
Construction Site Stormwater Runoff Control Program Procedures



SEEKONK
MASSACHUSETTS

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If you have questions regarding the Construction Site Stormwater Runoff Control Program Procedures, please contact the Town of Seekonk Planning Department at (508) 336-0764

Table of Contents

Construction Site Stormwater Runoff Control Program Procedures

1 Introduction 1

2 Site Inspection and Enforcement of Sediment and Erosion Control Measures 1

3 Site Plan Review, Inspection and Enforcement 3

1 Introduction

These procedures have been prepared by the Town of Seekonk to address the Construction Site Stormwater Runoff Control Program requirements¹ of the United States Environmental Protection Agency's (USEPA's) 2016 National Pollutant Discharge Elimination System (NPDES) General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (MS4) in Massachusetts, hereafter referred to as the "2016 Massachusetts MS4 Permit" or "MS4 Permit."

These procedures address Minimum Control Measure 4, Construction Site Stormwater Runoff Control, by documenting the processes that the Town of Seekonk will use for inspection and enforcement of sediment and erosion control measures and review, inspection and enforcement of site plans. These procedures are part of the Town of Seekonk's Construction Site Stormwater Runoff Control Program. Together with the other components of Minimum Control Measure 4, these procedures will help to reduce the discharge of pollutants from the MS4 by minimizing or eliminating erosion and sediment transport from construction sites.

In addition to the inspection and enforcement procedures detailed in this program it is important to not that construction site operators within the MS4 jurisdiction are required to control construction wastes, including but not limited to, discard building materials, concrete truck wash out, chemicals, litter, and sanitary wastes. These wastes may not be discharges to the MS4.

2 Site Inspection and Enforcement of Sediment and Erosion Control Measures

The Planning Board performs routine inspections of sediment and erosion control measures for construction activities that result in a land disturbance of greater than or equal to one acre within the regulated area and construction activities that disturb less than one acre when that disturbance is part of a larger common plan of development or sale that would disturb one or more acres. Under the Town of Seekonk's Stormwater Management; Construction Erosion and Sedimentation Control, the Planning Board has the authority to enforce sediment and erosion control procedures and/or impose sanctions to ensure compliance when necessary. The Town of Seekonk will implement the following site inspection and enforcement procedures for sediment and erosion control measures.

Inspection Procedures

Construction sites will be inspected to ensure that sediment and erosion control measures are in place consistent with approved site plans. Inspections will be conducted by the Planning

¹ See Parts 2.3.5.c.ii and 2.3.5.c.v. of the 2016 MS4 Permit for Construction Site Stormwater Runoff Control Written Procedure requirements.

Board or a qualified member of the site crew. Inspections will be conducted in accordance with the Massachusetts Stormwater Handbook. Inspections may include, but are not limited to:

- Inspection during or immediately following initial installation of sediment controls.
- Inspection following severe rainstorms to check for damage to controls.
- Inspection prior to seeding deadlines, particularly in fall.
- Final inspection of projects nearing completion to ensure that temporary controls have been removed, stabilization is complete, drainage ways are in proper condition, and the final contours agree with the proposed contours on the approved plan.

All inspections will be completed using the Sediment and Erosion Control Inspection form, included in **Appendix A**. All completed inspection forms will be maintained on file by the Town of Seekonk in the Planning Board office. During inspection, the inspector will verify that sediment and erosion control measures are functioning as intended and are being maintained properly. Specific sediment and erosion control measures that will be assessed during inspection are detailed on the Inspection Form.

Enforcement Procedures

In the event that a non-compliance issue is discovered during pre-construction or routine inspection, the Planning Board will document the occurrence and inform the site operator of the violation and the required corrective action. The Planning Board will provide the site operator with a copy of the inspection form, noting the non-compliance and the required corrective action. The site operator will have seven (7) from the receipt of notice to perform the corrective action. The Planning Board will revisit the site for inspection after ten (10) to verify that the corrective action was performed and that the site has achieved compliance.

The following information will be included in each annual report:

- Number of site inspections conducted
- Number of violations issued
- Record of enforcement actions

3 Site Plan Review, Inspection and Enforcement

Under the authority of the Town of Seekonk's Stormwater Management; Construction Erosion and Sedimentation Control, the Planning Board, Department of Public Works, and Conservation Commission have the authority to perform construction site plan review, inspection and enforcement. The Town of Seekonk will implement the following construction site plan review, inspection and enforcement procedures:

Site Plan Review Procedure

- The applicant will submit site plans to the Planning Board for pre-construction review. Review will be conducted by the Planning Board, Department of Public Works, and

Conservation Commission. The Planning Board will make the final decision to approve, reject, or request modifications to the site plan.

- Site plan review will be completed within twenty-one (21), taking into consideration the following standards with regard to water quality protection and stormwater management:
 - General site design will include appropriate stormwater drainage system details and calculations.
 - Planned construction operations will include adequate Best Management Practices (BMPs) and Sediment and Erosion Control Measures to reduce water quality impacts.
 - Planned BMPs must be designed to the standards found in the Massachusetts Stormwater Handbook. When possible BMPs should promote on-site infiltration of stormwater runoff from impervious surfaces.
 - For sites located in areas subject to Total Maximum Daily Load (TMDL) requirements, BMPs will be selected and prioritized to address the pollutant identified as the cause of the impairment.
 - When possible, low impact designs (LID) and/or Green Infrastructure (GI) should be included in site design. If LID/GI are not included in the site plan, Planning Board will require that the applicant review opportunities for the use of LID/GI.
- Upon completion of Site Plan Review the Planning Board will make the site plans and review findings available for public review and comment for a period of fourteen (14). The Planning Board will review and consider all public comments prior to issuing or denying a permit.
- The Planning Board may require the applicant to revise the site plan as necessary before issuing or denying a permit.

Site Inspection Procedures

Inspections will be conducted, at a minimum, during BMP construction as well as after construction of BMPs to ensure they are working as described in the approved plans. Inspection will be completed by a Professional Engineer or other qualified person with sufficient training, experience, and/or education to be able to adequately read site plans and assess the installation, operation and maintenance of BMPs in accordance with approved plans. An inspection form will be filled out for each site inspection and stored in the Planning Board office. A copy of the Inspection Form is available in **Appendix B**.

Inspection Process:

1. Pre-inspection Review
2. Meet with Site Contractor

3. Inspect Perimeter Controls
4. Inspect slopes and temporary stockpiles
5. Compare BMPs in the site plan with the construction site conditions
 - Inspect BMPs during their construction
 - Inspect BMPs after construction
6. Inspect site entrances/exits
7. Inspect sediment basins
8. Inspect pollution prevention and good housekeeping practices
9. Inspect discharge points and downstream, off-site areas
10. Meet with the contactor again prior to leaving
11. Provide a written copy of the inspection report to the contractor.
12. Follow up, as determined, and provide copies of subsequent inspections to the contractor.
13. Use Stop Work orders, as needed, until compliance can be achieved.

Enforcement Procedure

In the event that a non-compliance issue is discovered during inspections, the Planning Board will document the occurrence and inform the site operator of the violation and the required corrective action. The Planning Board will provide the site operator with a copy of the inspection form, noting the non-compliance and the required corrective action. The site operator will have seven (7) from the receipt of notice to perform the corrective action.

The Planning Board will revisit the site for inspection to verify that the corrective action was performed and that the site has achieved compliance.

The number of site reviews, inspections and enforcement actions will be tracked electronically. Records will be maintained and included in the annual report.

The following information will be included in each annual report:

- Number of site reviews conducted
- Number of site inspections conducted
- Number of violations issued
- Record of enforcement actions