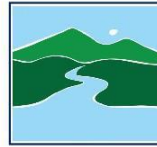


**Pre-Construction Meeting Checklist**  
 For INDC Projects  
 Under the Individual Discharge Permit



VERMONT DEPARTMENT OF ENVIRONMENTAL CONSERVATION  
**WATERSHED**  
 MANAGEMENT DIVISION  
 STORMWATER PROGRAM

This form shall be completed by DEC to be used as guidance during the required pre-construction conference. Project contacts can reference this form prior to the pre-construction conference.

**A. Project Information**

Date:

- |  |                                      |
|--|--------------------------------------|
| 1. Project Name:   | 2. Permit Number:                    |
| 3. Permit Conditions:  | b. Max Concurrent Earth Disturbance: |
| a. Total Earth Disturbance:  |                                      |
| c. Stabilization Schedule:   |                                      |
| 4. Anticipated Construction Start Date:  | Anticipated Construction End Date:   |
| 5. Winter Construction(October 15 – April 15)? <input type="checkbox"/> Yes <input type="checkbox"/> No  |                                      |
| 6. Project Phasing:<br><i>Stabilization must be complete prior to initiating earth-disturbing work for a subsequent phase.<br/>     Reference the Vermont Standards and Specifications for Erosion Prevention and Sediment Control for further guidance.</i> |                                      |

**B. Project Contacts**

- DEC Representative:
- Pre-Construction meeting Attendees:
 

a. Landowner(s):	b. EPSC Specialist:
c. OSPC:	d. Other(s):
- On-Site Plan Coordinator(OSPC) & EPSC Specialist:  
*Reference the discharge permit authorization for further guidance specific to the OSPC's responsibilities.  
 Submit a Notification of OSPC or EPSC form to DEC.*
- Co-Permittee(s) to be added:  
*\*If the owner of the construction site obtains coverage under this general permit and the owner is not the sole operator, then all operators shall obtain coverage as co-permittees in accordance with Subpart 7.3 prior to engaging in construction activities.  
 \*The Notice of Addition of Co-Permittee and the Notice of Termination of Co-Permittee forms are available from the Stormwater Program.*

**C. Compliance**

- EPSC Practice Overview:  
*Prior to construction install all EPSC measures and LOD demarcations.*
- Maintenance Expectations:  
*At minimum, weekly inspections shall be conducted to maintain all EPSC practices(resurfacing construction entrance, keying-in silt fence, mulching temporarily stabilized areas, etc.).*
- Modifications to the EPSC Plan:  
*Submit a EPSC Plan Amendment Record form to DEC.*
- Permit Posting Requirements, Record Keeping, and Inspections:  
*Post NOA at all construction entrances, maintain inspection reporting onsite, and follow all inspection guidelines per the permit's authorization.*
- Enforcement:  
*Any permit noncompliance constitutes a violation of the federal Clean Water Act and is grounds for enforcement action.*
- Forms:  
*Familiarize yourself with all necessary forms found on the Construction Stormwater Section's website.*
- Questions?

