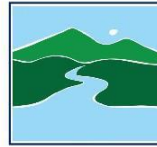


Pre-Construction Meeting Checklist
 For INDC Projects
 Under the Individual Discharge Permit



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 and fill out in advance.

A. Project Information

Date:

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

B. Project Contacts

- 1. DEC Representative:
- 2. Pre-Construction meeting Attendees:
 - a. Landowner(s): b. EPSC Specialist:
 - c. OSPC: d. Other(s):
- 3. 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.*
- 4. 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

- 1. EPSC Practice Overview:
Prior to construction install all EPSC measures and LOD demarcations.
- 2. 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.).
- 3. Modifications to the EPSC Plan:
Submit a EPSC Plan Amendment Record form to DEC.
- 4. 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.
- 5. Enforcement:
Any permit noncompliance constitutes a violation of the federal Clean Water Act and is grounds for enforcement action.
- 6. Forms:
Familiarize yourself with all necessary forms found on the Construction Stormwater Section's website.
- 7. Questions?