

CONSTRUCTION GENERAL PERMIT 3-9020

ON-SITE PLAN COORDINATOR MANUAL



Introduction

The On-Site Plan Coordinator (OSPC) plays an integral role in ensuring that a project is carried out in compliance with the Construction General Permit (CGP), and that local water resources are protected against polluted runoff. To do these things effectively, the OSPC must be familiar with the requirements of the permit, with the principles of erosion prevention and sediment control (EPSC) and with the EPSC Plan authorized for the project.

During the construction project, representatives from the Agency of Natural Resources (ANR) may visit the site to verify compliance with the permit. An important part of these site visits is to ensure that all of the recordkeeping requirements of the permit are being carried out. These records allow the OSPC a way to demonstrate that a project has been carried out properly, and document where difficulties in the control of sediment runoff were identified and corrected.

This manual outlines the responsibilities of the OSPC and provides all the materials necessary to stay in compliance with the inspection and recordkeeping requirements of the permit. Also included are all of the forms available to make changes to the EPSC Plan and forms for changes in permit coverage (e.g. transfer of ownership of all or part of the project).

Each form is included in the introductory section, and should be kept as originals for copying if additional forms are needed as the project progresses. The manual is designed to make the use of these forms as straightforward as possible. If you should have any questions about the permit or these forms, please contact the Water Quality Division at 802-241-3770.

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1. Getting Started

*Forms: Notice of Authorization; Notification of OSPC;
Notice of Addition of Co-Permittee; Notice of Termination of Co-Permittee.*

To get the project off on the right foot, a number of recordkeeping requirements must be taken care of before construction begins.

Notice of Authorization

The Notice of Authorization is intended to publicly display that the project is covered under the CGP, and to lay out the basic requirements for the project that were determined during the permitting process.

How to Use:

The notice must be placed near the construction entrance at a location visible to the public. If displaying near the main entrance is infeasible, the notice shall be posted in a local public building such as the town hall or public library. For linear projects, the notice shall be posted at a publicly accessible location near the active part of the construction project.

Notification of On-Site Plan Coordinator

The OSPC is a person designated to ensure that the project complies with the authorization under General Permit 3-9020, including following the authorized EPSC Plan, conducting regular inspections, etc. The OSPC shall have the authority to stop and/or modify construction activities as necessary to comply with the EPSC Plan and the terms and conditions of this permit and shall be responsible for inspections and record keeping. The OSPC or his/her designee shall be on site on a daily basis during active construction. The On-Site Coordinator does not have to be the permit applicant.

How to Use:

The Notification of On-Site Plan Coordinator must be completed and sent to ANR before the project begins. If the On-Site Plan Coordinator changes during the project, submit a new copy to ANR. Retain a copy in this manual.

Notice of Addition of Co-Permittee/ Notice of Termination of Co-Permittee

Under General Permit 3-9020, the main permittees are the landowner(s) and all contractors who are considered Principal Operators. Principal Operator includes all contractors who meet either of the following definitions:

1. The party has operational control over construction plans and specifications, including but not limited to the ability to make modifications to those plans and specifications; or

2. The party has continuous day-to-day operational control of those activities at a project that are necessary to ensure compliance with an Erosion Prevention and Sediment Control Plan (EPSC Plan) for the site or other permit conditions (e.g. they are authorized to direct workers at a site to carry out activities required by the ESCP Plan or comply with other permit conditions).

Before beginning the construction project, ensure that all contractors that qualify as principal operators and all landowners are signed on as co-permittees.

How to Use:

The Notice of Addition form should be submitted to ANR when any new landowner or principal operator joins the project. Retain a copy in this manual.

The Notice of Termination of Co-Permittee should be submitted to ANR once a landowner has sold the land, or once a principal operator has completed their work on the project. Retain a copy in this manual.

Beginning Work: The Pre-Construction Plan

As a part of the authorized EPSC Plan, a designer has prepared a Pre-Construction Plan. This plan outlines the site conditions including soil erodibility, drainage patterns, and area of particular erosion risk. It also includes all of the EPSC practices that must be installed before the major earthwork activities get underway. It is important the items such as Limits of Disturbance, Silt Fence, Stabilized Construction Entrances, etc. be installed and operational before large areas of earth disturbance occur.

Notice of Authorization

Under Vermont Construction General Permit 3-9020
For **Moderate Risk Projects**



Project Name: The New Project

Notice of Intent Number: 5555-9020.6

Permittee Name: J.Q. Public

Date of Authorization: July 1, 2007

The project listed above has received authorization under General Permit 3-9020 to discharge stormwater from the following construction activities:

Construction of a planned residential development, including roads, houses, and associated infrastructure on 12 lots.

This authorization includes the following requirements:

1. Implementation of the authorized site-specific Erosion Prevention and Sediment Control Plan.
2. All areas of disturbance must have temporary or final stabilization within 14 days of the initial disturbance. After this time, any disturbance in the area must be stabilized at the end of each work day. The following exceptions apply:
 - a. Stabilization is not required if work is to continue in the area within the next 24 hours and there is no precipitation forecast for the next 24 hours.
 - b. Stabilization is not required if the work is occurring in a self-contained excavation (i.e. no outlet) with a depth of 2 feet or greater (e.g. house foundation excavation, utility trenches).
3. No more than 2 acres of land may be disturbed at any one time.
4. All discharges of stormwater from the project must pass through at least 50 feet of vegetated buffer before entering waters of the state
5. No disturbance shall occur within 50 ft upslope of any stream or river, or 100 ft upslope of any lake or pond.
6. Inspections shall be conducted at least once every seven (7) calendar days and within twenty-four (24) hours of the end of a storm event resulting in discharge of stormwater from the construction site.
7. If there is a discharge of visibly discolored stormwater from the construction site or from the construction site to waters of the State, the permittee shall take immediate corrective action.
8. If there is a discharge of visibly discolored stormwater from the construction site to waters of the State, the permittee shall notify DEC by submitting a report within 72 hours of the discharge.
9. The On-site Plan Coordinator shall have a copy of the EPSC Plan and all amendments available at a central location on-site for the use of all those identified as having responsibilities under the EPSC Plan whenever they are on the construction site. If an on-site location is unavailable to store the EPSC Plan when no personnel are present, notice of the plan's location shall be posted near the main entrance at the construction site.

To request information on this authorization, or to report compliance concerns, please contact the Water Quality Division at (802) 241-3770 or write to:

VT DEC, Water Quality Division
103 South Main Street, Bldg 10 North, Waterbury, VT, 05671

See Reverse for Posting Requirements

Permittee Directions for Posting:

This notice shall be placed near the construction entrance at a location visible to the public. If displaying near the main entrance is infeasible, the notice shall be posted in a local public building such as the town hall or public library. For linear projects, the notice shall be posted at a publicly accessible location near the active part of the construction project (e.g., where a pipeline project crosses a public road).

See Reverse for Posting Requirements

**Notification of
On-Site Plan Coordinator
Under General Permit 3-9020**



Submission of this completed form constitutes notice that the individual in Section C will assume the responsibilities of On-Site Plan Coordinator for the project described in Section A.

A. Project Information

1. Project Name: _____
2. Project Notice of Intent Number: _____

B. Landowner Information

1. Name: _____
2. Mailing Address:
- a. Street/PO Box: _____
- b. City/Town: _____ c. State: _____ d. Zip: _____

C. On-Site Plan Coordinator Information

1. Name: _____
2. Business Name: _____
3. Mailing Address:
- a. Street/PO Box: _____
- b. City/Town: _____ c. State: _____ d. Zip: _____
4. Contact Information:
- a. Phone: _____ b. Fax: _____ c. Email: _____

D. On-Site Plan Coordinator Certification

I hereby certify that I am knowledgeable in the principles and practice of erosion and sediment controls and possess the skills to assess conditions at the construction site that could impact stormwater quality and to assess the effectiveness of all sediment and erosion control measures selected to control the quality of stormwater discharges from the construction activity.

Signature: _____ Date: _____

E. Landowner Certification

I hereby designate the individual described in Section C as the On-Site Plan Coordinator for the project described in Section A. I hereby certify that the On-Site Plan Coordinator shall have the authority to stop and/or modify construction activities as necessary to comply with the EPSC Plan and the terms and conditions of the General Permit 3-9020 and shall be responsible for inspections and record keeping.

Signature: _____ Date: _____

Submit Original Form to:
VT DEC
Water Quality Division
103 South Main Street, Bldg 10 North
Waterbury, VT
05671

**Notice of Addition
Of Owners or Operators To Coverage**
Under Vermont Construction General Permit 3-9020



Submission of this completed form constitutes notice that the entity in Section C seeks to be added as a copermitee to an existing authorization to discharge under Vermont's Stormwater Construction General Permit (CGP) from the project identified in Section A. All landowners and persons who meet the definition of Principal Operator (Subparts 2.1B, 3.1B of the CGP) and who were not included on the original NOI must submit a Notice of Addition form.

A. Project Information

1. Project Name: _____ 2. Notice of Intent Number: _____

B. Original Permittee Information

1. Name: _____

2. Mailing Address:

a. Street/PO Box: _____

b. City/Town: _____ c. State: _____ d. Zip: _____

3. Contact Information

a. Phone: _____ b. Fax: _____ c. Email: _____

C. New Co-Permittee Information

Check one or both: New Landowner New Principal Operator

1. Name: _____

2. Business Name: _____

3. Mailing Address:

a. Street/PO Box: _____

b. City/Town: _____ c. State: _____ d. Zip: _____

4. Contact Information

a. Phone: _____ b. Fax: _____ c. Email: _____

D. Request for Addition as Co-Permittee

I hereby request that the entity in Section C be added as co-permittee to the existing authorization to discharge stormwater from construction activities stated in Section A. In requesting co-permittee status, I hereby certify under the penalty of law that I have read, understand, and meet the eligibility conditions of the CGP; that I agree to comply with all applicable terms and conditions of the CGP; that I understand that continued authorization under the CGP is contingent on maintaining eligibility for coverage, and that the applicable practices in the authorized Erosion Prevention and Sediment Control Plan must be implemented and maintained for the duration of the construction activities. I agree to comply with all applicable terms and conditions of the General Permit 3-9020.

Signature: _____ Date: _____

Submit Original Form to:
VT DEC, Water Quality Division
103 South Main Street, Bldg 10 North
Waterbury, VT, 05671

**Notice of Termination
Of Owners or Operators To Coverage
Under Vermont Construction General Permit 3-9020**



Submission of this completed form constitutes notice that the entity in Section B seeks termination as a co-permittee to an authorization to discharge under Vermont's Stormwater Construction General Permit for the project described in Section A.

A. Project Information

1. Project Name: _____ 2. Notice of Intent Number: _____

B. Co-Permittee Information

1. Name: _____

2. Mailing Address:

a. Street/PO Box: _____

b. City/Town: _____ c. State: _____ d. Zip: _____

3. Contact Information

a. Phone: _____ b. Fax: _____ c. Email: _____

C. New Co-Permittee Information

C. Reason for Termination: Property Sold Completed Work On Project

Date of Completion of Work/ Sale of Property: _____

2. Business Name: _____

3. Mailing Address:

a. Street/PO Box: _____

b. City/Town: _____ c. State: _____ d. Zip: _____

4. Contact Information

a. Phone: _____ b. Fax: _____ c. Email: _____

D. Request for Termination of Co-Permittee Status

I hereby request that the entity in Section B be terminated effective immediately as a co-permittee for the authorization described in Section A. In requesting termination of co-permittee status, I hereby certify that all work under my direction or control under the authorization identified in Section A was completed in compliance with the terms and conditions of General Permit 3-9020.

Signature: _____ Date: _____

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Submit Original Form to:
VT DEC, Water Quality Division
103 South Main Street, Bldg 10 North
Waterbury, VT, 05671

2. During Construction: Inspections and EPSC

Forms: CGP 3-9020 Inspection Report; CGP 3-9020 Discharge Report

During the principal earthwork activities, the OSPC will be responsible for implementing the main aspects of erosion prevention and sediment control on the project, as well as performing regular inspections. Regular, thorough inspections by the OSPC serve to document the proper implementation of the EPSC Plan, and to identify areas where the plan is not sufficient to prevent a discharge that violates Water Quality Standards.

Major Earthwork Activities: The Construction EPSC Plan

The most important part of the authorized EPSC Plan is the Construction Plan. This plan outlines all of the erosion prevention measures to be used on the project (e.g. limiting disturbance, when to stabilize), as well as sediment control practices that were not designated for installation on the Preconstruction plan. The Construction Plan should be consistent with the Notice of Authorization for requirements such as use of vegetated buffers, and frequency of temporary stabilization.

The phasing and erosion prevention requirements of the Construction Plan are an enforceable part of the permit authorization and must be implemented as shown on the plans for the project to be in compliance. If changes to this plan are necessary, follow the amendment procedure in section 3.

CGP 3-9020 Inspection Report

The permit requires regular inspections by the OSPC. The frequency of the inspections depends upon the season and the site conditions:

1. Regular Construction Season (April 16-October 14): At least once every 7 calendar days, and no later than 24 hours after the end of a rain event causing a discharge of stormwater from the construction activities.
2. Winter (October 15- April 15): Daily during active earthwork.

Where the entire site has been temporarily stabilized, inspections can be reduced to not less than once per month.

How to Use:

Complete one inspection report for each inspection and keep a copy in the OSPC binder. These records shall be maintained on-site for the entire project and must be available to ANR representatives who conduct compliance visits. Unless they are specifically requested, inspection reports do not need to be sent to ANR.

Where inspections identify that the EPSC Plan is not fully implemented, or that the implemented plan is not sufficient to prevent discharges of discolored stormwater from the construction activities, corrective action is required immediately. Corrective action

should be clearly documented on the inspection form.

CGP 3-9020 Discharge Report

When a discharge of visibly discolored stormwater from the construction activities occurs, a Discharge Report must be filed with ANR within 72 hours. This report documents the site conditions at the time of the discharge and what was done to correct the discharge. **For projects authorized under the amended General Permit 3-9020 (any project authorized after January, 2008) this includes sampling of stormwater discharges and measuring turbidity. Refer to the Turbidity Monitoring Fact-sheet for more details.** Reporting of discharges is an important part of the record-keeping requirements of the permit.

How to Use:

Complete a Discharge Report for each occurrence of a discharge. Submit one copy to ANR within 72 hours of the detection of the discharge, and retain a copy in this manual.

Inspection Report

For Moderate Risk Projects
Under General Permit 3-9020



In accordance with General Permit 3-9020 this form shall be completed by the On-Site Plan Coordinator or a person acting under the direction of the On-Site Plan Coordinator at least once every 7calendar days and within 24 hours of the end of a storm event resulting in a discharge of stormwater from the construction site. During winter construction (October 15- April 15) inspections shall be conducted daily during active earthwork. Inspections may be limited to once per month if all areas of the site have temporary or permanent stabilization. All inspection reports shall be retained on site for the duration of the project. Inspections shall cover all areas of the site disturbed by construction activity including areas of temporary stabilization and all discharge locations. Attach additional sheets if more room is needed to complete the report. Inspection reports must be retained with the EPSC Plan for the duration of the project.

A. Project Information
1. Project Name: _____
2. Notice of Intent Number: _____

B. Inspection Information

1. Date of Inspection: _____	2. Time of Inspection: _____
------------------------------	------------------------------

3. Inspector Name: _____	4. Inspector Title: _____
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5. Reason for Inspection:
 Weekly Daily (Winter) Post-Rainfall Other: Describe: _____

6. Weather Conditions
a. Since last inspection: _____

b. Current conditions:
 Raining Snowing No Precipitation Windy Other: _____

c. 24-hour forecast: _____

7. Ground Conditions(check all that apply):
 Saturated Wet, not Saturated Dry Frozen Other: _____

C. Discharges

1. Was there stormwater leaving the construction site? No Yes
If No, proceed to D, if Yes:

2. Was stormwater leaving the construction site visibly discolored? No Yes
For projects authorized under the original 3-9020 (2006) permit: **If Yes, fill out 'Discharge Report'.**
For projects authorized under the amended 3-9020 (2008) permit: **If Yes, see sampling flowchart.**

D. Description of Current Work

1. Describe current earth disturbing work on the project (nature or work, location, disturbance size).

2. Describe work stabilized since last inspection:

CGP 3-9020 Inspection Report
For Moderate Risk Projects



E. BMP Review

1. List BMPs that failed to operate as designed or proved inadequate for a particular location (include description of location);

2. List BMPs that require maintenance, including type and location:

3. List BMPs that are needed that are not installed at the time of the inspection:

F. Corrective Action Summary

1. Describe any corrective action required including any necessary changes to the EPSC Plan and implementation dates:

G. Compliance Certification

Complete only if the report does not have any identified areas of non-compliance.

I hereby certify that, since the previous inspection, the project has been in compliance with the EPSC plan and with the authorization under General Permit 3-9020.

Signature: _____ Date: _____

H. Certification of Report Accuracy

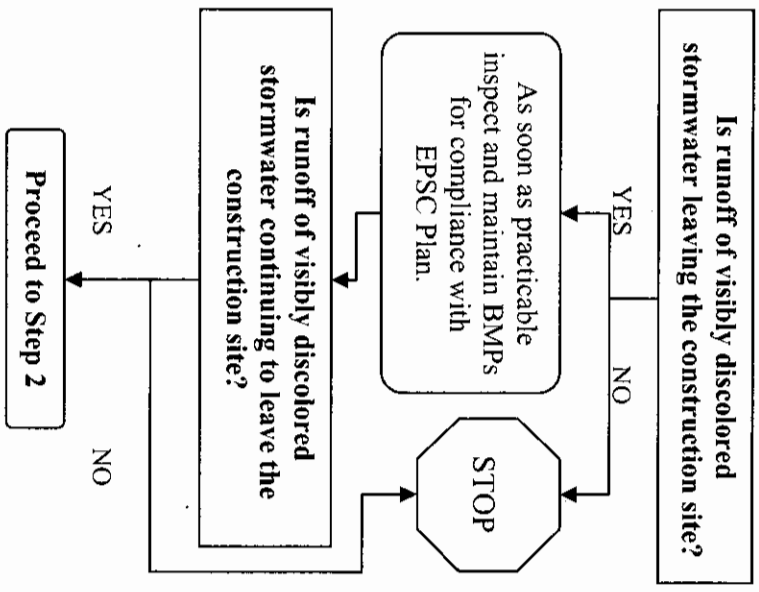
"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Signature: _____ Date: _____

**Construction General Permit 3-9020 (Amended 2008)
Monitoring and Sampling Requirement Guidance! Flow Chart for Moderate Risk Sites**

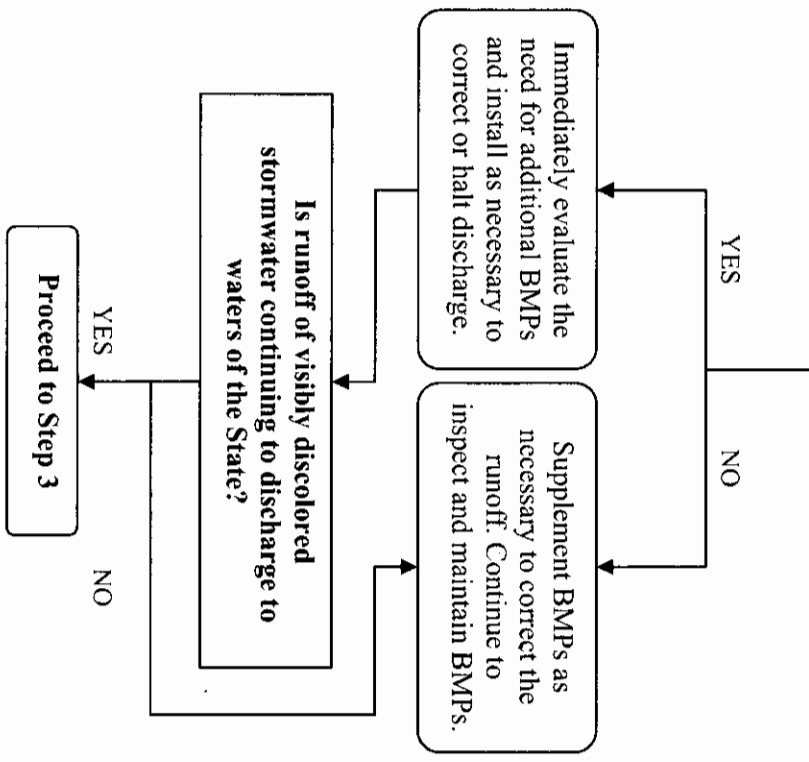
STEP 1 — Inspect & Maintain

As soon as reasonably possible, during or after every rainfall event which produces runoff from the construction site:



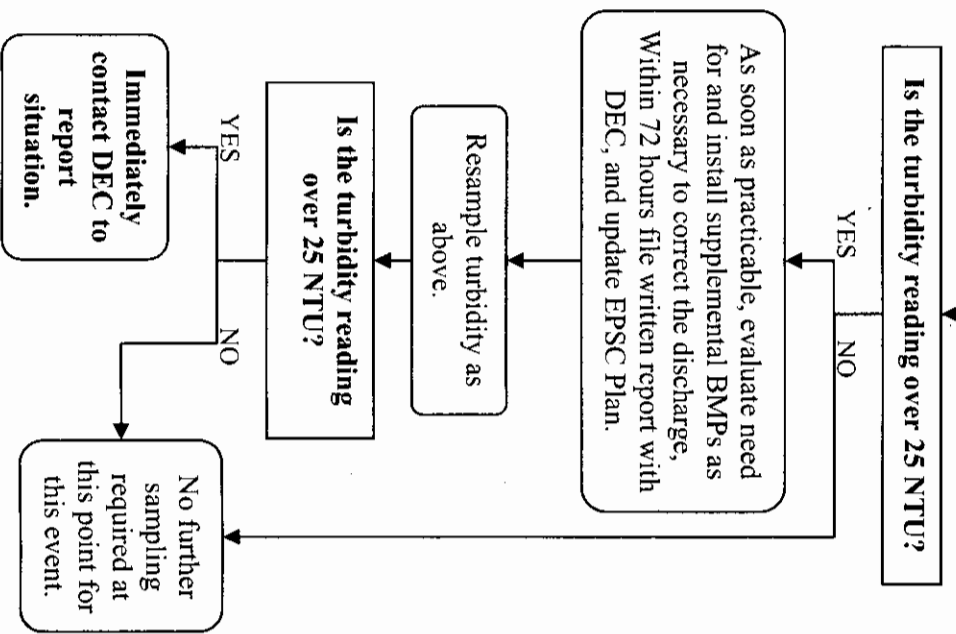
STEP 2 — Evaluate Discharge

Is runoff of visibly discolored stormwater leaving the construction site discharging to waters of the State?



STEP 3 — Sample for Turbidity

Sample for turbidity at each point where of visibly discolored stormwater from disturbed areas that have not been finally stabilized discharges to waters of the State². Clearly mark all sample points in the field with flags, stakes, tape or other visible marker and note on the EPSC Plan.



1. This flow chart is intended to summarize the sequence of actions required for turbidity monitoring and sampling. For details on particular steps, consult the General Permit Subsection 6.3
 2. If you do not have safe access to the actual discharge point, or if off-site stormwater joins your site discharge
 1. re entering waters of the state, sample at the point where runoff leaves th e.

Discharge Report
For Moderate Risk Projects
Under General Permit 3-9020



In accordance with General Permit 3-9020 this form shall be completed by the On-Site Plan Coordinator or a person acting under the direction of the On-Site Plan Coordinator and submitted to ANR within 72 hours of first discovering a visibly discolored stormwater from the construction site. Retain a copy on site. Attach additional pages as necessary to completely document the discharge.

A. Project Information

1. Project Name: _____ 2. Notice of Intent Number: _____

B. Discharge Information

1. Date of Discharge: _____ 2. Time Discharge Detected: _____

3. Describe Location(s) of the Discharge(s):

4. Duration of the Discharge(s):

5. Turbidity Readings of Discharges in NTU (where required – see flowchart):
Applies only to projects authorized under 3-9020 (Amended 2008).

6. Cause of the Discharges(s) :

C. Project Status

1. Describe the work occurring that contributed to the discharge(s):

2. At the time of the discharge, was the EPSC Plan fully implemented for the work contributing to the discharge? Yes No

3. If No, describe what EPSC practices were not fully implemented and why:

D. Corrective Action

1. Describe the corrective action take, including a description of the actions taken, their location, and the time and date of the corrective action.

E. On-Site Plan Coordinator Certification

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature: _____ Date: _____

Submit Original Form to:
VT DEC, Water Quality Division
103 South Main Street, Bldg 10 North
Waterbury, VT, 05671
RETAIN A COPY ON-SITE

3. Amendments to the EPSC Plan

Forms: Minor Amendment Record; Appendix A; Notice of Winter Construction

The EPSC Plan must be regularly reviewed and updated where there are changes in the planned construction, or where the original EPSC practices are not sufficient to sediment discharges. There is a specific process for evaluating and implementing EPSC Plan changes, with requirements based on the nature of the change.

Minor Amendment Record

As a Moderate Risk project, any proposed changes need to be evaluated to ensure the project remains Moderate Risk. Once this is verified, the amendment can be made either by the OSPC or a plan designer, depending on the nature of the change.

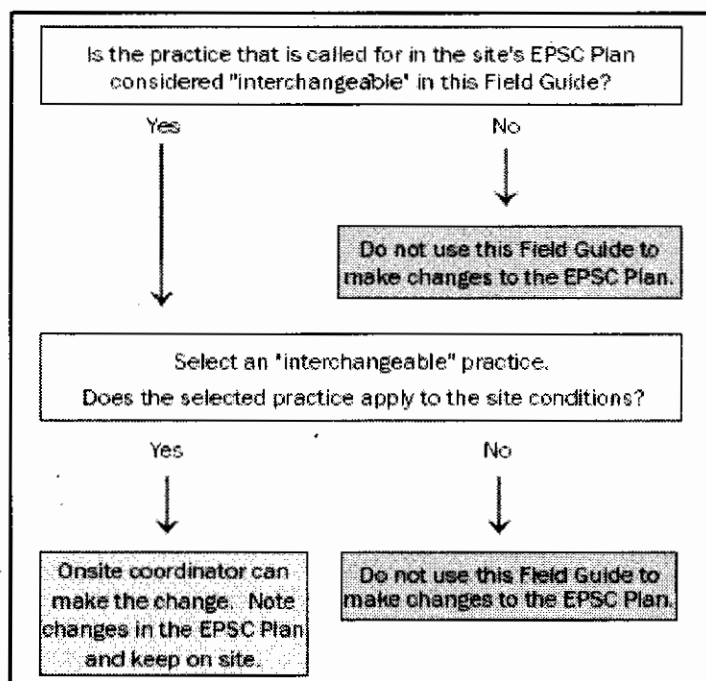
How to Use:

Step 1: You must re-evaluate the risk category of the project by completing Appendix A of the CGP if the proposed change involves any of the following:

1. Increases in the areal extent of disturbed land that is open at any one time; or
2. Increases in the length of time that a given area will remain disturbed without temporary or final stabilization; or
3. Reductions in the use or effectiveness of vegetated buffers between the construction project and the receiving waters; or
4. Increases in the area of disturbance on more erodible soils or steeper slopes.

If the project scores as Moderate Risk or Low Risk, proceed to Step 2. If it scores as 'Requires Individual Permit', an Individual Discharge Permit must first be issued before implementing the proposed changes. If the proposed changes do not involve any of the above four categories, then proceed to Step 2.

Step 2: If the proposed change involves using an alternative EPSC practice for on called out on the original plan, consult with *The Vermont Erosion Prevention and Sediment*



Control Field Guide to see if the practices qualify as interchangeable. If they are interchangeable, the OSPC may update the EPSC Plan on-site and implement the change. If not, proceed to Step 3.

Step 3: If the proposed change involved changes to the grading of the site, adding or removing EPSC practices, or other changes that affect the site hydrology or erosion potential, the change must be evaluated by the original plan designer, a Professional Engineer, or a Certified Professional in Erosion Prevention and Sediment Control (CPESC). Once the design professional approves the change to the plan, they must sign the Minor Amendment Record and the EPSC Plan must be updated accordingly.

Notice of Winter Construction

If construction activities will occur during the winter season (October 15th–April 15th) and the EPSC Plan does not identify erosion prevention and sediment control measures for use during the winter season, the EPSC Plan must be amended prior to performing any construction activities during the winter season. The amendment shall specifically identify winter season erosion prevention and sediment control measures to be used consistent with *The Vermont Standards and Specifications for Erosion Prevention and Sediment Control*.

For **each** winter season where construction activities will occur, ANR must be notified of the planned construction by submitting the Notice of Winter Construction.

How to Use:

Complete the Notice of Winter Construction for each winter season where winter will occur. Identify the nature of the planned work (e.g. finish work through late fall, early spring startup) and include a plan sheet showing the areas of intended work. Submit to ANR and retain a copy in this manual.

APPENDIX A - RISK EVALUATION

Accurately answering the questions in this appendix will allow you to determine whether a proposed construction project is considered a Low Risk or Moderate Risk project, which defines the application and permit requirements that are applicable to your project.

The risk evaluation procedure consists of two parts. Part I is a Basic Risk Evaluation, which determines if a project is automatically categorized as Low Risk based upon the answers to a few basic questions.

If a project is not automatically categorized as Low Risk based upon the Basic Risk Evaluation, you must complete Part II, Detailed Risk Evaluation, to determine the risk category for your project. This part includes questions on more detailed aspects of the project.

Once the appropriate risk category has been determined, refer to Part III for the application requirements.

You should be aware that each completed Appendix A is incorporated by reference and included in the terms of this general permit, and each permittee shall undertake its construction activities in accordance with the completed Appendix A, as a condition of this permit. Failure to comply with the completed Appendix A shall be deemed a violation of this permit and subject to enforcement action.

APPENDIX A

Part I – Basic Risk Evaluation

A project may automatically be categorized as Low Risk based on a few basic project characteristics. Answer each question below to determine if a project is automatically categorized as Low Risk. For definitions of terms used in the following questions (e.g. disturbance, vegetated buffer) refer to Appendix C.

Basic Risk Evaluation				
	Criteria	Answer	Score Direction	Enter Score
1.	Will the proposed independent project alone disturb more than 2 acres of land?	YES NO	If YES, enter 1, if NO enter 0	
2.	Is the project within a watershed impaired due to stormwater or sediment as specified on Part A of the Vermont 303(d) list?	YES NO	If YES, enter 1, if NO enter 0	
3.	Will the project have any stormwater discharges from the construction site to receiving water(s) that do not first pass through a 50 ft vegetated buffer area?	YES NO	If YES, enter 1, if NO enter 0	
4.	Will the project have disturbed earth in any one location for more than 14 consecutive calendar days without temporary or final stabilization?	YES NO	If YES, enter 1, if NO enter 0	
5.	Will the project have more than five acres of disturbed earth at any one time?	YES NO	If YES, enter 1, if NO enter 0	
Total Score for Basic Risk Evaluation (add score from questions 1-5)				

If the Total Score for Basic Risk Evaluation is 0, the proposed project is eligible for coverage under this permit as a Low Risk project. Proceed to Part IV of Appendix A for a summary of the application requirements for Low Risk Projects. If not, proceed to Part II.

Criterion 1: Only include the disturbance planned for an independent project. For example, if a lot owner is only building on a single house lot in a residential subdivision, only consider the disturbance associated with that lot, not the entire common plan. Refer to Appendix C for definitions of independent project and disturbance.

Criterion 2: Refer to the following web page for a list of waters in these categories:
http://www.vtwaterquality.org/stormwater/htm/sw_cgpeligibility.htm

Criterion 3: Refer to the Appendix C for the definition of vegetated buffer area.

Criterion 4: Refer to Appendix C for definitions of temporary and final stabilization.

Criterion 5: Refer to Appendix C for the definition of disturbed earth.

Part II – Detailed Risk Evaluation

For projects not automatically categorized as Low Risk in Part I, this Detailed Risk Evaluation must be completed to determine if a project is Low Risk, Moderate Risk, or requires an Individual Permit. This evaluation determines the risk category by weighing the balance of factors which contribute to and mitigate against the risk of a discharge of sediment from the construction project. Complete all questions in Part II for the independent project. For definitions of terms used in the evaluation, refer to Appendix C.

Detailed Risk Evaluation – Identify Risk Factors				
Criteria		Answer	Score Direction	Enter Score
A.	Will the proposed project have earth disturbance within 100 ft (horizontal) upslope of any lake or pond or 50 feet (horizontal) upslope of any rivers or stream (perennial or seasonal)?	YES NO	If YES, enter 1, if NO enter 0	
B.	Will the project have stormwater discharges by direct conveyance (tributary, channel, ditch, storm sewer, etc.) to a water of the state listed on the 303 (d) Part A list as being impaired by stormwater or sediment; a Class A Water; or an Outstanding Resource Water?	YES NO	If YES, enter 1, if NO enter 0	
C.	Will the project have more than five acres of disturbed earth at any one time?	YES NO	If YES, enter 1, if NO enter 0	
D.	Will the project have disturbed earth in any one location for more than 14 consecutive calendar days without temporary or final stabilization?	YES NO	If YES, enter 1, if NO enter 0	
E.	Will the project include more than one acre of disturbance on soil that is greater than 15% slope?	YES NO	If YES, enter 1, if NO enter 0	
F.	Will the project include more than one acre of disturbance of soils with a high ($K > 0.36$) erodibility rating?	YES NO	If YES, enter 1, if NO enter 0	
G.	Total Score for Risk Factors (add A through F)			

Criterion A: Measure lake distance from mean water level, and stream or river distance from top of bank. Do not include disturbance for the installation of stormwater treatment facilities or road stream crossings if there are no reasonable alternative locations.

Criterion B: Refer to http://www.vtwaterquality.org/stormwater/htm/sw_cgpeligibility.htm for the listing.

Criterion C: The maximum allowable for Low Risk Projects is 7 acres. **Moderate risk projects over 5 acres may be required to file an Individual Discharge Permit application if determined necessary by the Secretary.**

Criterion D: The maximum allowable for Low Risk Projects is 21 days. **Moderate risk projects over 21 days may be required to file an Individual Discharge Permit application if determined necessary by the Secretary.**

Criterion E: Include disturbance for the duration of the project, not at any one point in time. Slope determinations should be based on a site survey of the future disturbance area.

Criterion F: Include disturbance for the entire individual project, not at any one point in time. The Erosion Factor K, is a measure of the inherent erodibility of a soil type. Refer to NRCS soil maps for your county. If soils data is not available (e.g. if the site is built on assorted fill material), contact ANR for directions on evaluating soil erodibility.

Part II Continued – Detailed Risk Mitigation Factor Evaluation

Detailed Risk Evaluation – Identify Risk Mitigation Factors				
Criteria		Answer	Score Direction	Enter Score
H.	Will stormwater leaving the construction site pass through at least 50 feet of established vegetated buffer before entering a receiving water?	YES NO	If YES, enter 1, if NO enter 0	
I.	Will the project be limited to two acres or less of disturbed earth at any one time?	YES NO	If YES, enter 1, if NO enter 0	
J.	Will the project have a maximum of 7 consecutive days of disturbed earth exposure in any location before temporary or final stabilization is implemented?	YES NO	If YES, enter 1, if NO enter 0	
K.	Will the project disturb less than two acres of soil with an erodibility higher than K=0.17?	YES NO	If YES, enter 1, if NO enter 0	
L.	Will the project include less than two acres of disturbance on soil that is greater than 5% slope?	YES NO	If YES, enter 1, if NO enter 0	
M.	Total Score for Risk Mitigation Factors (add H through L.)			

Criterion H: Refer to Appendix C for a definition of vegetated buffer.

Criterion I: Refer to Appendix C for a definition of earth disturbance.

Criterion J: Refer to Appendix C for definitions of temporary and final stabilization.

Criterion K: Include disturbance for the duration of the project, not at any one point in time. The Erosion Factor K, is a measure of the inherent erodibility of a soil type. Refer to NRCS soil maps available at USDA-NRCS District Offices. If soils data are not available (e.g. if the site is built on assorted fill material), contact DEC for directions on evaluating soil erodibility.

Criterion L: Include disturbance for the duration of the project, not at any one point in time. Slope determinations should be based on a site survey of the proposed disturbance area.

Total Risk Score		
N.	Moderate Risk Base Score	
O.	Enter Score from Line G above (Risk Factor Total)	
P.	Add lines N and O	
Q.	Enter Score from Line M above (Risk Mitigation Factor Total)	
R.	<u>OVERALL RISK SCORE:</u> Subtract line Q from line P	

Part III– Interpreting the Detailed Risk Evaluation

OVERALL SCORE	Risk Category	Directions for Filing for Permits
<1	Low Risk	<p>The proposed project is eligible for the Construction General Permit as a Low Risk project provided that the requirements of Subpart 2 are met. If these requirements cannot be met, contact DEC to determine if the project should seek coverage as a Moderate Risk project or under an Individual Discharge Permit.</p> <p>Refer to Part IV of Appendix A for a summary of the application requirements for Low Risk projects.</p>
1-2	Moderate Risk	<p>The proposed project is eligible for the Construction General Permit as a Moderate Risk project provided that the requirements of Subpart 3 are met. If these requirements cannot be met, contact DEC to determine if the project should seek coverage as a Moderate Risk project or under an Individual Discharge Permit.</p> <p>Refer to Part IV of Appendix A for a summary of the application requirements for Moderate Risk projects.</p>
>2	Requires Individual Permit	<p>The proposed project is not eligible for coverage under the Construction General Permit, and therefore requires coverage under an Individual Discharge Permit. Please refer to Stormwater Section on the Water Quality Division website for more information: www.vtwaterquality.org/stormwater.htm.</p>

Part IV – Filing Directions

1. Low Risk Projects

Projects that qualify as Low Risk are required to implement the applicable practices detailed in the *Low Risk Site Handbook for Erosion Prevention and Sediment Control*. To obtain coverage under General Permit 3-9020 as a Low Risk project, applicants must submit the following to DEC:

1. A completed Notice of Intent form for General Permit 3-9020;
2. A completed Appendix A;
3. The required processing fee.

To satisfy the public comment requirement, **applicants must file a copy of the completed Notice of Intent form, including a copy of Appendix A, with the municipal clerk in the municipalities where the project will occur prior to submitting this information to ANR. Details of the public notice process are in Part 2 of the general permit.**

2. Moderate Risk Projects

Projects that qualify as Moderate Risk are required to implement a site-specific Erosion Prevention and Sediment Control (EPSC) Plan that conforms to *The Vermont Standards and Specifications for Erosion Prevention and Sediment Control*. To obtain coverage under General Permit 3-9020 as a Moderate Risk project, applicants must submit the following to DEC:

1. A completed Notice of Intent form for General Permit 3-9020;
2. A completed Appendix A;
3. A site-specific EPSC Plan;
4. A certification by the plan preparer that the EPSC Plan conforms to *The Vermont Standards and Specifications for Erosion Prevention and Sediment Control*;
5. The required processing fee.

To satisfy the public comment requirement, **applicants must file a copy of the completed Notice of Intent form, including a copy of Appendix A, with the municipal clerk in the municipalities where the project will occur prior to submitting this information to ANR. Details of the public notice process are in Part 3 of the general permit.**

CGP 3-9020 Minor Amendment Record
For Moderate Risk Projects



In accordance with General Permit 3-9020 this form shall be completed by the On-Site Plan Coordinator or a person acting under the direction of the On-Site Plan Coordinator for any change to the EPSC Plan or grading plan that does not increase the risk category of the project by rescoring in Appendix A of the permit. **Retain this form on site.** Attach additional pages as necessary to completely document the discharge.

A. Project Information

1. Project Name: _____ 2. Project Notice of Intent Number: _____

B. Confirm Change is Minor

1. The proposed change involves the following (check all that apply):
- Increases in the areal extent of disturbed land that is open at any one time.
 - Increases in the length of time that a given area will remain disturbed without temporary or final stabilization
 - Reductions in the use or effectiveness of vegetated buffers between the construction project and the receiving waters.
 - Increases in the area of disturbance on more erodible soils or steeper slopes.

If any of the above are checked, attach completed Appendix A demonstrating the project remains qualified as Moderate Risk. If the proposed changes increase the risk category, **you must first obtain coverage under and Individual Permit** before implementing the change.

C. Amendment Description.

1. Is the proposed change a swap of interchangeable practices? Yes No
2. If no, describe the proposed change (check all that apply). :

<input type="checkbox"/> Change in grading plan	<input type="checkbox"/> Change in phasing plan	<input type="checkbox"/> Addition of EPSC Practice
<input type="checkbox"/> Swap of EPSC Practice	<input type="checkbox"/> Removal of EPSC Practice	<input type="checkbox"/> Other

3. Describe the amendment to the EPSC, including location and pertinent design information:

D. Certification

The OSPC may certify for interchangeable practices, otherwise the original EPSC Plan preparer, or a P.E. or CPESC must certify the amendment.

I hereby certify that the amendment to the EPSC plan is an interchangeable practice according to the Vermont Erosion Prevention and Sediment Control Field Guide and that the above information is accurate.

On-Site Plan Coordinator Name: _____

Signature: _____

Date: _____

I hereby certify that the above information is accurate, that the amendment to the EPSC plan is in accordance with the Vermont Standards and Specifications for Erosion Prevention and Sediment Control, and that all necessary plan changes consistent with these standards, including the addition of details or instructions, have been made.

Design Professional Name: _____

Signature: _____

Date: _____

Notice of Winter Construction

for Projects Authorized Under
General Permit 3-9020



Submission of this completed form constitutes notice that the land disturbance activities will occur between October 15 and April 15 for the project described in Section A.

A. Project Information

1. Project Name:
2. Project Notice of Intent Number:

B. Landowner Information

1. Name:
2. Mailing Address:
 - a. Street/PO Box:
 - b. City/Town:
 - c. State:
 - d. Zip:

C. Details of Winter Construction

1. Estimated Start Date:
2. Estimated End Date:
3. Estimated Area of Disturbance: acres
4. Description of Work:
 - New Disturbance Areas
 - Continued Work from Summer Construction – No New Disturbance
 - Early Spring Startup
 - Logging Only (no stumping/ grubbing)
5. Provide brief description of planned winter work. **Attach plan sheet showing work extent.**
6. Has the EPSC Plan been updated to include the Winter EPSC plan requirement in Chapter 3 of the Vermont Standards and Specifications for Erosion Prevention and Sediment Control? Yes No
If No: The revised EPSC Plan must be authorized by DEC.

D. On-Site Plan Coordinator Certification

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature: _____ Date: _____

Submit Form to:
VT DEC
Water Quality Division
103 South Main Street, Bldg 10 North
Waterbury, VT
05671

4. Completing the Project

*Forms: Notice of Transfer of Authorization; Notice of Termination for Entire Projects;
Notice of Termination for Portions of an Ongoing Construction Site*

General Permit 3-9020 allows for coverage under the permit for Moderate Risk projects to be transferred or terminated for an entire project. Termination is also available for completed portions of an ongoing construction project. Specific requirements exist for each case.

The Stabilization Plan

When completing work in any area in advance of terminating coverage, the Stabilization Plan must be used. This plan typically shows the method of stabilization (e.g. pavement, grass, rolled erosion control products) for all disturbed areas, as well as the construction details necessary for their proper installation. Stabilization according to this plan is an enforceable part of the permit coverage. If the plan needs to be changed, follow the amendment procedure in section 3.

Notice of Transfer of Authorization

Transfer of permit coverage can only occur when the original permittee landowner sells the entire construction site to a new landowner. Both the new landowner and the original permittee must sign the Notice of Transfer of Authorization.

How to Use:

Complete the Notice of Transfer of Authorization as soon as possible after the sale of the project. Submit the original document to ANR, and retain a copy in this manual.

Notice of Termination for Entire Projects

Termination of the entire project can occur in the following cases:

1. Final stabilization has been achieved on the entire construction site for which the permittee is responsible.
 2. Another operator has assumed control over all areas of the site that have not been finally stabilized and has obtained their own coverage under this permit.
- Coverage under an individual or alternative general NPDES permit has been obtained for the entire project.

How to Use:

To file for termination of the complete project, the landowner or principal operator must

complete and submit the Notice of Termination for Entire Projects. Submit the original to ANR, and include a copy in this manual.

If termination is being sought due to completion of a given area, confirm that the area meets the permit definition of final stabilization:

“Final Stabilization” means that:

1. All soil disturbing activities at the site have been completed and either of the two following criteria are met:
 1. A uniform (e.g., evenly distributed, without large bare areas) perennial vegetative cover with a density of 70 percent of the native background vegetative cover for the area has been established on all unpaved areas and areas not covered by permanent structures.
 2. Equivalent final stabilization measures (such as the use of gravel, riprap, gabions, or geotextiles) have been employed.
 3. When background native vegetation will cover less than 100 percent of the ground (e.g., arid areas, beaches), the 70 percent coverage criteria is adjusted as follows: if the native vegetation covers 50 percent of the ground, 70 percent of 50 percent ($0.70 \times 0.50 = 0.35$) would require 35 percent total cover for final stabilization. On a beach with no natural vegetation, no stabilization is required.
 4. For individual lots in residential construction, final stabilization means that either:
 - a. The homebuilder has completed final stabilization as specified above, or
 - b. The homebuilder has established temporary stabilization including perimeter controls for an individual lot prior to occupation of the home by the homeowner and informing the homeowner of the need for, and benefits of, final stabilization.
 5. For construction projects on land used for agricultural purposes (e.g., pipelines crop or range land, staging areas for highway construction, etc.), final stabilization may be accomplished by returning the disturbed land to its preconstruction agricultural use. Areas disturbed that were not previously used for agricultural activities, such as buffer strips immediately adjacent to “water of the United States,” and areas which are not being returned to their preconstruction agricultural use must meet the final stabilization criteria (1) or (2) above.

Notice of Termination for Portions of an Ongoing Construction Project

In many cases, such as residential subdivisions, portions of an ongoing project are completed before the entire project is done, or a lot is sold before construction is completed. In these cases, the completed or sold portions may be removed from the coverage, completing the permit requirements in these areas for the original permittee. The Notice of Termination for Portions of an Ongoing Construction Site may be submitted

to ANR in the following cases:

1. When final stabilization has been achieved on the portion of the site for which termination is sought.
2. When title to a portion of the construction site has been transferred to a new owner and the new owner has obtained coverage under the general permit or an individual construction permit.
3. When another operator has assumed control over the portion of the site for which termination is sought and the new operator has obtained coverage under the general permit or an individual construction permit.
4. For residential construction only, temporary stabilization has been completed and the residence has been transferred to the homeowner.

How to Use:

Submit the original completed Notice of Termination for Portions of an Ongoing Construction Site to ANR, and retain a copy in this manual. Include a plan sheet showing the area(s) to be terminated. Ensure that areas being terminated due to final stabilization meet the permit definition.

Notice of Transfer
For Projects Authorized Under
Vermont Construction General Permit 3-9020



Submission of this completed form constitutes notice that the entity in Section B seeks to transfer to the entity in Section C the authorization to discharge under Vermont's Stormwater Construction General Permit 3-9020 (CGP) described in Section A. A transfer of authorization to discharge may only occur in connection with the transfer of the **entire construction site** to a new owner.

A. Project Information

1. Project Name: _____ 2. Notice of Intent Number: _____
3. Proposed Date of Transfer: _____

B. Present Permittee Information

1. Name: _____
2. Mailing Address:
a. Street/PO Box: _____
b. City/Town: _____ c. State: _____ d. Zip: _____
3. Contact Information
a. Phone: _____ b. Fax: _____ c. Email: _____

C. Prospective Permittee Information

1. Name: _____
2. Mailing Address:
a. Street/PO Box: _____
b. City/Town: _____ c. State: _____ d. Zip: _____
3. Contact Information
a. Phone: _____ b. Fax: _____ c. Email: _____

D. Request by Present Permittee

I hereby request that the authorization under CGP 3-9020 described in Section A be transferred to the entity in Section C.

Present Permittee:

Signature: _____ Date: _____

E. Certification by Prospective Permittee

In requesting transfer of the authorization to discharge described in Section A, I hereby certify that:

1. The conditions of the facility operation that contribute to, or affect, any discharge will not be materially different under the new ownership;
2. That I have read and am familiar with the terms of the permit and agree to comply with all the terms and conditions of the permit; and
3. That I have adequate funding or other means to effect compliance with all the terms of the permit.

Prospective Permittee:

Signature: _____ Date: _____

Submit Form to:
VT DEC, Water Quality Division
103 South Main Street, Bldg 10 North
Waterbury, VT, 05671

Notice of Termination
For **Entire Construction Site**

Under Vermont Construction General Permit 3-9020



Submission of this completed form constitutes notice that the entity in Section B seeks to terminate its authorization to discharge under Vermont's Stormwater Construction General Permit 3-9020 (CGP) for the project described Section A. This form is available for **Moderate Risk** projects.

A. Parcel Information

1. Project Name: _____ 2. Notice of Intent Number: _____

B. Landowner Information

1. Name: _____
2. Mailing Address:
a. Street/PO Box: _____

b. City/Town: _____ c. State: _____ d. Zip: _____
3. Contact Information
a. Phone: _____ b. Fax: _____ c. Email: _____

C. Operator Information

1. Name: _____
2. Mailing Address:
a. Street/PO Box: _____

b. City/Town: _____ c. State: _____ d. Zip: _____
3. Contact Information
a. Phone: _____ b. Fax: _____ c. Email: _____

D. Basis for Termination:

Final stabilization has been achieved on all project areas for which the permittee is responsible
A new operator has assumed control over all unstabilized areas and has permit coverage
Coverage under an individual or alternative NPDES permit has been obtained

1. Date of above action: _____
2. New Permittee/Operator Name (if applicable): _____

E. Certifications

I hereby certify that the parcel described in Section A has achieved final stabilization or is otherwise eligible for termination as specified in Section D. I hereby request that the parcel described in Section A be terminated from coverage under the authorized NOI.

On-Site Plan Coordinator Name:

Signature: _____ Date: _____

Authorized Representative of Permittee

Name: _____ Title: _____

Signature: _____ Date: _____

Submit Form to:
VT DEC, Water Quality Division
103 South Main Street, Bldg 10 North
Waterbury, VT, 05671

Notice of Termination
For Portions of an Ongoing Construction Site
Under Vermont Construction General Permit 3-9020



Submission of this completed form constitutes notice that the entity in Section B seeks to terminate the authorization to discharge under Vermont's Stormwater Construction General Permit 3-9020 (CGP) for those parts of the project described Section A. This form is available for **Moderate Risk** projects.

A. Portion Information

1. Project Name: _____ 2. Notice of Intent Number: _____
3. Description of Portion of Construction Site for which termination is sought (**include map**): _____

B. Landowner Information

1. Name: _____
2. Mailing Address:
a. Street/PO Box: _____

b. City/Town: _____ c. State: _____ d. Zip: _____
3. Contact Information
a. Phone: _____ b. Fax: _____ c. Email: _____

C. Operator Information

1. Name: _____
2. Mailing Address:
a. Street/PO Box: _____

b. City/Town: _____ c. State: _____ d. Zip: _____
3. Contact Information
a. Phone: _____ b. Fax: _____ c. Email: _____

D. Basis for Termination:

- Final stabilization has been achieved on the portion of the site for which termination is sought
- Title of portion transferred to a new owner who has CGP or Individual Permit coverage
- A new operator has assumed control over the portion and has CGP or Individual Permit coverage
- Temporary stabilization completed on a residence transferred to new owner

1. Date of above action: _____
2. New Permittee/Operator Name (if applicable): _____

E. Certifications

I hereby certify that the parcel described in Section A has achieved final stabilization or is otherwise eligible for termination as specified in Section D. I hereby request that the parcel described in Section A be terminated from coverage under the authorized NOI.

On-Site Plan Coordinator Name:

Signature: _____ Date: _____

Authorized Representative of Landowner:

Name: _____ Title: _____

Signature: _____ Date: _____

Submit Form to:
VT DEC, Water Quality Division
103 South Main Street, Bldg 10 North
Waterbury, VT, 05671