



## When are a SWPPP and State permit required?

Construction General Permit (CGP)- applies to all projects disturbing an acre or more (or lots that are part of a common plan of development, subdivision, or phased project that disturb an acre or more).	Common Plan Permit (CPP)- applies to single residential lots disturbing less than an acre and located in subdivisions that are an acre or greater, subdivided after October, 1992.
---	--

1. Why is a pre-construction SWPPP meeting required?
  - Park City has a General Permit for Discharges from Small Municipal Separate Storm Sewer System (MS4s), a program developed by the EPA and mandated by the Utah Division of Environmental Quality. If construction activity is required to obtain an UPDES Construction Storm Water Permit, a pre-construction SWPPP review is a required minimum control measure.
2. How is an UPDES Construction Storm Water Permit obtained?
  - Applicants can submit a notice of intent (NOI) to be covered under the UPDES General Storm Water Permit for Construction Activity (CGP/CPP). An NOI can be submitted to the Utah Division of Water Quality (DWQ) on-line at: <https://deq.utah.gov/water-quality/general-construction-storm-water-updes-permits>
3. How does Park City perform storm water inspections?
  - Contractors should enroll in Utilisync, an online application that tracks, initiates, and records storm water inspections (see Utilisync Guide attached).
4. What is required once construction is completed?
  - The close out process is initiated after the building permit is complete and a notice of termination (NOT) is submitted and approved by DWQ. The City will then perform a termination inspection on the site and provide direction for post construction requirements.

**Date of Pre-Construction Meeting:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**NPDES Permit #:** \_\_\_\_\_

**Park City SWPPP Inspections (onsite or electronic):** \_\_\_\_\_

**Contractor Signature:** \_\_\_\_\_

### Items that need to be submitted:

- SWPPP:** The application shall include a Storm Water Pollution Prevention Plan which meets the criteria set forth in UPDES Storm Water General Permit for construction activities.
- NOI:** The application shall include a copy of the Notice of Intent filed with the State of Utah.
- Long Term Stormwater Maintenance Agreement:** Agreement that the property owner is Responsible for maintenance of stormwater controls.
- Long Term Stormwater Management Plan:** Plan outlining SOPs that will be used to manage Stormwater.
- NOT:** It is understood that a Permittee is legally responsible for the permit requirements until An NOT (Notice of Termination) is submitted.

#### Discussion Items:

- Erosion and sedimentation control BMPs from SWPPP shall be installed as the FIRST STEP before construction begins
- SWPPP and Permit must be on-site at all times, publicly available.
- The SWPPP/SWPPP Maps are living documents and should be updated as site conditions change.
- The weekly maintenance inspection of the approved BMPs must be certified by an RSI professional.
- Records of BMP's weekly maintenance and inspection must be readily available to the SWPPP Inspector.
- An SWPPP Board at the entrance of the Site containing a copy of the SWPPP, CGP/CPP Permit # must be installed at an accessible location.
- A proper construction entrance (as per the approved EC plan) shall be maintained daily. Any trash or debris tracked onto a public road shall be removed and swept immediately.
- Portable toilets, trash receptacles, and construction materials shall not be placed with the public right-of-way.
- Curb/sidewalk removal debris, building packages, gravel, sod, etc., shall NOT be stockpiled within the public right-of-way.
- Concrete wash-out areas shall not be located within the public right-of-way and shall not drain into the public street and storm drainage system.

#### Enforcement

- The SWPPP Inspector may issue a Notice Of Violation (NOV) for failure to comply with the approved SWPPP and CGP/CPP Requirements
- The SWPPP Inspector may issue a Stop Work Order for failure to address a Notice Of Violation within ten working days.
- The SWPPP Inspector may issue a Notice Of Violation (NOV) for an illicit discharge into the storm drain system or a hazardous material spill.
- The SWPPP Inspector may issue a Stop Work Order for failure to address an illicit discharge or hazardous material spill within 24 hours.
- Violators of this ordinance are also subject to any penalties that the State of Utah may impose (Division of Water Quality) or the Federal Government (Environmental Protection Agency) under the Clean Water Act.

Contact Stormwater Coordinator with questions: [christine.williams@parkcity.org](mailto:christine.williams@parkcity.org) (435) 615-5364



## Park City Building Department

445 Marsac Avenue, P.O. Box 1480, Park City, UT 84060

Tel 435.615.5101 [www.parkcity.org/departments/building-department](http://www.parkcity.org/departments/building-department)

# UtiliSync Guide 09.2024

This guide is intended to help you prepare for your SWPPP inspections.

- Please contact the Stormwater Coordinator, Christine Williams, 435-615-5364, [christine.williams@parkcity.org](mailto:christine.williams@parkcity.org) for further assistance and for an invitation link to perform FREE INSPECTIONS.
- To use alternate SWPPP inspection software see Item 5 below.

## Documenting SWPPP inspections through UtiliSync.

1. **Gain access to your Park City project in Utilisync-** the Park City Stormwater Coordinator will send the SWPPP contact from the approved SWPPP, an email with the invitation link for your site. Reach out to the Stormwater Coordinator if you need to add more people as a Site Contact.
2. **Required-** upload your approved SWPPP and Site maps to your site.
  - a. Click on +ADD FILES in the Documents pane.
  - b. A new panel will open where you can tap or drop both files and photos.
  - c. Using the More Options icon after each document, you can View, Markup, or Delete any of the files or photos that you have added.
  - d. Your “Public Site Link” can be found on your Site’s page and used on your SWPPP Board on site to make your SWPPP and inspections available to the public per CGP/CPP requirements.
3. **Perform inspections.** Click on the site that you want to inspect. Choose the “SWPPP For Contractors” form from the dropdown. Click on Create New Form to start and submit your SWPPP inspection.
4. **For Utilisync Support:**
  - a. Call: 385-275-2700
  - b. Email: [support@utilisync.com](mailto:support@utilisync.com)
  - c. Visit the “[Knowledge Base](#)” or Support Tab on their website.
5. If you are not using Utilisync, please contact the Stormwater Coordinator to inform them where you will keep your inspections (ie. ComplianceGO, paper copies, etc).



## Park City Building Department

445 Marsac Avenue, P.O. Box 1480, Park City, UT 84060

Tel 435.615.5101 [www.parkcity.org/departments/building-department](http://www.parkcity.org/departments/building-department)

### To use alternate SWPPP Inspection Software (ie. ComplianceGo)

Fill out information below and email to SWPPP Coordinator, Christine Williams,

[christine.williams@parkcity.org](mailto:christine.williams@parkcity.org) Who will be doing the weekly inspections onsite?

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Project: \_\_\_\_\_

Will you use UtiliSync? \_\_\_\_\_

If not, what do you use for tracking inspections? \_\_\_\_\_

Site contact/project manager to receive SWPPP inspections/action items:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_

NOTE: Email your ComplianceGo link (or other SWPPP inspection software link) and the project SWPPP and Site plans to SWPPP Coordinator