



Final Subdivision Plat Application and Requirement Checklist

Single-Family Dwellings, Two-Family Dwellings, Townhomes

Purpose. For the Administrative Land Use Authority to complete a Final Subdivision Plat and Improvement Plans Review.

Application Required. The Applicant shall submit the required Final Subdivision Plat Application and Requirement Checklist for review and approval by the Administrative Land Use Authority. Preliminary Subdivision Plat Approval is Required prior to submitting this Application. A written explanation in response to each of the City review comments on the Preliminary Subdivision Plat Application is to accompany the Final Subdivision Plat Application.

Time Frame. Upon the Department receiving a completed Final Subdivision Plat Application, within twenty (20) business days the Applicant shall receive written review comments from the Administrative Land Use Authority. There is a maximum of four review cycles with the Final Subdivision Plat Application as defined by State law. The applicant must provide a written explanation in response to the City's previous review comments with the updated plat and plans to begin each review cycle. The review cycle restrictions and requirements do not apply for subdivisions which have boundaries containing a Geologic Hazard or Potential Geological Hazard, or for any subdivisions for uses other than single-family dwellings, two-family dwellings, or townhomes.

***All sections of this application and checklist must be filled out and fees paid upon submittal or application will be deemed incomplete. A complete application includes All of the items listed below and All items listed on the Final Subdivision Plat Requirement Checklist.**

Subdivision Name: _____ Address of Property: _____

Tax ID/Parcel Number: _____ Current Zoning: _____ Number of Lots: _____ Total Area/Acres/Sq Ft: _____

Existing Use of Property: _____ Proposed Use of Property: _____

Name(s) of Applicant(s) or Authorized Agent(s): _____

Mailing Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

Name(s) of Property Owner(s) (if other than applicant): _____

Mailing Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

Name of Engineer/Surveyor: _____ Company: _____

Mailing Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

Applicant Certification: I certify under penalty of perjury that this application and requirement checklist and all information submitted as a part of this application and checklist is true, complete, and accurate to the best of my knowledge. I also acknowledge that I have reviewed the Brigham City Subdivision Ordinance and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. I agree also to comply with any and all applicable City Ordinances in effect at this time. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Brigham City may rescind any approval, or take any other legal or appropriate action. I also agree to allow City Staff or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof. I also understand the property owner, or the authorized agent will be billed for engineering fees in excess of one hour and will be responsible for repayment of those fees.

Signature: _____

Date: _____

Office Use Only

Application # _____	Base Fee (up to five lots)	\$500.00 ^a
Date Received _____	Add'l lots ____ x \$10.00	\$ _____
DRT Mtg Date _____	Engineering Deposit	\$500.00 ^b
LUA Mtg Date _____	Total	\$ _____
	Receipt Number	_____
	Deposit work order number	_____

^a This fee includes 1-hour of Engineer fees (no refund for projects taking less than 1-hour).
^b Engineering fees in excess of 1-hour will be reimbursed by the applicant monthly to the City for the actual cost. A financial guarantee shall be made to the City through a cash deposit in the amount of \$500 due at the time of application. Upon final completion of the project, this guarantee will be refunded to the applicant upon final approval of the City and payment of the final engineering bill.
^c Applicable Engineering fees in excess of 1-hour will be reimbursed by the applicant monthly to the City for the actual cost.

PROPERTY OWNER

* IMPORTANT - ALL property owners of record MUST sign this form – use additional forms as necessary

I, (we) _____, declare that I, (we) am (are) the owner(s)* of the property identified in the attached application.

*May be owner of record, contract owner, party to valid real estate purchase contract, party to valid earnest money agreement, option holder or have other legal control of property.

(Property Owner)

(Property Owner)

State of _____

County of _____

On _____, 20____, _____ personally appeared before me,

_____ who is personally known to me
_____ whose identity I proved on the basis of _____
_____ whose identity I proved on the oath/affirmation of _____,
a credible witness

the signer of the above document, and he/she acknowledged that he/she signed it.

Notary Public

PROPERTY OWNER PERMISSION

*IMPORTANT - ALL property owners of record MUST sign this form – use additional forms as necessary

I, (we) _____, the owner(s) of the property described in the attached application, give _____ permission to use the property listed in the attached application for the purpose named in the attached application.

(Property Owner)

(Property Owner)

State of _____

County of _____

On _____, 20____, _____ personally appeared before me,

_____ who is personally known to me
_____ whose identity I proved on the basis of _____
_____ whose identity I proved on the oath/affirmation of _____,
a credible witness

the signer of the above document, and he/she acknowledged that he/she signed it.

Notary Public

PUBLIC UTILITY NOTIFICATION

Submit with Final Subdivision Plat Application

Utah State Code 54-3-27(5) A subdivision plat that includes a public utility easement may not be approved by a county or municipality unless the subdivider has provided the county or municipality proof that the subdivider has, as a courtesy, previously notified each public utility that is anticipated to provide service to the subdivision.

Said Subdivider, _____ does hereby certify that all the public utilities were notified for the following proposed subdivision _____.

Developer

Date

STATE OF UTAH)
 §
COUNTY OF _____)

On the ___ day of _____, A.D. 20___, personally appeared before me _____ the signer(s) of the within instrument who duly acknowledged to me that they executed the same.

Notary

// SEE ATTACHED UTILITY PROVIDER LIST //

UTILITY PROVIDER LIST

The following is a list of the most current information for those anticipated to provide service (this list is NOT all inclusive). It is the applicant's responsibility to contact these providers. Note: In most cases, Brigham City Public Power will provide the electrical services within Brigham City Limits.

Utility / Provider	Contact Information		
CenturyLink	<p>Matt Ivester Email: Matt.Ivester@Centurylink.com Phone: (801) 626-5401</p> <p>Darren Keller Email: Darren.Keller@CenturyLink.com Phone: (801) 238-0414</p> <p>Right of Way Agent Email: Nre.Easement@CenturyLink.com</p>		
Comcast	<p>Residential: Shaun Ferguson Email: Shaun_Ferguson@cable.comcast.com Phone: (801) 831-6636</p> <p>Commercial: Jeff Baxter Email: Jeffrey_Baxter@cable.comcast.com Phone: (801) 831-0042</p>		
Dominion Energy	<p>Jory McCormick Email: jory.mccormick@dominionenergy.com Phone: (801) 395-6726</p>		
Utopia	<p>Jeremiah Chadwick Email: jchadwick@utopiafiber.com Phone: (801) 613-3846</p>		
Rocky Mountain Power	<p>Customer Service Phone: (888) 221-7070</p>		
Irrigation Companies	<p>Box Elder Creek Water Users Mitch Cochran Phone: (435) 723-5509</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <p>North Field Irrigation (West) Steve Leggett Phone: (435) 720-7374</p> </td> <td style="width: 50%; border: none;"> <p>North Field Irrigation (East and North) Elmer Yeates (435) 723-6779</p> </td> </tr> </table> <p>West Field Irrigation Gene Juber Phone: (435) 723-7990</p> <p>Perry Irrigation Company Les Bracken Phone: (435) 720-3823</p>	<p>North Field Irrigation (West) Steve Leggett Phone: (435) 720-7374</p>	<p>North Field Irrigation (East and North) Elmer Yeates (435) 723-6779</p>
<p>North Field Irrigation (West) Steve Leggett Phone: (435) 720-7374</p>	<p>North Field Irrigation (East and North) Elmer Yeates (435) 723-6779</p>		

Final Subdivision Plat Requirements and Requirement Checklist

The Brigham City Code can be found on our website: www.bcutah.gov.

Brigham City Code Requirements for Final Subdivision Plat (see Chapter 155: Subdivisions in the Brigham City Code):

- A. All Final Subdivision Plat Applications filed with the Department shall provide the following information required for the Department to determine the Application complete and begin the review cycle:
 1. **Application Form.** A Final Subdivision Plat Application Form completed and signed by the owner(s) of the Subject Property or the authorized agent(s) of the owner(s). The Application Form shall be accompanied by a notarized affidavit identifying (i) the owner and, if applicable, (ii) an agent as being duly authorized to represent the owner(s) in all matters related to the Final Subdivision Plat Application. All persons with a fee interest in the Subject Property shall be required to join in and sign the Final Subdivision Plat Application, or the notarized affidavit, if applicable.
 2. **Final Subdivision Plat Application and Review Fees.** The Final Subdivision Plat Application shall include the payment of all Final Subdivision Plat Application fees and Review fees, as established by the Council, and any total amount, or deposit amount, required to provide the services of the City's contracted City Engineer, and other consultants determined by the City to review the Application.
- B. All information and revisions from the Preliminary Subdivision Plat approval, provided in their final form, including a written explanation in response to the City's review comments, identifying and explaining the applicant's revisions and reasons for declining to make revisions, if any.
- C. **Title Report.** An accurate title report, provided within sixty (60) calendar days of submission of the Final Subdivision Plat Application and setting forth any mortgages, judgments, liens, easements, contracts, and agreements of record affecting the Subject Property.
- D. **Final Subdivision Plat.** A Final Subdivision Plat, prepared by a licensed land surveyor, as required by Utah Code, and drawn at a scale of not less than one-inch equals fifty feet (1" = 50'), or at an alternative scale as determined by the Department or City Engineer. The Final Subdivision Plat shall be prepared digitally, and all sheets shall be consecutively numbered. A minimum number of copies and sizes of copies, as stated on the application, shall be provided. A digital copy of the Final Subdivision Plat, in a format acceptable to the City's Geographic Information System, shall be provided. The Final Subdivision Plat shall show the following:
 1. **Legal Description.** A complete and accurate legal description of the Subject Property, accurate in scale, dimension, and bearing, and giving the location of and ties to the nearest survey monument. The map shall have an error of closure of not greater than 1:10,000. The survey must be tied to the State grid or other permanent marker established by the County. Bearings shall be shown to the nearest second, lengths to the nearest hundredth (100th) foot, and areas to the nearest hundredth (100th) acre. The location of all monuments erected, corners, and other points established in the field. The material of which the monuments, corners, or other points are made shall be noted. All parcels, units, or lots proposed to be created shall be numbered as required by the County Recorder. All lands within the boundaries of the Subject Property and the Final Subdivision Plat shall be accounted for as parcels, lots, roads, streets, alleys, walkways, or other designations.
 2. **Required Signature Blocks.** The Final Plat shall contain signature blocks for approval by the Mayor or Department Director, as applicable, Commission Chair, the Owners of Record, City Engineer, and City Attorney.
 3. **Vicinity Map.** A vicinity map, at a minimum scale of 1" = 1,000', clearly identifying the boundaries of the entire Subject Property.
 4. **Access(es.)** Property accesses, adjoining subdivision outlines and names, as applicable, and relevant features located within one-half (1/2) mile of the Subject Property boundary. Surrounding roads and streets and the names of all adjoining property owners of record shall be shown.
 5. **Basis.** The basis of bearings used, graphic and written scale, true north point, township, range, section, quarter section, lot number, and the total area of the Subject Property.
 6. **Proposed road and street layout.** All existing and proposed road and street names shall be shown.
 7. **Accuracy.** The boundaries, course, and dimensions of all lots and parcels created, measured by their boundaries, course, and extent, whether the owner proposes that the lot or parcel is intended to be used as a road, street, or for any other public use and whether any such area is proposed for a public purpose. Any remaining portion of the Subject Property's original legal description shall be included in a lot.

8. **Common Area/Common Open Space.** The location of any common area(s) or common open space area(s), including the location of all property, proposed to be set aside for public or private reservation, with the designation of the purpose of such set-asides, and conditions, if any, of the dedication or reservation. Such property shall be included in a lot.
 9. **Naming and Numbering.** The lot, unit, or building reference, road, street, or site address, the road and street name or coordinate address, acreage and square footage for all parcels, units, or lots proposed to be created. All parcels, units, or lots proposed shall be numbered consecutively.
 10. **Existing and Proposed Rights-of-Way and Easements.** All existing and proposed rights-of-way and easement grants of record for underground facilities and all other utility facilities, as well as all proposed road and street rights-of-way and easement grants of record.
 11. **Owner's Dedications.** The owner's dedication(s) shall include a legal description of the Subject Property boundaries and the dedication of all public rights-of-way or spaces. The owner's dedication shall be signed and dated by a public notary. This dedication shall include a reference to any covenants that may be declared and blanks where the Box Elder County Recorder may enter the book and page number of their recording.
 12. **Title Block.** A title block, placed on the right side of the Final Subdivision Plat showing:
 - a. Proposed Name or Designation of the Subdivision that is distinct from any other Subdivision already recorded in the Office of the Box Elder County Recorder.
 - b. Name and address of the owner(s) of record and the name, address, license number, and stamp of the licensed surveyor responsible for preparing the Final Subdivision Plat.
 - c. Date of preparation of the Final Subdivision Plat and all revision dates, as applicable.
 13. **Ownership and Maintenance.** Improvements ownership, operation, and maintenance acceptance. As evidenced by the authorized signatures of all proposed owners or operators of the subdivision improvements on the final plat, acknowledging the acceptance of ownership, operation, and maintenance of all public and quasi-public improvements.
 14. As required by this Subsection, all common space, open space areas, agricultural use areas, and other areas proposed for a public or private reservation shall be included in a lot and numbered.
 15. **Digital Copy.** A digital copy of the Final Subdivision Plat, in a format acceptable to the City's Geographic Information System standards.
 16. **Final Easement Plan.** A Final Easement Plan, identifying the location, size, and use of all existing and proposed easements.
 17. **Final Subdivision Improvement Plans.** Final Subdivision Improvement Plans, as required by the City's Public Works Standards for Development, Design, and Construction, and stamped by a licensed civil engineer, for all public and quasi-public improvements. These plans shall include all required and proposed below grade and above grade utilities and facilities, landscaping and infrastructure improvements. All conditions or restrictions governing the location of all utilities and facilities within a right-of-way, and easement grants of records shall be shown.
 18. **Estimated Cost of Installation of Landscaping and Improvements.** See Subdivision Improvement Assurance and Improvement Completion Warranty Standards in City Code Chapter 155.
 19. **Final Grading Plan.** For Subject Properties of one (1) acre or larger, a Final Grading Plan shall be provided and indicated by solid-line contours, using two-foot (2') intervals, imposed on dashed line contours, also using two-foot (2') intervals, of the existing topography for the entire Subject Property. For Subject Properties that have predominately level, topography one-foot (1') contour intervals may be required by the Department or City Engineer. The Final Grading Plan shall identify the proposed grading for each proposed lot or parcel to be created.
 20. **Final Erosion Control Plan.** When required by the Department or City Engineer, a Final Erosion Control Plan shall be provided and included with the Final Subdivision Application. The Final Erosion Control Plan shall identify the proposed drainage and erosion control techniques and methods for each proposed lot or parcel to be created.
- E. All documents establishing any required agreements, guarantees, obligations and payments.
- F. **Dedications and Grants of Easements.** A Final Plat that includes any public utility easement shall not be approved unless the Applicant provides the proof the Applicant has, as a courtesy, notified each public utility that is anticipated to provide service to the subdivision. This requirement shall be met by the Applicant providing to the City a Public

Utility Notification Form, signed by the Applicant, and affirming that the affected public utilities have received courtesy notice. All dedications and grants of easements shall be described by their:

1. Boundary, course, dimensions, and intended use of the right-of-way and easement grants of record.
2. Location of existing underground utility facilities; and
3. Conditions or restrictions governing the location of the facilities within the right-of-way, easement grants of record, and utility facilities within the subdivision.

G. **Covenants and Restrictions.** Copies of all protective covenants, conditions, and restrictions (CC&R's), trust agreements, home owner's association articles and bylaws, and all other required documents, including those required by the Council or Director, or designee, as applicable, governing the future use of property, infrastructure, utility and service systems, re-subdivision, and other provisions required to maintain the integrity of the subdivision. Improvement Construction Costs. (see Chapter 155: Subdivisions in the Brigham City Code) et. seq.

H. **Improvement Construction Costs.** See Subdivision Improvement Assurance and Improvement Completion Warranty Standards in City Code Chapter 155.

THE FOLLOWING MUST BE FILLED OUT, PROVIDED, AND CHECKED OFF TO BE DEEMED COMPLETE FOR CITY ACCEPTANCE:

Final Subdivision Plat Requirement Checklist:

Project Description: _____

Application, Documents, and Materials:

- Subdivision Name (each subdivision name must be unique and verified with the Box Elder County Recorder's Office).
- Address of Property.
- Tax ID/Parcel Number.
- Current Zoning.
- Number of Lots.
- Total Area/Aces/Sq. Ft.
- Existing Use of Property.
- Proposed Use of Property.
- Name(s) of Applicant(s) or Authorized Agent(s) with contact information.
- Name(s) of Property Owner(s) (if other than applicant) with contact information.
- Name of Engineer/Surveyor with contact information.
- Applicant Certification signature and date.
- Payment of Application Fee and Engineering Deposit.
- Owner's affidavit and consent.
- Completed Project Description and Requirement Checklist with Application.
- Preliminary Subdivision Plat Approval is Required prior to submitting this Application.
- Provide a written explanation in response to each of the City's review comments on the Preliminary Subdivision Plat Application to accompany the Final Subdivision Plat Application.
- Title Report. An accurate title report, provided within 60 calendar days of submission of Application.
- Final Subdivision Plat and Improvement Plans. A digital copy of the preliminary subdivision plat drawn to a scale, prepared and certified by a licensed land surveyor registered in Utah.
- Final Drainage Study.

- Engineer's Cost Estimate for all improvements and infrastructure that includes quantities, units, and costs for all improvements and infrastructure required.
- All documents establishing any required agreements, guarantees, obligations and payments.
- CAD/DWG drawings for Brigham City Public Power Department.
- Final covenants, conditions, and restrictions (if applicable) which shall be recorded with the Final Subdivision Plat.
- Public Utility Notification. A Final Subdivision Plat that includes any public utility easement shall not be approved unless the Applicant provides the proof the Applicant has, as a courtesy, notified each public utility that is anticipated to provide service to the subdivision. This requirement shall be met by the Applicant providing to the City a Public Utility Notification Form, signed by the Applicant, and affirming that the affected public utilities have received the courtesy notice.
- Floodplain Development Permit (if applicable).
- Federal permits, approvals, or clearances by the Army Corp of Engineering, FEMA, etc. (if applicable).
- An electronic copy of all plans in PDF Format.
- Requirement Acknowledgement signature and date.

The following shall be included on the Final Subdivision Plat and Improvement Plans:

- Final Subdivision Plat and Improvement Plans, prepared, dated, and stamped by a licensed land surveyor, as required by Utah Code, and drawn at a scale of not less than 1" = 50', or as determined by the Department or City Engineer.
- Digit Copy. The Final Subdivision Plat and Improvement Plans shall be prepared digitally in a format acceptable to the City's Geographic Information System standards with a printable format at 36" x 24". All sheets shall be consecutively numbered.
- Legal Description. A complete and accurate legal description of the Subject Property per City Code requirements.
- Signature Blocks. The Final Subdivision Plat shall contain signature blocks for approval by the Mayor or Department Director, as applicable, the Owners of Record, City Engineer, and City Attorney.
- A title block, placed on the right side of the Final Subdivision Plat showing:
 - Proposed Name or Designation of the Subdivision distinct from any other Subdivision recorded in the Office of the Box Elder County Recorder.
 - Name and address of the owner(s) of record and the name, address, and license number of the licensed surveyor responsible for preparing the Final Subdivision Plat.
 - Date of preparation of the Final Subdivision Plat and all revision dates, as applicable.
- A vicinity map, at a minimum scale of 1" = 1,000', clearly identifying the boundaries of the Subject Property.
- Owner's Dedications. The owner's dedication(s) shall include a legal description of the Subject Property boundaries and the dedication of all public rights-of-way or spaces. The owner's dedication shall be signed and dated by a public notary. This dedication shall include a reference to any covenants that may be declared and blanks where the Box Elder County Recorder may enter the book and page number of their recording.
- Ownership and Maintenance. Improvements ownership, operation, and maintenance acceptance. As evidenced by the authorized signatures of all proposed owners or operators of the subdivision improvements on the final subdivision plat, acknowledging the acceptance of ownership, operation, and maintenance of all public and quasi-public improvements.
- Ties to a minimum of two (2) section corners with bearings and distances.
- Survey monuments.
- Basis. The basis of bearings used, graphic and written scale, true north point, township, range, section, quarter section, legend, lot number, and the total area of the Subject Property.
- Accuracy. The boundaries, course, and dimensions of all lots and parcels created, measured by their boundaries, course, and extent, whether the owner proposes that the lot or parcel is intended to be used as a road, street, or for any other public use and whether any such area is proposed for a public purpose. Any remaining portion of the Subject Property's original legal description shall be included in a lot.
- Proposed road and street layout. All existing and proposed road and street names shall be shown.
- Street Plan and Profile. See Brigham City Public Works Standards.
- Access(es.) Property accesses, adjoining subdivision outlines and names, as applicable, and relevant features located within one-half (1/2) mile of the Subject Property boundary. Surrounding roads and streets and the names of all adjoining property owners of record shall be shown.

- Name of Owner(s) of Record of the land immediately adjoining the land to be subdivided along with the County Tax Parcel Number.
- Naming and Numbering. The lot, unit, or building reference, road, street, or site address, the road and street name or coordinate address, acreage and square footage for all parcels, units, or lots proposed to be created. The acreage of each lot carried to three (3) decimal places. All parcels, units, or lots proposed shall be numbered consecutively.
- Notes and restrictions, shown as an "R" on each applicable Lot.
- Location of the United States Postal Service Central Box Units (CBU).
- Final Easement Plan. A Final Easement Plan, identifying the location, size, and use of all existing and proposed easements.
- Common Area/Common Open Space. If, applicable, the location of any common area(s) or common open space area(s), including the location of all property, proposed to be set aside for public or private reservation, with the designation of the purpose of such set-asides, and conditions, if any, of the dedication or reservation. Such property shall be included in a lot.
- All common space, open space areas, agricultural use areas, and other areas proposed for a public or private reservation shall be included in a lot and numbered.
- Final Grading and Drainage Plan. For Subject Properties of one (1) acre or larger, a Final Grading Plan shall be provided and indicated by solid-line contours, using two-foot (2') intervals, imposed on dashed line contours, also using two-foot (2') intervals, of the existing topography for the entire Subject Property. For Subject Properties that have predominately level, topography one-foot (1') contour intervals may be required by the Department or City Engineer. The Final Grading Plan shall identify the proposed grading for each proposed lot or parcel to be created.
- Final Erosion Control Plan. When required by the Department or City Engineer, a Final Erosion Control Plan shall be provided and included with the Final Subdivision Application. The Final Erosion Control Plan shall identify the proposed drainage and erosion control techniques and methods for each proposed lot or parcel to be created.
- Utility Plan. See Brigham City Public Works Standards.
- Landscape Plan.
- Lighting Plan.
- Electrical Plan.
- State of Utah Storm Water Permit and Storm Water Pollution Prevention Plan (SWPPP).

Requirement Checklist Acknowledgement

I, _____, do hereby say that I am the owner/agent of the subject property of this application, and I have read the Brigham City Code Requirements and completed the Requirement Checklist. The statements, information, exhibits, and any and all plans herein or attached or submitted present the intentions of the applicant and are in all respects true and correct to the best of my knowledge and belief.

Signature of applicant/authorized agent: _____ Date: _____

Pollution Prevention

Pollution Prevention & the Construction Site

Are you involved in construction projects? Are you an owner, developer, contractor, subcontractor, architect, construction manager, or design engineer? If so, this guide is for YOU to help prevent pollution at the construction site. While the guide can be used during all stages of construction projects, the best time to begin using this guide is BEFORE a project is bid.

Pollution Prevention (P2) is about reducing the amount of any hazardous substance, pollutant, or contaminant released into the environment in order to reduce the hazards to public health and the environment. Pollution Prevention is also about preserving resources through wise use.

Most regulations tell you what you have to do to be in compliance, but they don't explain how to do it. That's where "best management practices," or BMP, come into play. BMP are proven methods that help you to get into compliance and stay there while minimizing waste that can result in cost savings to you!

The Division of Water Quality has modified the U.S. Environmental Protection Agency's (EPA) electronic Stormwater Pollution Prevention Plan (SWPPP) template to fit the needs of Notice of Intent (NOI) applicants in Utah. The template is designed to help guide you through the SWPPP development process and help ensure that your SWPPP addresses all the necessary elements stated in your construction general permit. You can find the DWQ template at:

www.waterquality.utah.gov/UPDES/stormwatercon.htm

Use this guide to start a dialogue with all responsible parties involved to ensure that the requirements are met.



Construction and Best Management Practices

Environmental

BEST MANAGEMENT PRACTICES

for Construction Sites



Site Cleanup & Restoration

Strive to leave the construction site better than it was when you arrived.

Final Site Stabilization
Erosion Control Blankets
Filter Strips
Mulching
Seeding and Planting
Restoration of Existing Vegetation

Waste & Materials Management
Cleanup and Final Site Reclamation
Waste Characterization, Containment, and Disposal

Mobilization & Site Preparation

Good site preparation will save you both time and money during the course of the project.

Good Housekeeping
Establish Jobsite Standard Operating Procedures
Water Source Protection
Minimize Fugitive Dust
Site Stabilization
Preservation of Existing Vegetation / Track-out Pad
Sequential Clearing
Dust Suppression and Controls / Limit Access Points

Vehicle & Equipment Management
Washdown Areas
Equipment Fueling and Containment
Equipment Cleaning
Waste & Materials Management
Material Separation and Recycling
Waste Disposal and Management
Portable Toilets
Spill Prevention and Containment

Construction Operations & Maintenance

It takes constant vigilance to make sure that BMPs are maintained and operating correctly.

Good Housekeeping
BMP Inspection and Maintenance
Site Stabilization
Grading and Compaction
Construction Road Stabilization
Dust Suppression and Controls
Erosion Control Blankets
Filter Strips
Mulching
Seeding and Planting

Preconstruction & Planning

The prebid period is the best time to plan Pollution Prevention into your project. You will find that this type of planning will help you conserve resources, reduce your pollution and clean-up costs, and avoid enforcement action—all resulting in cost savings to you! The best time to begin identifying BMPs is before a project is bid. Remodeling and repair work requires special considerations to ensure worker safety and environmental protection.

Good Housekeeping
Environmental Management System (EMS)
Traffic Plan and Haul Routes
Noise Suppression
Waste & Material Management
Material Storage
Portable Toilets
Recycling of Materials
Waste Disposal

Environmental Compliance & Permitting Requirements
General Storm Water Permit for Construction Sites
Fugitive Dust Control Plan
Water Source Protection, Stream Alterations, and Wetlands
Waste Oil Recycling
Hazardous Waste and Materials
Washdown Areas
Vehicles and Equipment
Concrete Washout Area
Dust Suppressant Watering

1-800-458-0145

Note: Call Utah DWQ at 1-801-536-4300 for assistance, or, to report an environmental emergency, call the DEQ Hotline at:



1 Preservation of Existing Vegetation

- Minimize clearing and the amount of exposed soil.
- Identify and protect areas where existing vegetation, such as trees, will not be disturbed by construction activity.
- Protect streams, stream barriers, wild wood lands, wetlands, or other sensitive areas from any disturbance or construction activity by fencing or otherwise clearly marking these areas.



2 Construction Phasing

- Sequence construction activities so that the soil is not exposed for long periods of time.
- Schedule or limit grading to small areas.
- Install key sediment control practices before site grading begins.
- Schedule site stabilization activities, such as landscaping, to be completed immediately after the land has been graded to its final contour.



3 Construction Entrances

- Remove mud and dirt from the tires of construction vehicles before they enter a paved roadway.
- Make sure that the construction entrance does not become buried in soil.
- Properly site entrance BMPs for all anticipated vehicles.



4 Silt Fencing

- Inspect and maintain silt fences after each storm.
- Make sure the bottom of the silt fence is buried.
- Securely attach the material to the stakes.
- Don't place silt fences in the middle of a waterway or use them as a check dam.
- Stormwater should not flow around the silt fence.

TOP TEN BMPs

for Pollution Prevention at the Construction Site

For more information on Best Management Practices (BMPs), go to DEQ's BMPs for Construction Site at:

www.DEQ.Utah.gov/Business_Assistance/Construction/

For general stormwater questions and assistance, contact the Division of Water Quality at:

801-536-4300

To report an Environmental Emergency, call:

1-800-458-0145



5 Storm Drain Inlet Protection

- Use rock or other appropriate material to cover the storm drain inlet to filter out trash and debris.
- Make sure the rock size is appropriate (usually 1 to 2 inches in diameter).
- If you use inlet filters, maintain them regularly.



6 Vegetative Buffers

- Protect and install vegetative buffers along waterbodies to slow and filter stormwater run-off.
- Maintain buffers by mowing or replanting periodically to ensure their effectiveness.



7 Site Stabilization

- Vegetate, mulch, or otherwise stabilize all exposed areas as soon as land alterations have been completed.



8 Equipment Fueling and Containment

- Use offsite fueling stations as much as possible, or dedicated fueling areas onsite.
- Discourage "topping-off" of fuel tanks.
- Dedicated fueling areas should be level, and in consideration of downstream drainage facilities and watercourses.
- Protect fueling areas with berms and dikes to prevent run-on, run-off, and to contain spills.
- Use vapor recovery nozzles with automatic shutoffs to control drips as well as air pollution.



9 Waste Management

- Collect concrete and wash water in concrete washout facilities, especially when operations are near water resources. Containers must be adequately sized to handle solids, wash water and possible rainfall.
- Choose smaller, covered containers and more frequent collection.
- Do not allow waste to accumulate on-site.
- Separate recyclable materials from waste and keep covered.
- Conduct visual inspections of dumpsters and recycling bins, removing contaminants and keeping containers covered.
- Stockpile processed materials on-site separately. Place, grade, and shape stockpiles to drain surface water. Cover to prevent windblown dust.



10 Fugitive Dust Suppression

- Apply water on haul roads.
- Haul materials in properly tarped or sealed containers.
- Restrict vehicle speeds to 10 mph.
- Cover excavated areas and material after excavation activity ceases.
- Reduce the excavation size and/or number of excavations.
- Water-down equipment and excavation faces.