



## Guidance Checklist for Permit Close Out and Acceptance

### Grading, Erosion, and Sediment Control Permit (GESCP) Close Out, Stormwater Public Improvement Permit (SPIP) Acceptance, and Floodplain Development Permit (FPDP) Close Out Process

<b>Directions to Applicant:</b> Please read the requirements associated with SEMSWA's permit close out processes, available at <a href="http://www.semswa.org">www.semswa.org</a> .	
<b>SPIP Acceptance Requirements for Probationary Acceptance (PA) and Final Acceptance (FA)</b>	
<i>PA can be defined as the time at which stormwater public improvements are completed. FA may be granted at least one year from the PA acceptance date. **NOTE: In unincorporated Arapahoe County, SEMSWA only recommends acceptance. Formal Acceptance is issued by the County Inspector**</i>	
PA and Record Drawings	Record Drawings must be submitted and accepted in the City of Centennial (or recommended for Acceptance in Unincorporated Arapahoe County) in accordance with SEMSWA Design Standards, or and County Standards for projects within the County, to include Engineering and Surveyor Certification Statements with pond volume certifications when necessary. NOTE: FA is issued 1 year after PA.
PA MHFD Acceptance	Where applicable, Mile High Flood District (MHFD) will review and approve the construction (at PA) and vegetation (at FA) associated with improvements in the drainageway for channel Public Improvements.
FA MHFD Acceptance	
<b>GESCP Close Out Requirements for Initial Close Out (ICO) and Final Close Out (FCO)</b>	
<i>ICO can be defined as the time at which temporary stabilization has been approved. FCO may be granted at the time final vegetation has been approved.</i>	
ICO Vegetation	All seeding will be accomplished using a drill seeder as to a minimum depth of ¼" and not more than ¾" at the rates specified in the GESC Drawings and Standard Notes and Details. Areas that are unable to be seeded using a drill seeder, with prior SEMSWA approval, the seed will be hand broadcast at twice the drilled seed rate, lightly raked to cover the seed, and crimp mulched. The mulch will be applied at a rate of 2-tons per acre and mechanically crimped into the soil. Revegetation is considered complete when the site has met <b>the required coverage of 70% of the site's predevelopment condition</b> , and that noxious weeds have been controlled.
FCO Vegetation	
<b>FPDP Final Close Out (FPFCO) Requirements</b>	
<i>Floodplain Administrator or Designee will sign off on final FPDP FCO when all work in the floodplain has been completed per approved plans and one of the below conditions is met.</i>	
GESCP ICO	If a SPIP was not issued for the project, or if SPIP is for infrastructure outside the floodplain.
SPIP FA	If a SPIP was issued for infrastructure inside the floodplain and a LOMR is not required.
LOMR	LOMR is approved by FEMA.

The Southeast Metro Stormwater Authority (SEMSWA) GESC Manual describes the permitting program that has been adopted to promote environmentally-sound construction practices in the SEMSWA service area.

The GESC Manual can be found at: <http://www.semswa.org/semswa-grading-erosion-and-sediment-control-manual.aspx>.

The permit holder shall adhere to the criteria presented in the manual for Close Out, including, but not limited to those requirements listed below:

#### **GESC Initial Close out (ICO) Checklist:**

1.  Installation of Final Control Measures (CM) installed per plan and standard details.
  2.  All Disturbed areas are Stabilized.
  3.  SEMSWA Revegetation requirements met, including: Topsoil stripping and stockpiling, soil preparation, spreading of topsoil and/or soil amendments, drill seeding and mulching.
- NOTE:** SEMSWA inspector to verify all phases of revegetation. *Suggested references for revegetation are SEMSWA's Standard details and Mile High Flood District (MHFD) details.*

#### **SPIP Probationary Acceptance (PA) Checklist:**

1.  All Stormwater improvements constructed per plan, standard details, and the PIA. SEMSWA inspector to verify all improvements.
  2.  For all Public Improvements Permit that need Maintenance Eligibility from MHFD for acceptance, SEMSWA can facilitate requested meetings with MHFD for acceptance. SEMSWA will NOT grant PA/FA if Maintenance Eligibility has not been granted and was required from MHFD.
  3.  Approved Record Drawings (2-week review time, not including any comments that need to be addressed).
- NOTE:** Record Drawings must be reviewed and Approved PRIOR to Temporary Certificate of Occupancy or Certificate of Occupancy being granted



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### GESCP Final Close Out (FCO) Checklist:

1.  Vegetation meets the requirements.

**NOTE:** Revegetation is considered complete when the site has met the required coverage of 70% of the site's predevelopment vegetated condition

2.  Noxious weeds have been controlled.

### SPIP Final Acceptance (FA) Checklist:

1.  One (1) year since date of PA

2.  CM and other stormwater improvements listed within the SPIP are functional and in good condition.

3.  CM and other stormwater improvements listed within the SPIP are free of sediment and are not currently in need of maintenance.

### FPDP Checklist:

1.  Any special conditions or requirements listed on the FPDP have been satisfied.