

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

GENERAL INFORMATION

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. It is rare for the disturbed land area on a small construction site to be equal to or less than the actual lot area. 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: DETERMINE WHO THE OPERATORS WILL BE: For private development projects within the City of Plano when more than one acre of land area is disturbed, the property owner will be required to obtain TPDES Construction General Permit coverage for the project. There are three allowable options for the owner and his contractor(s).

OPTION 1: OWNER AS SOLE OPERATOR – The property owner prepares a single SW3P for the construction site and obtains permit coverage. That person or firm is responsible for complying with all requirements of the Construction General Permit. This may be done personally or through the owner's agreements with hired laborers, contractors or companies.

OPTION 2: OWNER AND A SINGLE CONTRACTOR AS OPERATORS – The property owner and a contractor prepare a shared SW3P for the construction site and both obtain permit coverage. The shared SW3P shall indicate the responsibilities of each Operator relative to the requirements of the TPDES Construction General Permit.

OPTION 3: OWNER AND MULTIPLE CONTRACTORS AS OPERATORS – The property owner and multiple contractors prepare a shared SW3P for the construction site and all obtain permit coverage. This option also allows future contractors (e.g. Home builders) to sign on to the SW3P. The shared SW3P shall indicate the responsibilities of each Operator relative to the requirements of the TPDES Construction General Permit.

The City SW3P Narrative Sheets will be required to be used for projects in the City of Plano and shall be submitted for City review prior to releasing project plans for construction. 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 Standard SW3P Narrative Plan Sheets for use on private development projects in the City of Plano will be prepared for the project and be included in the construction drawing set. The SW3P Narrative Plan Sheets with the construction erosion control plans, the completed construction site notices for all Operators, and a copy of the TPDES Construction General Permit will comprise the SW3P for the project. The majority of the SW3P items shall be completed on the sheets prior to approval by the City, leaving several items to be completed by the responsible Operator for the project during the construction process.

The responsible Operator shall identify and use one approved copy of the construction plans with a copy of the TPDES Construction General Permit as the SW3P set. This is critical for compliance with TPDES General Permit requirements and will make the record keeping task much easier to perform. Identified items on the SW3P Narrative Plan Sheet shall be completed by the responsible Operator prior to the start of construction and the SW3P shall be kept up-to-date as the project continues. The erosion control plans and details in the construction plan set can be used as the record keeping ledger by noting revisions, installation dates, maintenance performed, removal dates, etc. on the plan sheets.

The Operators will each be responsible for providing qualified inspectors for the project to perform required SW3P inspections at the interval selected in the SW3P. The TPDES General Permit requires all Operators on a project to perform SW3P inspections or to properly authorize a representative to perform their inspections.

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 Private Development; 1 to 5 Acres; SW3P Narrative Sheet 1 of 2 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. All items indicated shall be completed on the SW3P Narrative Plan Sheets prior to the release of construction plans by the City of Plano Engineering Department.

SW3P NARRATIVE SHEET INSTRUCTIONS

Part III, Sec. A.1 – Operators

The SW3P Narrative Sheet is set up to accommodate any of the three options listed in Step 2 above. Follow the instructions for the Option selected by the property owner.

OPTION 1: OWNER AS SOLE OPERATOR – List the owner’s name, mailing address, contact person and phone number information for the property. This information should match the information provided on the site plan and preliminary plat for new development projects or the information shown in the County property tax records. If a property is sold at some time during the project this information must be updated on the SW3P, a new Construction Site Notice prepared, posted and a copy submitted to the City of Plano.

The check box immediately below the contact information shall be checked indicating that there is only one operator for the project.

OPTION 2: OWNER AND A SINGLE CONTRACTOR AS OPERATORS – List the name, mailing address, contact person and phone number information for the property owner and for the single Contractor A responsible for implementing any requirements of this SW3P.

OPTION 3: OWNER AND MULTIPLE CONTRACTORS AS OPERATORS – List the name, mailing address, contact person and phone number information for the property owner and each additional contractor that will be working on the project and be responsible for implementing any requirements of this SW3P.

If more than four contractors will be signing on to the shared SW3P, contact the Engineering Department for additional guidance.

Part III, Sec. B – Responsibilities of Operators

Complete the table listing the responsibilities of the Operators for the project. For each task line (a. thru o.) in the table there must be at least one check box marked indicating the Operator(s) that is responsible for that task. Multiple Operators may be selected for responsibility of a line item.

Tasks b, c, e and n are always required for the owner and have been pre-indicated in the table. Tasks c and n are also required for all operators on for the project and have also been pre-indicated in the table.

OPTION 1: OWNER AS SOLE OPERATOR – Mark all of the check boxes in the table under the heading of Owner.

OPTION 2: OWNER AND A SINGLE CONTRACTOR AS OPERATORS – Mark the check boxes for the responsibilities of each Operator following the guidance that is listed below.

OPTION 3: OWNER AND MULTIPLE CONTRACTORS AS OPERATORS – Mark the check boxes for the responsibilities of each Operator following the guidance that is listed below.

RESPONSIBILITIES OF OPERATORS –

- a. Indicate the Operator(s) that is responsible for preparing the SW3P for the project. It is strongly recommended that one copy of the following documents be designated as the SW3P record set for the project, be kept on site, and updated as needed. The SW3P includes the following:
 - o The completed SW3P Narrative Sheets
 - o The project Site Maps (Copy of the City approved construction plans)
 - o A copy of the TPDES Construction General Permit (TXR150000)
 - o The completed Construction Site Notice(s)
- b. All Operators covered by this SW3P shall provide a copy of their small construction site notice (CSN_{SM}) to the City of Plano and to any other MS4 Operators that their site directly contributes runoff to. The original signed small construction site notices shall be kept with SW3P records.
- c. All Operators covered by this SW3P shall post and maintain a copy of their small construction site notice (CSN_{SM}) on the construction site.
- d. Indicate the Operator(s) that will be responsible for the installation and maintenance of the structural best management practices (BMPs) and implementation of other BMPs for the project. If more than one Operator has responsibility for this then the SW3P Site Maps (Erosion control plans) shall clearly indicate which Operator is responsible for each BMP or areas of the project.
- e. The owner has sole responsibility for authorizing revisions to the project plans, specifications and the SW3P.
- f. The SW3P Site Maps (i.e. Erosion Control Plans) for the construction site are to be continually updated and revised to reflect grading operations, BMP installations, maintenance, relocations, revisions and ultimate removals as the construction process proceeds. Mark the checkbox of the Operator(s) that will be responsible for this activity on a day-to-day basis.
- g. The SW3P Site Maps (i.e. Erosion Control Plans) for the construction site are to be continually updated and revised to show the locations of disposal and storage areas if they are used and as their locations are determined. These include concrete washout areas, vehicle exit locations from the site, dewatering disposal locations, solid waste storage areas, vehicle washdown areas and paint/stucco washout areas. Mark the checkbox of the Operator(s) that will be responsible for this activity on a day-to-day basis.

- h. All Operators covered by this SW3P are responsible for providing personnel to perform inspections of the site in compliance with the TPDES Construction General Permit. See PART III, Section F.7 of the SW3P Narrative Sheets for allowable inspection options and requirements. Mark the checkbox of all of the Operators to be covered by this shared SW3P for the project.
- i. Mark the checkbox indicating the Operator(s) that will be responsible for maintaining the installed BMPs and providing additional BMPs if needed.
- j. Mark the checkbox indicating the Operator(s) that will be responsible for establishing permanent ground cover on the disturbed land area for project. If more than one Operator has responsibility for this, then the SW3P Site Maps (Erosion control plans) shall clearly indicate which Operator is responsible for each area of the project.

The SW3P record set must also be updated, during construction, under PART III, Sec. 2 & 4 to show the date that stabilization practices are initiated on the site.

- k. Mark the checkbox indicating the Operator(s) that will be responsible for removing the temporary BMPs for the project. If more than one Operator has responsibility for this, then the SW3P Site Maps (Erosion control plans) shall clearly indicate which Operator is responsible for each BMP of the project. Temporary BMPs are required to be removed from a project site prior to terminating permit coverage.
- l. Mark the checkbox indicating the Operator(s) that will be responsible for removing the small site Construction Site Notices (CSN_{SM}) from the site.
- m. All of the Operators covered by this shared SW3P for the project shall provide a copy of their completed CSN_{SM} to the City of Plano Engineering Department and to any other MS4 Operators that their site directly contributed runoff to at the time that they terminate their TCEQ permit coverage.
- n. Mark the checkbox of all of the Operators to be covered by this shared SW3P indicating that they will maintain their SW3P records for three years from the permit termination date.

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

Insert the City assigned project name (Up to 44 characters) and assigned project number in the areas provided. Provide a brief written description (Up to 70 characters on each line) of the construction project to be covered by this SW3P. This should not be any longer than one or two sentences and should be similar to the following examples:

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

Proj. Name: Medical Office Bldg. Proj. No. 5623.01,
Construction of a 50,000 sq. ft. office building, related utility services

and parking facilities.

Proj. Name: PISD Parking Lot Renovation Proj. No. 5387.05
Removal and replacement of existing asphalt parking lot and drainage inlets.

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

Mark the checkbox of the potential pollutants that can be anticipated for the type of construction being done. The Operator(s) should review the items listed and coordinate any changes that may be necessary due to planned operations with the SW3P records on the Narrative Sheets. Revisions during construction can be made to the SW3P record set sheets, initialed and dated to update the SW3P.

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" 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, storm drain pipe, drainage inlets, gas lines, telephone conduit, CATV lines, duct banks, etc.
- Paving Operations for streets, alleys, parking lots, sidewalks, etc. 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 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.

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 BMP shown on the construction plans shall have a note indicating the planned installation phase and the planned removal phase.

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. 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 prior to plan approval.**

The Operator responsible for updating the SW3P record set during construction shall write in the Actual Start Date and Actual Complete Dates as the phases are started and completed for the project.

Examples: Proj. Name: Custer Road Reconstruction Proj. No. 5996
Roadway construction 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

Proj. Name: Med Complex Add'n. Lot 1, Blk. A Proj. No. 5623.01
Construction of a 50,000 sq. ft. office building, related utility services and parking facilities.

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

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

Part III, Sec.F.1.d – Site Area and Disturbed Land Area

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.

Enter the total acres of disturbed land area required for the project construction as listed on the signed and sealed erosion control plans for the project. Disturbed land areas for the project include all on-site and off-site construction areas (sidewalks, median openings, water and sewer extensions to the property, off-site staging/storage areas, field office locations, etc.), planned material storage areas, stockpiles of dirt, and borrow areas. Disturbed areas should correspond to the areas shown for improvements on the City approved construction plans (Grading, paving, utilities, landscaping, etc.) for the project.

Only sites that have from one to five acres of disturbed land area should use the small site SW3P Narrative Sheets. Some sites that are less than one acre of disturbed land area may be considered parts of larger common plans of development and 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. Mark the checkbox to indicate that the site is a part of a larger common plan of development if appropriate.

The Operator(s) may be able to change the disturbed area listed if additional land areas beyond those shown on the approved construction plans are disturbed. This can be done on small construction sites as long as the disturbed land area remains less than five (5) acres. If the disturbed land area goes over five (5) acres, the site, by State and Federal definition, becomes a large construction site. In these cases the large site SW3P must be prepared and each Operator must submit a Notice of Intent (NOI) to TCEQ with the appropriate permit fee to obtain permit coverage.

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

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 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, the hydrologic soil group (Up to 14 characters) at the end of the list and mark that checkbox.

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

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 Sheets if the erosion control plans 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. Mark the checkbox of the support activities to be covered or mark the checkbox for "None Covered by this SW3P". Insert a brief location description (Up to 24 characters) for any support activities to be covered.

If during construction the Operator(s) decide 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 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.

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

Mark the checkbox of the waterway(s) that will ultimately receive 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 Construction General Permit (TXR150000) is required to be included with these SW3P records at the construction site. A copy can be downloaded from the following TCEQ link:

<https://www.tceq.texas.gov/assets/public/permitting/stormwater/txr150000-cgp.pdf>

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 the plans are complete, mark the checkbox of all temporary BMPs selected for use on the project. The temporary BMPs listed on the Narrative Sheet with checkboxes are approved for use in the City of Plano. The use of "Other" temporary BMPs is subject to City approval prior to use.

The selected list of BMPs used may be revised depending on site conditions, if approved by the City of Plano. The checkbox for any additional BMP that is used shall be filled in during construction by the responsible Operator, initialed and dated.

During construction the responsible Operator shall update the Narrative Sheet by writing in the date that ground stabilization operations begin in the space provided on the SW3P record set.

Part III, Sec.F.3 – Permanent Storm Water Controls

The City of Plano adopted Stormwater Quality Requirements in November 2017 requiring the installation and use of permanent BMPs. 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, 35 characters) on the line after "Other" and mark that checkbox.

Part IV, Stormwater Runoff from Concrete Batch Plants

Mark the checkbox indicating whether a temporary concrete batch plant will or will not be covered by this SW3P for the project. It is rare for an off-site concrete batch plant and the construction site to be less than 5 acres of disturbed land area.

The City of Plano has siting requirements for temporary concrete batch plants that must also be complied with. A list of these requirements is available on the City web site at the following link:

<http://www.plano.gov/DocumentCenter/View/3395>

Consult with the Engineering Department before completing the SW3P Narrative Sheets for your project. The TPDES Construction General Permit has specific requirements for the inclusion of a concrete batch plant in the SW3P for a construction site. The SW3P Narrative Sheet only lists seven specific items that the City of Plano will periodically check to confirm compliance. It is the responsibility of all Operators to make sure that they are in full compliance with their TPDES Construction General Permit requirements for coverage of a batch plant by this SW3P.

Title Block

See the last page of these instructions for assistance in filling out the title block items.

Page one of the small SW3P Narrative Sheets is completed and you should be able to either save or print your page.

Open the Private Development; 1 to 5 Acres; SW3P Narrative Sheet 2 of 2 and perform a "Save As" command to save the document on your computer.

Part III, Sec.F.7. a – Inspections of Controls, Personnel

All Operators covered by this shared SW3P are required by the TPDES

General Permit to provide inspection personnel that are knowledgeable of the TPDES General Permit, familiar with the construction site, and knowledgeable with the SW3P for the site. If more than four contractors will be signing on to the shared SW3P, contact the Engineering Department for additional guidance.

The Operator(s) shall decide which option for inspections of the project will be used. The information and checkboxes under the selected option shall then be completed per the following instructions.

Select Option 1 or Option 2 by checking the appropriate checkbox.

If...

- both boxes are checked
- neither box is checked
- incomplete information is provided or
- information is provided under both options

; your plans will be returned as incomplete.

OPTION 1 – One inspector selected by all Operators – Fill in the name of the inspector, the name of the company that the inspector works for, the office phone number and the cellular phone number where that person can be reached.

Each of the Operators covered by this SW3P may authorize the inspector to certify the inspection reports done for them when the site is in full compliance with the TPDES General Permit. If the Operator does not authorize the inspector to certify the reports, the Operator must certify them. Mark the checkbox if the inspector is to be authorized to certify the inspection reports and also mark the checkbox for each Operator that has sent an authorization letter to TCEQ and to the City of Plano.

A sample authorization letter can be found on the TCEQ website at the following link:

<https://www.tceq.texas.gov/assets/public/assistance/sblqa/forms/signatories.docx>

Mark the checkbox to indicate which inspection interval will be used for this project by the inspector. If the once a week alternative is selected, then mark the checkbox to indicate on which day the inspections will be done.

OPTION 2 – A separate inspector for each Operator – For each Operator that will be covered by this shared SW3P, fill in the name of the inspector, the name of the company that the inspector works for, the office phone number and the cellular phone number where that person can be reached.

Each of the Operators covered by this SW3P may authorize their inspector to certify the inspection reports done for them when the site is in full compliance with the TPDES General Permit. If the Operator does not authorize the inspector to certify the reports, the Operator must certify them. Mark the checkbox if the inspector is to be authorized to certify the inspection reports and an authorization letter has been sent to TCEQ and to the City of Plano.

A sample authorization letter can be found on the TCEQ website at the link listed above in the instructions for Option 1.

Mark the checkbox to indicate which inspection interval will be used for this project by each inspector. If the once a week alternative is selected, then mark the checkbox to indicate on which day the inspections will done.

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

The section on water use restrictions in the SW3P record set shall be completed by the responsible Operator for the project **when the only work remaining on the project is the establishment of permanent ground cover.**

The responsible Operator shall write in the date when the project has reached the above status and will mark the checkbox that reflects the City's water use restriction level on that date. The water use restriction level can usually be found on the City's web site or by contacting the Engineering Department.

If there are no water use restrictions in place or they are in Stage 1 or 2, the checkbox is marked and no further information is needed.

If the water use restrictions are in Stage 3 or 4, the checkbox is marked to reflect the current level. The Operator(s) have the option to modify the BMPs being used on site in accordance with City of Plano procedures and may select an alternative inspection interval. If either option is to be used then the responsible Operator will mark the checkbox of the selection(s) used. ****If the alternative inspection schedule option is used, a record of measured rainfall at the construction site shall be kept with the SW3P records.**

When the Stage 3 or 4 water use restrictions are lifted to a lesser stage, the responsible Operator will write in that date in the area provided on the SW3P record set and the alternative options will no longer be available.

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_{SM}. 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 all Operators' CSN_{SM} prior to the release by the Engineering Department of the approved construction plans for the site.

Part II, Sec. F.3 – Terminating Coverage

The Operator(s) shall follow the listed instructions for permit termination. At the bottom right location on a copy of their CSN_{SM} the Operator(s) shall enter the date the CSN_{SM} was removed from the project and shall indicate that the final CSN_{SM} was submitted to the appropriate MS4 operators listed on this SW3P Narrative Sheet.

Title Blocks – Insert the project name in the large text box provided (Up to 2 lines with 36 characters per line). This is the plat name for the site used by the City.

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 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 35 characters) that completed the SW3P Narrative Sheets.

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

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