

E. Plan and Report Checklists

Section 2.3 provides Review Phase Submission Package checklists as well as detailed guidance on the submission process. Appendix E includes checklists itemizing the submittal requirements of plans and reports required for Review Phase Submission Packages. By ensuring that plans and reports meet the requirements identified in each checklist, the applicant can streamline their project's Review Phase.

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Table E-1: General Plan Sheet Requirements

#	Each plan sheet submitted to PWD must be legible and include the following items:
1	Project name
2	PWD project tracking number
3	Revision date(s)
4	Title of plan sheet
5	Signature and seal of Registered Professional (dated) for Final Construction Drawings
6	Plan scale including measurable scale bar (1" = 10', 20', 30', 40', 50', 60', or 100') (50' or less for Record Drawings)
7	North arrow
8	Legend that clearly shows all symbols, line types, and hatchings used on the plan
9	All proposed changes or additions to existing conditions should be represented on the plan in a line weight heavier than that used for existing conditions
10	Street lines, street names, rights-of-way, and easements
11	A note indicating the plan's vertical datum must be included. The Philadelphia Vertical Datum (City Datum) must be used.

Table E-2: Existing Conditions Plan Requirements

#	Requirement
1	General plan presentation requirements listed in Table E-1
2	Name of owner and designer
3	Site address (must match current Philadelphia Office of Property Assessment (OPA) records)
4	Location map including site location within watershed(s)
5	Property lines, all metes, bounds, boundaries, dimensions, building lines, and setbacks (must match current OPA records)
6	Street lines, street names, lot names, easements, other land divisions, and their purposes and confirmed locations
7	Location and boundaries of all existing rights-of-way, easements, cartway widths for all streets and private roads, and drainage rights-of-way
8	Location and size of all existing site features and impervious areas within 25 feet of the proposed earth disturbance even if those features are on an adjacent property
9	Location of all existing active and abandoned utilities (water, sewer, stormwater), including stormwater management practices above and below ground within 25 feet of the limit of disturbance
10	Identification of the nearest watercourses/water bodies (within 100 feet)
11	Existing topography of site (contours, sub-basins, etc.) in one-foot contour intervals (minimum) on-site and on adjacent lands within 25 feet of the property line and on the full width of abutting public lands, and private rights-of-way and easement(s)
12	Identification of any special features of the site (natural depressions, natural berms, flood plains, etc.)
13	Identification of the type and extent of vegetation, and the location and species identification of any trees that measure greater than six inches diameter at breast height
14	Location and boundaries of proposed demolition, including all structures and pavement to be removed and all utilities to be capped or plugged
15	Location of any existing on-site disposal systems (septic tanks) and drain fields

Table E-3: Conceptual Stormwater Management Plan Requirements

#	Requirement
1	General plan presentation requirements listed in Table E-1
2	Name of owner and designer
3	Site address (existing and proposed, if different)
4	Location map including site location within watershed(s)
5	Property lines, subdivision or lot consolidation lines, all metes, bounds, boundaries, dimensions, building lines and setbacks (if two or more lines (property lines, limits of disturbance (LOD) lines, right-of-way line, etc.) coincide at the same location or over one another on the plan, separate them on additional plan sheets)
6	Street lines, street names, lot names, easements, other land divisions, and their purposes and confirmed locations
7	Location of boundaries of all existing and proposed rights-of-way, easements, cartway widths for all streets and private roads, and drainage rights-of-way to remain post-construction (any proposed changes to the City plan should also be noted with an ordinance number, if known)
8	Location/outline of all existing structures to remain within 25 feet of the limit of disturbance
9	Location of all existing active and abandoned utilities (water, sewer, stormwater), including stormwater management practices, to remain above and below ground within 25 feet of the limit of disturbance
10	Existing topography of site (contours, sub-basins, etc.) in one-foot contour intervals (minimum) on-site and on adjacent lands within 25 feet of the property line and on the full width of abutting public lands, and private rights-of-way and easement(s)
11	Location of all right-of-way encroachments, such as egress wells, stairs, light poles, trees, building overhangs, etc.
12	Delineation, labeling, and square footage of the proposed LOD, including all utility connections, sidewalk replacement, stockpiles, and construction entrances within the LOD. The LOD should not only take into consideration proposed improvements, but also areas likely to be disturbed during construction, such as for the installation of erosion and sediment control measures.
13	Proposed topography of site (distinguish between existing and proposed contours) in two-foot contour intervals (minimum)
14	Identification of all proposed site improvements, such as buildings, basements, parking lots, driveways, landscaping, SMPs, drainage, etc., that should be distinguished from any existing features to remain
15	Location and dimensions of all existing and proposed driveways, curb cuts, and off-street parking lots
16	Proposed building lines with street setback lines and distances to other existing and proposed buildings if within 15 feet
17	Proposed lot lines and lot identification numbers, dimensions, and areas
18	Delineation of impervious surfaces
19	Location of vegetation identified for preservation and planned landscape areas
20	Location of all proposed water and fire utility connections, including proposed sizes, if known Water meter/meter pit must be shown within 35 feet of the property/house/right-of-way line (show dimension from property line to metered structure) Include backflow prevention on the water line, when applicable

21	Location of all proposed sanitary sewer and stormwater connections, including proposed sizes, if known (sewer connections made directly into inlets and manholes are not permitted)
22	Delineation of all proposed disconnected impervious cover within the LOD
23	Identification of areas of proposed stormwater management, including locations, extent, and types of SMPs, as well as safe overflow connections
24	Location of all existing and proposed roof and yard drains and their connections to SMPs or sewer (connection points must be included within the LOD)
25	For all infiltration SMPs, identification of loading ratio not exceeding 16:1 for directly connected impervious area (DCIA) to infiltration area footprint of surface-vegetated SMPs, and not exceeding 10:1 for DCIA to infiltration area footprint of subsurface infiltration SMPs
26	Extent and boundaries of 100-year floodplain in relation to the project
27	Depiction of post-development hydrology of the site with flow lines and/or drainage areas including discharge points from property and type of discharge (diffused, concentrated, piped, etc.)
28	Location of any proposed on-site disposal systems (septic tanks) and drain fields

Table E-4: Erosion and Sediment Control Plan Requirements

#	Requirement
1	General plan presentation requirements listed in Table E-1
2	Name of owner and designer
3	Site address (existing and proposed, if different)
4	Location map including site location within watershed(s)
5	Property lines, subdivision or lot consolidation lines, all metes, bounds, boundaries, dimensions, building lines and setbacks (if two or more lines (property lines, limits of disturbance (LOD) lines, right-of-way line, etc.) coincide at the same location or over one another on the plan, separate them on additional plan sheets)
6	Street lines, street names, lot names, easements, other land divisions, and their purposes and confirmed locations
7	Location of boundaries of all existing and proposed rights-of-way, easements, cartway widths for all streets and private roads, and drainage rights-of-way to remain post-construction (any proposed changes to the City plan should also be noted with an ordinance number, if known)
8	Location/outline of all existing structures to remain within 25 feet of the limit of disturbance
9	Location of all existing utilities (water, sewer, stormwater), including stormwater management practices, to remain above and below ground within 25 feet of the limit of disturbance
10	Existing topography of site (contours, sub-basins, etc.) in one-foot contour intervals (minimum) on-site and on adjacent lands within 25 feet of the property line and on the full width of abutting public lands, and private rights-of-way and easement(s)
11	Location of all right-of-way encroachments, such as egress wells, stairs, light poles, trees, building overhangs, etc.
12	Delineation, labeling, and square footage of the proposed LOD, including all utility connections, sidewalk replacement, stockpiles, and construction entrances within the LOD. The LOD should not only take into consideration proposed improvements, but also areas likely to be disturbed during construction, such as for the installation of erosion and sediment control measures.
13	Proposed topography of site (distinguish between existing and proposed contours) in one-foot contour intervals (minimum)
14	Identification of all proposed site improvements, such as buildings, basements, parking lots, driveways, landscaping, SMPs, drainage, etc., that should be distinguished from any existing features to remain
15	Location and dimensions of all existing and proposed driveways, curb cuts, and off-street parking lots, with distances from lot lines
16	Proposed building lines with street setback lines and distances to other existing and proposed buildings if within 15 feet
17	Proposed lot lines and lot identification numbers, dimensions, and areas
18	Delineation of impervious surfaces
19	Location of vegetation identified for preservation and planned landscape areas
20	Location of all proposed water and fire utility connections, including proposed sizes, if known Water meter/meter pit must be shown within 35 feet of the property/house/right-of-way line (show dimension from property line to metered structure) Include backflow prevention on the water line, when applicable

21	Location of all proposed sanitary sewer and stormwater connections including proposed sizes, if known (sewer connections made directly into inlets and manholes are not permitted)
22	Extent and boundaries of 100-year floodplain in relation to the project
23	Depiction of post-development hydrology of the site with flow lines and/or drainage areas including discharge points from property and type of discharge (diffused, concentrated, piped, etc.)
24	Location of any proposed on-site disposal systems (septic tanks) and drain fields
25	Location of all proposed erosion and sediment control measures, including, but not limited to, inlet protection, silt fence and/or compost filter sock, rock filter outlet, rock construction entrance, pumped water filter bag, concrete washout station, and stockpiles, which must be surrounded by silt fencing
26	Dimensions of rock construction entrance(s), which must be, at minimum, 50 feet in length and 20 feet in width
27	Tree protection fencing around existing trees proposed to remain
28	Geotextile or filter stone for erosion protection of soil beneath any proposed riprap
29	Objects of considerable mass (i.e. concrete blocks, sand bags, etc.) immediately downslope of any compost socks placed on paved surfaces (at same intervals as recommended by sock manufacturer for stakes)
30	The designer must prescribe dust control measures that are appropriate to the project. The designer is referred to the City of Philadelphia Department of Public Health Air Management Services <i>Construction/Demolition/Earthworks Dust Control Requirements FAQ</i> www.phila.gov/media/201902111104838/Dust-Control-Guideline-FAQ-20190205a-__FINAL.pdf for guidance.
31	Standard construction details from the <i>PA DEP Erosion and Sediment Pollution Control Manual</i> (2012 or latest) for inlet protection, silt fence and/or compost filter sock, rock filter outlet, rock construction entrance, pumped water filter bag, concrete washout station, and stockpile location (if any of these erosion and sediment control measures do not apply to the project site, justification must be provided as notes on the plan)
32	Standard Erosion and Sediment Control Notes listed in Table E-5, as applicable
33	Standard Sequence of Construction Notes listed in Table E-6, as applicable
34	Electronic signature and seal of a licensed professional if project's limit of disturbance exceeds 15,000 square feet

Table E-5: Standard Erosion and Sediment Control Notes

#	Note
1	An Industrial Waste Permit will be required should pumping to City-owned infrastructure become necessary during construction. All pumping of water from any work area shall be done according to the procedure described in this plan, over undisturbed vegetated areas.
2	Inlet protection should be provided for all inlets owned by PWD that are located within one block of the project site.
3	PWD is not responsible for any cleaning or repairs needed on City-owned infrastructure due to failure of any erosion and sediment control practices. (<i>applicant to indicate responsible party</i>)
4	Inspection and maintenance of all erosion and sediment control best management practices shall occur on a weekly basis, before any anticipated precipitation events, and after all precipitation events.
5	The maximum height for stockpiles areas shall be 20 feet. The maximum side slope for stockpile areas shall not exceed 2:1.
6	The rock construction entrance thickness shall be constantly maintained on-site. A stockpile shall be maintained on-site for this purpose. At the end of each construction day, all sediment deposited on paved roadways shall be removed and returned to the construction site. In no case shall the sediment be washed, shoveled, or swept into any roadside ditch, storm sewer, or surface water.
7	Filter fabric fence should be installed at level grade. Both ends of each fence section should be extended at least 8 feet upslope at 45 degrees to the main barrier alignment. Support stakes shall be spaced at a maximum of 8 feet. Sediment must be removed when accumulations reach ½ the above ground height of the filter fence.
8	Any fence section which has been undermined or topped must be immediately replaced with a rock filter outlet. Sediment must be removed when accumulations reach 1/3 the height of the outlet.
9	Erosion control blanketing shall be installed on all slopes 3H:1V or steeper within 50 feet of a surface water and on all other disturbed areas specified on the plan maps and/or detail sheets.
10	Immediately upon discovering unforeseen circumstances posing the potential for accelerated erosion and/or sediment pollution, the operator shall implement appropriate best management practices to minimize the potential for erosion and sediment pollution and notify PWD and PA DEP.
11	Until the site is stabilized, all E&S BMPs shall be maintained properly. Maintenance shall include inspections of all E&S BMPs prior to any anticipated storm event, after each runoff event and on a weekly basis. All preventative and remedial maintenance work, including clean out, repair, replacement, regrading, reseeding, remulching, and renetting, must be performed immediately. If the E&S BMPs fail to perform as expected, replacement BMPs, or modifications of those installed, will be required.
12	All earth disturbances, including clearing and grubbing, as well as cuts and fills, shall be done in accordance with the approved E&S Plan. A copy of the approved drawings must be available at the project site at all times. PWD shall be notified of any changes to the approved plan prior to implementation of those changes. PWD may require a written submittal of those changes for review and approval at its discretion.
13	At least three (3) days prior to starting any earth disturbance activities, or expanding into an area previously unmarked, the Pennsylvania One Call System Inc. shall be notified at 1-800-242-1776 for the location of existing underground utilities.
14	All earth disturbance activities shall proceed in accordance with the sequence provided on the plan drawings. Deviation from that sequence must be approved in writing by PWD and the PA DEP prior to implementation.

15	Areas to be filled are to be cleared, grubbed, and stripped of topsoil to remove trees, vegetation, roots, and other objectionable material.
16	Clearing, grubbing, and topsoil stripping shall be limited to those areas described in each stage of the construction sequence. General site clearing, grubbing, and topsoil stripping may not commence in any stage of the project until the E&S BMPs specified by the BMP sequence for that stage have been installed and are functioning as described in this E&S Plan.
17	At no time shall construction vehicles be allowed to enter areas outside the limit of disturbance boundaries shown on the plan maps. These areas must be clearly marked and fenced off before clearing and grubbing operations begin.
18	A log showing dates that E&S BMPs were inspected as well as any deficiencies found and the date they were corrected shall be maintained on the site and be made available to PWD at the time of inspection.
19	All sediment removed from BMPs shall be disposed of in the following manner: <i>(applicant to describe disposal method)</i>
20	Areas which are to be topsoiled shall be scarified to a minimum depth of three to five inches — six to 12 inches on compacted soils — prior to placement of topsoil. Areas to be vegetated shall have a minimum four inches of topsoil in place prior to seeding and mulching. Fill outslopes shall have a minimum of two inches of topsoil.
21	All fills shall be compacted as required to reduce erosion, slippage, settlement, subsidence, or other related problems. Fill intended to support buildings, structures, and conduits, etc. shall be compacted in accordance with local requirements or codes.
22	All earthen fills shall be placed in compacted layers not to exceed nine inches in thickness.
23	Fill materials shall be free of frozen particles, brush, roots, sod, or other foreign or objectionable materials that would interfere with or prevent construction of satisfactory fills.
24	Frozen materials or soft, mucky, or highly compressible materials shall not be incorporated into fills.
25	Fill shall not be placed on saturated or frozen surfaces.
26	Seeps or springs encountered during construction shall be handled in accordance with the standard and specification for subsurface drain or other approved method.
27	All graded areas shall be permanently stabilized immediately upon reaching finished grade. Cut slopes in competent bedrock and rock fills need not be vegetated. Seeded areas within 50 feet of a surface water, or as otherwise shown on the plan drawings, shall be blanketed according to the standards of this plan.
28	Immediately after earth disturbance activities cease in any area or subarea of the project, the operator shall stabilize all disturbed areas. During non-germinating months, mulch or protective blanketing shall be applied as described in the plan. Areas not at finished grade, which will be reactivated within one year, may be stabilized in accordance with the temporary stabilization specifications. Those areas which will not be reactivated within one year shall be stabilized in accordance with the permanent stabilization specifications.
29	Permanent stabilization is defined as a minimum uniform, perennial 70% vegetative cover or other permanent non-vegetative cover with a density sufficient to resist accelerated erosion. Cut and fill slopes shall be capable of resisting failure due to slumping, sliding, or other movements.
30	E&S BMPs shall remain functional as such until all areas tributary to them are permanently stabilized or until they are replaced by another BMP approved by PWD and PA D EP.
31	After final site stabilization has been achieved, temporary E&S BMPs must be removed or converted to permanent post-construction stormwater management practices. Areas disturbed during removal or conversion of the E&S BMPs shall be stabilized immediately. In order to ensure rapid revegetation of disturbed areas, such removal/conversions are to be done only during the germinating season.

32	Sediment basins and/or traps shall be kept free of all construction waste, wash water, and other debris having potential to clog the basin/trap outlet structures and/or pollute the surface waters. <i>(when applicable)</i>
33	During construction, the selected contractor is expected to follow the PCSMP approved by PWD. No change or deviation from the Approved PCSMP is permitted without prior approval from PWD.
34	All work associated with PWD water conveyance and sewer infrastructure shall be done in accordance with the City of Philadelphia Water Department “Water Main Standard Details and Corrosion Control Specifications”, 1985 edition, and “Standard Details and Standard Specifications For Sewers”, 2019 edition.
35	Contact PWD Water Transport Records (1101 Market Street, 2nd Floor, Phone: 215-685-6271) for additional approvals and permits required for all water services, meters, and connections to the existing and/or proposed PWD facilities.
36	All building materials and wastes shall be removed from the site and recycled or disposed of in accordance with the PADEP’s Solid Waste Management Regulations at 25 PA Code 260.1 et seq., 271.1, and 287.1 et seq. No building materials or wastes or unused building materials shall be burned, buried, dumped, or discharged at the site.
37	A Dust Control Permit will be required when completely demolishing a building or structure that is more than three (3) stories, greater than forty (40) feet tall, or encompasses more than ten thousand (10,000) square feet; completely or partially demolishing any building or structure by implosion; or engaging in earthworks, defined as “clearing, grubbing, or earth disturbance of any land in excess of 5,000 square feet.”

Table E-6: Standard Sequence of Construction Notes

#	Note
1	At least seven (7) days prior to any earth disturbance, the Inspections Coordinator of PWD (Office: 215-685-6387) must be called to schedule a preconstruction meeting.
2	At least three (3) days prior to (<i>applicant to name each SMP</i>) installation, the Inspections Coordinator of PWD (Office: 215-685-6387) must be called to schedule an inspection (<i>for each SMP</i>).
3	All stone that makes up the (<i>applicant to name each infiltration SMP</i>) must remain free of sediment. If sediment enters the stone, the contractor may be required to remove the sediment and replace it with clean-washed stone.
4	Upon completion of all earth disturbance activities and permanent stabilization of all disturbed areas, the owner and/or operator shall contact Inspections Coordinator of PWD (Office: 215-685-6387) for a final inspection prior to removal/conversion of the E&S BMPs.
5	As soon as slopes, channels, ditches, and other disturbed areas reach final grade, they must be stabilized. Cessation of activity for four (4) days or longer requires temporary stabilization.
6	The NPDES Notice of Termination (N.O.T.) must be submitted to PA DEP upon completion of construction (<i>when applicable</i>).
7	Water pumped from work areas should be treated for sediment removal prior to discharging to a “surface water” (<i>when applicable</i>).

Table E-7: Post-Construction Stormwater Management Plan Report Requirements


PCSMP Report Section*	Requirements
Cover	<ul style="list-style-type: none"> • Signed and sealed by a Professional Engineer
Introduction / Project Description	<ul style="list-style-type: none"> • Project summary • Stormwater management summary <ul style="list-style-type: none"> ▪ Applicable PWD Stormwater Regulations ▪ Applicable State and Federal regulatory/permit requirements • Existing site and drainage conditions summary
Project Soils	<ul style="list-style-type: none"> • Soil survey map • Hydrologic Soil Group discussion
Stormwater Management	<ul style="list-style-type: none"> • Stormwater management design methodology <ul style="list-style-type: none"> ▪ Rainfall depths and distribution, if applicable (Section 3.4) ▪ Runoff estimation method, if applicable (Section 3.4) ▪ Flow and storage routing methods, if applicable (Section 3.4) • Stormwater analysis summary and discussion • Proposed stormwater management design <ul style="list-style-type: none"> ▪ Proposed stormwater management practice (SMP) summaries, if proposed ▪ Infiltration summary ▪ Proposed disconnected impervious cover (DIC) summaries, if proposed ▪ Proposed Stormwater Management Banking or Trading discussion, if proposed (Section 3.2.4) <ul style="list-style-type: none"> ◦ Type of Stormwater Management Banking or Trading proposed ◦ Description of area(s) proposed to be banked or traded ◦ Square footage(s) of area(s) proposed to be banked or traded ◦ Justification for the proposed bank or trade, including reasons why management of the required area(s) is not feasible and why PWD may benefit from the proposal ▪ Proposed fee in lieu discussion, if proposed (Section 3.4.1) <ul style="list-style-type: none"> ◦ Square footage(s) of area(s) for proposed fee in lieu ◦ All Water Quality stormwater management strategies considered and rejected ◦ Justification for the proposed fee in lieu, including reasons why all considered stormwater management strategies are not feasible or advisable

Appendices	<ul style="list-style-type: none"> • Stormwater analysis calculations <ul style="list-style-type: none"> ▪ Static storage calculations, if applicable (Section 3.4.1) ▪ Predevelopment and post-development Tc calculations, if applicable (Section 3.4.1) ▪ Predevelopment and post-development hydrologic modeling, if applicable (Section 3.4.1) <ul style="list-style-type: none"> ◦ Model routing ◦ Input parameters ◦ Hydrograph summaries ◦ Pond summaries ◦ Hydrologic modeling input files, if applicable • Pipe capacity calculations
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The following items are required, but may be included in the PCSMP Report or submitted separately as part of the PCSMP Review Phase Submission Package.

PCSMP Report Section*	Requirements
Drainage Area Plan(s)	<ul style="list-style-type: none"> • Predevelopment and post-development drainage areas (including any off-site area) • Location of point(s) of analysis (POA) • Pertinent existing stormwater infrastructure necessary to define existing drainage conditions
Inlet Drainage Area Plan	<ul style="list-style-type: none"> • Predevelopment and post-development inlet drainage area delineations (including any roof leaders) • Calculated areas of drainage and time of concentration to each inlet • Impervious and pervious cover and runoff coefficients within each drainage area
PWD Stormwater Plan Review Online Technical Worksheet water.phila.gov/development/stormwater-plan-review/manual/chapter-3/3-4-how-to-show-compliance/#Worksheet	<ul style="list-style-type: none"> • PDF printout of completed Online Technical Worksheet. For submissions via the Project Dashboard on the PWD Stormwater Plan Review www.pwdplanreview.org/ website, a PDF is automatically generated and submitted.

<p>Geotechnical Report</p>	<ul style="list-style-type: none"> • Signed and sealed by a Professional Engineer • Detailed description of testing procedure and materials/apparatus used • Weather information at time of testing and previous 24 hours (temperature, rainfall, etc.) • Engineer’s analysis and summary of all results including soil classification (in accordance with ASTM D2488) and site evaluation • Engineer’s affirmative or negative recommendation on feasibility of infiltration, with justification • Infiltration Testing and Soil Characterization Plan (including, but not limited to, topographic/existing features of the site showing location of test pits/borings and infiltration tests) • Field boring/test pit logs for soil profiling • Infiltration Testing Log (Appendix H provides a template, which shows minimum level of information that must be provided) • Sieve analysis results per ASTM D422-63, down to No. 200 sieve, and USCS classification per ASTM D2487 of each sample • Photographs of testing
<p>Media Filter Design Documentation water.phila.gov/development/resources/#media-filter</p>	<ul style="list-style-type: none"> • Inflow and outflow event mean concentrations and percent removals for Total Suspended Solids (TSS) for sand/media filters (Designs must demonstrate a maximum effluent event mean concentration of 15 milligrams per liter for TSS at a POA downstream of the SMP) • Third-party certifications for proprietary media filters • Hydrologic and hydraulic model files, if applicable • Product specifications for proprietary media filters • Manufacturer’s guidelines for installation for proprietary media filters • Construction sequence • Maintenance requirements, including product life and replacement schedule, if applicable
<p>Low Flow Device Design Documentation water.phila.gov/development/resources/#low-flow</p>	<ul style="list-style-type: none"> • Performance/discharge curves • Third-party certifications • Hydrologic and hydraulic model files, if applicable • Product specifications • Manufacturer’s guidelines for installation • Construction sequence • Maintenance requirements, including product life and replacement schedule, if applicable

<p>SMP Maintenance Guide (Appendix G)  water.phila.gov/development/stormwater-plan-review/manual/appendices/g-smp-maintenance-guide-documents/</p>	<ul style="list-style-type: none"> • SMP Maintenance Guide Introduction <ul style="list-style-type: none"> ▪ Customized, from the third page of the SMP Maintenance Guide Information document provided in Appendix G, to be site-specific ▪ Provides under its cover an SMP Maintenance Guide Site Map and SMP Maintenance Schedule Forms • SMP Maintenance Guide Site Map <ul style="list-style-type: none"> ▪ Identifies the on-site SMPs and key SMP-related features which require maintenance, using unique, legible, labels, and provides a list of structures and SMP-related features, identifying the associated SMP(s) for each ▪ Includes a Color Legend that adheres to the Color Legend provided in the SMP Maintenance Guide document provided in Appendix G ▪ Sized 11” x 17” (Multiple sheets may be used, if necessary) ▪ Consistent in format with the SMP Maintenance Guide Sample’s Site Map, provided in Appendix G • SMP Maintenance Schedule Forms <ul style="list-style-type: none"> ▪ Customized from the templates provided in Appendix G to be site-specific for each proposed SMP ▪ Provide for inspection of each SMP and SMP-related structure, including routine maintenance, repair, and replacement ▪ Provide for a report documenting each inspection and all SMP maintenance activities performed as a result of the inspections
<p>Construction Certification Package with Customized SMP Construction Certification Forms (Appendix J)  water.phila.gov/development/stormwater-plan-review/manual/appendices/j-construction-certification-package/</p>	<ul style="list-style-type: none"> • One site-specific SMP Construction Certification Form for each SMP

<p>Proof of Applicable State and/or Federal Permits</p>	<ul style="list-style-type: none"> • Typical permits (as applicable): <ul style="list-style-type: none"> ▪ Pennsylvania Code and Charter Chapter 102 NPDES National Pollutant Discharge Elimination System Phase II Permit for Construction Activities ▪ Pennsylvania Code and Charter Chapter 105: Water Obstruction and Encroachment General and Joint Permits ▪ Other applicable permits (Sections 2.5, 2.6, and 2.7 provide resources to assist in determining which permits may apply) • Proof of issuance is required for PWD sign-off on a Building Permit; however, the applicant must only prove that they have applied for all applicable permits via copies of permit applications, application receipts, or notification letters from relevant agencies • For Pennsylvania Land Recycling Program (Act 2) sites, proof of notice to PA DEP for both an intent to remediate and notification of work to an existing Act 2 site is required
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**The PCSMP Report section divisions/organization listed are not required, but are provided by PWD to aid the applicant in organizing the required inclusions in the PCSMP Report.*

Table E-8: Record Drawing Requirements

#	Requirement
1	General plan presentation requirements listed in Table E-1 (The preparer of the Record Drawing(s) must prominently display their signature and professional seal, or, in the case of Licensed Contractors, their signature, printed name, business title, company name, and City of Philadelphia Department of Licenses and Inspections Contractor License Number, all of which must be clearly labeled, on each Record Drawing plan sheet.)
2	Labeling on each document as “Project Record” with large, red letters
3	Record Drawing drafting date on each sheet
4	Drawing scale of 1”=50’ or less
5	Information confirmed to be in accordance with the Approved Post-Construction Stormwater Management Plan (PCSMP) highlighted in yellow
6	Information that deviates from the Approved PCSMP highlighted in red
7	Benchmark elevation, description, and location on each plan sheet
8	Horizontal variations greater than one foot shown dimensionally or through stations
9	Vertical elevation variations greater than 0.1 feet shown for all design elevations shown
10	Locations of all proposed stormwater management practices (SMPs) in plan view
11	Distance from lot lines to the constructed SMPs
12	Locations of utilities
13	Spot grade elevations and/or contour lines at one-foot intervals
14	Stormwater flow direction arrows
15	Elevations across dam embankments
16	Elevations at the top of risers
17	Elevations at the invert and rim of all orifice openings in risers and control structures
18	Elevations across emergency spillways
19	Elevations across the bottom of ponds (excluding wet ponds)
20	Elevations for of all inlet and outlet controls
21	Elevations at inverts of all pipes, swales, and drains
22	Measurements and invert elevations for all orifices, weirs, and other flow control devices
23	Pipe and culvert material, length, size, and slope, inlet and outlet locations, and rim and invert elevations
24	Information for any energy dissipation measures
25	Drainage areas for each SMP, if they differ from the Approved PCSMP
26	Detail or cross-section of each SMP with all pertinent elevations labeled