



# City of Keizer – Public Works Environmental Division

930 Chemawa Rd NE • Keizer, Oregon 97307-1000 • 503-390-3700 • Fax: 503-393-9437

## Construction Site Pollution Prevention Plan (CSPPP)

### KEIZER PUBLIC WORKS – USE ONLY:

Project Number (City Designated) \_\_\_\_\_ Date Received \_\_\_\_\_ Review # \_\_\_\_\_

Fee Paid: \$ \_\_\_\_\_ Date \_\_\_\_\_ Complete  OR Revision Required

### 1. Project Information

|   |   |
|---|---|
| Applicant (Owner, Developer or General Contractor):           | Project Name:   |
| CSPPP Contact:  | Project Address or Taxlot # (i.e. 073W02AB01600):   |
| Address:  | Total Site Area (acres or square feet):   |
| Telephone:  | Total Disturbed Area (acres or square feet):  |
| Email:  | General Contractor:   |
| Type of Construction Activity (subdivision, commercial, etc): | Stormwater runoff during construction will flow to:<br><input type="checkbox"/> Creek/Stream <input type="checkbox"/> Ditch <input type="checkbox"/> Stormwater system<br><input type="checkbox"/> Other: _____ |
| Architect/Engineering Firm (CSPPP):                           | Designated CSPPP Inspector:   |
| Project Manager:  | Company Name:   |
| Telephone:  | Telephone:  |
| Email:  | E-mail:   |
| Fax:  | Certification (CESCL, ODOT CECL, etc.):   |

### 2. Project Narrative

|                           |                            |            |
|---------------------------|----------------------------|------------|
| Existing Site Conditions: |                            |            |
| Developed Conditions:     |                            |            |
| Project Timeline:         | Utilities Dates:           | Soil Type: |
| Clearing Dates:           | Street Dates:              |            |
| Grading Dates:            | Final Stabilization Dates: |            |

| 3. Best Management Practices for Construction Phases   BMP Matrix       |                    |                        |                      |                     |             |
|---|--------------------|------------------------|----------------------|---------------------|-------------|
| Best Management Practices (Check all phases where BMPs will be applied) | Clearing & Grading | Utilities & Foundation | General Construction | Final Stabilization | Wet Weather |
| <b>Erosion Prevention</b>   |                    |                        |                      |                     |             |
| Preserve Natural Vegetation   |                    |                        |                      |                     |             |
| Ground Cover (Compost & Mulch)  |                    |                        |                      |                     |             |
| Seeding   |                    |                        |                      |                     |             |
| Plastic Sheeting  |                    |                        |                      |                     |             |
| Matting   |                    |                        |                      |                     |             |
| Dust Control  |                    |                        |                      |                     |             |
| Other:  |                    |                        |                      |                     |             |
| <b>Sediment Control</b>   |                    |                        |                      |                     |             |
| Sediment Fence  |                    |                        |                      |                     |             |
| Straw Wattles   |                    |                        |                      |                     |             |
| Vegetative Buffer   |                    |                        |                      |                     |             |
| Inlet Protection  |                    |                        |                      |                     |             |
| De-watering   |                    |                        |                      |                     |             |
| Other:  |                    |                        |                      |                     |             |
| <b>Runoff Control</b>   |                    |                        |                      |                     |             |
| Sediment Trap   |                    |                        |                      |                     |             |
| Construction Entrance   |                    |                        |                      |                     |             |
| Pipe Slope Drain  |                    |                        |                      |                     |             |
| Outlet Protection   |                    |                        |                      |                     |             |
| Surface Roughening  |                    |                        |                      |                     |             |
| Check Dams  |                    |                        |                      |                     |             |
| Other:  |                    |                        |                      |                     |             |
| <b>Pollution Prevention</b>   |                    |                        |                      |                     |             |
| Waste Management  |                    |                        |                      |                     |             |
| Spill Kit on-site   |                    |                        |                      |                     |             |
| Washout Area  |                    |                        |                      |                     |             |
| Vehicle Fueling and Repair  |                    |                        |                      |                     |             |
| Other:  |                    |                        |                      |                     |             |

| 4. Required CSPPP Drawings and Details   |   |
|--|---|
| <p><u>CSPPP construction drawings must include:</u></p> <ul style="list-style-type: none"> <li>• Project boundary;</li> <li>• Areas of soil disturbance;</li> <li>• Drainage patterns before &amp; after finish grade (including contours);</li> <li>• Discharge points;</li> <li>• Areas for staging and stockpiles;</li> <li>• Areas for vegetative practices;</li> <li>• ALL erosion and sediment control measures from the BMP Matrix;</li> <li>• Diversion of uncontaminated flows;</li> <li>• Impervious structures after construction (parking, building, etc.);</li> <li>• Waterways and wetlands adjacent to the site;</li> <li>• Temporary and permanent stormwater conveyance systems;</li> <li>• Onsite water disposal locations (de-watering);</li> <li>• Storm drain inlet locations;</li> <li>• Septic drain fields and water wells;</li> <li>• Location of planters or Vegetated Stormwater Facilities;</li> <li>• Standard details and installation techniques for all BMPs.</li> </ul> | <p><u>BMPs selected should address the following areas:</u></p> <ul style="list-style-type: none"> <li>• Perimeter control for all disturbed areas;</li> <li>• Stabilization for all disturbed areas not being actively worked each day;</li> <li>• Phased disturbance to reduce exposure where practicable;</li> <li>• Stabilized entrance, exit and access;</li> <li>• Preservation of existing vegetation;</li> <li>• Protection of wetland and waterways;</li> <li>• Inlet protection;</li> <li>• Dust control;</li> <li>• Waste management;</li> <li>• Spill prevention;</li> <li>• Concrete washout;</li> <li>• De-watering and discharge;</li> <li>• Temporary stormwater management.</li> </ul> |

## 5. Inspections and Record Keeping

### Inspection Table

| Site Condition   | Minimum Frequency  |
|--|--|
| 1. Active Period   | Daily when stormwater runoff, including snow melt, is occurring. At least once every 4 days when runoff is not occurring.                                    |
| 2. Prior to site becoming inactive or in anticipation of site inaccessibility. | Once to ensure that erosion and sediment control measures are in working order. Any necessary maintenance and repair must be made prior to leaving the site. |
| 3. Inactive periods greater than fourteen calendar days.                       | Once every two weeks.  |
| 4. Periods during which the site is inaccessible due to inclement weather.     | If practical, inspections must occur daily at a relevant and accessible discharge point or downstream location.  |

### Record Keeping

CSPPP Inspection Reports – Provide documentation for the inspections identified in the *Inspection Table* above.

Corrective Action Log – Identify specific deficiencies on site and steps taken to provide adequate erosion and sediment control.

CSPPP Amendment Log – Identify components of the CSPPP that have changed and provide justification for amendment.

## 6. Required Conditions and Certification

### Required Notes

1. A pre-construction erosion control inspection must be requested, and conducted by City staff, with BMPs and measures in place, **prior** to disturbing any soil on site.
2. **All BMPs** and conditions contained within this CSPPP, including attached drawings and details, must be implemented, installed and maintained by all permit registrants.
3. The measures identified in this CSPPP are a **minimum** requirement for anticipated site conditions. Measures should be upgraded as needed to remain compliant and to adhere to these required conditions.
4. Update and retain the *CSPPP, Inspection Reports, Corrective Action Log, and CSPPP Amendment Log* on site at all times.
5. Inspect and maintain all BMPs regularly according to the *Inspection Table*.
6. BMPs must be serviced when sediment loads have reached the manufacturers recommended capacity. (i.e. 1/3<sup>rd</sup> the height of sediment fence or biobag)
7. Loose soil and material is to be contained on the project site, **0.5 cubic feet** or more of material off site is a direct violation.
8. If a stormwater treatment system is necessary, submit an operation and maintenance plan. The plan must be approved prior to use. Operate and maintain the system according to the manufacturer's recommendation.
9. The project site must be stabilized at the end of **each work day**, ensuring no sediment transferred off site.
10. After **14 days** of inactivity soil must be covered with mulch, straw or compost; After **30 days** of inactivity soil must be stabilized with seeding or a heavy mulch layer.
11. A vegetative buffer must be maintained for projects adjacent to local waterways or wetlands.
12. All temporary erosion control measures must be **removed** once final stabilization is achieved.
13. A final stabilization inspection will be required prior to a final building inspection or before a certificate of occupancy is issued.
14. Every project is subject to the conditions and penalties described in **Ordinance #2014-711** (City of Keizer Erosion Control Ordinance).

### Signature of Legally Authorized Representative

I hereby certify that the information contained in this application is true and correct to the best of my knowledge and belief. In addition, I agree to pay all permit fees required by the City of Keizer's Erosion Control Fee Schedule. This includes a re-inspection fee when required to maintain permit compliance. I have read this application and agree to adhere to the conditions within for all work done on this site:

Applicant Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*For help, please visit [www2.keizer.org/publicworks/stormwater](http://www2.keizer.org/publicworks/stormwater) or call **503-390-3700\***

### Erosion Control Fee Schedule

| <b>Disturbance Threshold (sq.ft.)</b>        | <b>Plan Required</b> | <b>Fee***</b> |
|--|----------------------|---------------|
| 200 – 1,999 – Waterway Adjacent Disturbance* | CSPPP-B              | None          |
| 2,000 – 9,999                                | CSPPP-B              | \$100         |
| 10,000-19,999                                | CSPPP                | \$200         |
| 20,000-43,559                                | CSPPP                | \$500         |
| 43,560 (1 acre) +                            | CSPPP                | \$1000        |
| Re-Inspection Fee**                          | N/A                  | \$75          |

\* Waterway-Adjacent means the disturbance takes place within 75' of the Willamette River and within 50' of any other waterway (see Ordinance 2014-711 for details). No fee is assessed on projects until the 2000 sq.ft. threshold is reached.

\*\* If additional inspections are required due to improper or inadequate implementation of the plan, re-inspection fees will be assessed.

\*\*\* All permits are subject to an annual renewal requirement.