CITY OF SOMERVILLE, MASSACHUSETTS KATJANA BALLANTYNE Mayor Department of Infrastructure & Asset Management Engineering Division



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ENGINEERING SITE PERMIT RULES & REGULATIONS

Date: March 2023

Applicability

If the proposed project includes <u>ANY</u> of the following, the property owner, or their representative, must apply for and receive a Site Construction Permit prior to start of construction. If multiple projects on the same property within a 24-month period exceed <u>ANY</u> of these thresholds a Permit covering all projects is required.

- 1. Moving more than 200 CF of soil.
- 2. Changing the landscape cover over more than 400 SF.
- 3. Construction on an existing or proposed slope of 25% (4:1) or steeper.
- 4. Constructing pavement (including patios, pools, decks or porches) that covers more than 30 SF or within 24" of the property line for more than 5 feet.
- 5. Repairing existing pavement that covers more than 100 SF or within 24" of the property line for more than 5 feet.
- 6. Increasing building roof area by more than 30 SF or within 24" of the property line for more than 5 feet.
- 7. Altering, installing or constructing a stormwater collection or management system (including pervious pavements, downspouts, rainleaders or connection to the municipal system).
- 8. Altering the flow of stormwater across property lines.

All Site Construction Permits will also be reviewed by ISD's Zoning Enforcement Officer to determine if additional zoning requirements apply, or if a Development Review Application (as defined by the Somerville Zoning Ordinance) is required for the project to proceed.

The following guidelines apply to redevelopment projects, which applies to most every Construction Project in Somerville. Notify Somerville Engineering Division if the project is considered a new development, different criteria may apply.





Project Reviews

Project reviews will be calibrated to the scale and scope of the proposed projects as delineated below.

Small Project Review

- 1. Less than 1/5 acre property, AND
- 2. Less than 100 SF of constructed pavement and/or new roof area, AND
- 3. Less than 500 SF of repaired pavement, AND
- 4. No stormwater connections (piped or overland) to the public right of way and/or to the municipal stormwater/wastewater systems.

Medium Project Review

- 1. Less than 1 acre property, AND
- 2. Less than 10,000 SF of total impervious area, AND
- 3. No stormwater connections (piped or overland) to the public right of way and/or to the municipal stormwater/wastewater systems.

Large Project Review

1. All other projects.

Submittal Requirements:

- 1. Permit Review Fee:
 - a. Small Project Review: \$100.
 - b. Medium Project Review: \$500.
 - c. Large Project Review: \$2500.
- 2. Provide on all plans, calculations & reports:
 - a. Name, address, phone & email of Property Owner
 - b. Name, address, phone & email of Applicant (if different)
 - c. Legal address of project location (as listed by Somerville assessing department)
- 3. Dimensioned existing and proposed conditions plans:
 - a. Provide clear & legible design plans. Hand drawn plans accepted for Small Projects.
 - b. Provide photos of existing conditions.
 - c. Required for Medium and Large Projects:
 - Plans prepared by a Professional Licensed Surveyor (PLS) or Professional Engineer (PE) or a Professional Landscape Architect (PLA) currently licensed in Massachusetts.
 - ii. Plans at a common scale of 1"=5', 1"=10' or 1"=20'.
 - iii. Plan Border size of 11"x17" or 22"x34".





- iv. Elevations & grades referencing the NAVD 1988 datum.
- v. Different scales or borders may be approved by City Engineer prior to application.
- vi. Hand drawn plans may be accepted for Medium Projects if agreed to by City Engineer prior to application.
- d. Show direction of slope, pointing in the downslope direction.
- e. Callout building and the extents of all surface materials.
- f. Callout downspouts, roof drains and/or sump pump discharge.
- g. Callout all sidewalk conditions within 30' of the property:
 - i. Sidewalk material
 - ii. Utility poles
 - iii. Sign posts
 - iv. Hydrants
 - v. Trees
 - vi. Curb cuts
 - vii. Wheelchair ramps
 - viii. Water and/or gas gate boxes
 - ix. Provide current photos if a certified survey is not provided.
- h. Provide dimensions to determine:
 - i. Property area
 - ii. Building footprint area (all roofed structures, including sheds and porches)
 - iii. Pavement area (driveway, patios, un-roofed decks, etc.)
 - iv. Pervious pavement area (stone, gravel, porous pavers, porous asphalt, etc.)
 - v. Landscaped area
 - vi. Driveway width(s) and length(s)
 - vii. Curb cut width(s)
- i. Stormwater management features if required by the hydrology calculations.
- j. Retaining walls (walls 30" and higher require a building permit)
- k. Erosion control plan

4. Construction details for all proposed items on plan (use City Standard Details, Manufacturers Recommended Details and/or Professional Engineer Designed Details); including, but not limited

to:

- a. Pavement construction (pervious and impervious)
- b. Curb cut (specific to proposed conditions)
- c. Stormwater management
- d. Retaining walls
- e. Curbs
- f. Sign posts





5. Required for Medium and Large Projects: table comparing existing and proposed site areas. List in both square foot and lot coverage of total property area. Example Table:

Area Type	Existing Ar	ea (SF)	Lot Coverage (% or total area)	Proposed A (SF)	rea	Lot Coverage (% or total area)
Total Lot Area	100			100		
Roof	50		50	50		50
Pavement & Impervious Surfaces	25		25	0		0
Pervious Pavement & Surfaces*	0	X 0.33	0	30	X 0.33	10
Landscaped**	25		25%	20		0%
Total Lot Coverage			75			60
 * Pervious pavements & surfaces are considered to have a runoff coefficient of 0.33, thus their lot coverage is calculated based on 33% of their measured area. ** Landscaped areas do not count towards lot coverage. 						





- 6. Required for all Large Projects and Medium if proposed lot coverage exceeds existing lot coverage: runoff hydrology calculations and stormwater management system to meet Design Standards.
 - a. Hydrology calculations and stormwater management system design by a Professional Engineer (PE) currently licensed in Massachusetts.
 - B. Rainfall events updated annually based on NOAA Atlas 14 Point Precipitation Frequency Estimates for 1 Franey Road, Somerville, 02145 (location of the City's rain gauge of record):

Storm Recurrence	Storm Depth
1yr 6hr	1.7"
1yr 24hr	2.6"
2y 24hr	3.3"
5yr 24hr	4.3"
10yr 24hr	5.2"
25yr 24hr	6.4"
100yr 24hr	8.2"

- c. Hydrology modeling by USDA TR-20 or USDA TR-55.
- d. Runoff Curve Numbers (CNs) from Table 2-2a of TR-55, use the following ground cover types:
 - i. Open Space in fair condition for existing and proposed lawns.
 - ii. Impervious Areas for all impervious pavements and roofs.
 - iii. Brush in fair condition for landscaped areas.
 - iv. Woods grass combination in fair condition, for pervious areas within the drip line of trees.
- 7. Required for all Large Projects: Water quality calculations for Total Suspended Solids (TSS) and Total Phosphorous (TP).
 - a. Calculate each stormwater treatment train separately.
 - b. Base calculations for Total Suspended Solids on Volume 2 Chapter 2: Structural BMP Specification for the Massachusetts Stormwater Handbook
 - c. Base calculations for Total Phosphorus on Massachusetts MS4 General Permit <u>Appendix</u> <u>F, Attachment 3</u>. Note that the <u>BATT tool</u> can also be used to calculate both TSS and TP load reductions.
 - d. Submit with all calculations:





- i. For all stormwater treatment system trains:
 - 1. Total impervious area that drains to the system (square feet)
 - 2. Total pervious area that drains to the system (square feet)
 - 3. Storage volume (cubic feet)
- ii. For infiltration systems (trenches, basins): infiltration rate (inches/hour).
- iii. For porous pavement: depth of filter course (inches). Note that the minimum depth of the filter course shall be 12 inches.
- 8. Sediment & Erosion Control Plan as specified in Design Standards.
- 9. Any additional documents required by the City Zoning Enforcement Officer as required to determine compliance with the Zoning Ordinance project. A separate Development Review Application (DRA) may be required.

Design Standards

Small Project Review

- 1. Runoff from all repaired impervious areas discharges to pervious areas at least 10 feet from the property line, or into a drywall or pervious pavement with storage volumes of at least 3/4-inch times impervious area.
- 2. All runoff from new impervious areas discharge into a drywell or pervious pavement with storage volumes of at least 1.5-inch times impervious area.
- 3. Direct all downspouts, roof drain and/or sump pump discharge outlets pervious areas at least 10 feet from the property line, or into a drywall or pervious pavement.
- 4. Perimeter sediment and erosion control protections.

Medium Project Review

- 1. Hydrology Design
 - a. Hydrology calculations for 1-yr to 100-yr storms.
 - b. No increase in runoff volume or peak flow across all property lines.
- 2. Stormwater Management System Design
 - a. No new stormwater conveyances (e.g., outfalls) may discharge untreated stormwater directly to or cause erosion in wetlands or waters of the Commonwealth.
 - b. Low Impact Development (LID) site planning and design strategies must be used to the maximum extent feasible.
 - c. Runoff from all existing and proposed impervious areas discharges to pervious areas at least 10 feet from the property line or into a stormwater management system (e.g. infiltration system or pervious pavement).
 - d. No stormwater overflow to the public way or municipal system is permitted. Any project with an existing over flow to remain or proposed overflow will be reviewed as a Large Project.
- 3. Water Quality Design





- a. All runoff from driveways and parking areas are completely infiltrated on-site during a 3/4-inch storm.
- 4. Erosion & Sediment Control
 - a. Perimeter erosion control required for all projects. Erosion control may include a combination of sediment tubes (aka silt socks), silt fences and/or haybales.
 - b. Provide sediment bags (aka silt sacks) in all on-site catch basins and each down-stream catch basin(s) in the public right-of-way.
 - c. Identify and protect all other downstream inlets to the municipal sewer system.
 - d. Identify and protect all receiving water bodies.
 - e. Identify and protect all trees on property or in the public right-of way.
 - f. Construction entrance protection and street sweeping,
 - g. Slope erosion protection, and
 - h. Inspect, clean and repair all controls monthly.
- 5. Inspections
 - a. During Construction, schedule a site visit 1 business day prior to the following activities:
 - 1. Pervious pavement subbase completion, prior to placing pervious pavement
 - 2. Stormwater management system, prior to backfill
 - b. Project Completion, schedule a site visit 1 week prior to completion, final inspection to include:
 - 1. Constructed in conformance with approved & permitted design
 - 2. ADA/MAAB slope and width compliance of curb cut and/or sidewalk
- 6. Operations & Maintenance
 - a. Provide post-construction O&M plan for stormwater management systems (including pervious pavements) at the time of permit application.
 - b. Provide as-built drawings prior to project Certificate of Occupancy.
 - c. Provide a self-certification every year by January 31st, after being issued a Certificate of Occupancy, to confirm that stormwater management systems (including pervious pavements) have been operated and maintained as required by the post-construction O&M plan.

Large Project Review

- 1. Hydrology Design
 - a. Hydrology calculations for 1-yr to 100-yr storms.
 - b. No increase in runoff volume or peak flow across all property lines and drainage outlets. (Standard 2 of Massachusetts Stormwater Handbook)
 - c. Approximate annual recharge of the existing site. (Standard 3 of Massachusetts Stormwater Handbook)
 - d. Reduce stormwater runoff to the public right of way (piped and overland) such that the 10-yr proposed peak flow is less than the existing 2-yr peak flow.
- 2. Stormwater Management System Design





- a. No new stormwater conveyances (e.g., outfalls) may discharge untreated stormwater directly to or cause erosion in wetlands or waters of the Commonwealth. (Standard 1 of Massachusetts Stormwater Handbook)
- b. Low Impact Development (LID) site planning and design strategies must be implemented unless infeasible in order to reduce the discharge of stormwater from development sites.
- c. No water from the ground, building pump, mechanical equipment, irrigation, pool, cleaning operations or any other non-stormwater flow may discharge to the public storm drain system or public wastewater system (except to MS4 systems as provided by Illicit Discharge Ordinance).
- d. Provide a direct (piped) stormwater connection to one of the following within 150 feet of the project site in the following order of priority:
 - 1. MS4 storm drain.
 - 2. Any other public storm drain.
 - 3. Combined sewer.
- 3. Water Quality Design
 - a. Provide 80% TSS (Total Suspended Solids) removal, OR stormwater retention/infiltration of 1" over all impervious areas in the proposed conditions
 - b. Reduce TP (Total Phosphorus) loads by at least 62% for all properties by prioritizing the installation of infiltration BMPs in the project's stormwater management systems.
- 4. Discharge and Dewatering Permits
 - a. Provide copies of the applicable discharge and dewatering permit applications (i.e. MWRA Temporary Construction Site Dewatering Permit, NPDES General Construction Permit NOI).
- 5. Erosion & Sediment Control
 - a. Customize and submit with the permit application the City developed **Construction Site Inspection Report Template** (included in Appendix A) or the <u>2022 NPDES GCP Site</u> <u>Inspection Report Template</u>.
 - b. Perimeter sediment & erosion control protections,
 - c. Storm inlet and catch basin protections,
 - d. Construction entrance protection and street sweeping,
 - e. Slope erosion protection,
 - f. Site cleanliness, dust suppression, construction/demolition debris removal, and sanitary waste removal,
 - g. Collection and spill containment of all oils, greases, fuels, chemicals and other liquid wastes,
 - h. Inspect, clean, and repair all controls weekly, and
 - i. Provide inspection logs to City monthly though CitizenServe by the 15th of the following month.
- 6. Inspections
 - a. During Construction, schedule a site visit 1 business day prior to the following activities:
 - 1. Pervious pavement subbase completion, prior to placing pervious pavement
 - 2. Stormwater management system, prior to backfill
 - 3. Stormwater outlet connection
 - b. During Construction, City will conduct random site inspections approximately 4 times per year.





- c. Project Completion, schedule a site visit 1 week prior to completion, final inspection to include:
 - 1. Constructed in conformance with approved & permitted design
 - 2. ADA/MAAB slope and width compliance of curb cut and/or sidewalk
 - 3. Material or debris that has washed or flown into existing drains, pipes, or structures shall be entirely removed and disposed of by the Contractor.
- 7. Operations & Maintenance
 - a. Provide O&M plan for stormwater management systems (including pervious pavements) at the time of permit application. O&M plan shall state that quarterly inspections will be submitted to City annually (refer to b. & c., below).
 - b. Provide quarterly inspection logs to the City by January 31st of the following year.
 - c. Provide a self-certification every year by January 31st, after being issued a Certificate of Occupancy, to confirm that stormwater management systems (including pervious pavements) have been operated and maintained as required by the post-construction O&M plan. The City reserves the right to request the submission of the quarterly O&M inspections logs at any time.
 - d. Provide as-built drawings prior to project Certificate of Occupancy.

Construction Standards & Requirements

- 1. Infiltration system (including drywells):
 - a. May be composed of drywells, infiltration trenches, proprietary infiltration structures, and/or reservoir course beneath pavements.
 - b. Stone in infiltration system within 18" below vehicle areas:
 - i. double washed (no fines) AASHTO #57 stone (25% void ratio)
 - c. Stone in infiltration system:
 - i. double washed (no fines) AASHTO #2 (33% void ratio), and/or
 - ii. double washed (no fines) AASHTO #57 stone (25% void ratio)
 - d. Bottom of infiltration system to be at least 6" above ESHGW.
 - e. Separation from existing basements:
 - i. Horizontal: at least 10 feet, and/or
 - ii. Vertical: top of system is 6" below basement floor (ESHGW separation at bottom still applies).
 - iii. Impermeable barriers may be considered on a case-by-case basis.
- 2. Porous pavement:
 - a. Composed of durable and porous surfaces, such as: porous asphalt, permeable concrete pavers, stone surfaces, and flexible rubber aggregate surfaces.
 - b. Minimum aggregate size for setting beds and/or joint sweeping is AASHTO #9 stone (polymeric sand is NOT permitted)
 - c. Stone base material to be AASHTO #57 stone (25% void ratio)





- d. Minimum depth of stone base from surface grade is 12", 24" is recommended to minimize freezing conditions
- e. Bottom of porous pavement system to be at least 24" above ESHGW.
- f. TR-20/TR-55 hydrology analysis model as:
 - i. Use open space CN with no additional storage, or
 - ii. Model porous surface as impervious area that discharges to pond that models the storage volume beneath the porous surface (useful when routing other impervious areas to the porous pavement system).
- 3. Street Occupancy Permit required for the following:
 - a. Any work in the public way,
 - b. Use of construction equipment in the public way, including but not limited to:
 - i. Asphalt paving up to property line,
 - ii. Concrete and or asphalt vehicles parked or staged on the public way, and/or
 - iii. Staging construction equipment or materials in the public way (does not include daily or less frequent delivery and removal of equipment or materials stored on private property).
 - c. Street Occupancy will require a Traffic Management Plan (TMP).
- 4. BMP Designs should meet the following reference standards where applicable and/or as directed by the City Engineer:
 - a. MA MS4 General Permit
 - b. MA Stormwater Handbook, including Volume 2 Chapter 2: Structural BMP Specification for the Massachusetts Stormwater Handbook
 - c. NPDES CGP, and supporting documents, regulations, and guidelines
 - d. Somerville Standard Details and Specifications





Appendix A: Construction Site Inspection Report Template



CITY OF SOMERVILLE, MASSACHUSETTS KATJANA BALLANTYNE

Mayor Department of Infrastructure & Asset Management Engineering Division



RICHARD E. RAICHE, PE, PMP DIRECTOR OF INFRASTRUCTURE & ASSET MANAGEMENT BRIAN POSTLEWAITE, PE DIRECTOR OF ENGINEERING

CONSTRUCTION SITE INSPECTION REPORT TEMPLATE

General Tips for Using This Template

This Construction Site Inspection Report Template is provided to assist you in preparing site inspection reports to obtain and comply with City's Engineering Site Construction Permit (ESC Permit).

If you are covered under the 2022 NPDES CGP, you can use the Site Inspection Template available at https://www.epa.gov/npdes/construction-general-permit-resources-tools-and-templates to create a site inspection report form that is customized to the specific circumstances of your site and that complies with the reporting requirements of Somerville's Engineering Site Permit Rules & Regulations.

Keep in mind that this document is a template and not an "off-the-shelf" inspection report that is ready to use without some modification. You must first customize this form to include the specifics of your project in order for it to be useable for your inspection reports. Once you have entered all of your site-specific information into the blank fields, you may use this form to complete inspection reports.

The following tips for using this template will help you ensure that permit requirements are met:

- **Review the inspection requirements.** Before you start developing your inspection report form, read the Engineering Site Permit Rules & Regulations. This will ensure that you have a working understanding of the City's underlying inspection requirements.
- **Complete all required blank fields.** Fill out blank fields marked with an asterisk. Only by filling out all required fields will the template be accepted by the City when issuing a ESC Permit. (Note: Where you do not need the number of rows provided in the template form for your inspection, you may delete these or cross them off as you see fit. Or, if you need more space to document your findings, you may insert additional rows in the electronic version of this form).
- **Submit the customized inspection report.** Once the form has been customized, you must submit it to the City along with your ESC Permit through CitizenServe.
- Submit copies of all inspection reports monthly. During construction, you must submit copies of your inspection reports to the City through CitizenServe by the 15th of the following month.





1. General Information

Project Name*			
Project Location*			
Site Operator*			
Inspector's Name*			
Date of Inspection*		Date of Last Inspection*	
Start Time*		End Time*	
If yes, has NOI been appr If yes, has NOI been prov If yes, please provide Per If	rided to the City?* mit number no, provide NOI to the City orary Construction Site Dewa	Yes Yes y of Somerville immediatel	 No □ No □ No □ No □ y. No □
e <u> </u>	Storm Event Durin v rainfall event equal or great	6	ost-Storm Event
Describe the weather conditions at time of inspection*			
Describe the current phase of construction			



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2. Site-Specific Erosion and Sediment Controls*

Customize the following list to be consistent with the SWPPP for the site being inspected. If no SWPPP is required, customize to be consistent with the Large Project Site Review requirements in the Engineering Site Permit Rules & Regulations. EPA BMP list: <u>https://www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater-construction</u> Included below is a list of typical BMPs used on Somerville projects.

	Name of Erosion and Sediment Control	Installed and Operating Properly?	Corrective Action Needed	Corrective Action Completed
1	Compost Blanket	Yes 🗌 No 🗌		
2	Dust Control	Yes 🗌 No 🗌		
3	Geotextiles, Matting & Netting	Yes 🗌 No 🗌		
4	Permanent Seeding	Yes 🗌 No 🗌		
5	Compost Filter Socks	Yes 🗌 No 🗌		
6	Construction Track-Out Controls	Yes No		
7	Storm Drain Inlet Protections	Yes No		



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8	Spill Prevention & Control Measures	Yes No	
9	Vehicle Maintenance & Washing Areas at Construction Sites	Yes 🗌 No 🗌	
10		Yes No	
11		Yes No	
12		Yes No	
13		Yes No	
14		Yes D No D	
15		Yes D No D	
16		Yes 🗌 No 🗌	
17		Yes 🗌 No 🗌	
18		Yes 🗌 No 🗌	
19		Yes No	
20		Yes 🗌 No 🗌	



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3. Erosion and Sedimentation Controls (E&SC) During Inspection

Project engineer to cross out items that do not apply to this project.*

Document any of the following issues found on the construction site, and the corrective action(s) required for each.

Issue	Status	Corrective Action Needed	Corrective Action Completed
Have all E&SC features been constructed before initiating other construction activities?	Yes 🗌 No 🗌		
Is the contractor inspecting and maintaining E&SC devices regularly?	Yes 🗌 No 🗌		
Is existing vegetation maintained on the site as long as possible?	Yes 🗌 No 🗌		
Is construction staged to minimize exposed soil and disturbed areas?	Yes 🗌 No 🗌		
Are disturbed areas restored as soon as possible after work is completed?	Yes 🗌 No 🗌		
Is clean water being diverted away from the construction site?	Yes 🗌 No 🗌		



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Issue	Status	5	Corrective Action Needed	Corrective Action Completed
Are sediment traps and sediment barriers cleaned regularly?	Yes 🗌 N	No 🗌		
Are vegetated and wooded buffers protected and left undisturbed?	Yes 🗌 N	No 🗌		
Are soils stabilized by mulching and/or seeding when they are exposed for a long time?	Yes 🗌 N	No 🗌		
Has vegetation been allowed to establish itself before flows are introduced to channels?	Yes 🗌 N	No 🗌		
Is regular, light watering used for dust control?	Yes 🗌 N	No 🗌		
Is excessive soil compaction with heavy machinery avoided, to the extent possible?	Yes 🗌 N	No 🗌		
Are erosion control blankets used when seeding slopes?	Yes 🗌 N	No 🗌		
Are trees and vegetation that are to be retained during construction adequately protected?	Yes 🗌 N	No 🗌		





Issue	Status	Corrective Action Needed	Corrective Action Completed
Are areas designated as off-limits to construction equipment flagged or easily distinguishable?	Yes 🗌 No 🗌		
If excavated topsoil has been salvaged and stockpiled for later use on the project, are stockpiles adequately protected?	Yes 🗌 No 🗌		
Are temporary slope drains or chutes used to transport water down steep slopes?	Yes No		
Do all entrances to the storm sewer system have adequate protection?	Yes No		



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4. Overall Site Conditions During Inspection

Project engineer to cross out items that do not apply to this project.*

Document any of the following issues found on the construction site, and the corrective action(s) required for each.

Issue	Status	Corrective Action Needed	Corrective Action Completed
Are slopes and disturbed areas not being actively worked properly stabilized?	Yes 🗌 No 🗌		
Are material stockpiles covered or protected when not in use?	Yes 🗌 No 🗌		
Are natural resource areas protected with sediment barriers or other BMPs?	Yes 🗌 No 🗌		
Are perimeter controls and sediment barriers installed and maintained?	Yes 🗌 No 🗌		
Are discharge points and receiving waters free of sediment deposits and turbidity?	Yes 🗌 No 🗌		
Are storm drain inlets properly protected?	Yes 🗌 No 🗌		





Issue	Status	Corrective Action Needed	Corrective Action Completed
Is there evidence of sediment being tracked into streets?	Yes 🗌 No 🗌		
Is trash/litter from the construction site collected and placed in dumpsters?	Yes 🗌 No 🗌		
Are vehicle/equipment fueling and maintenance areas free of spills and leaks?	Yes 🗌 No 🗌		
Are potential stormwater contaminants protected inside or under cover?	Yes 🗌 No 🗌		
Is dewatering from site properly controlled?	Yes No D		
Are portable restroom facilities properly sited and maintained?	Yes No		
Are all hazardous materials and wastes stored in accordance with local regulations?	Yes 🗌 No 🗌		



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