

How to Prepare



Erosion & Sediment Control Plans

For Small Construction Projects

CATEGORIES 1A, 1B, & 2



CITY & COUNTY
OF HONOLULU

JULY 2019

Construction projects can cause dirt and other waste to flow into our streams and ocean.



Construction projects expose soil.

When it rains, or if water is used on site, dirt can run off the site with the water into storm drains.



Dirt and other wastes travel down stream.



Dirt and waste flow into the ocean.

Use the protective actions/Best Management Practices (BMPs) for water quality described in this booklet to protect our streams and ocean.



CITY & COUNTY OF HONOLULU

HOW TO PREPARE EROSION AND SEDIMENT CONTROL PLANS FOR SMALL CONSTRUCTION PROJECTS CATEGORIES 1A, 1B & 2

Purpose of this Booklet

The purpose of this booklet is to improve the quality of runoff into the City's storm drain system and reduce pollutants in our streams and ocean.

This booklet is for residential and commercial projects that require a building and/or grading permit and have Land Disturbing Activities less than one acre in size. Common building permitted projects that involve Land Disturbing Activities and potentially contribute pollution to the City's storm drains include:

- Retaining walls and fences
- Foundation Repairs and Reconstruction
- Sidewalk and Driveway Repairs and Reconstruction
- House Demolition, Addition, and New Residential Construction
- Swimming pools
- Utilities (i.e. plumbing, electrical, etc.)

These projects are categorized as Category 1A, 1B, or 2 Projects or as Minor Development. Per the "Rules Relating to Water Quality" (City Administrative Rules §20-3), Category 1A, 1B and 2 Projects must have an Erosion and Sediment Control Plan, which includes a checklist, a site diagram, and a project schedule. This booklet assists homeowners and contractors in determining their project category, provides guidance for developing an Erosion and Sediment Control Plan, and explains water quality protective actions or Best Management Practices (BMPs), such as biosocks and silt fences.

Minor Development Projects, such as installing fence posts, must include the required BMP notes on the construction plans, but an Erosion and Sediment Control Plan is not required.

Project sites that contribute pollutants (including sediments) to the City's storm water system are subject to notices of violations and fines.



HOW TO USE THIS BOOKLET

Here are the steps for using this booklet to determine the requirements for your project and how to meet them.

STEP		BOOKLET SECTION
1	Determine your Project category by using the flow chart.	Overview
2	Review Project category requirements .	Overview
3	Determine which Best Management Practices (BMPs) to use on your Project site.	Protective Actions/BMPs
4	Review examples of completed Project forms .	Site Diagram/ Case Studies
5	Review inspection requirements .	Inspection Sample Form

Capitalization

For consistency, words or phrases capitalized and defined in the City and County of Honolulu's Rules Relating to Water Quality (§20-3-3) are capitalized throughout this booklet.

HOW TO PREPARE EROSION AND SEDIMENT CONTROL PLANS FOR SMALL CONSTRUCTION PROJECTS

Categories 1A, 1B, & 2

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DEFINITIONS AND GRADING PERMIT CRITERIA (SEE PAGE 3)

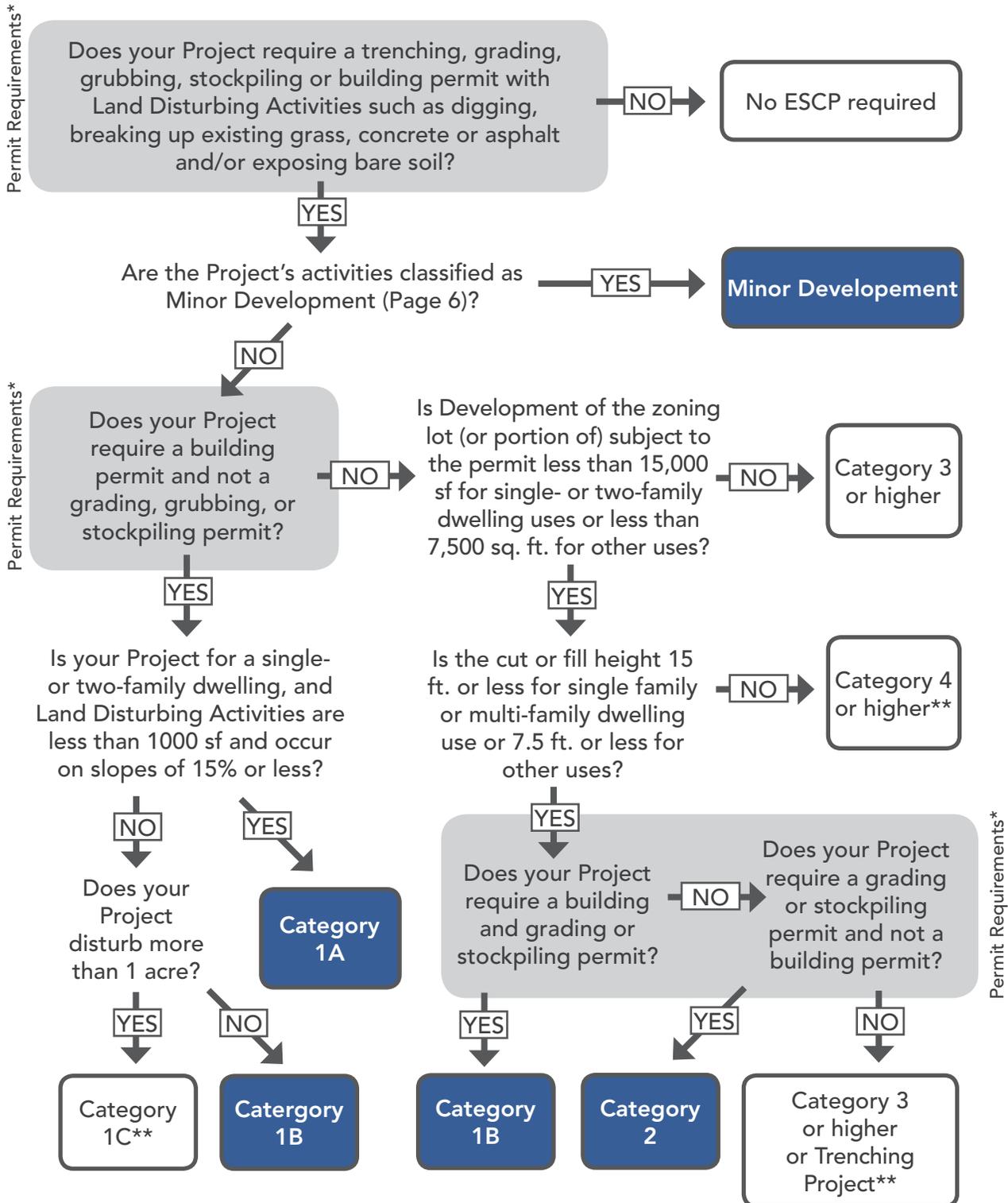
Grading any excavation or fill or any combination thereof.

Grading permits are required when grading 50 cubic yards or more or 3 feet or more in vertical height or when changing the drainage pattern with respect to neighboring properties.

Grubbing any act by which vegetation, including tree, timber, shrubbery and plant, is dislodged or uprooted from the surface of the ground. Grubbing permits are required when grubbing 15,000 sf or more of area.

Stockpiling The temporary open storage of earth materials in excess of 100 cubic yards upon any premises except the premises upon which a grading permit has been issued for the purpose of using the material as fill material at some other premises at a future time.

IDENTIFYING YOUR PROJECT CATEGORY



Notes

- * If a project requires a trenching permit in addition to other permits, then the higher project category (1A, 1B, 1C, 2-5) applies, unless it is classified as Minor Development.
- ** Requirements for Categories 1C, 3 or higher and Trenching Projects are not covered in this booklet.

DISTURBED AREA

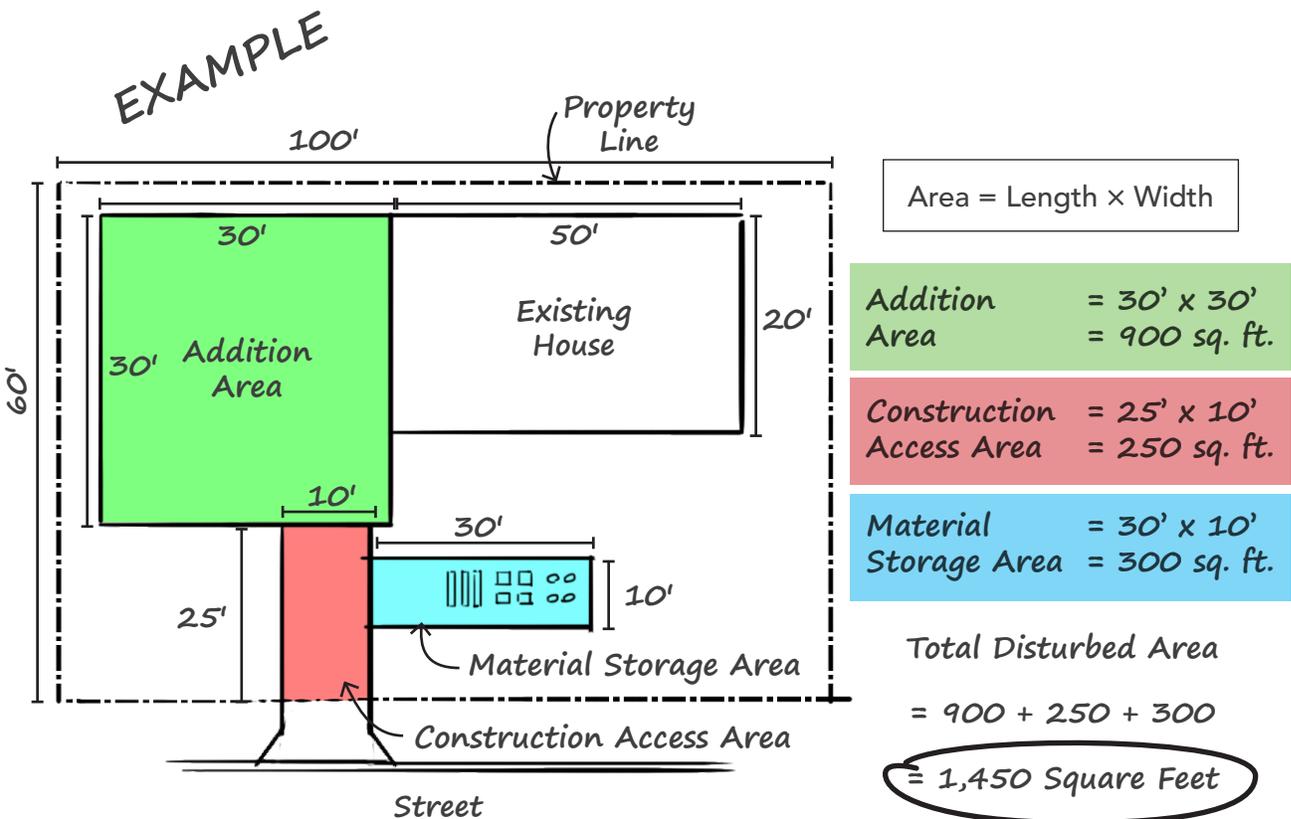
Disturbed Areas are any areas where the existing ground is disturbed and the soil beneath is exposed.

Examples of ground disturbing activities include: digging; breaking up existing grass, concrete or asphalt; exposing bare soil; heavy truck access; excavation, equipment storage/staging; demolition of existing foundations/structures and construction of new structures; grading, grubbing, and trenching.

To calculate your Project's Disturbed Area:

1. Measure the length and width in feet of all ground disturbing areas including any construction access and storage/staging area(s).
2. Multiply the length by width for each area.
3. Add individual Disturbed Areas to get total Disturbed Area or when an entire lot will be disturbed, use the total lot area.

Example: Construction of Home Addition



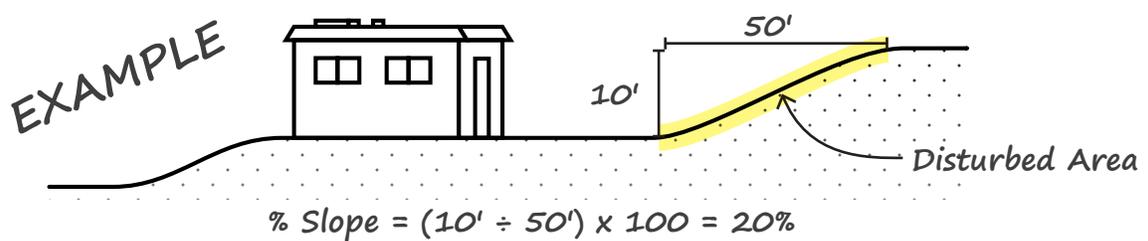
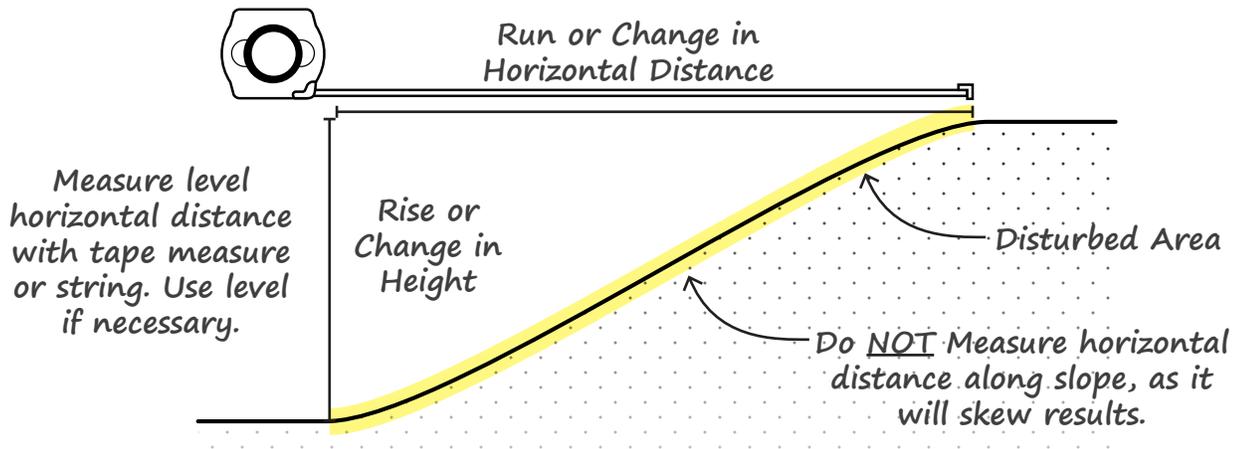
SLOPE

If your Disturbed Area includes ground that has a slope, that slope should be measured and calculated. To calculate the slope of your project's Disturbed Area:

- Step 1.** Measure the rise or change in height within the Disturbed Area.
- Step 2.** Measure the run or the horizontal distance over which the change in height occurs. Be sure to use the same measuring units (e.g. feet, yards) as step 1.
- Step 3.** Divide the rise by the run and multiply by 100.

$$\% \text{ slope} = (\text{rise} \div \text{run}) \times 100$$

Note: If your slope spans a long distance, measure the rise and run for smaller distances. Then add all rise measurements to get total rise and add all run measurements to get total run.



ALTERNATE METHOD

Use the chart below and your hand to view the steepest slope of the project to approximate the site slope.

CATEGORY 1A, 1B, 2 AND MINOR DEVELOPMENT CRITERIA

Category 1A, 1B, 2, and Minor Development Projects are defined by the City and County of Honolulu Department of Planning and Permitting “Rules Relating to Water Quality” (City Administrative Rules §20-3).

Category 1A, 1B, 2 and Minor Development Projects require a building permit and/or a grading, grubbing or stockpiling permit and/or a trenching permit and are categorized as follows:

Category 1A Project Criteria:

- Residential single-family or two-family detached Development, and
- Total Disturbed Area for the Project is less than 1,000 square feet, and
- Project area has a slope of less than 15%.

Category 1B Project Criteria:

- Development with less than one acre of Disturbed Area that requires a building permit, which does not meet the Category 1A Project criteria, and does not require a grading, grubbing or stockpiling permit; or
- Development of the zoning lot or portion thereof subject to the permit is less than 15,000 square feet for single-family or two-family dwelling uses and less than 7,500 square feet for other uses that requires a building permit and a grading or stockpiling permit.
- Residential single-family or two-family detached Development with Disturbed Area on slopes of 15 percent or greater.

Category 2 Project Criteria:

- Development requiring a grading or stockpiling permit, but not a building permit when the area of the zoning lot (or portion thereof) subject to the permit is less than 15,000 square feet for single-family or two-family dwelling uses and less than 7,500 square feet for other uses.

Minor Development

Development that requires a trenching, building, grading, grubbing or stockpiling permit and has a project scope limited to the following activities is considered Minor Development:

- Installation of footings* or posts for the construction of fences, decks, roof coverings, and trellises for single-family or two-family dwelling use.
- Work where Land Disturbing Activities are limited to incidental equipment and material staging for permitted work which is not land disturbing – e.g. enclosing an existing outdoor patios or lanais or second-story additions where the existing concrete slab will remain.
- Land Disturbing Activities that take place completely under a roof or other enclosure and where existing site conditions preclude storm water run-on to the Disturbed Area.
- Work not listed above that disturbs no greater than 120 square feet of land except for fence walls, retaining wall and driveway apron Projects. (Fence walls, retaining walls and driveway apron Projects less than 120 square feet require Erosion and Sediment Control Plans.)
- Trenching Project within the City right-of-way for laterals serving one property.

* Continuous (or linear) footings for fences and walls are not considered Minor Development and require an ESCP.

CATEGORY 1A/1B/2 REQUIREMENTS

Category 1A,1B & 2 Projects require:

1. An Erosion and Sediment Control Plan (ESCP) prepared by the property owner or Authorized Agent.
2. Designation of an ESCP Coordinator (Appendix A or B of the Rules) before permit issuance.
3. Site inspection by the ESCP Coordinator before construction and once every 30 days until completion and once every 30 days until completion or midway if project will be completed in less than 30 days.

HOW TO CREATE AN ESCP

- Complete the ESCP Small Project Template (Appendix B of the Rules) or include as part of the plan notes.
- Create a Site Diagram on the ESCP Small Project Template or include in construction drawings. Page 26 of this booklet provides a site diagram legend, followed by case study examples.
- Establish a Project Schedule which provides a sequence of BMP activities.

Appendix B

City and County of Honolulu
Erosion and Sediment Control Plan Small Project Template
for Categories 1A, 1B and 2

Construction Site Project Name: _____
Physical Site Address: _____
Building Permit Application Number: _____
Disturbed Area (square-feet)*: _____

*Disturbed area includes the project area, construction access on adjacent surfaces, and storage/ staging events.

Instructions:
Use this template to prepare an Erosion and Sediment Control Plan (ESCP) for projects under the City and County of Honolulu, Department of Planning and Permitting (DPP) Categories 1A, 1B, and 2. This ESCP may be prepared and must be signed by the property owner or an authorized agent designated by the owner. Submit a completed ESCP with the building permit application and keep a copy of the approved ESCP on the job site at all times. Any changes to the approved ESCP must be approved by the DPP.
Refer to the guidance booklet "How to Prepare Erosion and Sediment Control Plan for Small Construction Projects" available on DPP's website (www.honolulu.gov) for more information on each BMP below. Select the BMPs which will be used at the site and if not used, provide a brief explanation for why it is not needed or impracticable for the site.
Designate a certified ESCP coordinator for the project by providing the information on page 6 of this template or sending written notice to DPP (the form is available on DPP's website). The ESCP coordinator is responsible for performing inspections before construction starts and at least once every 30 days until permanent stabilization is in place.

1. EROSION PREVENTION BMPs: practices that prevent erosion from occurring.

1. Permanent Stabilization (REQUIRED)
Prior to closing of any permit(s) permanent stabilization must be in place which includes the following requirements:

- All exposed disturbed areas must be permanently stabilized with ground covering such as vegetation, gravel, or pavers;
- Rain gutters, downspouts, and channelized flows must be installed and functioning as designed;
- In seeded areas, grass or vegetation must cover at least 90 percent of the disturbed soils or must be temporary stabilized while it is growing;
- Temporary measures, such as sediment barriers, should be removed when permanent measures are in place;
- All paved surfaces must be clean; and
- Storm drain inlet filters must be removed after all cleanup activities have been completed.

2. Slope Management and Protection (Categories 1B and 2 only)
Areas disturbed on a slope greater than 15% must be protected when work is inactive for seven (7) days or more.

To find the slope, divide the vertical height of your slope by the horizontal length of your slope and multiply by 100. For example, if your slope measures 3 feet vertically, and 10 feet horizontally, your slope would be $3 / 10 \times 100 = 30\%$.

Check if will be used:

1. Rolled erosion control products	<input type="checkbox"/>	<input type="checkbox"/>
2. Hydraulic mulch or hydrossed	<input type="checkbox"/>	<input type="checkbox"/>
3. Hydraulic or bonded fiber matrix	<input type="checkbox"/>	<input type="checkbox"/>
4. Planting and/or vegetation providing at least 70% surface cover	<input type="checkbox"/>	<input type="checkbox"/>
5. Other: (please specify)	<input type="checkbox"/>	<input type="checkbox"/>

If this BMP will not be used, provide brief explanation: _____

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Appendix B

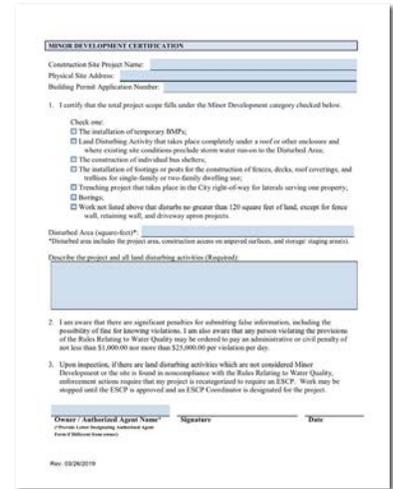
SITe DIAGRAM

Provide a drawing of your site below or attach another map. Include the building outlines, property boundary or fence line, the limits of where your work will be located, flow arrows indicating direction of storm water runoff, location of BMPs, and any storm drains within 50 feet of your property. The drawing does not need to be to scale.

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MINOR DEVELOPMENT PROJECT REQUIREMENTS

1. Fill out a Minor Development Certification form and have it signed by the owner or their Authorized Agent. Low-risk Minor Development Projects that have minimal Disturbed Area (e.g. for equipment and material staging, trenching for single lateral) do not require Minor Development Certification.
2. Minor Development Projects are excluded from ESCP requirements. However, Minor Development Projects must include BMP notes with the approved construction plans (City and County of Honolulu Administrative Rules §20-3-14(i)(3)).



Erosion Sediment Control Notes for Minor Development Projects:

- (i) Use Best Management Practices (BMPs) to prevent and reduce the discharge of pollutants from the project site onto off-site streets, storm drains, streams and the ocean. Potential pollutants include but are not limited to soil, oil products, paint, solvents, construction demolition waste, trash, portable toilets, AC materials, concrete and any other liquid, paving or washout material that could be detrimental if released to the environment.
- (ii) Any exposed soil from this activity must be permanently or temporarily stabilized immediately using vegetation, gravel, pavers, rolled erosion control products, or an equivalent method unless active work is scheduled within 14 days.
- (iii) All construction waste and washout water must be properly contained and disposed of.
- (iv) Sediment tracked off-site must be swept or vacuumed daily.
- (v) Dust from the project site shall not be transported or discharged to off-site areas. The work must be in conformance with air pollution control standards contained in the Hawai'i Administrative Rules: Title 11 Chapter 60.1, "Air Pollution Control".

Refer to the BMPs section in this booklet for more information on BMPs.

Note: Per §20-3-14(i)(2), the Director of the Department of Planning and Permitting may require Owners of Minor Development projects to develop and implement an ESCP by recategorizing the project if the Director determines that an ESCP is necessary.

If during construction, the Building Inspector determines the project is not a Minor Development Project, the contractor will be directed to stop work and obtain an approved ESCP prior to proceeding. A \$500 (double) ESCP review fee will be charged for starting work without an approved ESCP. Additional fines are enforceable for falsifying the building permit application.

ESCP IMPLEMENTATION

Implementing your ESCP will include designating a certified ECSP Coordinator, purchasing BMP supplies and installing them, and notifying the Department of Planning and Permitting inspector two weeks before construction.

ESCP COORDINATOR

- ESCP Coordinator is someone who has a current ESCP Coordinator certificate from the Department of Planning and Permitting. An online training is available to obtain this certification (see resources on the inside back cover of this booklet). The ESCP Coordinator can be the owner if the owner has taken the online training and obtained the certification.
- The ESCP Coordinator is responsible for its implementation at the project site. The ESCP Coordinator is also responsible for conducting the required inspections (examples on pages 46 to 50), submitting the inspection reports to the City and County, and making sure BMPs are correctly installed and replaced if needed.
- If during the project you need to change your ESCP Coordinator designation (e.g. change ESCP Coordinator from project designer to contractor), use Appendix A of the Rules.



Biosock



Silt Fence and Supports



Burlap Bags for temporary slope stabilization



Polypropylene Bags to fill with sand or gravel

WHERE TO FIND SUPPLIES

Safety supply stores carry most items and home improvement stores carry select supplies.

PROJECT SCHEDULING/NOTIFICATION OF CONSTRUCTION START DATE

Notify the Department of Planning and Permitting inspector listed on the bottom of your building permit two weeks before project start.

If multiple inspectors are listed (e.g. electrical, plumbing, building), notify the inspector for the work that begins first.

Sample Project Schedule

ACTION	TIMELINE
Notify Department of Planning and Permitting of Project Start Date	2 weeks before starting work
Install Protective Actions	1 day
Site Clearing	3 days
Construction (e.g. install chain link fence)	1 week
Plant Grass (including time for it to cover more than 70% of area) or Install Other Permanent Stabilization	2 months
Remove Protective Actions	1 day

PERMANENT STABILIZATION

Permanent Stabilization takes place after construction work has been completed and must be in place prior to closing the building permit.

Permanent Stabilization means:

- Exposed Disturbed Areas are stabilized with ground covering such as vegetation, gravel, or pavers. If grass or vegetation is used, it must cover at least 90% of the disturbed soils or be temporarily stabilized while it is growing;
- Rain gutters, downspouts, and channelized flows are installed and functioning as designed;
- All paved surfaces are clean;
- Temporary measures or BMPs, such as silt fences and biosocks, have been properly removed once permanent measures are in place; and
- Storm drain inlet filters have been removed after all cleanup activities are completed.

BMP REMOVAL

The property owner and contractor should determine and clearly communicate who will be responsible for the proper removal of BMPs. Temporary BMPs should be removed after the City has conducted a final site inspection and agrees that the site is sufficiently stabilized.

STORM DRAIN INLET / CATCH BASIN PROTECTION

1. Remove BMP once project site is sufficiently stabilized.
2. Sweep the area around the storm drain inlet or catch basin where sediment or other debris may have accumulated.
3. Remove and dispose of sediment or debris that has accumulated on the BMP.

NOTE: When there is a threat of major rains during construction, storm drain inlet BMPs must be temporarily removed to prevent flooding. Temporary removal of BMPs must also follow proper procedures.

BMP REMOVAL

SILT FENCES

1. Allow vegetation at the site to become established. Remove AFTER vegetation is 90% established, not before.
2. Remove any remaining soil trapped behind the silt fence.
3. Remove filter fabric and stakes.
4. Backfill, grade and compact the area.
5. Plant more vegetation on any newly bare soil where the silt fence was removed.

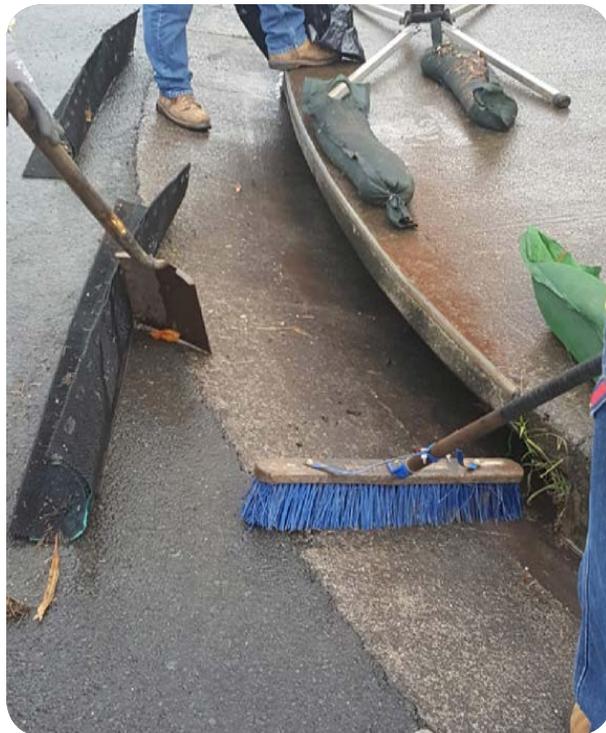
BIO SOCKS, SAND & GRAVEL BAGS

1. Remove BMP after construction is completed and the site is permanently stabilized.
2. Lift BMP from the area.
3. Sweep up any dirt left behind.
4. Dispose of mulch-filled socks by emptying contents in a vegetated area, such as a garden, where soil will be trapped—NOT on sloped areas!

If the biosock was not designed for reuse, place fabric material in the trash. Biosocks designed for reuse should be rinsed in an area where the sediments will be recaptured to prevent these from entering the storm drain.



Lift the BMP from the area.



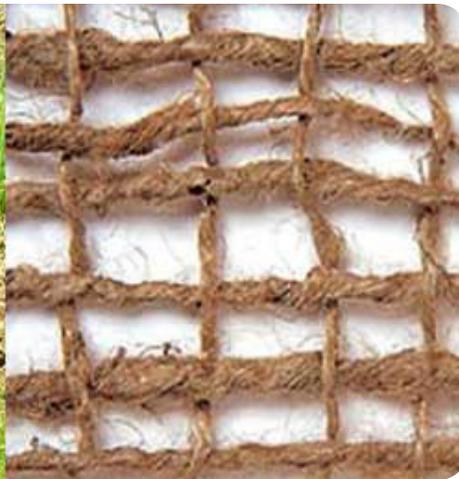
Sweep up the dirt left behind.

SLOPE MANAGEMENT/ TEMPORARY STABILIZATION

Slopes that are 15% or more are considered steep and require special attention. As much as possible, do not disturb steep slopes if a rain event is anticipated or until work is scheduled to begin. If steep slopes are exposed and work will be suspended 7 days or more, temporary protective action/BMP is required.

VEGETATION

- Plant vegetation to hold soil in place. May require watering.



- Use jute or coconut fiber mats to hold soil while seeds or plants are becoming established.

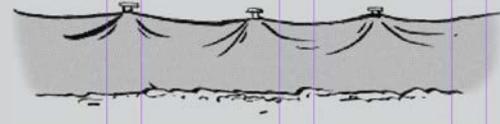
USE BIOSOCKS OR SILT FENCES

Biosocks or silt fences are a back-up system when plants and seeds are getting started. Use them at the bottom of slopes and project edges until plants cover at least 70% of area.

Biosock



Silt Fences



SLOPE MANAGEMENT/ TEMPORARY STABILIZATION

COVER SLOPE WITH MATTING

Bare slopes and ground can be covered with silt fabric, coconut fiber or jute netting to prevent dirt from washing away.



- Silt fabric can be used to cover slopes and bare ground.
- Covering soil can also help keep the site clean.



- Make sure matting is secured at top and bottom of slope by stapling, crimping in, trenching in or weighting with sand bags.



- Plastic or fabric are good options for exposed vertical faces.

SLOPE MANAGEMENT/ TEMPORARY STABILIZATION

HYDRAULIC MULCH OR HYDROSEED



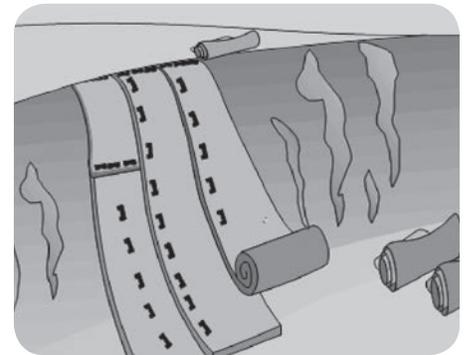
Hydraulic mulching is the spraying of fibers on bare soil.
Hydroseeding is the spraying of seeds and fiber on bare soil.



- Often used on large construction sites.
- Use biosocks or silt fences at bottom of slope until plants cover at least 70% of area.

GEOTEXTILES AND MATS

Geotextiles and mats are laid against slopes to hold soil and allow water to pass through.



- Geotextiles and mats are suitable for short steep slopes.
- Generally used on large project sites.

UPSLOPE WATER DIVERTED

Offsite water can flow onto the construction site and increase soil erosion on the site. Biosocks and silt fences at the top of slopes can minimize rain water flowing onto the site.

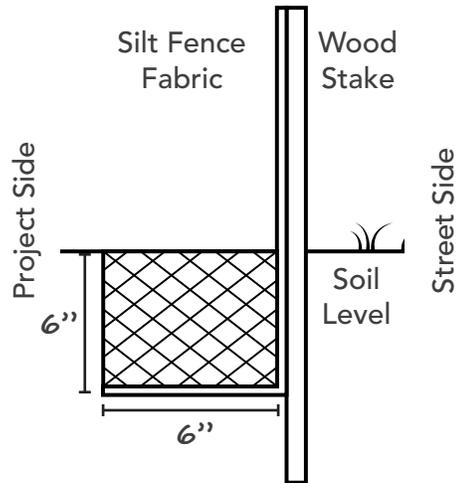
GRUBBED VEGETATION REMOVAL

Don't leave grubbed material and vegetation on slopes where it can wash down into streams or the storm drain system. Remove it and protect slopes with materials that won't wash away.

PERIMETER CONTROLS

SILT FENCE

Silt fences are fabric barriers that keep soil inside the fence.



Silt Fence trenched to anchor material on project side of fence

- Good for areas where access isn't needed.
- Secure silt fence to supports at regular intervals.

- Trench silt fence at bottom.
- Position top of barrier well above soil level.



- Barrier too low to be effective.
- Check for damage regularly.



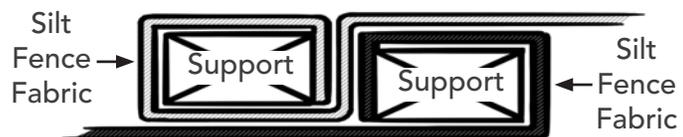
- Okay to allow hydrant access, but need to trench in silt fence and use biosock along sidewalk edge.



- Need to overlap to avoid gaps where water and dirt will get through.
- Wrap fabric around supports and overlap with adjacent supports to avoid gaps.

SILT SCREEN

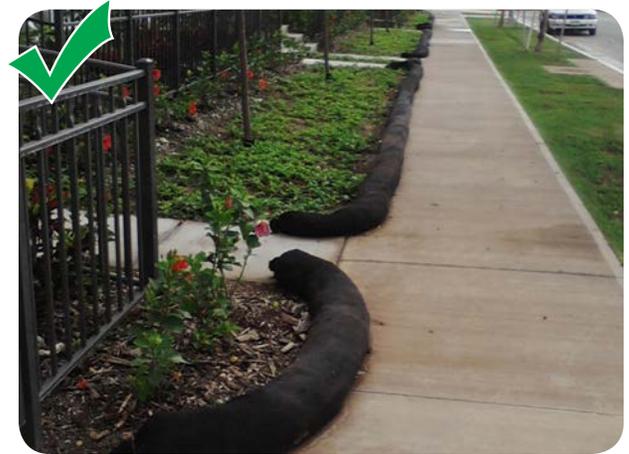
Silt screens are low profile, reusable, fabric fences that screen out sediments and allow water to pass through.



PERIMETER CONTROLS

BIO SOCKS

Biosocks are tubes of fabric filled with compost, fiber or other organic materials. They are good for high slopes, stock piles, and landscaping installation, and for areas with foot traffic because they are easy to step over. Compost filter socks must be a minimum of 8 inches in diameter.



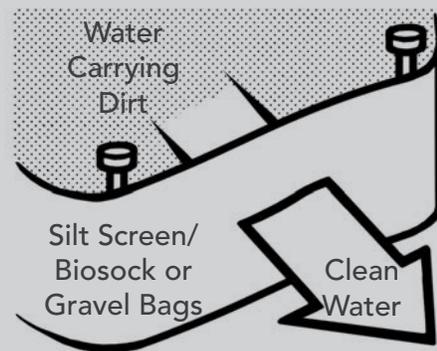
- Overlap biosocks by a least 6 inches so water cannot find its way out.
- Keep in place until all vegetation is grown in.
- Wrap the ends of the biosocks (and silt fences) toward the water flow to trap and keep water with dirt from going offsite and into the storm drain.
- May need stakes to secure biosocks during heavy rains.

SAND & GRAVEL BAGS



- Sand or gravel bags can be used instead of biosocks.
- Sand or gravel bags can also be used to secure silt fabric.

HOW THEY WORK



STORM DRAIN INLET PROTECTION

Protect storm drain inlets, especially ones within 50 feet of your project site.

Prior to storm events, remove storm drain inlet protection to prevent flooding; reinstall afterwards.

STORM DRAINS AT THE CURB



- Extend biosock well beyond edge of storm drain so water cannot sneak by.



- Secure the ends of this type of protective action.



- Secure and maintain storm drain protective actions to prevent failure.
- Check frequently for effectiveness.

STORM GRATING INLETS



- Secure silt fabric under grate.



- Secure silt fabric around the grate.

BMP AND SITE MAINTENANCE

Category 1A and 1B projects require inspections to be performed at specified intervals as prescribed in the City's rules. Failure to perform required inspections could be subject to fines and penalties. Category 1A and 1B Projects require the following minimum number of inspections to be performed by the designated Erosion and Sediment Control Plan (ESCP) Coordinator:

- **Pre-Construction Inspection:** This inspection shall be performed prior to start of work on project to verify that all protective actions described in your ESCP are properly installed and in good working order.
- **During Construction Inspections:** Inspections shall be done once every 30 days. For projects that will be completed in less than 30 days, an inspection shall be done at the halfway point of the project.
- **Post-Construction Inspection:** This inspection shall be done at the conclusion of the project to confirm that all disturbed areas have been stabilized and all temporary protective actions (e.g. silt fence inlet protection, etc.) have been removed. Inspection report submittal and permanent stabilization are required to close the building permit.

Use Appendix C of the Rules Relating to Water Quality for inspection reports. An example is provided on the Inspections section of the booklet.

DURING MAINTENANCE

- During the inspections, check that protective actions/BMPs are correctly installed.
 - Silt fences are tucked in and properly overlapped.
 - Biosocks are J-hooked toward water flow and/or overlapped by at least 6 inches.
 - Stockpiles are covered and secured.
- If an installed BMP is not functioning properly, additional BMPs may need to be installed.
- If a BMP has been damaged, repair or replace it.
- Re-install and secure silt fences or other items that have fallen down.



DUST CONTROL

SPRINKLING WATER

- Water can be used to keep dirt from blowing offsite.
- Amount matters: use enough water to keep soil in place – and not so much that it causes dirt and water to run offsite or stick to vehicle tires. The general rule is no ponding or flow.
- Apply water regularly.



VERTICAL DUST BARRIERS



- Vertical dust barriers keep dirt from leaving sites and protect adjacent land uses from dust and debris. Note: A dust fence cannot be used as a silt fence.
- Use vertical dust barriers where there are high winds and on sites with steep slopes.

MULCH

Mulch (wood or gravel), at least 1 inch deep, can also be used to control dust onsite.

CONCRETE WASTE MANAGEMENT



- A kiddie pool can be used to mix concrete. Cover wash water at the end of the day or before rain. Uncover while working onsite to allow it to evaporate. Remove wash water and dispose offsite.



- Put liners under concrete containers to catch splatter and overflows.
- Solutions can be creative and sized for the amount of wash water.



- Wash hands, boots and tools over wash out containment or over a large bucket and dispose of appropriately offsite.
- Tools and supplies can also be washed offsite.



- Do not mix or wash down concrete on the sidewalk or street
- Washing concrete, paint and other wash water down the storm drain is a violation and subject to fines.
- Do not allow slurry to be directly dumped on the ground.

STOCKPILE MANAGEMENT

Prevent stockpile materials from going into the storm drain. Cover stockpiles that won't be used within a week.



- Store materials on property.
- Store away from drainage inlets.
- If possible store stockpiles away from property edges.
- Avoid covering utilities such as water valves, clean outs, electrical boxes, etc.



- Covers can be burlap, silt fabric/dust screen or plastic.
- Secure covers to protect from rain and high winds.



- Place stockpiles away from storm drain inlets and driveways which slope to street and storm drain inlets.
- Don't allow stockpiles to spill onto the street. The spilled material is a pollution problem and a safety hazard.

VEHICLE TRACKING CONTROL

Vehicles leaving the site can carry or track dirt onto streets which can then be washed away into storm drains.

DESIGNATED VEHICLE AREAS

- Restrict vehicle traffic to properly designated areas instead of allowing vehicles across the site.
- Use existing paved areas or gravel for vehicle drive path where possible.

TIRE WASH AREA

- Wash tires over onsite gravel area to remove dirt before exiting.



GRAVEL AND FABRIC AT SITE ENTRANCE

Gravel helps shake dirt off vehicle wheels and traps it in the spaces between the gravel pieces.



- Use gravel at site entrance to remove dirt from vehicle tires prior to exiting the project site.
- Use 8-12 inches of No. 2 (or No. 2 & 4) gravel at site entrance/exit.
- Place silt fabric under gravel to filter water.
- Turn the gravel periodically so that the smaller sediments go down and free up space for other dirt to come off vehicle wheels.

SWEEP UP DIRT ON STREET



- Using BMPs will keep most but not all dirt from the street. Sweeping is also needed.
- Never wash dirt into the street or storm drain inlets.

MATERIALS DELIVERY, STORAGE AND USE MANAGEMENT

Proper material storage prevents product spills from going onto the soil and running off with rain water.

- Minimize the storage of hazardous materials onsite.
- Do not store materials near the storm drain system or stream areas.
- Store materials in a designated area and install secondary containment.
- Keep materials covered or under roofed area.
- A wooden box can be made onsite and lined with plastic; it should have a roof or be covered with plastic so it doesn't fill with water.



Note: Careful storage can keep material containers from rusting and maintains product quality.

SPILL PREVENTION AND CONTROL

- A spill kit should be kept near or with vehicles.
- Workers should know where the spill kit is and how to use it.
- Kitty litter can be used for spills. After use, it should be swept up and disposed of properly.

SOLID WASTE MANAGEMENT

KEEP SITE CLEAN

- Pick up site daily, and don't let trash blow around.
- Provide designated waste collection areas for solid waste, construction and demolition waste.

MANAGE TRASH BINS

- Schedule regular trash collection; don't allow trash bins to overflow.
- Bins/dumpsters should be put on the property, if possible. If bin is to be stored on street, a street usage permit (<http://bit.ly/2kLeEu9>) is needed.
- Cover trash to prevent water from mixing with trash and then flowing into the storm drain system.
- Don't use leaking bins; fix or replace.

PORTABLE TOILETS

Securing portable toilets prevents possible spills into the storm drain system.



- Straps and CMU blocks, stakes, or sandbags can be used to secure the portable toilets. (Double tank portable toilets are heavier and more secure than single tank.)
- Place portable toilets away from storm drains.
- Schedule regular servicing to prevent overflow and spills.

LIQUID WASTE MANAGEMENT

- Contain oil, petroleum, lubricants, paint solvents, and glue in bucket with lid or portable tank and dispose of offsite.
- For latex paint clean up, a 5-gallon bucket with lid and water can be used. The wash water can be taken offsite for disposal via a sanitary sewer.
- Drywall taping and mud should be contained in a box (wood box lined with plastic) and then, once hardened, can be dumped in the trash. Do not put drywall mud down the drains as it can harden and clog pipes.
- Refer also to Hazardous Waste Management BMPs.

VEHICLE AND EQUIPMENT CLEANING, FUELING, AND MAINTENANCE



- Use pans or plastic under equipment to catch oil and gas leaks.
- Use biosocks around equipment parked on the street.
- Wipe down vehicles instead of washing onsite.
- Prevent oil from going into the storm drain.
- Discharging oil into a storm drain is a violation and subject to fines.

HAZARDOUS WASTE MANAGEMENT

Prevent hazardous waste from entering storm water through proper material use and waste disposal.

- For latex paints: Dry out and then dispose in trash can or dumpster. Replace lid before disposal or storage.
- For oil-based paints: Use an oil change kit or other absorbent and bag before placing in trash.
- Dispose of empty pesticide, hazardous waste or paint containers in the trash.
- Refer to your Safety Data Sheet (SDS) for more information on proper handling and disposal.
- For more information go to www.opala.org

CONTAMINATED SOIL MANAGEMENT

If there is possible contaminated soil, cover the stockpile with plastic sheeting or tarps and install a berm around it to prevent runoff. Haul soil offsite and dispose of properly.

If soil is contaminated and hazardous, work with the State Department of Health Solid and Hazardous Waste Branch to develop options for treatment and/or disposal.

SITE DIAGRAM

You will need to include the following items on your site diagram:

Property Boundary

Draw your property boundary (see box below).

Existing Buildings

Draw the outline of existing buildings (see box below).

Storm Drains

Note storm drains within 50 feet of the project site. This can be shown using an arrow and note distance from project site.

Need help finding nearby storm drains? Go to: honolulugis.org to find catch basins and grate/drain inlets.

Limits of Work

Draw a "cloud" (see legend) around the planned work area.

Water Flow

Use wavy arrows to show the direction of water flow. Water flows down hill/slope.

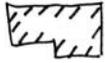
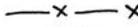
Protective Actions/BMPs

Mark the protective actions (also known as Best Management Practices or BMPs) to be used on the diagram. These should address the type and size of the project to keep dirt and other waste from leaving the site.

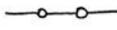
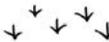
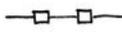
This legend provides symbols to use on the Site Diagram. The legend can be attached to the Site Diagram or labels used on the map.

Site Diagram Legend

Site Conditions

-  Property Boundary
-  Existing Building(s)
-  Fence
-  Limits of Work
-  Storm Drain Catch Basin/Inlet
-  Storm Drain Flat Inlet
-  Direction of Water Flow

Protective Actions (or BMPs)

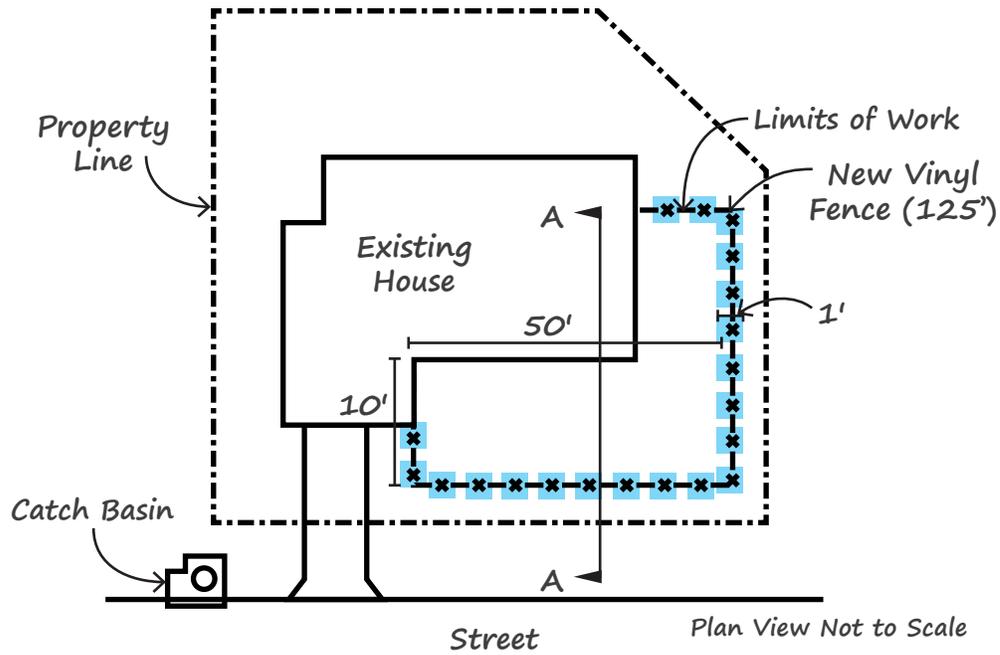
-  Silt Fence
-  Biosock
-  Sand/Gravel Bags
-  Catch Basins/Drain Protection
-  Vegetation
-  Matting or Plastic Cover
-  Hydraulic Mulch/ Hydroseeding
-  Dust Fence
-  Gravel
-  Stabilized Construction Entrance/Exit

NEED MORE INFO ON PROPERTY BOUNDARY & EXISTING BUILDINGS?

Go to Honolulu RealProperty website (www.qpublic.net/hi/honolulu) and search by address.

- For Property Boundary Info:
Click on GIS Parcel Map. The property outline appears on an aerial map. Use the measuring tool at the top of page (click on beginning and end of a line).
- For Existing Building Info:
Click on Show Building Sketch for building shape and dimensions.

CASE STUDY 1: VINYL FENCE (MINOR DEVELOPMENT)

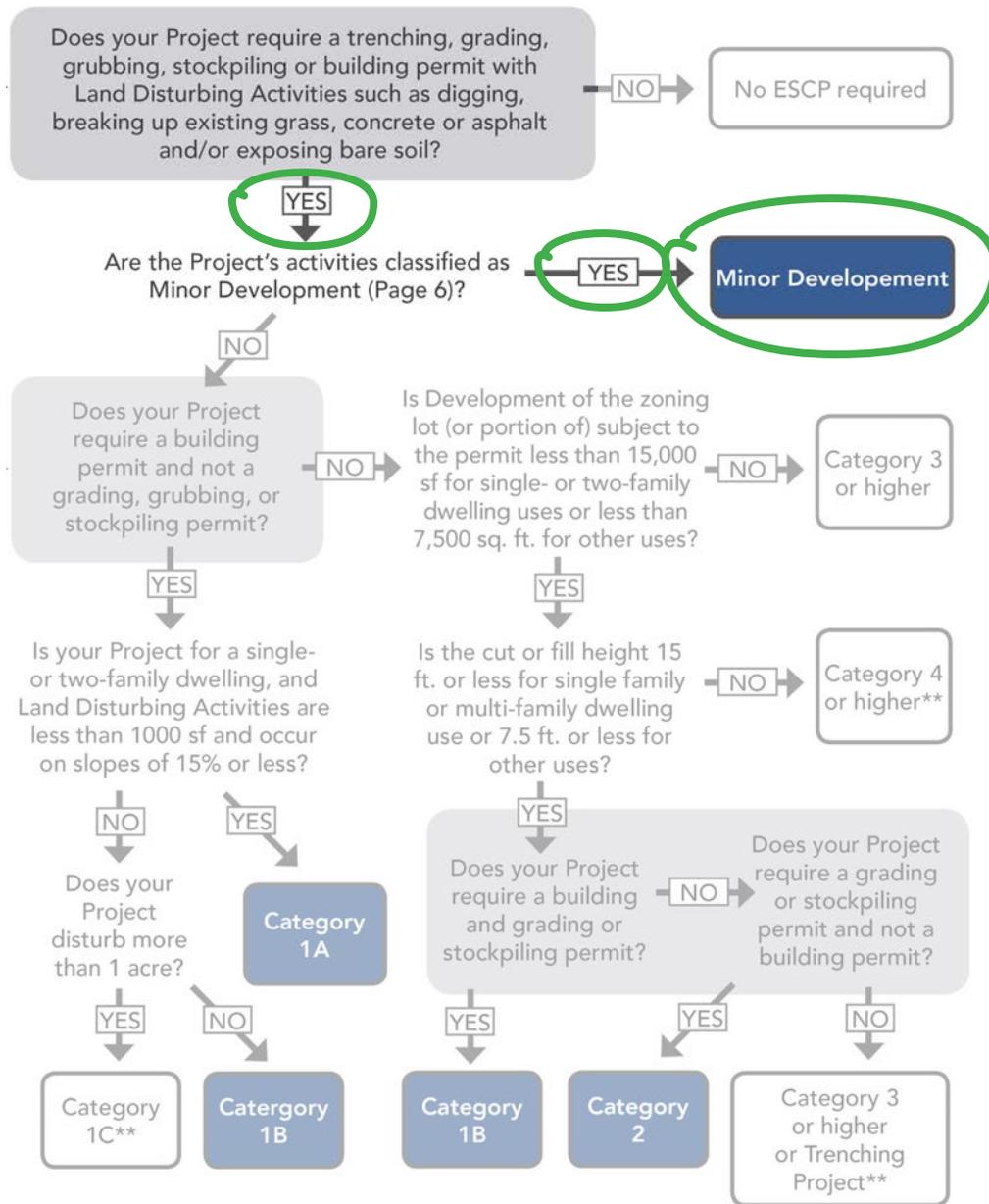


DISTURBED AREA

Vinyl Fence = 20 fence posts x (1' x 1')
 Area = 20 sq. ft.

Total Disturbed Area
 = 20 Square Feet

CASE STUDY 1: VINYL FENCE (MINOR DEVELOPMENT)



PROJECT REQUIREMENTS

- Building permit for vinyl fence for single-family or two-family dwelling use
- Minor Development certification

CASE STUDY 1: VINYL FENCE (MINOR DEVELOPMENT)

MINOR DEVELOPMENT CERTIFICATION

Construction Site Project Name: Vinyl Fence
 Physical Site Address: 1234 O'ahu St.
 Building Permit Application Number: #12345678

1. I certify that the total project scope falls under the Minor Development category checked below.

Check one:

- The installation of temporary BMPs;
- Land Disturbing Activity that takes place completely under a roof or other enclosure and where existing site conditions preclude storm water run-on to the Disturbed Area;
- The construction of individual bus shelters;
- The installation of footings or posts for the construction of fences, decks, roof coverings, and trellises for single-family or two-family dwelling use;
- Trenching project that takes place in the City right-of-way for laterals serving one property;
- Borings;
- Work not listed above that disturbs no greater than 120 square feet of land, except for fence wall, retaining wall, and driveway apron projects.

Disturbed Area (square-feet)*: 20 sq. ft.
 *Disturbed area includes the project area, construction access on unpaved surfaces, and storage/ staging area(s).

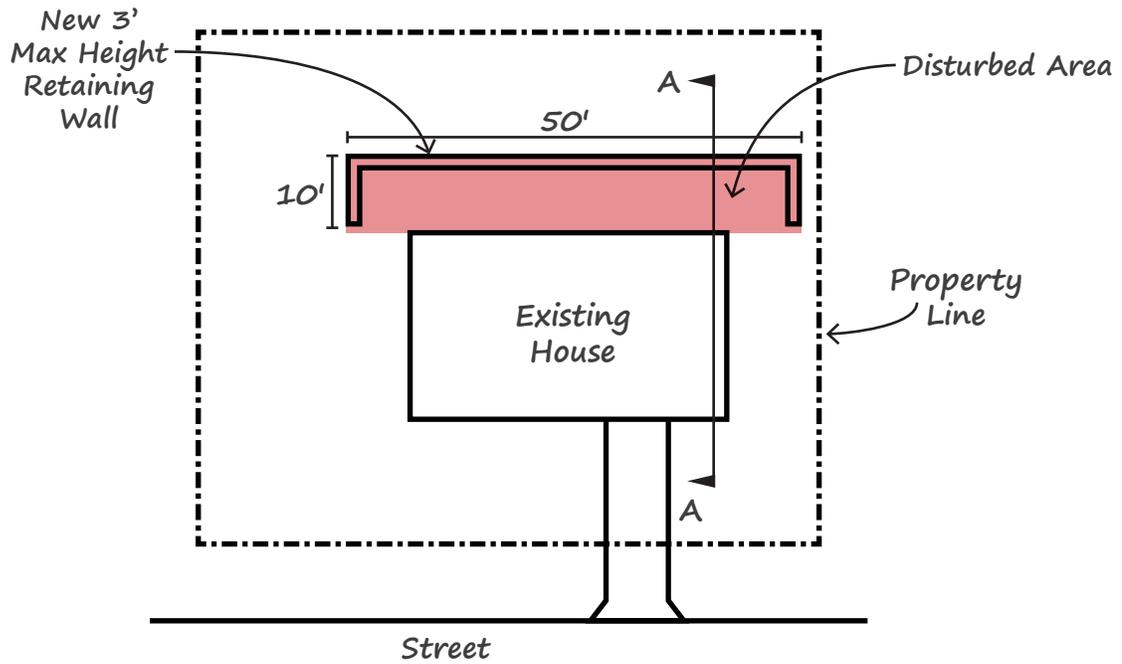
Describe the project and all land disturbing activities (Required):

A new vinyl fence with posts.

2. I am aware that there are significant penalties for submitting false information, including the possibility of fine for knowing violations. I am also aware that any person violating the provisions of the Rules Relating to Water Quality may be ordered to pay an administrative or civil penalty of not less than \$1,000.00 nor more than \$25,000.00 per violation per day.
3. Upon inspection, if there are land disturbing activities which are not considered Minor Development or the site is found in noncompliance with the Rules Relating to Water Quality, enforcement actions require that my project is recategorized to require an ESCP. Work may be stopped until the ESCP is approved and an ESCP Coordinator is designated for the project.

<u>John Smith</u>	<u>John Smith</u>	<u>4/4/2019</u>
Owner / Authorized Agent Name*	Signature	Date
<small>(*Provide Letter Designating Authorized Agent Form if Different from owner)</small>		

CASE STUDY 2: NEW RETAINING WALL (CATEGORY 1A)



Plan View Not to Scale

DISTURBED AREA

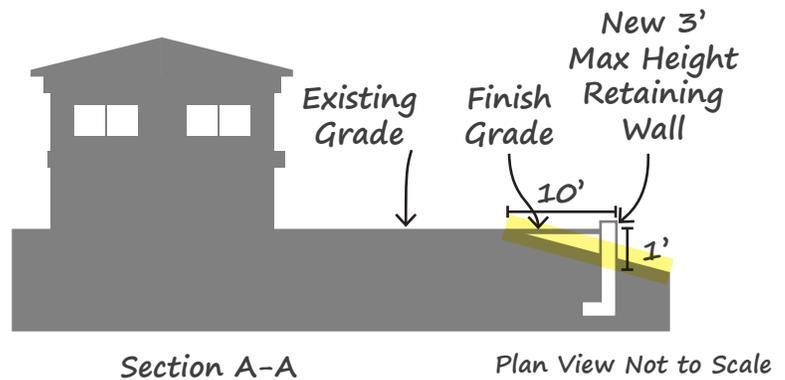
Retaining Wall and Fill Area = 10' x 50' = 500 sq. ft.

Total Disturbed Area = 500 Square Feet

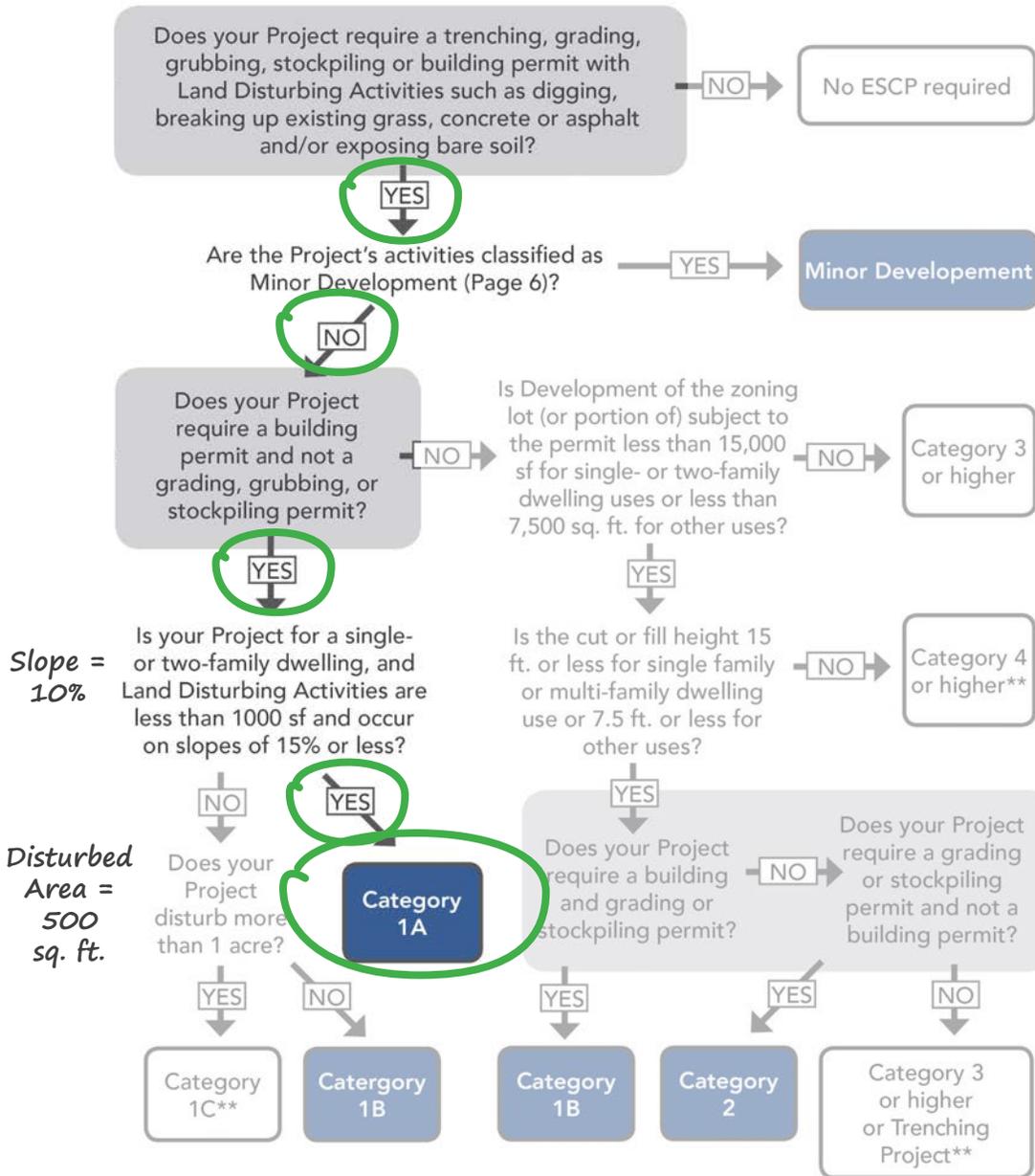
SLOPE

Elevation change of project area is 1' in horizontal distance of 10'.

$$\% \text{ Slope} = (1' \div 10') \times 100 = 10\%$$



CASE STUDY 2: NEW RETAINING WALL (CATEGORY 1 A)



PROJECT REQUIREMENTS

- Building permit for new retaining wall for single-family or two-family dwelling use
- Erosion and Sediment Control Plan (Category 1A)

CASE STUDY 2: NEW RETAINING WALL (CATEGORY 1A)

Appendix B



City and County of Honolulu

Erosion and Sediment Control Plan Small Project Template
for Categories 1A, 1B and 2

Construction Site Project Name: Mr. Smith's New Retaining Wall

Physical Site Address: 1234 O'ahu Street

Building Permit Application Number: 2018-00-0000

Disturbed Area (square-feet)*: 500 sq. ft.

*Disturbed area includes the project area, construction access on unpaved surfaces, and storage/ staging area(s).

Instructions:

Use this template to prepare an Erosion and Sediment Control Plan (ESCP) for projects under the City and County of Honolulu, Department of Planning and Permitting (DPP) Categories 1A, 1B, and 2. This ESCP may be prepared and must be signed by the property owner or an authorized agent designated by the owner. Submit a completed ESCP with the building permit application and keep a copy of the approved ESCP on the job site at all times. Any changes to the approved ESCP must be approved by the DPP.

Refer to the guidance booklet "How to Prepare Erosion and Sediment Control Plan for Small Construction Projects" available on DPP's website @ www.honolulu.dpp.org for more information on each BMP below. Select the BMPs which will be used at the site and if not used, provide a brief explanation for why it is not needed or impracticable for the site.

Designate a certified ESCP coordinator for the project by providing the information on page 6 of this template or sending written notice to DPP (the form is available on DPP's website). The ESCP coordinator is responsible for performing inspections before construction starts and at least once every 30 days until permanent stabilization is in place.

I. EROSION PREVENTION BMPs: practices that prevent erosion from occurring.	
1. Permanent Stabilization (REQUIRED)	
Prior to closing of any permit(s) permanent stabilization must be in place which includes the following requirements:	
<ul style="list-style-type: none"> • All exposed disturbed areas must be permanently stabilized with ground covering such as vegetation, gravel, or pavers; • Rain gutters, downspouts, and channelized flows must be installed and functioning as designed; • In seeded areas, grass or vegetation must cover at least 90 percent of the disturbed soils or must be temporary stabilized while it is growing; • Temporary measures, such as sediment barriers, should be removed when permanent measures are in place; • All paved surfaces must be clean; and • Storm drain inlet filters must be removed after all cleanup activities have been completed. 	
2. Slope Management and Protection (Category 1B and 2 only)	
Areas disturbed on a slope greater than 15% must be protected when work is inactive for seven (7) days or more.	
	<p>To find the slope, divide the vertical height of your slope by the horizontal length of your slope and multiply by 100. For example, if your slope measures 3 feet vertically, and 10 feet horizontally, your slope would be $3 / 10 \times 100 = 30\%$.</p>
	Check if will be used:
1. Rolled erosion control products	<input type="checkbox"/>
2. Hydraulic mulch or hydroseed	<input type="checkbox"/>
3. Hydraulic or bonded fiber matrix	<input type="checkbox"/>
4. Planting and/ or vegetation providing at least 70% surface cover	<input type="checkbox"/>
5. Other: (please specify)	<input type="checkbox"/>
	<input checked="" type="checkbox"/> Will Not Use
If this BMP will not be used, provide brief explanation:	
<u>Not required for Category 1A projects.</u>	

CASE STUDY 2: NEW RETAINING WALL (CATEGORY 1A)

Appendix B

3. Temporary Stabilization (Category 1B and 2 only)	
Use one or more of the following to protect disturbed areas that will not be worked on within 14 days:	Check if will be used:
1. Rolled erosion control products	<input type="checkbox"/>
2. Hydraulic mulch or hydroseed	<input type="checkbox"/>
3. Hydraulic or bonded fiber matrix	<input type="checkbox"/>
4. Planting and/or vegetation providing at least 70% surface cover	<input type="checkbox"/>
5. Other: (please specify)	<input type="checkbox"/>
	<input checked="" type="checkbox"/> Will Not Use
If this BMP will not be used, provide brief explanation:	
<i>Not required for Category 1A projects.</i>	
II. SEDIMENT CONTROL BMPs: practices to prevent soil and sediment from leaving the project site and entering storm drains during rain events.	
1. Perimeter Controls	
Sediment fences or barriers shall be used at the perimeter of all disturbed areas where there is potential for runoff to flow off the project site, Barriers may include gravel bags, sand bags, fiber rolls, silt fences, compost socks, or an equivalent BMP that intercepts runoff.	<input checked="" type="checkbox"/> Will Use <input type="checkbox"/> Will Not Use
If this BMP will not be used, provide brief explanation:	
2. Storm Drain Inlet Protection	
Inlet protection is required over storm drains that may receive runoff from your site unless those inlets drain to a sediment basin or trap. Inlet protection should be removed during severe storm events to prevent flooding.	<input checked="" type="checkbox"/> Will Use <input type="checkbox"/> Will Not Use
If this BMP will not be used, provide brief explanation:	
III. GOOD HOUSEKEEPING BMPs: practices that prevent pollution by limiting or reducing potential pollutants at their source.	
1. BMP and Site Maintenance (REQUIRED)	
Regularly inspect and maintain BMPs to ensure continued performance.	
2. Dust Control	
Use one of the following to control dust:	Check if will be used:
1. Mulching to a depth of one inch or more	<input type="checkbox"/>
2. Sprinkling exposed soils with water to maintain moistness	<input checked="" type="checkbox"/>
3. Vertical dust barriers	<input type="checkbox"/>
	<input type="checkbox"/> Will Not Use
If this BMP will not be used, provide brief explanation:	
3. Concrete Waste Management	
Conduct washout off-site or perform onsite in a designated area, away from water bodies, channels, or storm drains. Construct and maintain washout to contain all liquid and concrete waste generated.	<input checked="" type="checkbox"/> Will Use <input type="checkbox"/> Will Not Use
If this BMP will not be used, provide brief explanation:	
4. Stockpile Management	
Locate stockpiles away from drainage ways or other areas of concentrated flows. Use a barrier around stockpiles and cover if they will not be actively used within seven (7) days.	<input checked="" type="checkbox"/> Will Use <input type="checkbox"/> Will Not Use
If this BMP will not be used, provide brief explanation:	
5. Vehicle Tracking Control	
Restrict vehicle traffic to properly designated areas and remove sediment from vehicle tires prior to exiting the project site. All sediments that are tracked or discharged off-site must be swept or vacuumed at the end of each day.	<input checked="" type="checkbox"/> Will Use <input type="checkbox"/> Will Not Use
If this BMP will not be used, provide brief explanation:	

CASE STUDY 2: NEW RETAINING WALL (CATEGORY 1A)

Appendix B

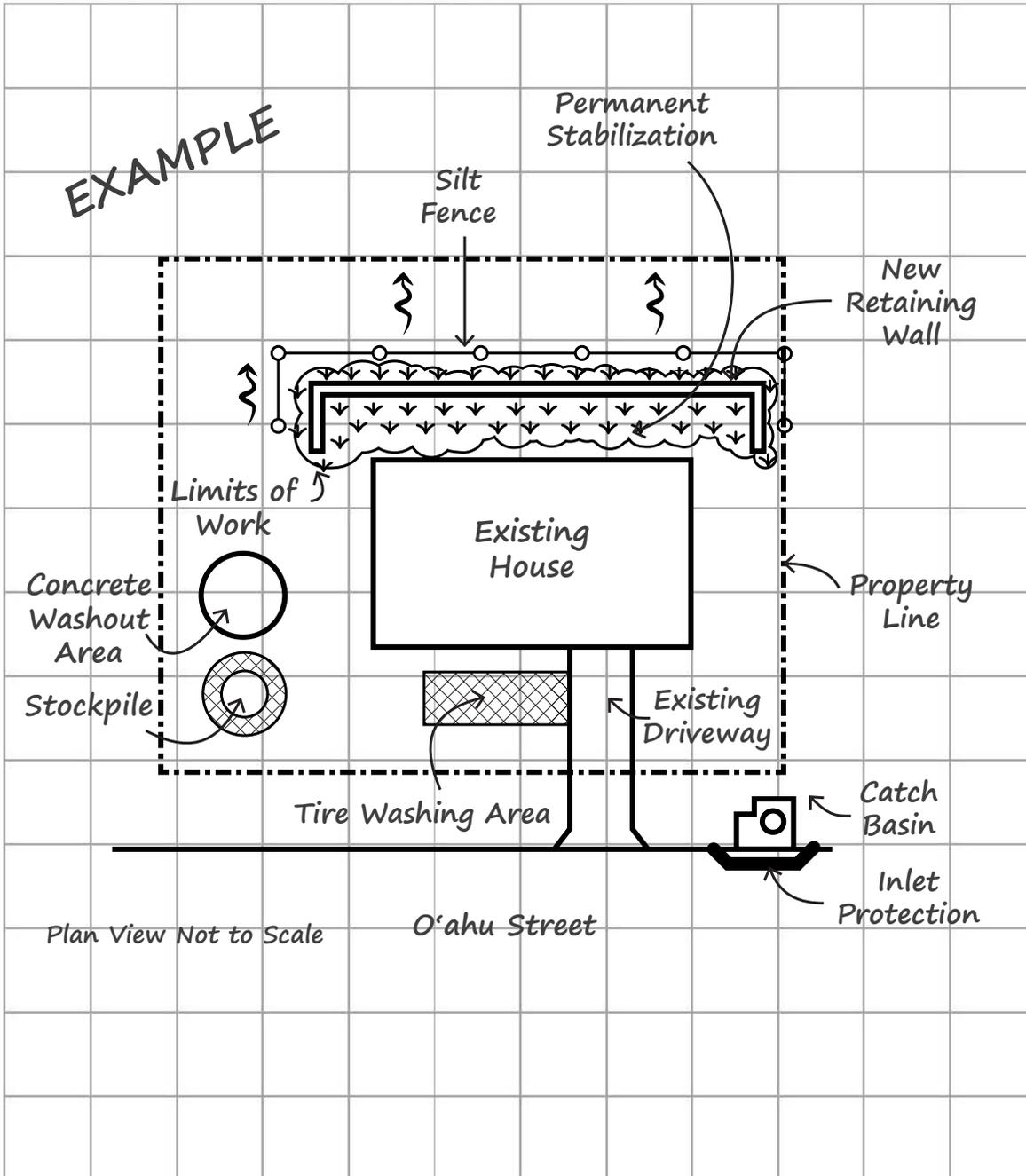
6. Material Delivery, Storage and Use Management	
Minimize the storage of potential pollutants onsite, store materials in a designated area, and install secondary containment. Do not store materials in buffer areas, near areas of concentrated flow, or areas abutting the City storm drainage system, receiving waters, or drainage improvements that discharge off-site.	<input checked="" type="checkbox"/> Will Use <input type="checkbox"/> Will Not Use
If this BMP will not be used, provide brief explanation:	
7. Spill Prevention and Control	
Keep ample supply of cleanup materials onsite. Clean up spills immediately, using dry clean-up methods where possible, and dispose of used materials properly.	<input checked="" type="checkbox"/> Will Use <input type="checkbox"/> Will Not Use
If this BMP will not be used, provide brief explanation:	
8. Solid Waste Management	
Provide designated waste collection areas for solid waste or construction and demolition waste, collect trash daily, and dispose at authorized disposal areas.	<input checked="" type="checkbox"/> Will Use <input type="checkbox"/> Will Not Use
If this BMP will not be used, provide brief explanation:	
9. Portable Toilets (Sanitary/ Septic Waste Management)	
Temporary and portable sanitary and septic waste systems shall be mounted or staked in, well-maintained and scheduled for regular waste disposal and servicing.	<input type="checkbox"/> Will Use <input checked="" type="checkbox"/> Will Not Use
If this BMP will not be used, provide brief explanation:	
<i>Will not have portable toilets.</i>	
10. Liquid Waste Management BMPs	
Contain liquid wastes in a holding pit, sediment basin, roll-off bin, or portable tank of sufficient volume to contain the liquid wastes generated.	<input type="checkbox"/> Will Use <input checked="" type="checkbox"/> Will Not Use
If this BMP will not be used, provide brief explanation:	
<i>Will not generate liquid waste.</i>	
11. Vehicle and Equipment Cleaning, Fueling, and Maintenance	
Prevent pollutants in storm water from vehicle and equipment cleaning, fueling and maintenance by using off-site facilities when feasible, performing work in designated areas only, using spill pads under vehicles and equipment, checking for leaks and spills, and containing and cleaning up spills immediately.	<input checked="" type="checkbox"/> Will Use <input type="checkbox"/> Will Not Use
If this BMP will not be used, provide brief explanation:	
12. Hazardous Waste Management	
Prevent or reduce the discharge of pollutants to storm water from hazardous waste through proper material use and waste disposal.	<input type="checkbox"/> Will Use <input checked="" type="checkbox"/> Will Not Use
If this BMP will not be used, provide brief explanation:	
<i>Will not generate hazardous waste.</i>	
13. Contaminated Soil Management	
Contain contaminated material soil by surrounding with impermeable lined berms or cover exposed contaminated material with plastic sheets. Contaminated soil should be disposed of properly in accordance with all applicable regulations.	<input type="checkbox"/> Will Use <input checked="" type="checkbox"/> Will Not Use
If this BMP will not be used, provide brief explanation:	
<i>No known contamination at site.</i>	

CASE STUDY 2: NEW RETAINING WALL (CATEGORY 1A)

Appendix B

SITE DIAGRAM

Provide a drawing of your site below or attach another map. Include the building outlines, property boundary or fence line, the limits of where your work will be located, flow arrows indicating direction of storm water runoff, location of BMPs, and any storm drains within 50 feet of your property. The drawing does not need to be to scale.



CASE STUDY 2: NEW RETAINING WALL (CATEGORY 1A)

Appendix B

PROJECT SCHEDULE

Use the table below or attach a separate project schedule to this ESCP. Project schedules must establish a sequence of all planned actions and activities on the project site, including, but not limited to, all land disturbing activities, the implementation of the BMPs identified in the project ESCP, scheduled inspections and maintenance of BMPs, and the removal of temporary BMPs. The project schedule shall include specific dates or project milestones i.e. install BMPs – 1 day, clear & grub - 2 days, construction – 2 weeks, stabilize disturbed areas – 1 day, remove BMPs – after vegetation is 90% established.

PROJECT SCHEDULE	
Action	Timeline or Date
Notify the Department of Planning and Permitting of Project Start Date - 768-8132 or dpp.npdes@honolulu.gov	2 weeks before starting work
<i>Install BMPs</i>	<i>1 day</i>
<i>Clear site</i>	<i>1 day</i>
<i>Construct wall</i>	<i>1.5 days</i>
<i>Plant grass</i>	<i>1 day</i>
<i>Remove BMPs after grass is established</i>	<i>1 day</i>

RAIN RESPONSE PLAN

The following will be performed when severe rain is forecast:
<ul style="list-style-type: none"> Temporarily suspend land disturbing activities including clearing, grubbing, grading and trenching. Inspect all BMPs and maintain as needed. Reinstall BMPs that were removed due to active work in the area. If a severe storm is expected, remove inlet protection devices to prevent flooding on surrounding streets. Cover or relocate material stockpiles and liquid material containers to avoid contact with rainwater. Place spill pans or oil-only spill pads under construction vehicles to prevent runoff from contacting any spilled petroleum products. Properly dispose of any accumulated oily water after the rain event. Re-inspect project site after the rain event and replace or maintain BMPs as needed.
Other: (please specify)

CASE STUDY 2: NEW RETAINING WALL (CATEGORY 1A)

Appendix B

ESCP CERTIFICATION

Construction Site Project Name: Mr. Smith's New Retaining Wall
 Physical Site Address: 1234 O'ahu Street
 Building Permit Application Number: 2018-00-0000

- 1) By signing, you acknowledge that erosion prevention, sediment control, and good housekeeping BMPs in this ESCP are mandatory conditions of your building and/or grading permit and are subject to inspection and enforcement by the Department of Planning and Permitting, in accordance with Section 20-3-7 of the Rules Related to Water Quality.
- 2) If the proposed land disturbing work will be performed in the city sidewalk or right-of-way and/or best management practices installed in the sidewalk area (area between the property line and edge of pavement), the owner is responsible for obtaining a Permit for Street Usage from the Department of Transportation Services, 650 S. King Street, 2nd Floor, Honolulu, Hawaii, 96813.
- 3) The owner is responsible for installing appropriate barricades, flashers, and signage for pedestrian and vehicular safety, and removing the inlet protection(s) before a storm event to prevent flooding of the road and after the project site is completely stabilized.

<u>John Smith</u>	<u>John Smith</u>	<u>4/4/2019</u>
Owner / Authorized Agent Name* <small>(*Provide Letter Designating Authorized Agent Form if different from owner)</small>	<small>Signature</small>	<small>Date</small>

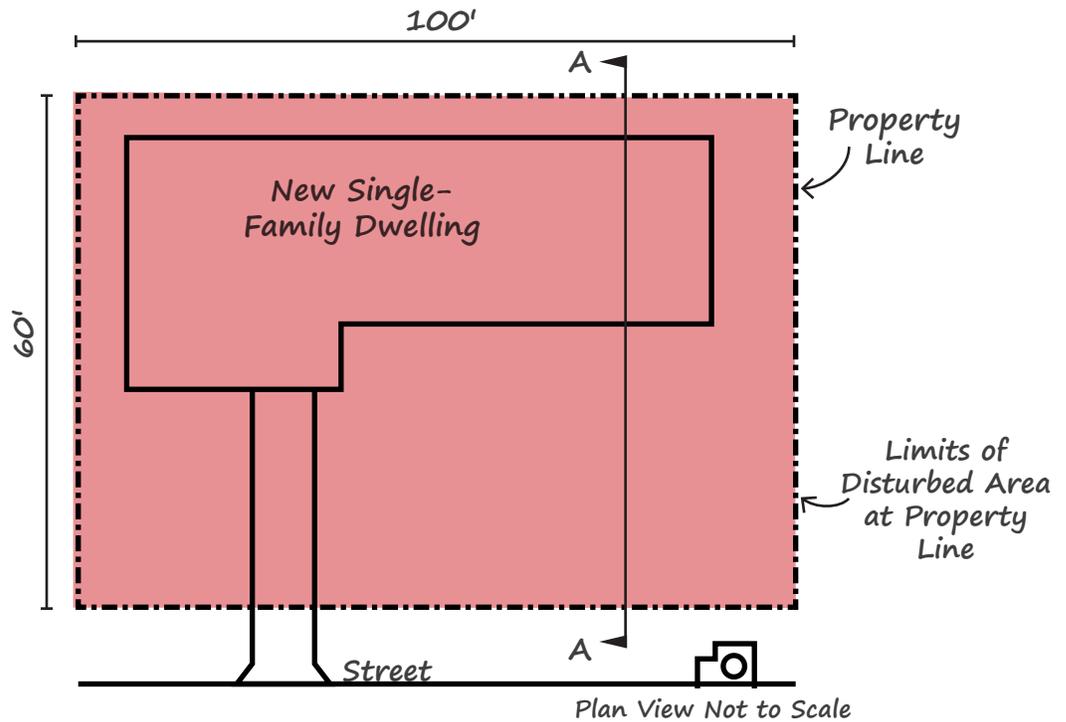
Check this box to designate the person below as the ESCP Coordinator. If this box is checked, Appendix A is not required to submit, unless revising, or adding a new ESCP Coordinator to inspect this project.

<u>Jane Doe</u>	<u>Jane Doe</u>	<u>4/4/2019</u>
ESCP Coordinator Name <small>(if different from owner/ authorized agent)</small>	<small>Signature</small>	<small>Date</small>

Certification #: 1111 Phone: 808-2222 Email: jane.doe@email.com

Mailing Address: 5678 Island Way, Honolulu, HI 96855

CASE STUDY 3: NEW SINGLE-FAMILY DWELLING (CATEGORY 1B)



DISTURBED AREA

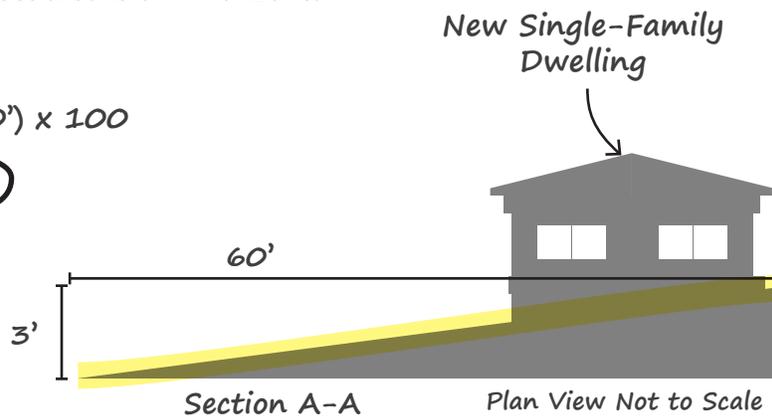
The entire lot will be disturbed.

$$\begin{aligned}
 \text{Total Disturbed Area} &= \text{Lot Area} \\
 &= 60' \times 100' \\
 &= 6,000 \text{ Square Feet}
 \end{aligned}$$

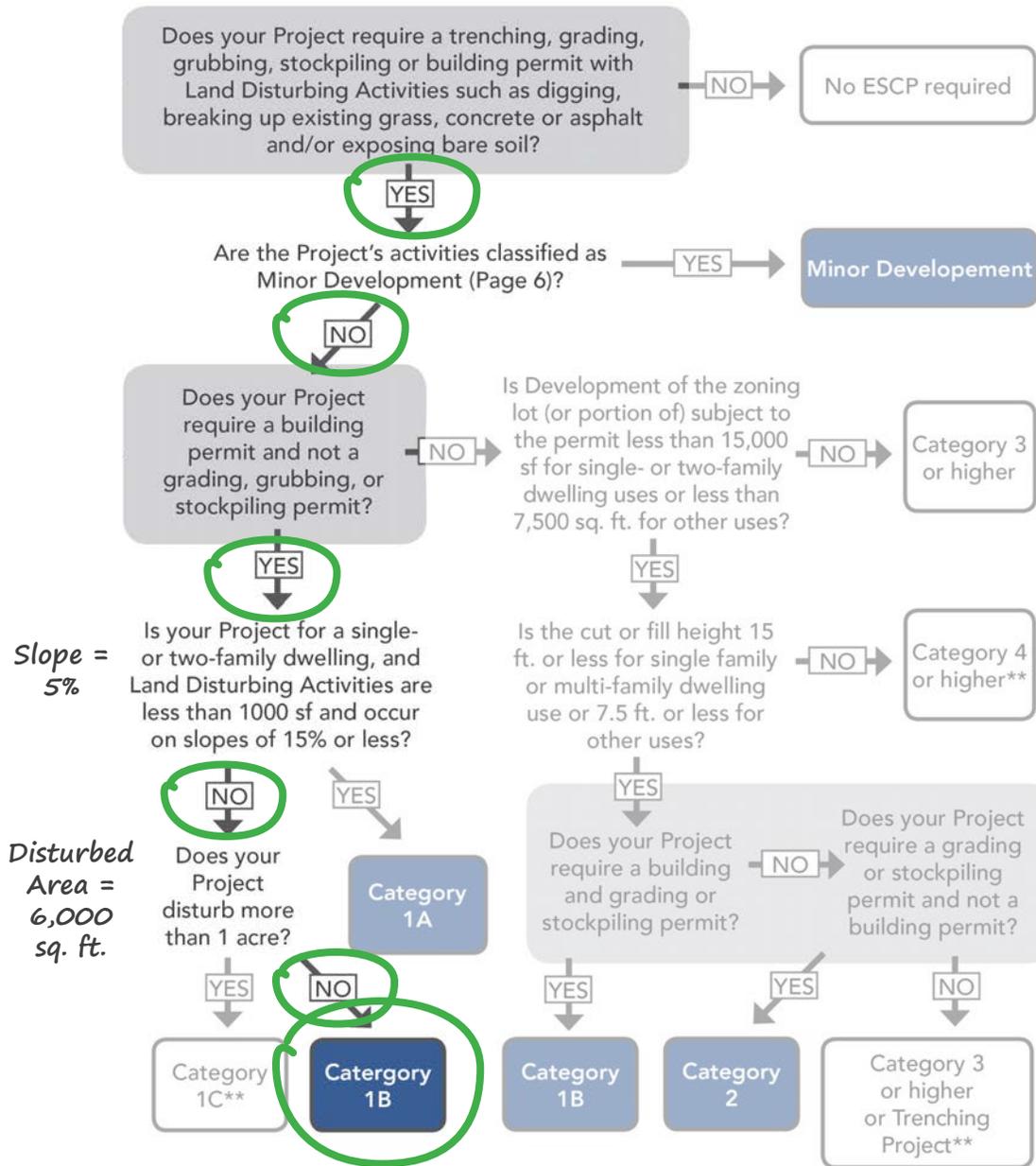
SLOPE

Elevation change of project area is 3' in horizontal distance of 60'.

$$\begin{aligned}
 \% \text{ Slope} &= (3' \div 60') \times 100 \\
 &= 5\%
 \end{aligned}$$



CASE STUDY 3: NEW SINGLE-FAMILY DWELLING (CATEGORY 1B)



PROJECT REQUIREMENTS

- Building permit for new single-family dwelling
- Erosion and Sediment Control Plan (Category 1B)

CASE STUDY 3: NEW SINGLE-FAMILY DWELLING (CATEGORY 1B)

Appendix B



City and County of Honolulu

Erosion and Sediment Control Plan Small Project Template
for Categories 1A, 1B and 2

Construction Site Project Name: Mr. Smith's New Single-Family Dwelling

Physical Site Address: 1234 O'ahu Street

Building Permit Application Number: 2018-00-0000

Disturbed Area (square-feet)*: 6,000 sq. ft.

*Disturbed area includes the project area, construction access on unpaved surfaces, and storage/ staging area(s).

Instructions:

Use this template to prepare an Erosion and Sediment Control Plan (ESCP) for projects under the City and County of Honolulu, Department of Planning and Permitting (DPP) Categories 1A, 1B, and 2. This ESCP may be prepared and must be signed by the property owner or an authorized agent designated by the owner. Submit a completed ESCP with the building permit application and keep a copy of the approved ESCP on the job site at all times. Any changes to the approved ESCP must be approved by the DPP.

Refer to the guidance booklet "How to Prepare Erosion and Sediment Control Plan for Small Construction Projects" available on DPP's website @ www.honolulu.dpp.org for more information on each BMP below. Select the BMPs which will be used at the site and if not used, provide a brief explanation for why it is not needed or impracticable for the site.

Designate a certified ESCP coordinator for the project by providing the information on page 6 of this template or sending written notice to DPP (the form is available on DPP's website). The ESCP coordinator is responsible for performing inspections before construction starts and at least once every 30 days until permanent stabilization is in place.

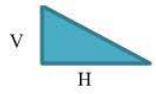
I. EROSION PREVENTION BMPs: practices that prevent erosion from occurring.

1. Permanent Stabilization (REQUIRED)

- Prior to closing of any permit(s) permanent stabilization must be in place which includes the following requirements:
- All exposed disturbed areas must be permanently stabilized with ground covering such as vegetation, gravel, or pavers;
 - Rain gutters, downspouts, and channelized flows must be installed and functioning as designed;
 - In seeded areas, grass or vegetation must cover at least 90 percent of the disturbed soils or must be temporary stabilized while it is growing;
 - Temporary measures, such as sediment barriers, should be removed when permanent measures are in place;
 - All paved surfaces must be clean; and
 - Storm drain inlet filters must be removed after all cleanup activities have been completed.

2. Slope Management and Protection (Category 1B and 2 only)

Areas disturbed on a slope greater than 15% must be protected when work is inactive for seven (7) days or more.



To find the slope, divide the vertical height of your slope by the horizontal length of your slope and multiply by 100. For example, if your slope measures 3 feet vertically, and 10 feet horizontally, your slope would be $3 / 10 \times 100 = 30\%$.

- Check if will be used:
- | | |
|---|--|
| 1. Rolled erosion control products | <input type="checkbox"/> |
| 2. Hydraulic mulch or hydroseed | <input type="checkbox"/> |
| 3. Hydraulic or bonded fiber matrix | <input type="checkbox"/> |
| 4. Planting and/ or vegetation providing at least 70% surface cover | <input type="checkbox"/> |
| 5. Other: (please specify) | <input type="checkbox"/> |
| | <input checked="" type="checkbox"/> Will Not Use |

If this BMP will not be used, provide brief explanation:

Slopes are less than 15%.

CASE STUDY 3: NEW SINGLE-FAMILY DWELLING (CATEGORY 1B)

Appendix B

3. Temporary Stabilization (Category 1B and 2 only)	
Use one or more of the following to protect disturbed areas that will not be worked on within 14 days:	Check if will be used:
1. Rolled erosion control products	<input type="checkbox"/>
2. Hydraulic mulch or hydroseed	<input type="checkbox"/>
3. Hydraulic or bonded fiber matrix	<input type="checkbox"/>
4. Planting and/or vegetation providing at least 70% surface cover	<input type="checkbox"/>
5. Other: (please specify)	<input type="checkbox"/>
	<input checked="" type="checkbox"/> Will Not Use
If this BMP will not be used, provide brief explanation:	
<i>Do not anticipate delays of 14 days or more.</i>	
II. SEDIMENT CONTROL BMPs: practices to prevent soil and sediment from leaving the project site and entering storm drains during rain events.	
1. Perimeter Controls	
Sediment fences or barriers shall be used at the perimeter of all disturbed areas where there is potential for runoff to flow off the project site, Barriers may include gravel bags, sand bags, fiber rolls, silt fences, compost socks, or an equivalent BMP that intercepts runoff.	<input checked="" type="checkbox"/> Will Use <input type="checkbox"/> Will Not Use
If this BMP will not be used, provide brief explanation:	
2. Storm Drain Inlet Protection	
Inlet protection is required over storm drains that may receive runoff from your site unless those inlets drain to a sediment basin or trap. Inlet protection should be removed during severe storm events to prevent flooding.	<input checked="" type="checkbox"/> Will Use <input type="checkbox"/> Will Not Use
If this BMP will not be used, provide brief explanation:	
III. GOOD HOUSEKEEPING BMPs: practices that prevent pollution by limiting or reducing potential pollutants at their source.	
1. BMP and Site Maintenance (REQUIRED)	
Regularly inspect and maintain BMPs to ensure continued performance.	
2. Dust Control	
Use one of the following to control dust:	Check if will be used:
1. Mulching to a depth of one inch or more	<input type="checkbox"/>
2. Sprinkling exposed soils with water to maintain moistness	<input checked="" type="checkbox"/>
3. Vertical dust barriers	<input type="checkbox"/>
	<input type="checkbox"/> Will Not Use
If this BMP will not be used, provide brief explanation:	
3. Concrete Waste Management	
Conduct washout off-site or perform onsite in a designated area, away from water bodies, channels, or storm drains. Construct and maintain washout to contain all liquid and concrete waste generated.	<input type="checkbox"/> Will Use <input checked="" type="checkbox"/> Will Not Use
If this BMP will not be used, provide brief explanation:	
4. Stockpile Management	
Locate stockpiles away from drainage ways or other areas of concentrated flows. Use a barrier around stockpiles and cover if they will not be actively used within seven (7) days.	<input checked="" type="checkbox"/> Will Use <input type="checkbox"/> Will Not Use
If this BMP will not be used, provide brief explanation:	
5. Vehicle Tracking Control	
Restrict vehicle traffic to properly designated areas and remove sediment from vehicle tires prior to exiting the project site. All sediments that are tracked or discharged off-site must be swept or vacuumed at the end of each day.	<input checked="" type="checkbox"/> Will Use <input type="checkbox"/> Will Not Use
If this BMP will not be used, provide brief explanation:	

CASE STUDY 3: NEW SINGLE-FAMILY DWELLING (CATEGORY 1B)

Appendix B

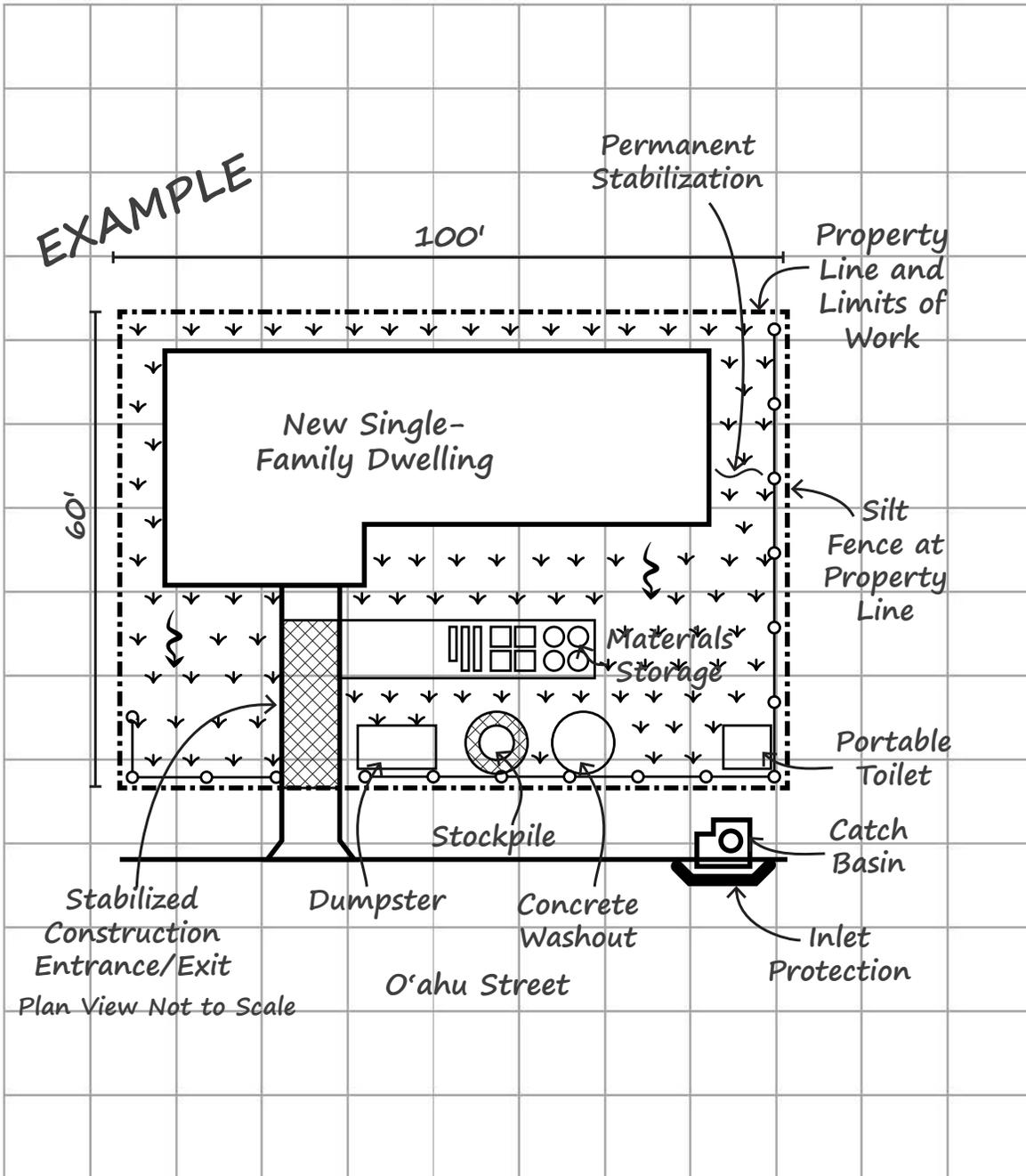
6. Material Delivery, Storage and Use Management	
Minimize the storage of potential pollutants onsite, store materials in a designated area, and install secondary containment. Do not store materials in buffer areas, near areas of concentrated flow, or areas abutting the City storm drainage system, receiving waters, or drainage improvements that discharge off-site.	<input checked="" type="checkbox"/> Will Use <input type="checkbox"/> Will Not Use
If this BMP will not be used, provide brief explanation:	
7. Spill Prevention and Control	
Keep ample supply of cleanup materials onsite. Clean up spills immediately, using dry clean-up methods where possible, and dispose of used materials properly.	<input checked="" type="checkbox"/> Will Use <input type="checkbox"/> Will Not Use
If this BMP will not be used, provide brief explanation:	
8. Solid Waste Management	
Provide designated waste collection areas for solid waste or construction and demolition waste, collect trash daily, and dispose at authorized disposal areas.	<input checked="" type="checkbox"/> Will Use <input type="checkbox"/> Will Not Use
If this BMP will not be used, provide brief explanation:	
9. Portable Toilets (Sanitary/ Septic Waste Management)	
Temporary and portable sanitary and septic waste systems shall be mounted or staked in, well-maintained and scheduled for regular waste disposal and servicing.	<input checked="" type="checkbox"/> Will Use <input type="checkbox"/> Will Not Use
If this BMP will not be used, provide brief explanation:	
10. Liquid Waste Management BMPs	
Contain liquid wastes in a holding pit, sediment basin, roll-off bin, or portable tank of sufficient volume to contain the liquid wastes generated.	<input type="checkbox"/> Will Use <input checked="" type="checkbox"/> Will Not Use
If this BMP will not be used, provide brief explanation:	
<i>Will not generate liquid waste.</i>	
11. Vehicle and Equipment Cleaning, Fueling, and Maintenance	
Prevent pollutants in storm water from vehicle and equipment cleaning, fueling and maintenance by using off-site facilities when feasible, performing work in designated areas only, using spill pads under vehicles and equipment, checking for leaks and spills, and containing and cleaning up spills immediately.	<input checked="" type="checkbox"/> Will Use <input type="checkbox"/> Will Not Use
If this BMP will not be used, provide brief explanation:	
12. Hazardous Waste Management	
Prevent or reduce the discharge of pollutants to storm water from hazardous waste through proper material use and waste disposal.	<input checked="" type="checkbox"/> Will Use <input type="checkbox"/> Will Not Use
If this BMP will not be used, provide brief explanation:	
13. Contaminated Soil Management	
Contain contaminated material soil by surrounding with impermeable lined berms or cover exposed contaminated material with plastic sheets. Contaminated soil should be disposed of properly in accordance with all applicable regulations.	<input type="checkbox"/> Will Use <input checked="" type="checkbox"/> Will Not Use
If this BMP will not be used, provide brief explanation:	
<i>No known contamination on site.</i>	

CASE STUDY 3: NEW SINGLE-FAMILY DWELLING (CATEGORY 1B)

Appendix B

SITE DIAGRAM

Provide a drawing of your site below or attach another map. Include the building outlines, property boundary or fence line, the limits of where your work will be located, flow arrows indicating direction of storm water runoff, location of BMPs, and any storm drains within 50 feet of your property. The drawing does not need to be to scale.



CASE STUDY 3: NEW SINGLE-FAMILY DWELLING (CATEGORY 1B)

Appendix B

PROJECT SCHEDULE

Use the table below or attach a separate project schedule to this ESCP. Project schedules must establish a sequence of all planned actions and activities on the project site, including, but not limited to, all land disturbing activities, the implementation of the BMPs identified in the project ESCP, scheduled inspections and maintenance of BMPs, and the removal of temporary BMPs. The project schedule shall include specific dates or project milestones i.e. install BMPs – 1 day, clear & grub - 2 days, construction – 2 weeks, stabilize disturbed areas – 1 day, remove BMPs – after vegetation is 90% established.

PROJECT SCHEDULE	
Action	Timeline or Date
Notify the Department of Planning and Permitting of Project Start Date - 768-8132 or dpp.npdes@honolulu.gov	2 weeks before starting work
<i>Install BMPs</i>	<i>1 day</i>
<i>Clear site</i>	<i>3 day</i>
<i>Construct house</i>	<i>4 months</i>
<i>Plant grass and landscaping</i>	<i>2 weeks</i>
<i>Remove BMPs after grass and landscaping is established</i>	<i>1 day</i>

RAIN RESPONSE PLAN

The following will be performed when severe rain is forecast:
<ul style="list-style-type: none"> Temporarily suspend land disturbing activities including clearing, grubbing, grading and trenching. Inspect all BMPs and maintain as needed. Reinstall BMPs that were removed due to active work in the area. If a severe storm is expected, remove inlet protection devices to prevent flooding on surrounding streets. Cover or relocate material stockpiles and liquid material containers to avoid contact with rainwater. Place spill pans or oil-only spill pads under construction vehicles to prevent runoff from contacting any spilled petroleum products. Properly dispose of any accumulated oily water after the rain event. Re-inspect project site after the rain event and replace or maintain BMPs as needed.
Other: (please specify)

CASE STUDY 3: NEW SINGLE-FAMILY DWELLING (CATEGORY 1B)

Appendix B

ESCP CERTIFICATION

Construction Site Project Name: Mr. Smith's New Single-Family Dwelling
 Physical Site Address: 1234 O'ahu Street
 Building Permit Application Number: 2018-00-0000

- 1) By signing, you acknowledge that erosion prevention, sediment control, and good housekeeping BMPs in this ESCP are mandatory conditions of your building and/or grading permit and are subject to inspection and enforcement by the Department of Planning and Permitting, in accordance with Section 20-3-7 of the Rules Related to Water Quality.
- 2) If the proposed land disturbing work will be performed in the city sidewalk or right-of-way and/or best management practices installed in the sidewalk area (area between the property line and edge of pavement), the owner is responsible for obtaining a Permit for Street Usage from the Department of Transportation Services, 650 S. King Street, 2nd Floor, Honolulu, Hawaii, 96813.
- 3) The owner is responsible for installing appropriate barricades, flashers, and signage for pedestrian and vehicular safety, and removing the inlet protection(s) before a storm event to prevent flooding of the road and after the project site is completely stabilized.

John Smith

Owner / Authorized Agent Name*
(*Provide Letter Designating Authorized Agent Form if different from owner)

John Smith
 Signature

4/4/2019

Date

Check this box to designate the person below as the ESCP Coordinator. If this box is checked, Appendix A is not required to submit, unless revising, or adding a new ESCP Coordinator to inspect this project.

Jane Doe

ESCP Coordinator Name
(if different from owner/ authorized agent)

Jane Doe
 Signature

4/4/2019

Date

Certification #: 1111 Phone: 808-2222 Email: jane.doe@email.com

Mailing Address: 5678 Island Way, Honolulu, HI 96855

INSPECTION SAMPLE FORM

Appendix C

City and County of Honolulu



EXAMPLE

Construction Site BMPs Inspection Checklist For CCH Category 1A, 1B, 2, 3, and 4 and Trenching Projects

General Information							
Project Name:	Mr. Smith's New Single-Family Dwelling						
ESCP Coordinator:	Ms. Jane Doe						
Location:	1234 O'ahu Street						
Owner/Authorized Agent:	John Smith						
Contractor:	ABC Contracting						
1. City Permit (check all that apply)	<input checked="" type="checkbox"/> Building #: <input type="checkbox"/> Grubbing #: <input type="checkbox"/> Trenching #: Exp. Date:						
2. Other Permits (list all):							
Inspection Type							
<input type="checkbox"/> Pre-construction inspection <input checked="" type="checkbox"/> Regular Monthly Inspection (Category 1A, 1B, 2) <input type="checkbox"/> Regular Weekly Inspection (Category 3, 4, Trenching) <input type="checkbox"/> Re-inspection							
Project Phase (check all that apply)							
<input type="checkbox"/> Mobilization / Demolition <input type="checkbox"/> Grubbing / Clearing <input checked="" type="checkbox"/> Infrastructure / Utilities <input checked="" type="checkbox"/> Building Construction <input type="checkbox"/> Final Grading <input type="checkbox"/> Final Stabilization							
Records Review (If "No" is checked for any of the following columns, complete Deficiencies / Corrective Action Report on page 3.)							
Pre-Construction Inspection	Available at Site						
Weekly or Monthly Construction Inspections	Complete, Signed, and Current						
Erosion and Sediment Control Plan (ESCP)							
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;"> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No </td> <td style="width: 50%; text-align: center;"> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td style="text-align: center;"> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No </td> <td style="text-align: center;"> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td style="text-align: center;"> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No </td> <td style="text-align: center;"> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> </table>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No						
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No						
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No						

INSPECTION SAMPLE FORM

Appendix C

Construction BMP Inspection Results (Mark the BMPs that are required per Plan for each column)

Construction BMP	Erosion Prevention		Sediment Control		Good Housekeeping	
	Installed / Maintained	Number of Deficiencies	Installed / Maintained	Number of Deficiencies	Installed / Maintained	Number of Deficiencies
<input checked="" type="checkbox"/> Project Planning and Design	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N		<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> N <input type="checkbox"/> 2	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> N <input type="checkbox"/> 4
<input checked="" type="checkbox"/> Project Scheduling	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N		<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> N <input type="checkbox"/> 1	<input type="checkbox"/> Y <input type="checkbox"/> N	
<input checked="" type="checkbox"/> Slope Management and Protection	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input type="checkbox"/> 1	<input type="checkbox"/> Y <input type="checkbox"/> N		<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> N <input type="checkbox"/> 2
<input checked="" type="checkbox"/> Temporary Stabilization	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> N <input type="checkbox"/> 1
<input checked="" type="checkbox"/> Permanent Stabilization	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N		<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	
<input type="checkbox"/> Diversion BMPs to divert runoff from upstream areas around disturbed areas	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> N <input type="checkbox"/> 2
<input type="checkbox"/> Velocity Dissipation Devices	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	
<input type="checkbox"/> Other:	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	
<input checked="" type="checkbox"/> BMP and Site Maintenance	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N		<input type="checkbox"/> Y <input checked="" type="checkbox"/> N		<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
<input type="checkbox"/> Dust Control	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	
<input checked="" type="checkbox"/> Material Delivery, Storage, and Use BMPs	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> N <input type="checkbox"/> 2
<input checked="" type="checkbox"/> Stockpiling Management	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> N <input type="checkbox"/> 1
<input checked="" type="checkbox"/> Spill Prevention and Control	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N		<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	
<input checked="" type="checkbox"/> Solid Waste Management	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> N <input type="checkbox"/> 2
<input type="checkbox"/> Hazardous Waste Management	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	
<input type="checkbox"/> Contaminated Soil Management	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	
<input checked="" type="checkbox"/> Concrete Waste Management	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N		<input type="checkbox"/> Y <input checked="" type="checkbox"/> N		<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	
<input checked="" type="checkbox"/> Sanitary / Septic Waste Management	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N		<input type="checkbox"/> Y <input checked="" type="checkbox"/> N		<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	
<input type="checkbox"/> Liquid Waste Management	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	
<input type="checkbox"/> Vehicle & Equipment Cleaning	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	
<input type="checkbox"/> Vehicle & Equipment Fueling	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	
<input type="checkbox"/> Vehicle & Equipment Maintenance	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	
<input checked="" type="checkbox"/> Vehicle Tracking Control	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N		<input type="checkbox"/> Y <input checked="" type="checkbox"/> N		<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> N <input type="checkbox"/> 2
<input checked="" type="checkbox"/> Stabilized Construction Entrance and Exit	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N		<input type="checkbox"/> Y <input checked="" type="checkbox"/> N		<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> N <input type="checkbox"/> 2
<input type="checkbox"/> Dewatering Operations BMPs.	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	
<input type="checkbox"/> Other:	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	

EXAMPLE

INSPECTION SAMPLE FORM

Appendix C

Deficiencies / Corrective Action Reports					
Item No.	Location	Description of Deficiency	Date Corrected	Action Taken	ESCP amendment required (Y/N)
1	Front Driveway of Property	Sediment Tracking onto Roadway	8/16/18	Swept Roadway. Added BMPs	Y
2	Sidewalk Area	Unprotected Soil Stockpiles on Sidewalk	8/16/18	Protected Stockpile	Y
3	East Side of Property	Sediment Discharge onto Roadway	8/16/18	Swept Roadway. Added BMPs	Y
4	Southwest Corner of Property	Unprotected Exposed Slope	8/16/18	Swept Roadway. Added BMPs	Y

EXAMPLE

Ms. Jane Doe
 ESCP Coordinator
 Signature: *Jane Doe*
 Date: 4/4/2019

INSPECTION SAMPLE FORM

Appendix C

Deficiencies / Corrective Action Reports (attach additional pages as needed)

Photo # 1



Taken By: Jane Doe Date: 4/4/2019d

Description: 1234 O'ahu Street

Comments:
Sediment tracking onto roadway. Recommend sweeping road to remove any dirt tracked and installing entrance protection with gravel or other means to prevent tracking. Recommend installing perimeter and slope protection BMPs.

Status: Completed Priority: High

Corrected by (initials) JD Date: 4/4/2019

Comments:
Swept roadway and installed biosock along perimeter. Placed down 6" layer of gravel with blanket filter fabric lining underneath at entrance.

Rev. 7/30/2018

Photo # 2



Taken By: Jane Doe Date: 4/4/2019

Description: 1234 O'ahu Street

Comments:
Illegal unprotected stockpile stored on sidewalk. Recommend moving stockpile onto property and protecting with perimeter control and possibly covering material.

Status: Completed Priority: High

Corrected by (initials) JD Date: 4/4/2019

Comments:
Swept roadway and moved stockpile onto property. Installed biosock around stockpile and covered with tarp.

Page 4 of 4

EXAMPLE

INSPECTION SAMPLE FORM

EXAMPLE

Appendix C

Deficiencies / Corrective Action Reports (attach additional pages as needed)

Photo # 1



Taken By: Jane Doe Date: 4/4/2019

Description: New single-family dwelling at 1234 O'ahu Street

Comments: Lack of perimeter control BMPs and evidence of sediment discharge onto roadway. Recommend installing sediment control BMPs at perimeter and protecting exposed soil. Sweep and remove soil residue off road. Remove construction materials and store properly.

Status: Completed Priority: High

Corrected by (initials) JD Date: 4/4/2019

Comments: Swept roadway and installed biosock and silt fence at perimeter. Removed construction materials and disposed properly.

Photo # 2



Taken By: Jane Doe Date: 4/4/2019

Description: New single-family dwelling at 1234 O'ahu Street

Comments: No slope protection and lack of BMPs at perimeter, signs of sediment discharge onto sidewalk. Recommend protecting slope with matting and install sediment control BMPs at perimeter. Sweep and remove soil off sidewalk. Remove construction materials off sidewalk and store properly. Clean inlet.

Status: Completed Priority: High

Corrected by (initials) JD Date: 4/4/2019

Comments: Swept sidewalk and cleaned inlet of debris and sediment. In stalled silt fence at the bottom of slope and placed matting over slope. Removed construction materials and disposed properly.

DEPARTMENT OF PLANNING AND PERMITTING CONTACTS

Storm Water Building Permit
Related Questions 768-8230

Storm Water Grading Permit
Related Questions 768-8216 or
768-8217

ONLINE INFORMATION AND TRAINING RESOURCES

Erosion and Sediment Control Plan Coordinator Certification Training: q-r.to/DPP-SWQ



Forms/Templates:

www.honoluludpp.org/ApplicationsForms/StormwaterQuality.aspx

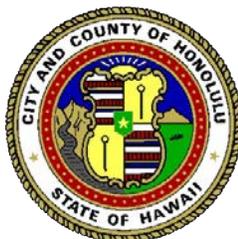
ENVIRONMENTAL HERO AND GOOD NEIGHBOR AWARDS

Every two years the City and County of Honolulu Department of Facility Maintenance, Storm Water Quality Branch identifies one construction contractor for the Environmental Hero Award and one developer for the Good Neighbor Award.

The City selects awardees based on site inspection data which demonstrates a business' outstanding efforts to comply with storm water regulations on their projects.

Previously recognized businesses not only took great care of their projects, but entire neighborhoods by creating effective systems to prevent site runoff, providing extensive training to personnel and demonstrating effective pollution prevention.

The chosen businesses are recognized in various advertisements and invited to a recognition ceremony where they are personally thanked by the Mayor's office.





BE AN EVERYDAY
CLEAN WATER

