

PERMITTING

A. STORMWATER MANAGEMENT PERMIT

1. Application and Review

All projects located within the Stormwater Management District lie within the City's MS4 area boundary by default. The Project Site Owner shall submit an application for a Stormwater Management Permit approval to the City. A copy of the Application Checklist is provided in **Appendix B**. The application will include an Initial Notice of Intent letter (NOI), proof of public notice, Construction Plan sheets, a Stormwater Drainage technical report, a Stormwater Pollution Prevention Plan (SWPPP), and any other necessary support information. Specific information to be included in the application can be found in Section 3 below. Four (4) copies of each application must be submitted to the City. The City may, at its discretion, require one or more copies be submitted to the Johnson County Surveyor, or other entity deemed appropriate by the City. Additionally, a digital copy of the Construction Plans is required in a format accepted by the City.

After the City's receipt of the application, the applicant will be notified within fifteen (15) working days following submittal as to whether their application was complete or insufficient. The applicant will be asked for additional information if the application is insufficient. If the application is complete, it will be reviewed in detail by the City and/or its plan review consultant(s). Once all comments have been received and review completed, the City will approve the project, request modifications, or deny the project. If the applicant does not agree with or accept the review findings and wishes to seek an appeal, the City will place the project on the agenda of the next regularly scheduled meeting of the appropriate City body, provided the agenda for the meeting has not yet been advertised or published. If time for notification does not allow, the project shall be placed on the following regularly scheduled meeting of the appropriate City body. If the project must go through a scheduled meeting, the City will furnish the applicant a complete list of comments and objections to the plans and accompanying data prior to the scheduled meeting. After the scheduled meeting, the City will issue an approval, request modifications to the Construction Plans, or deny the project, and said decision shall represent the final decision of the City with respect to the application.

The Project Site Owner must notify the City and IDEM forty-eight (48) hours before beginning construction. Notification shall be in the form of an updated IDEM NOI form. Once a permit has been issued and the updated NOI submitted to the City and IDEM forty-eight (48) hours before the beginning of construction, construction may commence. Once construction starts, the project owner shall monitor construction activities and inspect all Stormwater pollution

prevention measures in compliance with the Ordinance and these Technical Standards and the terms and conditions of the approval. Upon completion of construction activities, as-built plans must be submitted to the City. [GMC Sec. 9-161 (i)(1)]. A Notice of Termination (NOT) shall be sent to the City once the construction Site has been stabilized and all temporary Erosion and Sediment Control Measures have been removed. The City, or its representative, shall inspect the construction Site to verify that the requirements for an NOT have been met. Once the applicant receives a “verified” copy of the NOT, they must forward a copy to IDEM. Approvals issues under this scenario will expire five (5) years from the date of issuance. If construction is not completed within five (5) years, the NOI must be resubmitted at least 90 days prior to expiration.

2. Documentation Requirements

Specific projects or activities may be exempt from all or part of the informational requirements listed below. Exemptions are detailed in GMC Secs. 9-150(e), 9-156(a), 9-157(b), 9-158(b), and 9-159(b). If a project or activity is exempt from any or all requirements of the Ordinance or these Technical Standards, a claim for exemption, as provided in GMC Sec. 9-161(b), should be filed listing the exemption criteria met, in lieu of the information requirements listed below. In addition, this level of detailed information is not required from individual lots, disturbing less than one (1) acre of land, developed within a larger permitted Project Site, as said projects are covered under the Erosion and Sediment Control Permit only.

The different elements of a permit submittal include a Draft Notice of Intent (NOI), proof of publication of a public notice, Construction Plans, a Stormwater Drainage technical report, a Stormwater Pollution Prevention Plan for active construction Sites, a post-construction Stormwater pollution prevention plan, and any other necessary supporting information. All plans, reports, calculations, and narratives shall be signed and sealed by a Professional Engineer or a licensed surveyor, registered in the State of Indiana.

a. Draft Notice of Intent

The NOI is a standard form developed by the Indiana Department of Environmental Management, which requires general project information. As part of the City of Greenwood Stormwater Management Permit application package, the NOI form should be completed in full based on data and information available at the time of application.

An updated version of this form, accompanied by proof of publication in a newspaper of general circulation in the affected area that notified the public that a Construction Activity is to commence, will need to be resubmitted later after the Stormwater Management Permit approval is granted and at least forty-eight (48) hours prior to commencement of construction. The publication must include the following language:

“(Company name, address) is submitting an NOI letter to notify the City of Greenwood, Indiana and the Indiana Department of Environmental Management of our intent to

comply with the requirements of the City of Greenwood Stormwater Management Ordinance, as well as the requirements of 327 IAC 15-5 and 327 IAC 15-13, to discharge Stormwater from construction activities for the following project: (name of the construction project, address of the location of the construction project, and Parcel Identification Number). Run-off from the Project Site will discharge to (Stream(s) receiving the discharge(s)).”

b. Construction Plans

Construction Plan sheets (larger than 11” by 17”, but not to exceed 24” by 36” in size) and an accompanying narrative report shall describe and depict the existing and proposed conditions. Note that in order to gain an understanding of and to evaluate the relationship between the proposed improvements for a specific project section/phase and the proposed improvements for an overall multi-section (phased) project, the detailed information requested herein for the first section/phase being permitted must be accompanied by an overall project plan that includes the location, dimensions, and supporting analyses of all Detention/Retention facilities, primary Conveyance facilities, and Outlet conditions. Construction Plans need to include items listed in the application checklist provided in **Appendix B**.

c. Stormwater Drainage Technical Report

A written Stormwater Drainage technical report must contain a discussion of the steps taken in the design of the Stormwater Drainage System. Note that in order to gain an understanding of and to evaluate the relationship between the proposed improvements for a specific project section/phase and the proposed improvements for an overall multi-section (phased) project, the detailed information requested herein for the first section/phase being permitted must be accompanied by an overall project plan that includes the location, dimensions, and supporting analyses of all Detention/Retention facilities, primary Conveyance facilities, and Outlet conditions. The technical report needs to include items listed in the application checklist provided in **Appendix B**.

d. Stormwater Pollution Prevention Plan for Construction Sites

For Sites with total disturbance of one (1) acre or more, a Stormwater Pollution Prevention Plan associated with construction activities must be designed to, at least, meet the requirements of the Ordinance and these Technical Standards. The SWPPP and Construction Plans must include the items listed in the application checklist provided in **Appendix B**. For land disturbances totaling 10,000 square feet or more of land area but less than one (1) acre, appropriate Erosion and Sediment Control Measures that are consistent with these Standards must be designed and shown on the plans.

e. Post-Construction Storm Water Pollution Prevention Plan

For Sites with total land disturbance of 10,000 square feet or more of total land area, a post-construction Stormwater Pollution Prevention Plan must be designed to, at least, meet the requirements of the Ordinance and these Technical Standards. The post-construction storm water pollution prevention plan must include items listed in the application checklist provided in **Appendix B**.