

Construction Activities Stormwater Discharge Permit Narrative Report Information Worksheet

The CASDP requires submittal of a Stormwater Management Plan (SWMP) for approval prior to beginning construction activities. The SWMP consists of a Narrative Report and Site Map(s) containing the minimum information required by the Denver Storm Drainage Design and Technical Criteria Manual (SDDTC), Chapter 15.7 Stormwater Management Plan (SWMP) Requirements.

This Information Worksheet has been developed to assist in the preparation of a SWMP and can be completed and submitted as part of a CASDP application. Applicants may utilize their own SWMP templates, but they must contain the required items in Chapter 15.7 of the SDDTC for approval.

Once the submitted SWMP is approved it becomes an enforceable part of the CASDP. The SWMP must be implemented as written and updated, from commencement of construction activity until final stabilization is complete.

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A. PROJECT LOCATION

Project Name:		CASDP (EC) Permit Number:	
Project Address:		Project Master (PM) Number:	
Latitude:		Longitude:	

B. CONTACTS

1. Owner

Company:			Contact Name:	
Address:			Phone:	Cell Phone:
City:	State:	Zip:	Email:	

2. Operator/ Contractor

Company:			Contact Name:	
Address:			Phone:	Cell Phone:
City:	State:	Zip:	Email:	

3. Plan Engineer (Preparer of Stormwater Management Plans)

Company:			Contact Name:	
Address:			Phone:	Cell Phone:
City:	State:	Zip:	Email:	

4. Qualified Stormwater Manager¹

Company:			Contact Name:	
Address:			Phone:	Cell Phone:
City:	State:	Zip:	Email:	

¹ A Qualified Stormwater Manager is an individual knowledgeable in the principles and practices of erosion and sediment control, and pollution prevention, and with the skills to assess conditions at construction sites that could impact stormwater quality and to assess the effectiveness of stormwater controls implemented to meet the requirements of this permit.

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4. Drainage

Identify all on-site or adjacent run-on surface flows that may impact and/ or runoff from the site:			
Describe the flow routing from the site to the ultimate state receiving water(s). If through a storm sewer system, then identify those locations as well:			
Describe any stream/ drainage channel crossings that will be necessary during active construction activities:			
Are there any springs or seeps located on-site?	YES	NO	
Are there any defined drainage channels on-site?	YES	NO	
Does the site fall within a Regulated Floodplain?	YES	NO	
Have you obtained a Floodplain Permit?	YES	NO	If YES, permit #
Will the proposed construction activities impact any wetland areas?	YES	NO	
If YES, please refer to the linked Denver documentation requirements and provide correspondence or authorization documents with the state of Colorado and or U.S. Army Corps of Engineers in Appendix G. https://denvergov.org/files/assets/public/v/2/doti/documents/programsservices/flood/section-404-req-floodplain-permits.pdf			

5. Contamination

Is the site part of any of the following?		
Known Denver Radium Site:	YES	NO
Known Denver LUST Site:	YES	NO
Known Superfund Site:	YES	NO
Known CERCLA Site:	YES	NO
Known RCRA Site:	YES	NO
If the response to any of the above is YES, or there is other known contamination, please describe:		

5. Contamination (continued)

Does the site have additional requirements in the following plans or needing to be included in the SWMP?		
Construction Management Plan:	YES	NO
Stockpile Protection and Site Stabilization:	YES	NO
Groundwater Dewatering, Management, Remediation Plan(s):	YES	NO
Remediation Plan:	YES	NO
Contaminated Materials Management Plan:	YES	NO
Asbestos-Containing Materials/Asbestos-Contaminated Soils Management Plan:	YES	NO
If the response to any of the above is YES, or there are other additional requirements needing to be included in the SWMP, please describe, or include in Appendix G:		

E. POTENTIAL SOURCES OF POLLUTION

1. Minimum Construction Activity Sources to Address

At a minimum, each of the following sources and activities shall be evaluated for the potential to contribute pollutants to stormwater discharges. Any additional potential sources of pollution shall be listed below.

Disturbed and stored soils	Vehicle tracking of sediments
Management of contaminated soils	Loading and unloading operations
Outdoor storage activities (erodible building materials, fertilizers, chemicals, etc.)	Vehicle and equipment maintenance and fueling
Significant dust or particulate generating processes (e.g., saw cutting material, including dust)	Routine maintenance activities involving fertilizers, pesticides, herbicides, detergents, fuels, solvents, oils, etc.
On-site waste management practices (waste piles, liquid wastes, dumpsters)	Concrete truck/equipment washing, including washing of the concrete truck chute and associated fixtures and equipment
Dedicated asphalt, concrete batch plants and masonry mixing stations	Non-industrial waste sources such as worker trash and portable toilets
Describe any additional potential sources of pollution which may reasonably be expected to affect the quality of stormwater discharges associated with construction activity from the site:	

2. Spill Prevention and Response Plan

Describe the construction site spill prevention and response plan. This plan may incorporate by reference any part of a Spill Prevention Control and Countermeasure (SPCC) plan under Section 311 of the Clean Water Act or a Spill Prevention Plan required by a separate CDPS permit. The relevant sections of any referenced plans must be included in Appendix B.

3. Materials Handling

Describe and locate all control measures implemented at the site to minimize impacts from handling significant materials that could contribute pollutants to runoff. These handling procedures can include control measures for pollutants and activities such as, exposed storage of building materials, paints and solvents, landscape materials, fertilizers or chemicals, sanitary waste material, trash, and equipment maintenance or fueling procedures.

4. Allowable Non-Stormwater Discharges

Describe any allowable non-stormwater discharges anticipated at the site.
See DOTIRR-017.2 Sewerage Charges and Fees and Management of Wastewater, Chapter 7.01 F.
<https://www.denvergov.org/Government/Agencies-Departments-Offices/Agencies-Departments-Offices-Directory/Department-of-Transportation-and-Infrastructure/Documents/Rules-Regulations>
This should include any discharges authorized under CDPHE's low risk discharge guidance policy, WQP-27.
<https://cdphe.colorado.gov/clean-water-policies>

5. Dewatering

Are there any anticipated temporary groundwater discharges during active construction?	YES	NO
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Note: Temporary groundwater discharges during active construction may require a state discharge permit. Information on the requirements for the state permit can be obtained online at <https://cdphe.colorado.gov/dewatering-general-permit-program>.

F. CONSTRUCTION SCHEDULING AND PHASING

Denver recognizes 3 basic phases for all construction sites as outline below. A site map or drawing for each phase is required in accordance with Section I below showing required control measures for that phase. Each phase of construction should address the potential sources of pollution identified in Section E above. Control Measures shall be in accordance with the SDDTC, Chapter 15.5 Requirements for Construction Site Stormwater Control Measures, to minimize the discharge of pollutants from all potential sources at the site and must be selected, designed, installed, and maintained in accordance with good engineering, hydrologic and pollution control practices. Installation and maintenance details for all proposed structural construction control measures shall be included in Appendix A or the accompanying site map(s). Control measures shall be depicted on the site map(s) and maintained in accordance with the SDDTC, Chapter 15.8 Responsibilities of Permittee.

Address the installation and maintenance of all proposed erosion, sediment, stormwater pollutant control measures, and temporary or permanent site stabilization measures for each phase.

1. Initial Phase

Install Initial Control Measures	Proposed Start Date:	Proposed Completion Date:
Demolition/ Grading Operations	Proposed Start Date:	Proposed Completion Date:
Describe the types and placements of proposed control measures for use during clearing, grubbing, demolition, and grading operations. Provide references to the appropriate installation and maintenance details included in Appendix A or the accompanying site map(s):		
Describe the inspection and maintenance schedule proposed for control measures on-site (minimum once every 7 days and after significant precipitation event or snow melt):		
Describe all control measures to be utilized for initial site stabilization:		

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2. Interim Phase

Utilities	Proposed Start Date:	Proposed Completion Date:
Infrastructure Construction	Proposed Start Date:	Proposed Completion Date:
Building Construction	Proposed Start Date:	Proposed Completion Date:

Describe the types and placements of proposed control measures for use during utility construction, roadway construction, building construction, and paving operations. Provide references to the appropriate installation and maintenance details included in Appendix A or the accompanying site map(s):

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Describe the inspection and maintenance schedule proposed for control measures on-site (minimum once every 7 days and after significant precipitation event or snow melt):

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Describe all control measures to be utilized for interim site stabilization:

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3. Final Phase

Landscaping	Proposed Start Date:	Proposed Completion Date:
Final Stabilization/ Seeding	Proposed Start Date:	Proposed Completion Date:
Describe the types and placements of control measures proposed for use during site stabilization and landscaping. Provide references to the appropriate installation and maintenance details included in Appendix A or the accompanying site map(s):		
Describe all methods for site decompaction in areas where permanent infiltration control measures (e.g., bioretention, sand filter, etc.) are proposed:		
If any post-construction permanent water quality facilities (e.g., extended detention basin) are used as temporary construction control measures (e.g., sediment basins), describe the conversion practice and how capacity or function will be maintained:		
Describe the inspection and maintenance schedule proposed for control measures on-site until final stabilization has been reached:		
Describe all measures proposed for final site stabilization:		
List the perennial grasses seed mix proposed for site stabilization:		

Note. An Inactivation Request Form must be submitted, and the site passes a final inspection prior to CASDP close-out. An Inactivation Request Form is provided in Appendix F.

4. Documented Use Agreements for Shared Control Measures

Any control measures being utilized by the site for compliance that are outside of the construction limits and not under direct control of the permittee(s) (e.g., shared sediment basin on neighboring construction site) must include a documented use agreement including location, installation specifications, design specifications, and maintenance requirements. The use agreement shall be provided in Appendix C.

G. INSPECTIONS

Construction site stormwater inspections must be adhered to in accordance with the SDDTC, Chapter 15.8.3 Inspections. Copies of inspection reports must be maintained with the SWMP. Appendix D of this worksheet can be utilized for such reports.

H. POST CONSTRUCTION PERMANENT WATER QUALITY

Identify all permanent stormwater quality control measures proposed onsite and the number of individual facilities of each type (as applicable):		
Grass Buffer	YES	AMOUNT
Grass Swale	YES	AMOUNT
Porous Pavement	YES	AMOUNT
Porous Landscape Detention/ Bioretention	YES	AMOUNT
Extended Detention Basin	YES	AMOUNT
Sand Filter	YES	AMOUNT
Constructed Wetlands Basin	YES	AMOUNT
Retention Pond	YES	AMOUNT
Proprietary Technology/ Water Quality Vault	YES	AMOUNT

I. SITE MAP REQUIREMENTS FOR EACH PHASE

Cover Sheet

- Project Title
- CASDP Permit Number (EC-20XX-XXX)
- Vicinity Map
- Standard Notes (see below for notes)
- Professional Engineer's stamp and signature.

Initial, Interim, and Final Site Map(s) must include the following elements:

- Construction site boundaries.
- Flow arrows that depict stormwater flow directions on-site and runoff direction.
- Existing and proposed topography, including cross-sections showing both existing and proposed grades and clearly marked existing and proposed grading contours (legible with elevations) extending 100 feet beyond the project boundaries.
- All areas of ground disturbance including areas of borrow and fill and including phased limits of grading and clearing.
- Locations of areas used for storage of soil.
- Locations of all waste accumulation areas, including areas for liquid, concrete, masonry, and asphalt.
- Locations of dedicated asphalt, concrete batch plants and masonry mixing stations, including containment areas for chute washout.
- Locations of fuel, lubricant and chemical storage areas and equipment maintenance and fueling locations.
- Locations of sanitary facilities.
- Locations of contaminated areas.
- Locations of construction entrances.
- Locations of all structural control measures
- Locations of all non-structural control measures. Nonstructural control measures (e.g., street sweeping) without specific location may be noted.
- Locations of springs, streams, wetlands, and other state waters, including areas that require pre-existing vegetation be maintained within 50 feet of a receiving water. Natural features within 100 feet of the site boundary must also be shown.
- Locations of all stream crossings located within the construction site boundary.
- Location of existing and proposed structures on-site, with structures subject to demolition clearly identified.
- Locations of all storm runoff discharge points at site boundaries or internal to site if a drainageway is located on-site.
- Locations of all final stabilization control measures, including areas of landscaping and or perennial grass seeding (Final sheet).
- Location of all proposed structural permanent stormwater quality control measures.

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Standard Notes

The following are a series of required Standard Notes that have been developed to minimize the potential for erosion, sediment transport, and water quality pollutants from impacting Denver's MS4 and receiving waters. These Standard Notes are required to be included as part of the Stormwater Management Plan's site maps, construction drawings, utility construction plans, and or grading plans submitted for review and approval.

Alternative language for these notes will require the prior approval of the Denver plan reviewer.

STANDARD NOTE # 1:

The Owner and or Operator/ Contractor shall remove all sediment, mud, construction debris, or other pollutants that have been discharged to, or accumulate in, the flowlines, storm sewer system and associated features, and or right of ways as a result of construction related activities. Removal shall be conducted immediately.

STANDARD NOTE # 2:

The Owner and or Operator/ Contractor shall prevent sediment, debris, and all other pollutants from entering the storm sewer system during all demolition, excavation, trenching, boring, grading, or other construction operations that are part of this project. The Owner and or Operator/ Contractor shall be held responsible for remediation of any adverse impacts to the storm sewer system, receiving waters, waterways, wetlands, and or other public or private properties, resulting from work done as part of this project.

STANDARD NOTE # 3:

Stabilization must be implemented for earth disturbing activities on any portion of the site where ground disturbing construction activity has permanently ceased, or temporarily ceased for more than 14 calendar days. Additional control measures must be implemented on sites meeting the following conditions: sites that are located directly adjacent to Waters of the State, drainageways, have a drainageway within the site, are constructing a drainageway, or that have areas tributary to the site that may generate large volumes of runoff; sites that have slopes 3:1 or steeper; and sites where there is known contamination.

STANDARD NOTE # 4:

The Owner and or Operator/ Contractor shall insure that all loads of cut and fill material imported to or exported from this site shall be properly covered to prevent loss of the material during transport on public rights of way (Sec.49-552; Revised Municipal Code).

STANDARD NOTE # 5:

The use of rebar to anchor best management practices is prohibited. Steel fence posts may be used on a case-by-case basis and requires approval from the City and County of Denver stormwater quality investigator prior to installation.

STANDARD NOTE # 6:

Stockpiles of soil, land clearing debris, or construction materials containing soil or sediment should be located outside of any natural buffers and away from waterways and onsite drainage pathways. Stockpiles located within 100 feet of perimeter controls, inlets, or stormwater conveyances should be protected with additional controls. Examples of acceptable controls include compacted dirt berms, silt fence, and sediment control logs. Where practicable, provide cover or appropriate temporary stabilization to avoid the stockpile's direct contact with precipitation and to minimize sediment discharge.

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STANDARD NOTE # 7:

The Owner and or Operator/ Contractor must ensure that all control measures remain in effective operating condition and are protected from activities that would reduce their effectiveness. Control measures must be maintained in accordance with good engineering, hydrologic and pollution control practices. Observations leading to the required maintenance of control measures can be made during a site inspection, or during general observations of site conditions. The necessary repairs or modifications to a control measure requiring routine maintenance must be conducted to maintain an effective operating condition. The Owner and or Operator/ Contractor must ensure self-inspections of the erosion and sediment control measures occur at least once every 7 days and after every significant precipitation event or significant snow melt.

STANDARD NOTE # 8:

Water used in the cleaning of cement truck delivery chutes shall be discharged into a predefined concrete washout area. Compacted berm containment or commercially available concrete washout devices that fully contain all wash water are acceptable. Wash water discharged into the containment area or device shall be allowed to infiltrate, evaporate, and or be disposed of in accordance with all applicable regulations. Dried cement waste is to be removed from the containment area and properly disposed. Concrete washout locations must not be located in an area where shallow groundwater may be present. The direct or indirect discharge of water containing waste cement to the storm sewer system is prohibited (Sec.56-102a, c; Revised Municipal Code, City and County of Denver).

STANDARD NOTE # 9:

The Owner and or Operator/ Contractor shall protect the storm sewer system and associated features adjacent to any location where pavement cutting operations involving wheel cutting, saw cutting, or abrasive water jet cutting are to take place. The Owner and or Operator/ Contractor shall remove and properly dispose of all waste products generated by said cutting operations daily or as needed throughout the workday. The discharge of any water contaminated by waste products from cutting operations to the storm sewer system is prohibited (Sec.56-102a, c; Revised Municipal Code, City and County of Denver).

STANDARD NOTE # 10:

Paved and impervious surfaces within and adjacent to construction sites must be swept daily and as needed throughout the day when sediment and other materials are tracked or discharged onto them. Either sweeping by hand or use of Street Sweepers is acceptable. Street sweepers using water while sweeping is preferred to minimize dust. Flushing or washing off paved surfaces with water is prohibited (Sec.56-102a, c; Revised Municipal Code, City and County of Denver).

J. CERTIFICATIONS

1. Engineer's Certification

I hereby certify that this Construction Activities Stormwater Management Plan was prepared by me (or under my direct supervision) in accordance with the provisions of the Storm Drainage Design and Technical Criteria, Chapter 15, for the City and County of Denver. I understand that the City and County of Denver does not and will not assume liability for drainage facilities design.

Signature:	Date:	Colorado Registered PE#:

2. Owner's Certification

I am duly authorized to submit, on my own behalf as "Owner" or as a duly authorized representative of the "Owner", this Stormwater Management Plan in connection with an application to the Wastewater Management Division of the City and County of Denver for a Construction Activities Stormwater Discharge Permit for the Project named above as described herein. I understand that erosion control, sediment control and water quality enhancing measures beyond those described herein may be required in accordance with a finally approved Stormwater Management Plan that is adopted and incorporated into a Construction Activities Stormwater Discharge Permit for the Project named above as described herein. Further, I understand that, once approved by Denver's issuance of the requested Permit, my obligations to implement the approved Plan must continue until such time as the Plan is properly completed, modified, or terminated.

Signature:	Date:

3. Operator/ Contractor Certification

I am duly authorized to submit, on my own behalf as "Operator/ Contractor" or as a duly authorized representative of the "Operator/ Contractor", this Stormwater Management Plan in connection with an application to the Wastewater Management Division of the City and County of Denver for a Construction Activities Stormwater Discharge Permit for the Project named above as described herein. I understand that erosion control, sediment control and water quality enhancing measures beyond those described herein may be required in accordance with a finally approved Stormwater Management Plan that is adopted and incorporated into a Construction Activities Stormwater Discharge Permit for the Project named above as described herein. Further, I understand that, once approved by Denver's issuance of the requested Permit, my obligations to implement the approved Plan must continue until such time as the Plan is properly completed, modified, or terminated.

Signature:	Date:

APPENDIX A

INSTALLATION AND MAINTENANCE DETAILS

APPENDIX B

SPILL PREVENTION AND RESPONSE PLAN

APPENDIX C

DOCUMENTED USE AGREEMENT FOR SHARED CONTROL MEASURES

APPENDIX D

INSPECTION REPORTS

APPENDIX E

CASDP TRANSFER FORM



**TRANSFER AND ACCEPTANCE OF TERMS OF
 CONSTRUCTION ACTIVITIES STORMWATER DISCHARGE PERMIT (CASDP)**

1. To be completed by the NEW Owner – Operator/Contractor:

I have reviewed the terms and conditions of this permit and the Stormwater Management Plan (SWMP) and accept full responsibility, coverage, and liability. I hereby accept transfer of this Construction Activities Stormwater Discharge Permit. I certify under penalty of law that I have personally examined and am familiar with the information submitted herein and based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

Project Name:		Permit Number:	
Project Address:			
Owner:		Operator/Contractor:	
Contact Name:		Contact Name:	
Phone:	Cell Phone:	Phone:	Cell Phone:
Email:		Email:	
Signature w/ Date Signed:		Signature w/ Date Signed:	

2. To be completed by the PREVIOUS Owner – Operator/Contractor:

As previous permittee, I hereby agree to the transfer of the above referenced permit and certification and all responsibilities thereof. I will also relinquish ownership of all previous Stormwater Management Plan (SWMP) documents to new owner – operator/contractor at their request.

Owner:		Operator/Contractor:	
Contact Name:		Contact Name:	
Phone:	Cell Phone:	Phone:	Cell Phone:
Email:		Email:	
Signature w/ Date Signed:		Signature w/ Date Signed:	

APPENDIX F

CASDP INACTIVATION REQUEST FORM



CITY AND COUNTY OF DENVER
Department of Transportation and Infrastructure
201 West Colfax Avenue
Denver, Colorado 80202

**INACTIVATION REQUEST FORM FOR
CONSTRUCTION ACTIVITIES STORMWATER DISCHARGE PERMIT (CASDP)**

I certify under penalty of law that by the date of my signature below, all disturbed soils at the identified construction site have been finally stabilized; all temporary erosion and sediment control measures have been removed; all construction and equipment maintenance wastes have been disposed of properly; and all elements of the Stormwater Management Plan have been completed.

I understand that by submitting this notice of inactivation, and passing a final site inspection, I am no longer authorized to discharge stormwater associated with construction activity by the CASDP. I understand that discharging pollutants in stormwater associated with construction activities to the waters of the State of Colorado, where such discharges are not authorized by a CASDP or SUDP is unlawful under the Denver Revised Municipal Code.

I certify under penalty of law that I have personally examined and am familiar with the information submitted herein and based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment. (See 18 U.S.C 1001 and 33 U.S.C. 1319.)

Project Name:		Permit Number:	
Project Address:			
Owner:		Operator/Contractor:	
Contact Name:		Contact Name:	
Phone:	Cell Phone:	Phone:	Cell Phone:
Email:		Email:	
Signature w/ Date Signed:		Signature w/ Date Signed:	

APPENDIX G

SUPPLEMENTAL INFORMATION