

# SOP: General Park/Metro District Construction Under 1 Acre

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## INTRODUCTION

This standard operating procedures (SOP) document will provide guidance to manage discharges from **General Park and Recreation District or Metro District activities under 1 acre, including tennis court resurface or rebuild, trail construction greater than 500 feet, swimming pool resurface or rebuild, and major park amenities with a footprint, including access and staging area, under 1 acre (Park and Metro District major construction)**. The Annual Permit (Appendix A), a Fact Sheet (Appendix B) and a 'typical' detail with standard notes for Park and Metro District major construction activities (Appendix C) constitute the GESC Plan and Report for this type of land disturbance. Best Management Practices (BMPs) have been incorporated in the 'typical' detail to account for the manageable amounts of sediment and waste materials generated, and temporary stockpiles that may be necessary during Park and Metro District major construction activities.

An *Annual Permit Guidance Document* has been prepared that discusses the permitting approach for projects that meet the criteria for an Annual Permit. This SOP will clarify requirements for preconstruction meeting and notification requirements; inspection, enforcement and closeout procedures; and Annual Permit fees for Park and Metro District major construction activities. All projects under an Annual Permit will adhere to the Special Conditions as noted on the Annual Permit, requirements identified in this SOP, and the BMPS presented in the Fact Sheet and on the 'typical' detail for control of sediment and wastes during land disturbance activities.

Where Park and Metro District major construction operations meet the intent of the *GESC Permitting Policy*, SEMSWA will not pursue enforcement so long as the party responsible for the activity fully implements all appropriate GESC Considerations and BMPs identified in the Fact Sheet and on the 'typical' detail, and SEMSWA does not identify any activity that has the potential to impact water quality.

At the discretion of the SEMSWA Construction Inspections Manager, a construction site under an Annual Permit can be upgraded to require an individual permit when conditions indicate the land disturbance activity has a higher potential to adversely impact drainage patterns and/or water quality, and must be managed with an individual permit and more frequent, formal inspections to prevent sedimentation of the stormwater system or an impact to water quality.

## PERMIT ISSUANCE

Issuance of an Annual Permit constitutes acceptance by the Project Owner of the Special Conditions as detailed on the Permit, the procedures as contained in this SOP, and adherence to the GESC BMPs as illustrated on the 'typical' detail for Park and Metro District major construction. This Annual Permit also constitutes acceptance by the Project Owner of the requirement for verifying conditions of sites and activities of the Contractor(s) to ensure that they have the ability to install and maintain functioning BMPs. The following procedures will be used for permit issuance:

1. The Annual Permit will be applied for by Project Owners at the beginning of the calendar year, and will expire December 31<sup>st</sup> of each year. A completed and signed Annual Permit and payment of the Annual Permit fee will constitute issuance of the Annual Permit.
2. The GESC Considerations Fact Sheet and the SEMSWA 'typical' detail for Park and Metro District major construction with standard notes will be attached to the Project Owner's copy of the issued

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Annual Permit, and will constitute the approved GESC Plan and Report for the project. This packet of information should be provided to the Contractor and kept on site. Park and Metro District minor construction will be completed by Contractor(s) known to the Project Owner to be fully trained in BMP installation and maintenance. Additionally, the Contractor can access the Special Conditions as detailed on the Annual Permit, the GESC Considerations Fact Sheet, and the 'typical' detail for Park and Metro District major construction activities at the SEMSWA website, [www.semswa.org](http://www.semswa.org).

3. In the event that a significant change or modification to any BMP identified on the 'typical' plan of BMP details is anticipated, a detail of the equivalent BMP will be attached to the Annual Permit at permit issuance, or will be submitted to SEMSWA prior to anticipated implementation in the field.

### INSPECTION, ENFORCEMENT AND PERMIT CLOSEOUT

1. The 'typical' plan detail with standard notes will be utilized by SEMSWA inspectors for all projects permitted under this General Park and Metro District major construction Annual Permit. In the event that a significant change or modification to the 'typical' detail needs to be implemented, the SEMSWA Inspector needs to be notified of the change prior to field modifications.
2. A preconstruction meeting between the Contractor, SEMSWA Inspector and the Park or Metro District Construction Manager will be required for each construction site. The Contractor is encouraged to contact SEMSWA at his/her convenience to schedule that meeting.
3. SEMSWA inspectors will inspect these Annual Permit major construction sites to verify adherence to the 'typical' detail, and observance of the GESC Considerations. If the SEMSWA Inspector determines that the Contractor is not fulfilling the requirements of the Annual Permit, the Park or Metro District Construction Manager will be informed that the deficiencies need to be corrected immediately. If the situation is not corrected to the satisfaction of the SEMSWA Inspector, the Park or Metro District Construction Manager will be notified to authorize immediate corrections.
4. The Contractor is expected to complete GESC self-inspections, and to document these inspections for review by the Park or Metro District Construction Manager. SEMSWA will not review this paperwork, but encourages the Contractor to be proactive regarding on-going compliance with required BMPs, especially in regards to work within 100-feet of a drainageway.
5. If there is a continuous problem with deficiencies associated with a recalcitrant contractor, it will be determined at that time if the project requires additional enforcement per the GESC Manual to achieve compliance, or if the site may have factors that indicate the need for an individual permit. If an individual permit is determined to be necessary to manage the site, a Notice Of Violation (NOV) for the site may be issued per the GESC Manual protocol, the major construction work will stop, and work will immediately commence to bring the site into compliance. A Small Site GESC plan/report and associated fees will be required before Park and Metro District major construction work re-commences. Since an Annual Permit in essence multiple Low Impact sites grouped together and represented by a 'typical' engineered drawing, the Small Site process represents the next level of individual permitting. It should be noted that this non-

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compliance will cost the Owner significant time and money to go through an individual permit process as compared to an Annual Permit process.

6. It is not SEMSWA's intent to issue individual permits to some of the Park and Metro District major construction projects, and leave some under an Annual Permit; that level of effort does not use resources efficiently and does not promote the partnership necessary to manage these sites under an Annual Permit. If a particular Contractor is not able to comply with an Annual Permit approach, the Park or Metro District is encouraged to utilize a Contractor that can comply with Annual Permit conditions.
7. If multiple Owner sites require enforcement, and conditions indicate the need for additional site controls that are more typically associated with individual permits, revocation of the Owner's Annual Permit may be an enforcement option. The *Annual Permit Guidance Document* will clarify conditions that may result in revocation.
8. The requirements of the Annual Permit construction BMPs will be enforced until the project site is fully stabilized. Monthly inspections will be conducted by the SEMSWA Inspector until coverage requirements have been met.
9. Final establishment of vegetation for all Park and Metro District major construction projects will match the vegetation quality and quantity existing before the construction commenced, or will meet the coverage requirements of the GESC Manual, or the 404 Permit for work within 100-feet of a drainageway, as applicable. No documentation will be provided regarding closeout. When the project is stabilized, all temporary construction BMPs will be removed.
10. The Contractor or Owner may alert SEMSWA as to the completion of the project with a phone call or email to SEMSWA. No formal documentation closeout paperwork will be requested from the Contractor or Owner. SEMSWA will not provide any formal closeout paperwork regarding a Park and Metro District major construction site.
11. A status of the annual projects will be submitted to SEMSWA 10 days before expiration of the Annual Permit. This will provide the basis for scheduling SEMSWA inspector time to complete the closeout process at open Annual Permit sites during the next calendar year.

### **OTHER SEMSWA PERMITS**

Floodplain development permits are required for all activities in a floodplain. For Park and Metro District major construction Annual Permits, contact SEMSWA's Floodplain Program Manager to discuss the location of an activity, if working near a waterway, to determine next steps. Park and Metro District major construction activities may or may not have a permanent impact on the floodplain, so a No-Impact Floodplain Development Permit or a Floodplain Development Permit may need to be issued for any work anticipated in a floodplain.

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Public Improvement Permits are required for any permanent public infrastructure or improvement constructed during a land disturbance activity. Park and Metro District major construction activities are not anticipated to have any public improvement infrastructure associated with the construction activity, so no Stormwater Public Improvement Permits are anticipated to be required.

### **ANNUAL PERMIT FEES**

The Annual Permit fee is calculated based on an amount of inspection coverage anticipated to be required for the annual permitted activity. Park and Metro District major construction activities are anticipated to require additional inspections due to the propensity of parks to be located within 100-feet of a drainageway. The one-time annual fee for a Park and Metro District major construction Annual Permit with multiple project types and sites will be **\$3,500**.

The Owner will continue to pay the GESC surcharge fee on City ROW permits (\$100) and County ROW permits (\$50) at their respective Permit Offices to cover the inspection(s) by the City or County during ROW work for Park and Metro District major construction activities.