

07.06.02 EROSION CONTROL PLAN CHECKLIST

This Erosion Control Plan Checklist shall accompany all plan submittals or the submittal shall be considered incomplete. Items not applicable should be marked "N.A." Refer to City Of Monroe "Standard Specifications and Detail Manual", City Of Monroe Land Use Ordinance, Title XV, Chapter 158, and NCDEQ Design Manual, latest edition. Prior to Erosion and Sedimentation Control Plan approval, all applicable plan submittals and approvals from the Engineering Department shall be obtained, including but not limited to, roadway, City and State driveway permits and encroachments. All plans must be submitted concurrently with the erosion control plans.

- _____ Detailed cover letter stating the purpose of the submission
- _____ Maximum plan sheet size is 24"x 36".
- _____ Show a north arrow and vicinity map on the erosion control plan.
- _____ Show a final grading plan, if different from the erosion control plan.
- _____ The maximum scale is 1" = 50'.
- _____ Show all property lines and right-of-ways.
- _____ Show sidewalks in accordance with Section 02.02.06 - Sidewalk Requirements.
- _____ Show a legend. Call out each measure on the plan. The legend symbols and plan should match.
- _____ Show water and sewer erosion control measures on erosion control plan. Show the size and location of existing and proposed storm and sewer structures.
- _____ Show existing and proposed (2 foot or 1 foot) contours.
- _____ Show limits of disturbed area (provide acreage total, delineate limits, and label). Be sure to include all access to measures, lots that will be disturbed, offsite borrow/waste areas and utilities/roadway improvements that may extend offsite.
- _____ Show planned and existing buildings locations and FFE.
- _____ Show planned and existing roads locations, elevations and profiles.
- _____ Show lot and/or building numbers.
- _____ Show seeps, springs, or wetland limits.
- _____ Show all easement lines.
- _____ Show boundaries of the total tract of land where disturbing activity will take place.
- _____ Show borrow, waste areas, and stockpiled soil locations.

- _____ Show existing and planned drainage areas including off-site areas that drain through the project area.
- _____ Indicate the size of drainage areas above drainage structures.
- _____ Show soil type(s) and special characteristics.
- _____ Show design calculations for peak discharges of runoff.
- _____ Show a watershed plan.
- _____ Show a storm drainage plan.
- _____ Show design calculations per Section 04.00 of the City Of Monroe Standard Specifications and Detail Manual and construction details for storm and sewer structures.
- _____ Show design calculations per Section 04.00 of the City Of Monroe Standard Specifications and Detail Manual, cross-sections and method of stabilization of existing and planned channels per the NCDEQ Design Manual, latest edition.
- _____ Show design and construction details of energy dissipators below storm outlets including the size of stone used for rip rap per the NCDEQ Design Manual, latest edition.
- _____ Show design calculations and construction details to control groundwater per the NC DENR Design Manual, latest edition.
- _____ NCDOT Driveway Permit and/or City of Monroe Driveway Permit/Encroachments
- _____ Approved, signed documentation from USACOE and/or NC Dept. of Environmental Quality, Floodplain Development Permit and other applicable approvals.
- _____ Show all perennial and intermittent stream buffers and show widths. Add note requiring orange net fencing along all stream buffers.
- _____ The Developer must obtain the written permission of the adjacent property owner(s) for any off-site grading or construction prior to construction drawing approval.
- _____ Show the name of the first watercourse into which storm water leaving the site is tributary.
- _____ Show the location of all temporary and permanent erosion and sedimentation control measures.
- _____ Show construction detail drawings for all temporary and permanent erosion and sedimentation control measures per the City of Monroe Detail Manual.
- _____ Show all design calculations for sediment basins and sediment traps per the NCDEQ Design Manual, latest edition. Note: Minimum of 3 coir fiber baffles per the NCDEQ Design Manual.

- _____ Label basin contours. Tie into existing contours. Show basin dimensions and weir lengths on the plans.
- _____ Show wetland protection measures (Orange net fence).
- _____ Show temporary stream crossings (work along streams, lakes, ponds and wetlands) and details of how each will be stabilized.
- _____ Show maintenance requirements of temporary erosion and sedimentation control measures during construction.
- _____ Indicate the name and phone number of the person who is responsible for maintenance of temporary measures during construction on the plans.
- _____ Show maintenance requirements of permanent erosion and sedimentation control measures following construction.
- _____ Indicate the name and phone number of the person who is responsible for maintenance of permanent measures following construction on the plans.
- _____ Show all areas and acreage to be vegetatively stabilized.
- _____ Drainage area maps clearly and legibly depicts on-site and off-site areas (colored coded maps encouraged). All drainage area maps indicate project limits and are at a legible scale.
- _____ Show planned vegetation with details of plants, seed, mulch, and fertilizer. Include Seeding Requirement 03.07.01 from the City Of Monroe Standard Specifications and Detail Manual.
- _____ Show specifications for permanent and temporary vegetation. Include the method of soil preparation prior to seeding.
- _____ Include NCG010000 Notes Sheets for Ground Stabilization and Materials Handling
- _____ Include NCG010000 Notes for Self-Inspection, Record Keeping and Reporting
- _____ Attach the Financial Responsibility Form from Standard 07.07.01 of the City of Monroe Standard Specifications and Detail Manual.
- _____ Attach bond estimate for all erosion and sedimentation control measures.
- _____ Indicate setback for streams outside the designated floodplains - 5 times width of top of bank or 35 feet on each side, whichever is greater, as measured from the top of bank.
- _____ 100-year flood plain and base flood elevation.
- _____ Show all proposed and existing utilities including, but not limited to water lines, valves, hydrants, sanitary sewer lines, manholes, gas lines, valves, telephone, cable television, and electric lines and poles.

_____ Deviations from the City of Monroe Standard Specifications and Detail Manual must be clearly noted on the plan. *(The Developer must request any deviation from the Detail Manual in writing along with justification for review and recommendation by Staff and/or City Council prior to plan review).*

_____ The following notes will be included on all plan sets:

1. If disturbing less than 1 acre, add this note: Disturbances of less than one acre that are a part of a “Common Plan of Development”, as defined in Section 01.01 of this manual are to be covered under the General Stormwater Permit NCG010000 and requires compliance with all conditions of this general permit under the NPDES.
2. No land disturbing activity, except that which is required to install erosion control measures, may commence prior to approval by the City Engineer of Certification Form 1-01.
3. Additional erosion control measures may be required based upon specific site conditions.
4. Contact the City of Monroe Engineering Department for a pre-construction meeting prior to any land disturbing activity.
5. Remove all temporary erosion control devices and structures only after site is fully stabilized and approval has been obtained from the City of Monroe Engineering Department.
6. All erosion control designs shall be in accordance with the City of Monroe Standard Specifications and Detail Manual, and the NCDEQ Erosion and Sedimentation Control Planning and Design Manual, latest edition.
7. For phased erosion control plans, the Contractor shall meet with the Erosion Control Inspector prior to commencing each phase of erosion control measures.
8. Site grading is to be covered under the General Stormwater Permit NCG010000. Any land disturbing activity > 1 acre requires compliance with all conditions of this general permit under the NPDES. Any noncompliance is a violation of the Clean Water Act and may require enforcement by NCDEQ.
9. Contractor is to keep street clear of mud and other debris per the City of Monroe Mud Ordinance, Title VII, paragraph 71.20.
10. The Professional Engineer registered with the State of North Carolina who prepared the Erosion Control Plan is solely responsible for identification and location of all environmental wetlands, perennial and intermittent streams and buffers shown on the plans.

11. The City of Monroe is not responsible for the accuracy and adequacy of the design, dimensions, and elevations, which shall be confirmed and correlated at the job site. The City of Monroe, through the approval of this document, assumes no responsibility for the completeness and/or accuracy of this document.
12. Silt sacks will be placed in basins/inlets along roadways after initial asphalt surface work is completed.
13. The financially responsible party/agent or the landowner/agent of a land disturbing activity > one acre is required to self-inspect the project. A self inspection, as well as documentation of a project after each phase of the project, is required.

_____ Include Scheduling Notes 03.01.03, and Construction Notes 03.03.01 as well as all pertinent Division 08.00 Erosion Control Details from the City of Monroe Standard Specifications and Detail Manual on all plan sheets.

_____ Provide Construction Sequence 03.01.04 notes 1 through 11 as well as any additional notes necessary to describe the basic sequence of events on the site. Include site specific sequencing for individual phases.

_____ Erosion Control Review Fee.

_____ Bond Amount in the form of certified check, cash, or irrevocable letter of credit. The person(s) or firm(s) posting the bond and listed as the financial responsible party must be registered with the North Carolina Secretary of State.