Soil survey intensity level by development type
- _____ 1. Class A (High Intensity) Soil Survey
- _____ 2. Class B (High Intensity) Soil Survey
- _____ 3. Class C (Medium High-Intensity) Soil Survey
- _____ 4. Class D (Medium Intensity) Soil Survey
- _____ C. Geotechnical Investigation
- _____ D. Hydric soils mapping

Section 12. Stormwater management

- _____ A. Narrative
- _____ 1. Development location
- _____ 2. Surface water on or abutting the site
- _____ 3. Downstream ponds and lakes
- _____ 4. General topography
- _____ 5. Flooding
- _____ 6. Alterations to natural drainage ways
- _____ 7. Alterations to land cover
- _____ 8. Modeling assumptions
- _____ 9. Basic standard
- _____ 10. Flooding standard
- _____ 11. General standard
- _____ 12. Parcel size
- _____ 13. Developed area
- _____ 14. Disturbed area
- _____ 15. Impervious area
- _____ B. Maps
- _____ 1. U.S.G.S. map with site boundaries
- _____ 2. S.C.S. soils map with site boundaries
- _____ C. Drainage Plans (a pre-development plan and a post-development plan)

- _____ 1. Contours
- _____ 2. Plan elements
- _____ 3. Land cover types and boundaries
- _____ 4. Soil group boundaries
- _____ 5. Stormwater quantity subwatershed boundaries
- _____ 6. Stormwater quality subwatershed boundaries
- _____ 7. Watershed analysis points
- _____ 8. Hydrologic flow lines (w/flow types and flow lengths labeled)
- _____ 9. Runoff storage areas
- _____ 10. Roads and drives
- _____ 11. Buildings, parking lots, and other facilities
- _____ 12. Drainage system layout for storm drains, catch basins, and culverts
- _____ 13. Natural and man-made open drainage channels
- _____ 14. Wetlands
- _____ 15. Flooded areas
- _____ 16. Benchmark
- _____ 17. Stormwater detention, retention, and infiltration facilities
- _____ 18. Stormwater treatment facilities
- _____ 19. Drainage easements
- _____ 20. Identify reaches, ponds, and subwatersheds matching stormwater model
- _____ 21. Buffers
- _____ D. Runoff analysis (pre-development and post development)
 - _____ 1. Curve number computations
 - _____ 2. Time of concentration calculations
 - _____ 3. Travel time calculations
 - _____ 4. Peak discharge calculations
 - _____ 5. Reservoir routing calculations
- _____ E. Flooding Standard
 - _____ 1. Variance submissions (if applicable)
 - _____ a. Submissions for discharge to the ocean, great pond, or major river
 - _____ i. Map
 - _____ ii. Drainage plan
 - _____ iii. Drainage system design
 - _____ iv. Outfall design
 - _____ v. Easements
 - _____ b. Insignificant increase
 - _____ i. Downstream impacts
 - _____ c. Submissions for discharge to a public stormwater system
 - _____ i. Letter of permission
 - _____ ii. Proof of capacity
 - _____ ii. Outfall analysis and design (pictures)
 - _____ 2. Sizing of storm drains and culverts
 - _____ 3. Stormwater ponds and basins
 - _____ a. Impoundment sizing calculations
 - _____ b. Inlet calculations
 - _____ c. Outlet calculations
 - _____ d. Emergency spillway calculations
 - _____ e. Subsurface investigation report
 - _____ f. Embankment specifications
 - _____ g. Embankment seepage controls
 - _____ h. Outlet seepage controls
 - _____ i. Detail sheet
 - _____ j. Basin cross sections
 - _____ k. Basin plan sheet
 - _____ 4. Infiltration systems
 - _____ a. Well locations map
 - _____ b. Sand and gravel aquifer map
 - _____ c. Subsurface investigation report with test pit or boring logs

- _____ d. Permeability analysis
- _____ e. Infiltration structure design
- _____ f. Pollutant generation and transport analysis
- _____ g. Monitoring and operations plan
 - _____ i. Locations of storage points of potential contaminants
 - _____ ii. Locations of observation wells and infiltration monitoring plan
 - _____ iii. Groundwater quality monitoring plan
- _____ 5. Drainage easement declarations.
- _____ F. Stormwater quality treatment plan peak discharge calculations
 - _____ 1. Basic stabilization plan
 - _____ a. Ditches, swales, and other open channel stabilization
 - _____ b. Culvert and storm-drain outfall stabilization
 - _____ c. Earthen slope and embankment stabilization
 - _____ d. Disturbed area stabilization
 - _____ e. Gravel roads and drives stabilization
 - _____ 2. General Standard
 - _____ a. Calculations for sizing BMP
 - _____ b. Impervious area calculation
 - _____ c. Developed area calculation
 - _____ d. Summary spreadsheet of calculations
 - _____ 3. Phosphorus control plan
 - _____ a. Calculations for the site's allowable phosphorus export
 - _____ b. Calculations for determining the developed site's phosphorus export
 - _____ c. Calculations for determining any phosphorus compensation fees
 - _____ 4. Offset Credits
 - _____ a. Urban impaired stream
 - _____ Offset credit calculation
 - _____ b. Phosphorus credit determination
 - _____ i. Location map
 - _____ ii. Scaled plan
 - _____ iii. Title and right
 - _____ iv. Demolition plan
 - _____ v. Vegetation plan
 - _____ vi. Offset credit calculation
 - _____ vii. Calculation for the new allowable export
 - _____ 5. Runoff treatment measures
 - _____ a. structural measures
 - _____ i. Design drawings and specifications
 - _____ ii. Design calculations
 - _____ iii. Maintenance plan
 - _____ iv. TSS removal or phosphorus treatment factor determinations
 - _____ v. Stabilization plan
 - _____ b. Vegetated buffers
 - _____ i. Soil survey
 - _____ ii. Buffer plan
 - _____ iii. Turnout and level spreader designs
 - _____ iv. Deed restrictions
 - _____ 6. Control plan for thermal impacts to coldwater fisheries
 - _____ 7. Control plan for other pollutants
 - _____ 8. Engineering inspection of stormwater management facilities
- _____ G. Maintenance of common facilities or property
 - _____ 1. Components of the maintenance plan
 - _____ A. Maintenance of facilities by owner or operator
 - _____ 1. Site owner or operator (name legally responsible party)
 - _____ 2. Contact person responsible for maintenance
 - _____ 3. Transfer mechanism

- _____ 4. List of facilities to be maintained
- _____ 5. List of inspection and maintenance tasks for each facility
- _____ 6. Identifications of any deed covenants, easements, or restrictions
- _____ 7. Sample maintenance log
- _____ 8. Copies of any third-party maintenance contracts
- _____ B. Maintenance of facilities by homeowner's association
- _____ 1. Incorporation documents for the association
- _____ 2. Membership criteria
- _____ 3. Association officer responsible for maintenance
- _____ 4. Establishment of fee assessment for maintenance work
- _____ 5. Establishment of lien system
- _____ 6. Reference to department order(s) in association charter
- _____ 7. Transfer mechanism from developer to association
- _____ 8. List of facilities to be maintained
- _____ 9. Identification of any deed covenants, easements, or restrictions
- _____ 10. Renewal of covenants and leases
- _____ 11. List of inspection and maintenance tasks for each facility
- _____ 12. Sample maintenance log
- _____ 13. Copies of any third-party maintenance contracts
- _____ C. Maintenance of facilities by municipality or municipal district
- _____ 1. Identification of the municipal department or utility district
- _____ 2. Contact person responsible for maintenance
- _____ 3. Evidence of acceptance of maintenance responsibility
- _____ 4. Transfer mechanism from developer
- _____ 5. List of facilities to be maintained
- _____ 6. List of inspection and maintenance tasks for each facility
- _____ 7. Identifications of any deed covenants, easements, or restrictions
- _____ 8. Sample maintenance log
- _____ 2. General inspection and maintenance requirements
- _____ a. Drainage easements
- _____ b. Ditches, culverts, and catch-basin systems
- _____ c. Roadways and parking surfaces
- _____ d. Stormwater detention and retention facilities
- _____ 1. Embankment inspection and maintenance
- _____ 2. Outlet inspection and clean-out
- _____ 3. Spillway maintenance
- _____ 4. Sediment removal and disposal
- _____ e. Stormwater infiltration facilities
- _____ 1. Sediment protection plan
- _____ 2. Infiltration rehabilitation plan
- _____ 3. Sediment removal and disposal
- _____ 4. Groundwater monitoring plan
- _____ f. Proprietary treatment devices
- _____ g. Buffers
- _____ h. Other practices and measures

_____ **Section 13. Urban Impaired Stream Submissions**

- _____ 1. Off-site credits
- _____ 2. Compensation fees (Urban Impaired Stream/Phosphorus)
- _____ 3. Development impacts

_____ **Section 14. Basic Standards**

- _____ A. Narrative
- _____ 1. Soil types
- _____ 2. Existing erosion problems
- _____ 3. Critical areas
- _____ 4. Protected natural resources
- _____ 5. Erosion control measures

- _____ 6. Site stabilization
- _____ B. Implementation schedule
- _____ C. Erosion and sediment control plan
 - _____ 1. Pre-development and post-development contours
 - _____ 2. Plan scale and elements
 - _____ 3. Land cover types and boundaries
 - _____ 4. Existing erosion problems
 - _____ 5. Critical areas
 - _____ 6. Protected natural resources
 - _____ 7. Locations (general)
 - _____ 8. Locations of controls
 - _____ 9. Disturbed areas
 - _____ 10. Stabilized construction entrance
- _____ D. Details and specifications (for both temporary and permanent measures)
- _____ E. Design calculations
- _____ F. Stabilization plan
 - _____ 1. Temporary seeding
 - _____ 2. Permanent seeding
 - _____ 3. Sodding
 - _____ 4. Temporary mulching
 - _____ 5. Permanent mulching
- _____ G. Winter construction plan
 - _____ 1. Dormant seeding
 - _____ 2. Winter mulching
- _____ H. Third-party inspections
 - _____ 1. Inspector's name, address, and telephone number
 - _____ 2. Inspector's qualifications
 - _____ 3. Inspection schedule
 - _____ 4. Contractor contact
 - _____ 5. Reporting protocol

_____ **Section 15. Groundwater**

- _____ A. Narrative
 - _____ 1. Location and maps
 - _____ 2. Quantity
 - _____ 3. Sources
 - _____ 4. Measures to prevent degradation
- _____ B. Groundwater protection plan
- _____ C. Monitoring plan
 - _____ 1. Monitoring points
 - _____ 2. Monitoring frequency
 - _____ 3. Background conditions
 - _____ 4. Monitoring parameters
 - _____ 5. Personnel qualifications
 - _____ 6. Proof of training
 - _____ 7. Equipment and methods
 - _____ 8. Quality assurance/quality control
 - _____ 9. Reporting requirements
 - _____ 10. Remedial action plan
- _____ D. Monitoring well installation report
 - _____ 1. Well location map
 - _____ 2. Elevation data
 - _____ 3. Well installation data
 - _____ 4. Well construction details
 - _____ 5. Borehole logs
 - _____ 6. Summary of depth measurements
 - _____ 7. Characteristics of subsurface strata
 - _____ 8. Well installation contract

- _____ 9. Schematic cross-sections
- _____ 10. Monitoring point summary table
- _____ 11. Protective casing
- _____ 12. On-site well identification

Section 16. Water supply

- _____ A. Water supply method
 - _____ 1. Individual wells (evidence of sufficient/healthful supply)
 - _____ a. Support of findings by well drillers
 - _____ b. Support of findings by geologist
 - _____ 2. Common well(s) (reports)
 - _____ a. Hydrogeology report
 - _____ b. Engineering report
 - _____ c. Well installation report
 - _____ d. Long-term safe yield and zone of influence determination
 - _____ e. Public water supply
 - _____ i. Proposed well or wells
 - _____ ii. Existing well or wells
 - _____ iii. Water quality analysis
 - _____ 3. Well construction in shallow-to-bedrock areas
 - _____ 4. Additional information
 - _____ 5. Off-site utility company or public agency
 - _____ 6. Other sources
- _____ B. Subsurface wastewater disposal systems (locations of systems and wells)
- _____ C. Total usage (statement re: total anticipated water usage)

Section 17. Wastewater disposal

- _____ A. On-site subsurface wastewater disposal systems (investigation results)
 - _____ 1. Site plan
 - _____ 2. Soil conditions summary table
 - _____ 3. Logs of subsurface explorations
 - _____ 4. Additional test pits, borings or probes
 - _____ a. Soil conditions A
 - _____ b. Soils with Profiles 8 and 9 parent material
 - _____ c. Soil conditions D
 - _____ d. Disposal field length 60 feet or greater
 - _____ 5. 3-bedroom design
 - _____ 6. Larger disposal systems
 - _____ a. System design details
 - _____ b. Plan view
 - _____ c. Cross sections
 - _____ d. Test pit data
 - _____ e. Mounding analysis
- _____ B. Nitrate-nitrogen impact assessment
 - _____ 1. When required
 - _____ a. Exempted_____
 - _____ i. Conventional systems meeting certain setbacks
 - _____ ii. Denitrification systems
 - _____ b. Special conditions and other exemptions
 - _____ 2. Assumptions
 - _____ a. Initial concentration
 - _____ b. Background concentration
 - _____ c. Contribution from development
 - _____ d. Mixing and dilution
 - _____ e. Severe-drought scenario
 - _____ f. Wastewater flow to subsurface wastewater disposal fields

- _____ 3. Assessment report minimum requirements
 - _____ a. Narrative and calculations
 - _____ b. Site plan
 - _____ i. Well locations
 - _____ ii. 10 mg/l and 8 mg/l isocons
 - _____ iii. Groundwater contours and groundwater flow divides
 - _____ c. References
- _____ 4. Denitrification systems
 - _____ a. Design plans and specifications
 - _____ b. Installation information
 - _____ c. Monitoring plan
 - _____ d. Maintenance
 - _____ e. Backup system
- _____ D. Municipal facility or utility company letter
- _____ E. Storage or treatment lagoons

_____ **Section 18. Solid waste** (list: type, quantity, method of collection and location)

- _____ A. Commercial solid waste facility (final disposal location)
- _____ B. Off-site disposal of construction/demolition debris (final disposal location)
- _____ C. On-site disposal of woodwaste/land clearing debris
 - _____ 1. Applicability of rules (evidence re: applicability of rules)
 - _____ 2. Burning of wood wastes
 - _____ a. Delineation on site plan
 - _____ b. Plans for handling unburned woodwaste and woodash
 - _____ c. Evidence of capacity to accept waste (approved facility)
 - _____ d. Usage of materials
 - _____ e. Data on mixing ratios and application rates
- _____ D. Special or Hazardous Waste

_____ **Section 19. Flooding**

- _____ A. Explanation of flooding impact
- _____ B. Site plan showing 100-year flood elevation
- _____ C. Hydrology analysis
- _____ D. FEMA flood zone map with site boundaries

_____ **Section 20. Blasting**

- _____ A. Site Plan or map
- _____ B. Report
 - _____ 1. Assessment
 - _____ 2. Blasting plan

_____ **Section 21. Air emissions** (narrative and summary)

- _____ A. Point and non-point sources identified
- _____ B. Emission components (point sources)

_____ **Section 22. Odors**

- _____ A. Identification of nature/source
- _____ B. Estimate of areas affected
- _____ C. Methods of control)

_____ **Section 23. Water vapor** (narrative)

_____ **Section 24. Sunlight** (statement and drawing, if required)

_____ **Section 25. Notices**

- _____ A. Evidence that notice sent
- _____ B. List of abutters for purposes of notice