



GARY STORM WATER MANAGEMENT DISTRICT
Application Checklist for Stormwater Permit
 (To Be Completed by Applicant)

Project Name:

General Location:

Form Completed By (Name): _____ Date Completed: _____

Total Site Acreage: _____ Proposed Land Disturbance Acreage: _____

1. Application Fee

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|----------------|---------|
| Check Attached | Amt. \$ |
|----------------|---------|

2. Owner/Applicant Information

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| Owner Name: | Phone #: | E-Mail: |
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Engineer Company Name:

| | | |
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| Engineer Name: | Phone #: | E-Mail: |
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Brief Project Purpose and Description:

| 3. Construction Plans | Page/Sheet # |
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| 3.1 Title sheet which includes location map, vicinity map, operating authority, design company name, developer name, and index of plan sheets. | |
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| 3.2 A copy of a legal boundary survey for the site, performed in accordance with Rule 12 of Title 865 of the Indiana Administrative Code or any applicable and subsequently adopted rule or regulation for the subdivision limits, including all drainage easements and wetlands. | |
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| 3.3 A reduced plat or project site map showing the parcel identification numbers, the lot numbers, lot boundaries, easements, and road layout and names. The reduced map must be legible and submitted on a sheet or sheets no larger than eleven (11) inches by seventeen (17) inches for all phases or sections of the project site. | |
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| 3.4 An existing project site layout that must include the following information: | |
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| 3.4a | A topographic map of the land to be developed and such adjoining land whose topography may affect the layout or drainage of the development. The contour intervals shall be one (1) foot when slopes are less than or equal to two percent (<2%) and shall be two (2) feet when slopes exceed two percent (>2%). All elevations shall be given in either National Geodetic Vertical Datum of 1929 (NGVD) or North American Vertical Datum of 1988 (NAVD). The horizontal datum of topographic map shall be based on Indiana State Plane Coordinates, NAD83. The map will contain a notation indicating the following datum information. | |
| | i. If the project site is less than or equal to two (2) acres in total land area, the topographic map shall include all topography of land surrounding the site to a distance of at least one hundred (100) feet. | |
| | ii. If the project site is greater than two (2) acres in total land area, the topographic map shall include all topography of land surrounding the site to a distance of at least two hundred (200) feet. | |

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| 3.4b | Location, name, and normal water level of all wetlands, lakes, ponds, and water courses on or adjacent to the project site. | |
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| 3.4c | Location of all existing structures on the project site. | |
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| 3.4d | Location(s) where runoff enters the project site and location(s) where runoff discharges from the project site. | |
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| | 3.4e | One hundred (100) year floodplains, floodway fringes, and floodways. Please note if none exists. | |
| | 3.4f | Identification and delineation of vegetative cover such as grass, weeds, brush, and trees on the project site. | |
| | 3.4g | Location of storm, sanitary, combined sewer, and septic tank systems and outfalls. | |
| | 3.4h | Land use of all adjacent properties. | |
| | 3.4i | Identification and delineation of sensitive areas. | |
| | 3.4j | Identification of U.S. EPA approved or IDEM established TMDL (name of TMDL and pollutant(s) for which it is impaired). | |
| | 3.4k | Identification of discharges to a water on the current IDEM 303(d) list and pollutant(s) for which it is impaired. | |
| | 3.4l | The location of regulated drains, farm drains, inlets and outfalls, if any of record. | |
| | 3.4m | Location of all existing cornerstones within the proposed development and a plan to protect and preserve them. | |
| 3.5 | A grading and drainage plan, including the following information: | | |
| | 3.5a | Location of all proposed site improvements, including roads, utilities, lot delineation and identification, proposed structures, and common areas. | |
| | 3.5b | One hundred (100) year floodplains, floodway fringes, and floodways. Please note if none exists. | |
| | 3.5c | Delineation of all proposed land disturbing activities, including off-site activities that will provide services to the project site. | |
| | 3.5d | Information regarding any off-site borrow, stockpile, or disposal areas that are associated with a project site, regardless of who owns or controls those areas. Off-site disposal areas may need to have their own permits. | |
| | 3.5e | Existing and proposed topographic information at a contour interval appropriate to indicate drainage patterns. | |
| | 3.5f | Location, size, and dimensions of all existing streams to be maintained, and new drainage systems such as culverts, bridges, storm sewers, conveyance channels, and 100-year overflow paths/ponding areas shown as hatched areas, along with the associated easements. | |
| | 3.5g | Location, size, and dimensions of features such as permanent retention or detention facilities, including existing or manmade wetlands, used for the purpose of stormwater management. Include existing retention or detention facilities that will be maintained, enlarged, or otherwise altered and new ponds or basins to be built. | |
| | 3.5h | One or more typical cross sections of all existing and proposed channels or other open drainage facilities carried to a point above the 100-year high water and showing the elevation of the existing land and the proposed changes, together with the high water elevations expected from the 100 year storm under the controlled conditions called for by this ordinance, and the relationship of structures, streets, and other facilities. | |
| 3.6 | Utility plan sheet(s) showing the location of all proposed utility lines for the project | | |
| 3.7 | Storm sewer plan/profile sheet(s) showing the elevation, size, length, location of all proposed storm sewers. Existing and proposed ground grades, storm sewer structures elevations, and utility crossings also must be included. | | |
| 3.8 | A 24-inch by 36-inch plat, including the following information: | | |
| | 3.8a | Legal description. | |
| | 3.8b | Cross reference to Rule 12. | |
| | 3.8c | Regulated drain statement and table. | |
| 3.9 | Any other information required by <i>Gary Storm Water Management District</i> in order to thoroughly evaluate the submitted material. | | |
| 4. Stormwater Drainage Technical Report | | | Page/Sheet # |
| 4.1 | A summary report, including the following information: | | |
| | 4.1a | Description of the nature and purpose of the project. | |
| | 4.1b | The significant drainage problems associated with the project. | |



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| | 4.1c | The analysis procedure used to evaluate these problems and to propose solutions. | |
| | 4.1d | Any assumptions or special conditions associated with the use of these procedures, especially the hydrologic or hydraulic methods. | |
| | 4.1e | The proposed design of the drainage control system. | |
| | 4.1f | The results of the analysis of the proposed drainage control system showing that it does solve the project's drainage problems. Any hydrologic or hydraulic calculations or modeling results must be adequately cited and described in the summary description. If hydrologic or hydraulic models are used, the input and output files for all necessary runs must be included in the appendices. A map showing any drainage area subdivisions used in the analysis must accompany the report. | |
| | 4.1g | Soil properties, characteristics, limitations, and hazards associated with the project site and the measures that will be integrated into the project to overcome or minimize adverse soil conditions. | |
| | 4.1h | Identification of any other state or federal water quality permits that are required for construction activities associated with the owner's project site. | |
| | 4.1i | Proof of Errors and Omissions Insurance for the registered professional engineer or licensed surveyor showing a minimum amount of \$1,000,000 in coverage. | |
| 4.2 | A Hydrologic/Hydraulic Analysis, consistent with the methodologies and calculation included in the technical standards, and including the following information: | | |
| | 4.2a | A hydraulic report detailing existing and proposed drainage patterns on the subject site. The report should include a description of present land use and proposed land use. Any off-site drainage entering the site should be addressed as well. This report should be comprehensive and detail all of the steps the engineer took during the design process. | |
| | 4.2b | All hydrologic and hydraulic computations should be included in the submittal. These calculations should include, but are not limited to: runoff curve numbers and runoff coefficients, runoff calculations, stage-discharge relationships, times-of-concentration and storage volumes. | |
| | 4.2c | Copies of all computer runs. These computer runs should include both the input and the outputs. Electronic copies of the computer runs with input files will expedite the review process and is required to be submitted. | |
| | 4.2d | A set of exhibits should be included showing the drainage sub-areas and a schematic detailing of how the computer models were set up. | |
| | 4.2e | A conclusion which summarizes the hydraulic design and details how this design satisfies this Ordinance. | |
| 5. Stormwater Pollution Prevention Plan for Construction Sites | | | Page/Sheet # |
| 5.1 | Location, dimensions, detailed specifications, and construction details of all temporary and permanent stormwater quality measures. | | |
| 5.2 | Soil map of the predominant soil types, as determined by the United States Department of Agriculture (USDA), Natural Resources Conservation Service (NRCS) Soil Survey, or as determined by a soil scientist. Hydrologic classification for soils should be shown when hydrologic methods requiring soils information are used. A soil legend must be included with the soil map. | | |
| 5.3 | Index showing location of all required Plan elements. | | |
| 5.4 | 11-inch by 17-inch plat showing building lot numbers, boundaries and road layout, names. | | |
| 5.5 | Narrative describing the nature and purpose of the project. | | |
| 5.6 | Vicinity map showing project location. | | |
| 5.7 | Legal description of the project site. | | |
| 5.8 | Latitude and longitude of the project site. | | |
| 5.9 | Location of all lots and site improvements. | | |
| 5.10 | 14-Digit Watershed Hydrologic Unit Code. | | |
| 5.11 | Notation of all federal and state water quality permits. | | |
| 5.12 | Location and name of all streams, lakes, other watercourses and wetlands on and adjacent to the project site. | | |
| 5.13 | Location of all floodplains, floodways and floodway fringe areas referenced to the regulatory source of the information. | | |



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| 5.14 | Notation of adjacent land uses, including the upstream watershed. | | |
| 5.15 | Identification of the existing vegetative cover of the project site. | | |
| 5.16 | Locations, sizes and dimensions of all proposed stormwater systems. | | |
| 5.17 | Existing site topography at an interval appropriate to indicate drainage patterns. | | |
| 5.18 | Proposed final site topography at an interval appropriate to indicate drainage patterns. | | |
| 5.19 | Plans for any off-site construction activities associated with this project. | | |
| 5.20 | An estimate of the peak discharge, based on the ten (10) year storm event, of the project site for post-construction conditions. | | |
| 5.21 | Locations where stormwater may be directly discharged into groundwater, such as abandoned wells, sinkholes, or karst features. Please note if none exists. | | |
| 5.22 | Locations of specific points where stormwater and non-stormwater discharges will leave the completed project site. | | |
| 5.23 | Locations of any in-stream activities that are planned for the project such as stream crossings, etc. | | |
| 5.24 | Name of all receiving waters. If the discharge is to a separate municipal storm sewer, identify the name of the municipal operator and the ultimate receiving water. | | |
| 5.25 | Location, size, and dimensions of features, such as existing permanent retention or detention facilities, including manmade wetlands, designed for the purpose of stormwater management. | | |
| 5.26 | Erosion control measures and perimeter control measures. | | |
| 5.27 | Stable construction entrance locations, details and specifications. If applicable, measures to cross water resources for accessibility. | | |
| 5.28 | Sediment control measures for sheet flow areas locations, details and specifications. | | |
| 5.29 | Sediment control measures for concentrated flow areas locations, details and specifications. | | |
| 5.30 | Storm sewer inlet protection measure locations, details and specifications. | | |
| 5.31 | Runoff control measures locations, details and specifications. | | |
| 5.32 | Dewatering applications and management methods. | | |
| 5.33 | Concrete washout areas and management measures. | | |
| 5.34 | Stormwater outlet protection locations, details and specifications. | | |
| 5.35 | Grade stabilization structure locations, details and specifications. | | |
| 5.36 | Temporary stabilization plans and sequence of implementation. | | |
| 5.37 | Permanent stabilization plans and sequence of implementation. | | |
| 5.38 | Temporary and permanent stabilization plans shall include the following: | | |
| | 5.38a | Specifications and application rates for soil amendments and seed mixtures. | |
| | 5.38b | The type and application rate for anchored mulch. | |
| 5.39 | General construction sequence of how the project site will be built, including phases of construction. | | |
| 5.40 | Maintenance standard for each temporary stormwater measure, including threshold of when corrective action is required, contingency plan for corrective action and/or replacement with alternative measures, & a schedule for inspection based on type of measure. | | |
| 5.41 | Construction sequence describing the relationship between implementation of stormwater quality measures and stages of construction activities. | | |
| 5.42 | Location of all soil stockpiles and borrow areas. | | |
| 5.43 | A typical erosion and sediment control plan for individual lot development. | | |
| 5.44 | Self-monitoring program including plan and procedures. | | |
| 5.45 | A description of potential pollutant sources associated with the construction activities, which may reasonably be expected to add a significant amount of pollutants to stormwater discharges. | | |



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| 5.46 | Material handling and storage associated with construction activity shall meet the spill prevention and spill response requirements in 327 IAC 2-6.1. | |
| 5.47 | Name, address, telephone number, and list of qualifications of the trained individual in charge of the mandatory stormwater pollution prevention self-monitoring program for the project site. | |
| 6. Post-Construction Stormwater Pollution Prevention Plan | | Page/Sheet # |
| 6.1 | A description of potential pollutant sources from the proposed land use, which may reasonably be expected to add a significant amount of pollutants to stormwater discharges. | |
| 6.2 | Location, dimensions, detailed specifications, and construction details of all post-construction stormwater quality measures. | |
| 6.3 | A description of measures that will be installed to control pollutants in stormwater discharges that will occur after construction activities have been completed. Such practices include infiltration of run-off, flow reduction by use of open vegetated swales and natural depressions, buffer strip and riparian zone preservation, filter strip creation, minimization of land disturbance and surface imperviousness, maximization of open space, and stormwater retention and detention ponds. | |
| 6.4 | A sequence describing when each post-construction stormwater quality measure will be installed. | |
| 6.5 | Stormwater quality measures that will remove or minimize pollutants from stormwater run-off. | |
| 6.6 | Stormwater quality measures that will be implemented to prevent or minimize adverse impacts to stream and riparian habitat. | |
| 6.7 | An operation and maintenance manual for all post-construction stormwater quality measures to facilitate their proper long-term function. This operation and maintenance manual shall be made available to future parties who will assume responsibility for the operation and maintenance of the post-construction stormwater quality measures. The manual shall include the following: | |
| 6.7a | Contact information for the BMP owner (i.e. name, address, business phone number, cell phone number, pager number, e-mail address, etc.). | |
| 6.7b | A statement that the BMP owner is responsible for all costs associated with maintaining the BMP. | |
| 6.7c | A right-of-entry statement allowing County personnel to inspect and maintain the BMP. | |
| 6.7d | Specific actions to be taken regarding routine maintenance, remedial maintenance of structural components, and sediment removal. Sediment removal procedures should be explained in both narrative and graphical forms. A tabular schedule should be provided listing all maintenance activities and dates for performing these required maintenance activities. | |
| 6.7e | Site drawings showing the location of the BMP and access easement, cross sections of BMP features (i.e., pond, forebay(s), structural components, etc.), and the point of discharge for stormwater treated by the BMP. Additionally, the drawings should provide dimensional information and indicate where applicable warning signs will be placed around a stormwater quality pond. | |
| 6.8 | Any other information necessary for the review of the project if LID Approach is being utilized as discussed in Chapter 8 of these Technical Standards Manual. | |
| 7. Project Check-in Checklist | | Page/Sheet # |
| 7.1 | Must be completed and all items listed must be provided at project submittal. | |