**Muncie / Delaware County /Yorktown**

**SWPPP Submittal Procedure 2015**

All land grading disturbances of one acre or more require an approved erosion control plan, SWPPP. Plans must be submitted to the Muncie / Delaware Stormwater Management Office, located at 5150 W. Kilgore Ave., Building # 8, Muncie, Indiana, 47304. Plans must be submitted at least 30 days prior to excavating activities.

**We *do not* complete reviews for properties owned by Ball State University or within the Towns of:**

* Daleville, Eaton, Albany, Selma, Gaston

Review is completed using the form created by IDEM and posted on this site. Following this format will result in a quicker, more efficient review.

In addition to this form, the following items must be included:

* SWPPP **MUST** reference the Indiana Stormwater Quality Manual (ISWQM)
* SWPPP **MUST** contain a notation that all spills must be reported to both IDEM Spill Response 1-888-233-7745 and the MSD Bureau of Water Quality (765) 747-4896.
* Details for Best Management Practices must only include those that may be used on this site.
* Details must comply with the ISWQM.
* Any additional permits from DNR, IDEM, or the USACE required for the project must be forwarded to this office when received.
* Concrete washout details must be included if there will be concrete poured at the site. The location may be up to the contractor.
* If dewatering will occur, SWPPP must include a notation to contact this office prior to dewatering.
* Any offsite fill/borrow areas must be reported to this office.
* Post Construction BMPs must be individually listed, along with maintenance guidelines for the property owner once construction is complete.
* A pre-construction meeting with the owner, contractor, and appointed “trained individual” will be required.

Once plan has been approved by Stormwater Management, applicant must complete and submit a Notice of Intent to IDEM. A copy of the NOI must also be submitted to this office. Both offices must be notified 48 hours prior to beginning grading activities.

During the construction process, the contractor shall be responsible to inspect and maintain all quality measures weekly, and after each rain event of ½” or more. Inspections records must be maintained and presented upon request by local or IDEM inspectors.

When all construction is complete, temporary measures have been removed, and vegetation is established, Stormwater Management must complete a final release inspection. Applicant must file a Notice of Termination with IDEM and submit a copy to this office.

**Muncie/Delaware/Yorktown**

**Stormwater Management**

**5150 W. Kilgore Ave., Bldg 8**

**Muncie, In 48304**

[**tcecil@msdeng.com**](mailto:tcecil@msdeng.com)

**(765) 747-4896 x 31**