

**CITY OF PLANO PROJECTS  
INSTRUCTIONS FOR SW3P  
NARRATIVE PLAN SHEET  
FOR SMALL CONSTRUCTION SITES  
(1 ACRE TO LESS THAN 5 ACRES)**

**STEP 1: DETERMINE THE DISTURBED LAND AREA FOR THE PROJECT:** This determines the TPDES Construction General Permit requirements for the job. Small construction sites are defined as disturbing from 1.0 acre to less than 5.0 acres of land. This area includes actual construction areas, pavement removal areas, staging/storage areas, access routes from paved surfaces, stockpile areas, etc. For City projects add a minimum of 0.5 acres for staging/storage areas on the project. The final disturbed land area shall be calculated from the City of Plano approved construction plans for the project including but not limited to the grading plans, paving plans, building plans, utility plans, erosion control plans and landscaping plans.

**STEP 2: CITY PROJECT PROCESS:** For City of Plano construction projects with more than one acre of disturbed land area the City is the Owner Operator and is required to obtain TPDES General Permit coverage for the project. This item cannot be assigned solely to the Contractor. The Contractor is the day-to-day Operator and is also required to obtain permit coverage for the project.

The Design Contract scope of services for City construction projects indicates that the design consultant will prepare a shared Storm Water Pollution Prevention Plan (SW3P) for the project in accordance with the Texas Commission on Environmental Quality (TCEQ) TPDES General Permit and the City of Plano requirements.

The Standard SW3P Narrative Sheet for City CIP Projects will be prepared by the City's Design Consultant for the City project and be included in the construction drawing set. The SW3P Narrative Sheet with the construction erosion control plans, the project bid manual and the Construction Site Notices (CSN<sub>SM</sub>) will comprise the SW3P for the project. The Design Consultant will prepare the majority of items on the SW3P Narrative Sheet as part of the site design leaving several items to be completed by the selected Contractor for the City project. The use of the fillable pdf SW3P narrative sheets is required. Re-typed forms or drawings similar to these sheets will not be accepted.

The City of Plano will utilize a shared SW3P on each City project that requires TCEQ General Permit coverage, which means the City and the Contractor responsible for implementing the SW3P on a day-to-day basis will use the same SW3P with identified responsibilities.

The City and the contractor shall provide each other with a copy of their Small Construction Site Notices (CSN<sub>SM</sub>) at the pre-construction meeting. The City will

provide one copy of the construction plans and bid manual at the pre-construction meeting that will be designated as the SW3P record set. The following information will be written into the SW3P record set at the pre-construction meeting:

- The contractor's name, address, contact person's name and phone number. (Part III, Section A)
- The name of the contractor's inspector(s), their company name and contact phone number. (Part III, Section F.7)
- The name of the City's inspectors and their phone numbers. (Part III, Section F.7)
- The contractor's selected day for inspections. (Part III, Section F.7)
- The City's selected day for inspections. (Part III, Section F.7)

The Contractor and the City of Plano will each be responsible for providing qualified inspectors for the project to perform required SW3P inspections on a weekly basis. The TPDES General Permit requires all Operators on a project to perform SW3P inspections.

City Project Managers will have the flexibility on their project to either bid the implementation of the SW3P as a pay item or making it incidental to other project pay items. Inspection reports for sites that are in full compliance with the TPDES General Permit must be properly certified by the Operator. Inspectors cannot certify inspection reports unless they are authorized in writing by the Operator and this authorization is copied to TCEQ and the City.

EPA and TCEQ consider the SW3P for a construction site as a "living document" that should be modified and kept up-to-date as the project progresses. Both entities have jurisdiction within the State of Texas and may enforce the TPDES General Permit in response to complaints.

**STEP 3: PREPARE THE SW3P NARRATIVE SHEETS:** Open the pdf document for the CITY OWNED/FUNDED; Small CIP SW3P and perform a "Save As" command to save the document on your computer. Do not use the Adobe "Snapshot" tool to copy the document, it will usually result in a poor quality, illegible ½ size reproduction. You may either print a copy as-is and complete the information by hand or fill in the document electronically and save it with your drawing files. Either way, legible copies of the completed sheets will be required in all approved construction plan sets approved for the project by the City of Plano.

The Part and Section references on the following instructions refer to the 2018 TPDES Construction General Permit where the actual requirements for the SW3P are spelled out. The City Project Manager is responsible for reviewing the SW3P Narrative Sheet and project erosion control plans to ensure that the project is in compliance with City of Plano ordinances and policies.

The instructions for completion of the SW3P Narrative Plan Sheet are as follows:

### **SW3P NARRATIVE SHEET INSTRUCTIONS**

The City of Plano has developed the SW3P Narrative Sheet as a fillable pdf form in 22" x 34" format for use by our design consultants. The standard text on these sheets is not to be changed or revised and only the areas on the fillable pdf that allow insertions will be used.

#### **Title Block Information**

Insert the project name in the large text box provided (Up to 2 lines with 47 characters per line). This is the project title from your design contract for the City project.

Insert the City assigned project number for the site in the text box provided. This is either a simple four digit number (XXXX) or a four digit number with a one or two digit decimal (XXXX.XX).

Insert the date the sheet was prepared (XX/XX/XX).

The "Completed By" box should include the name, address (or email) and phone number of the person/firm (Up to 3 lines with 44 characters) that completed the SW3P Narrative Sheet.

The Plan Sheet No. should be the sequential page number where the sheet is found in the construction plan set.

The SW3P Narrative Sheet is not required to be signed and sealed by a professional engineer, but the erosion control plans shall be.

#### **Part III, Sec. A.1 – Operators**

The Contractor's information will be added to the official SW3P record set at the pre-construction meeting.

The Design Consultant will enter the project's City Department name (1 line, 27 characters), the City contact person (1 line, 19 characters) and their phone number in the appropriate blanks as part of the plan preparation process. Normally the City contact person on a project is the City Project Manager for the project.

#### **Part III, Sec.F.1.a – Description of Project**

The Design Consultant will enter the City project name (1 line, 27 characters), the City project number and a brief written description of the construction project (3 lines, up to 49 characters per line. Does not auto scroll.) to be covered by this SW3P. This should not be any longer than one or two sentences and should be similar to the following example:

Example:      Proj. Name: Custer Road Reconstruction      Proj. No. 5996  
                 Roadway reconstruction including water, sanitary sewer and storm  
                 drainage improvements.

#### **Part III, Sec.F.1.b – Potential Pollutants and Sources**

The Design Consultant will mark the checkbox of the potential pollutants that can be anticipated for the type of construction being done. The first four items are

already checked since they will always be a potential pollutant for any construction site disturbing more than one acre. If there are other potential pollutants on the site other than those listed, add them to the lines after "Others" (1 line, 48 characters) and mark that checkbox.

The following are examples of additional checkboxes that will be checked for the type of construction listed:

- **Re-grading and establishing permanent ground cover on an athletic field** – Additional boxes to check include: Fertilizer and Pesticides.
- **New building construction including underground utilities and parking lot** – Additional boxes to check include: Dewatering, concrete saw water, hydrated lime (if used in paving sub-grade), waste concrete, concrete curing compound, paints & solvents, fertilizer, pesticides, hypo-chlorinated water, and boring mud.
- **Water line reconstruction** – Additional boxes to check include: Dewatering, concrete saw water, waste concrete, concrete curing compound and hypo-chlorinated water.

### **Part III, Sec.F.1.c – Intended Schedule of Land Disturbing Activity**

The seven erosion control phases shown on the Narrative Sheet shall be used on the Site Maps (i.e. erosion control plans) to indicate when temporary BMPs are planned to be installed and removed. Their order on the list shall not be changed.

The first two phases on the list, 1 - Installing Initial BMPs and 2 - Grading & Demolition, will always be used on a project disturbing more than one acre. Based on your project's scope of work, determine if the next three phases listed will be included for your project.

- Underground (U.G.) Utility Installation including sanitary sewer lines, water lines & hydrants, irrigation lines, storm drain pipe, drainage inlets, gas lines, telephone conduit, CATV lines, duct banks, etc.
- Paving Operations including subgrade preparation, formwork installation, reinforcing steel installation, pavement placement and curing operations.
- Building Construction including foundation preparation, foundation installation, construction of the building structure, interior & exterior finishing, etc.

For any of the above three that will not be in your project the Design Consultant will insert an "N/A" in the phase line on the Narrative Sheet.

The last two phases on the Narrative Sheet list, – Establish Permanent Ground Cover and – Remove Temporary BMPs, will always be used on a project disturbing more than one acre.

The Design Consultant will insert sequential numbering in the Phase column on the Narrative Sheet for all phases that do not contain an "N/A", starting with the first open line under Phase 2 and proceeding downward.

The Site Maps (i.e. erosion control plan) shall utilize the selected phases and each temporary BMP shown on the construction plans shall have a note indicating

the planned installation phase and the planned removal phase.

The Design Consultant will insert the Estimated Start Dates (Month and year) and Estimated End Dates (Month and year) for each of the phases that remain on the list. They will insert an "N/A" in any line that has an "N/A" in its phase line. **The Estimated Start Dates and Estimated End Dates must be included on the SW3P sheet.**

The Contractor shall write in the Actual Start Dates and Actual Complete Dates as the phases are started and completed for the project during construction.

**Example:** Proj. Name: Custer Road Reconstruction Proj. No. 5996  
Roadway reconstruction including water, sanitary sewer and storm drainage improvements.

<u>Phase</u>	<u>Description</u>
1	Install Initial BMPs
2	Grading & Demolition
3	U.G. Utility Installation
4	Paving Operations
N/A	Building Construction
5	Establish Perm. Gr. Cover
6	Remove Temp. BMPs

### **Part III, Sec.F.1.d – Site Area and Total Disturbed Area**

The Design Consultant will enter the Total Site Area in acres for the project. This is normally the lot area listed on the approved site plan, preliminary plat or recorded plat for the property. For City projects located within the City right-of-way the Site Area includes the entire right-of-way width from the start of the project area to the end.

The Design Consultant will enter the total acres of disturbed land area required for the project construction as listed on his signed and sealed erosion control plans for the project. Unless the construction plans specifically show a designated staging/storage area, the consultant will add a minimum of 0.5 acres to the calculated disturbed land area for the project. Disturbed land areas for the project include all construction areas, pavement removal areas, landscape areas, irrigation installation areas, etc. Disturbed areas should correspond to the areas shown for improvements on the City approved construction plans (Grading, paving, utilities, landscaping, etc.) for the project. The erosion control plans for each submittal to the City for review (e.g. Preliminary, 60% design and final) should include the calculated disturbed land area value and should show the limits of disturbed land area available for the contractor's use for construction.

Only sites that have from one to five acres of disturbed land area should use the small site SW3P Narrative Sheet. Some sites that are less than one acre of disturbed land area may be considered parts of larger common plans of development and also may be required to use this SW3P Narrative Plan Sheet. Consult with the City Engineering Department as early as possible to determine if this is the case for your project.

### **Part III, Sec.F.1.e – Soil Types on Site**

The Design Consultant will mark the checkbox of the soil types with the hydrologic soil group for each type of surface soil that is found on the project site. This information shall be based on the soil borings from the site or can be taken from the County Soil Surveys or the National Resource Conservation Society (NRCS) web site:

<http://websoilsurvey.nrcs.usda.gov/app/>

If the site contains a soil series that is not listed, insert the soil series name and its hydrologic soil group (1 line, 12 characters) at the end of the list and mark that checkbox.

### **Part III, Sec.F.1.g – Detailed Site Maps**

The Design Consultant will list the appropriate drawing sheet numbers where the construction erosion control plans and details can be found in the construction plan set. These should be located immediately after the standard SW3P Narrative Plan Sheet if they are on separate plan sheets from the other construction items.

### **Part III, Sec.F.1.h – Construction Support Activities**

Determine if possible, if there will be any of the listed support activities covered by this SW3P. The Design Consultant will mark the checkbox of the support activities to be covered or mark the checkbox for "None Applicable". The Design Consultant will also insert a brief location description for any support activities to be covered (1 line, 24 characters).

If during construction the City decides to add a support activity to the SW3P, the checkbox for the type and also the location information for any construction support activities may be revised. **Please note that by adding a new support activity to the project the disturbed land area for the SW3P may need to be adjusted and may prevent this small site SW3P form from being used.**

If a support activity is used on the project and does not qualify to be included in the SW3P, the support activity may have to obtain its own separate TPDES Construction General Permit coverage. **The City of Plano does not allow concrete batch plants to be covered by this shared SW3P as a support activity for City projects.**

### **Part III, Sec.F.1.i – Receiving Waters**

The Design Consultant will mark the checkbox of the waterway(s) that receives runoff from the construction site. This information is available on the City of Plano Storm Drainage Basin Map which is available on the City web site at the following link:

<http://www.plano.gov/DocumentCenter/View/3394>

At least one box must be checked in this section.

### **Part III, Sec.F.1.j – TPDES General Permit**

A copy of the TPDES General Permit is required to be included with the SW3P. For City of Plano projects a copy of the TPDES General Permit will be bound in the Contract Bid Manual for the project.

### **Part III, Sec.F.2 & 4 – Best Management Practices (BMPs)**

Development of the SW3P includes the design of the construction erosion control plans by a professional engineer in accordance with the City of Plano's Erosion Control Ordinance. Once these plans are complete, the Design Consultant will mark the checkbox of all temporary BMPs selected for use on the project. The BMPs listed on the Narrative Sheet have City approved details and/or specifications and their use is required for projects within the City of Plano. The Standard City Details indicated shall be provided in the approved construction plan set. If there are temporary controls other than those listed that are approved by the City, insert the name of the device/installation (1 line, 24 characters) on the line after "Other" and mark that checkbox.

### **Part III, Sec.F.3 – Permanent Stormwater Controls**

The City of Plano adopted Stormwater Quality Requirements in November 2017 requiring the installation and use of permanent BMPs. The Design Consultant will mark the checkbox of any permanent BMP planned to be installed during the construction process. The permanent BMPs listed are approved for City use. If there are permanent controls other than those listed that are approved by the City, insert the name of the device/installation (1 line, 24 characters) on the line after "Other" and mark that checkbox.

### **Part III, Sec.F.7 – Inspections of Controls**

All information required in this section will be added to the official SW3P record set at the pre-construction meeting.

### **Part III, Sec.F.7(c)iv – Water Use Restrictions**

The section on water use restrictions shall be completed by the Contractor for the project when the only work remaining on the project is the establishment of permanent ground cover.

### **Part II, Sec. E.2(d) – Obtaining Authorization to Discharge**

All Operators covered by this SW3P are required to notify the operators of the municipal separate storm sewer systems (MS4s) that directly receive runoff from the project site by sending them a copy of their CSN<sub>SM</sub>. The Design Consultant will mark the checkbox of any additional MS4 operators that will be notified about this project.

The City of Plano checkbox will always be marked and the City will require copies of the Contractor's CSN<sub>SM</sub> at the pre-construction meeting prior to the start of construction.