

Allen County Basic Step by Step Construction Project Procedure

The following outline, developed in part by IDEM, provides basic procedural steps from plan preparation through submittal, review, and approval, and construction and post-construction stormwater management. These procedures should be supplemented with the detailed guidance and requirements in the regulations listed in the Allen County Stormwater Technical Standards Manual and the Allen County Stormwater Management Ordinance.

Step 1: Prepare conceptual plans for the site development.

A conceptual set of Preliminary Drainage Plans may need to be submitted to the Allen County Surveyor's Office for review as part of a Preliminary Stormwater Management Permit application.

Step 2: Prepare the site development or construction plans.

The project site owner or owner's agent prepares the construction plans, drainage reports, Stormwater Pollution Prevention Plan ("SWPPP") and post-construction plans. The plans must be prepared in accordance with all applicable regulations.

Step 3: Submit the plans to the county for review.

The project site owner or owner's agent should submit the plans to the county for review. The plans should include the required number of copies of all application material, include an Application for Stormwater Permit form or an Individual Lot Plot Plan Permit Request form, and include the required fees. The Allen County Surveyor's Office will review these plans.

Step 4: Receive plan approval from the county and other agencies.

All aspects of each plan must be approved by all reviewing agencies before construction can begin.

Step 5: Publish public notice of the proposed construction activity.

For any project for which a Rule 5 Notice of Intent ("NOI") letter must be submitted, as determined under 327 IAC 15-5, the project site owner must publish a public notice of impending construction pursuant to 327 IAC 15-5-5(a)(9).

Step 6: Submit a Rule 5 Notice of Intent ("NOI").

The project site owner must complete the NOI in accordance with 327 IAC 15-5-5 and 15-5-6, and submit the NOI and supporting documents to IDEM and to the Allen County Surveyor's Office a minimum of two (2) business days prior to initiation of land disturbing activities. A complete NOI submittal must include:

- (1) A completed and signed NOI form (State Form 47487);
- (2) Attached proof of publication of the public notice;
- (3) Attached proof of permit approval by the county;
- (4) Attached \$100 general permit filing fee, payable to IDEM; and
- (5) All other regulatory requirements.

Step 7: Notify IDEM and the county of pending construction.

The project site owner must notify IDEM of the actual start date within two (2) business days of starting land disturbing activities, and must notify the Allen County Surveyor's Office (260-449-7625) a minimum of two business days prior to the start of construction.

Step 8: Begin construction.

The project site owner must implement, install, operate and maintain the erosion control and BMP structures and practices in accordance with the approved SWPPP. During construction, revisions to the plan and changes at the construction site should be made as necessary to prevent pollutants, including sediment, from leaving the site. Any changes or deviations in the detailed plans and specifications after approval of the applicable stormwater management permit shall be filed with, and accepted by, the Allen County Surveyor prior to the land development involving the change. Copies of the changes, if accepted, shall be attached to the original plans and specifications.

Step 9: Inspect erosion control measures.

The site operator must conduct periodic construction site inspections until final stabilization of the project site is achieved. After each measurable storm event, and at least one time weekly, the project site owner must perform a written evaluation of the project site, including the approved erosion and sediment controls, in accordance with the requirements under 327 IAC 15-5-7(b)(18). The written evaluations must be filed until final site stabilization is achieved and be made available for review by the inspecting authority within forty-eight (48) hours of a request.

Step 10: Complete construction and submit a Rule 5 Notice of Termination (“NOT”).

A completed and signed Notice of Termination (NOT) form (State Form 51514) for the project shall be sent to the Allen County Surveyor's Office once all construction is complete and the site meets the requirements set forth in 327 IAC 15-5-8. The project site owner will then schedule the final inspection with the Allen County Surveyor's Office. The Allen County Surveyor, or a representative, shall inspect the construction site to verify the requirements for a NOT have been met. If the requirements for a NOT have been met and no corrective actions are needed, the Allen County Surveyor's Office will forward a “verified” NOT inspection approval copy to the applicant and will forward the NOT to IDEM. Assignment of responsibility for inspecting and maintaining post-construction facilities shall be documented by appropriate recorded covenants.