

# Stormwater Quality Permit Close-Out Process Checklist

Adams County – Stormwater Regulatory Compliance Unit

Oct. 6, 2011

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To begin the permit close-out process, the Permittee must submit (.pdf preferable) and demonstrate the following items to the SRC Unit at [swq@adcogov.org](mailto:swq@adcogov.org); this includes all written notifications, completed forms and certificate certifications and other administrative submittals.

## Required Notifications to SRC Unit

- To set up an inspection to close out the SWQ Permit notify the SRC Unit of this by phone at 720-523-6875 or by e-mail at [swq@adcogov.org](mailto:swq@adcogov.org). The SRC Unit must be contacted by the Permittee at least seven (7) business days prior to scheduling the final inspection. If additional inspections must be made by the county because the site doesn't meet the regulatory requirements, a fee will be assessed.

## Form and Certification Submittals

- *Submit a completed Drainage Certificate* form to ensure proper installation of all approved, permanent, post-construction stormwater quality BMPs.
- *Submit a completed Construction Site Stabilization Certificate* form accompanied with color photo documentation of the stabilized site.
- *Submit a completed Release of Financial Surety Request* form must be submitted to the SRC Unit prior to release of financial surety.
- *Submit a completed CDPS Stormwater Construction Permit Inactivation Application* form to ensure that the State permit has been improperly submitted to the State prior to stabilization.

## Project Site Clean-Up

- Achieve 70% uniform vegetative cover on all exposed soil that has not been stabilized by another method, i.e. driveway, building or house, landscape cover.
- Removal of all stockpiles of soil, construction material/debris, construction equipment, etc. from the construction site.
- Remove all temporary BMPs and dispose of them properly.
- Streets, parking lots and other surrounding paved surfaces are clean and free of any sediment or debris.
- Removal of sediment and debris within private drainage facilities caused by the Permittee's construction activity.
- Restore any damaged public infrastructure caused by the Permittee's construction activity.

## Other Required Submittals

- Submit a full color copy, final marked up ESC Plan. This includes all documentation over the duration of the SWQ Permit.