

# Exhibit 20

## SWPPP Submission and Review Process

The Town of North Greenbush (Town) currently receives, reviews, and accepts SWPPPs for construction projects based upon the following general procedure:

### Submission

The SWPPP is submitted to the Town Stormwater Management Officer (SMO) for determination of the review process. The Town requires one electronic copy and two hard copies of all SWPPP documents, which shall also include a copy of SWPPP Preparer Form.

### Review Process

Based upon the magnitude of the SWPPP, Town resources, schedule requirements, and other factors, the SWPPP is reviewed in one of the following three ways:

- Town Designated Engineer (TDE) Full Review

If the SMO determines that the SWPPP is to be reviewed by the TDE, the following process is used:

- The Town submits the SWPPP to the TDE for a full and thorough review.
- The TDE reviews the SWPPP and prepares a punch list of items for discussion with the SWPPP Preparer and SMO. The SMO reviews this punch list and the SWPPP in general and may offer comments, if applicable.
- The TDE and SWPPP Preparer revise the SWPPP until both parties are satisfied with the final version of the SWPPP. Input from the SMO may be incorporated in the revisions, as required.
- The TDE notifies the SWPPP Preparer and SMO, in writing, that the SWPPP is ready for Town acceptance.

- Town Designated Engineer Partial Review

If the SMO determines that the SWPPP is to be reviewed with the assistance of the TDE, the following process is used:

- The Town submits the SWPPP to the TDE for a full and thorough review.
- The TDE reviews the SWPPP and prepares a punch list of items for discussion with the SWPPP Preparer and SMO.
- The SMO reviews the punch list and the SWPPP, paying particular attention the TDE punch list items.
- The SMO and SWPPP Preparer revise the SWPPP until both parties are satisfied with the final version of the SWPPP.
- The SMO notifies the SWPPP Preparer, in writing, that the SWPPP is ready for Town acceptance.

- Town SMO Full Review

If the SMO determines that the SWPPP is to be reviewed by the Town, the following process is used:

- The Town SMO conducts a full and thorough review of the SWPPP.
- The SMO prepares a punch list of items for discussion with the SWPPP Preparer.
- The SMO and SWPPP Preparer revise the SWPPP until both parties are satisfied with the final version of the SWPPP.
- The SMO notifies the SWPPP Preparer, in writing, that the SWPPP is ready for Town acceptance.

SWPPP Acceptance

Once the SWPPP has been reviewed and revised as required, the SWPPP Preparer submits the completed Notice of Intent (NOI) form to the SMO for signature. The SMO signs the SWPPP and returns it to the preparer for submission. The SMO shall not sign an incomplete NOI form. The SWPPP Preparer may then submit the SWPPP to the New York State Department of Environmental Conservation (NYSDEC) for the issuance of a permit. At this time the, the SWPPP Owner/Operator form shall also be submitted to the Town for reference.

Documents

The following documents are attached to this Exhibit for Reference.

- The SWPPP Preparer Certification Form.
- The NOI Form.
- The SWPPP Owner/Operator Form for e-NOI submission.
- The Town's SWPPP Review Checklist.



# SWPPP Preparer Certification Form

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*SPDES General Permit for Stormwater  
Discharges From Construction Activity  
(GP-0-20-001)*

## Project Site Information

**Project/Site Name**

## Owner/Operator Information

**Owner/Operator (Company Name/Private Owner/Municipality Name)**

## Certification Statement – SWPPP Preparer

I hereby certify that the Stormwater Pollution Prevention Plan (SWPPP) for this project has been prepared in accordance with the terms and conditions of the GP-0-20-001. Furthermore, I understand that certifying false, incorrect or inaccurate information is a violation of this permit and the laws of the State of New York and could subject me to criminal, civil and/or administrative proceedings.

First name

MI

Last Name

Signature

Date



Department of  
Environmental  
Conservation

NYS Department of Environmental Conservation  
Division of Water  
625 Broadway, 4th Floor  
Albany, New York 12233-3505

## MS4 Stormwater Pollution Prevention Plan (SWPPP) Acceptance Form

for

**Construction Activities Seeking Authorization Under SPDES General Permit**

\*(NOTE: Attach Completed Form to Notice Of Intent and Submit to Address Above)

### I. Project Owner/Operator Information

1. Owner/Operator Name:

2. Contact Person:

3. Street Address:

4. City/State/Zip:

### II. Project Site Information

5. Project/Site Name:

6. Street Address:

7. City/State/Zip:

### III. Stormwater Pollution Prevention Plan (SWPPP) Review and Acceptance Information

8. SWPPP Reviewed by:

9. Title/Position:

10. Date Final SWPPP Reviewed and Accepted:

### IV. Regulated MS4 Information

11. Name of MS4:

12. MS4 SPDES Permit Identification Number: NYR20A

13. Contact Person:

14. Street Address:

15. City/State/Zip:

16. Telephone Number:

**MS4 SWPPP Acceptance Form - continued**

**V. Certification Statement - MS4 Official (principal executive officer or ranking elected official) or Duly Authorized Representative**

I hereby certify that the final Stormwater Pollution Prevention Plan (SWPPP) for the construction project identified in question 5 has been reviewed and meets the substantive requirements in the SPDES General Permit For Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s). Note: The MS4, through the acceptance of the SWPPP, assumes no responsibility for the accuracy and adequacy of the design included in the SWPPP. In addition, review and acceptance of the SWPPP by the MS4 does not relieve the owner/operator or their SWPPP preparer of responsibility or liability for errors or omissions in the plan.

Printed Name:

Title/Position:

Signature:

Date:

**VI. Additional Information**



# Owner/Operator Certification Form

## SPDES General Permit For Stormwater Discharges From Construction Activity (GP-0-20-001)

Project/Site Name: \_\_\_\_\_

eNOI Submission Number: \_\_\_\_\_

eNOI Submitted by:  Owner/Operator  SWPPP Preparer  Other

### Certification Statement - Owner/Operator

I have read or been advised of the permit conditions and believe that I understand them. I also understand that, under the terms of the permit, there may be reporting requirements. I hereby certify that this document and the corresponding documents were prepared under my direction or supervision. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. I further understand that coverage under the general permit will be identified in the acknowledgment that I will receive as a result of submitting this NOI and can be as long as sixty (60) business days as provided for in the general permit. I also understand that, by submitting this NOI, I am acknowledging that the SWPPP has been developed and will be implemented as the first element of construction, and agreeing to comply with all the terms and conditions of the general permit for which this NOI is being submitted.

Owner/Operator First Name

M.I. Last Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Town of North Greenbush Stormwater Pollution Prevention Plan Review Checklist

<b>Project Name:</b>		<b>SWPPP Type:</b>	
<b>Project Number:</b>		<b>SWPPP Preparer:</b>	
<b>Site Address:</b>		<b>Contact:</b>	
<b>Owner/Oper.:</b>		<b>Phone No.:</b>	
<b>Contact:</b>		<b>E-mail Address:</b>	
<b>Address:</b>		<b>SWPPP Reviewer:</b>	
<b>Phone No.:</b>		<b>Review Date:</b>	

General Requirements ó General Documents				
Item	Yes	No	N/A	Comments
Owner/Operator name, address and contact information				
Signed Copy of NOI				
Signature of SWPPP Preparer / Form				
Owner/Operator Certification Form				
Contractor/Subcontractor Certification Statements				
MS4 Acceptance Form, Completed				
NOT Form				

General Requirements ó Narrative Statement				
Item	Yes	No	N/A	Comments
Proposed project nature and purpose				
Existing site conditions including topography, vegetation and drainage				
Adjacent and off-site areas affected by the project				
Soils on the site and key properties				
Critical areas such as steep slopes, channels or wetlands				
Overall phasing, sequencing and stabilization plan				
Total disturbed area and, areas not to be disturbed, and soil restoration plan				



# Town of North Greenbush Stormwater Pollution Prevention Plan Review Checklist

Construction Drawings				
Item	Yes	No	N/A	Comments
Vicinity Map with scale and north arrow				
Legend, scales, N arrow on plan view				
Existing and proposed topography shown with contours labeled with spot elevations in critical areas				
Scope of the plan noted in the Title Block				
Limits of clearing and grading shown, and methods of spoil disposal				
Existing vegetation delineated				
Soil boundaries shown on the existing and proposed plan views				
Existing drainage patterns, 100-year flood plain and sub-areas shown				
Runoff outfall locations identified				
Existing and proposed development facilities/improvements shown				
Location of Erosion and Sediment Control Practices as phased with construction, with dimensions and material specifications				
Phasing plan with 5-acre threshold limits shown				
Stockpile locations, staging areas, access points, and concrete trunk washout locations clearly defined				
Street profiles, utility locations, property boundaries and, easement delineations shown				
Soil Restoration Plan detailed on the site plan				

# Town of North Greenbush Stormwater Pollution Prevention Plan Review Checklist

Construction Notes and Details				
Item	Yes	No	N/A	Comments
Specific sequence of operation given for each phase				
Inspection and maintenance schedule shown for the specific practices				
Design details show all dimensions and installation details necessary for construction				
Implementation schedule for E&S practices is provided				
Site pollution and construction waste management plan incorporated in the notes				
Site Inspections during construction are noted on the drawings and are in accordance with the General Permit for Stormwater Discharges from Construction Activities				

Erosion and Sediment Control Practices - General				
Item	Yes	No	N/A	Comments
Practice meets purpose and design criteria				
Standard details and construction notes are provided				
Special timing of practice noted if applicable				
Provisions for traffic crossings shown on the drawings where necessary				

Erosion and Sediment Control Practices ó Practices Controlling Runoff				
Item	Yes	No	N/A	Comments
Positive drainage is maintained with contributing drainage area shown				
Flow grades properly stabilized				
Adequate outlet or discharge condition stabilized				
Necessary dimensions, gradations, calculations, and materials shown				

# Town of North Greenbush

## Stormwater Pollution Prevention Plan Review Checklist

Erosion and Sediment Control Practices ó Practices Stabilizing Soil				
Item	Yes	No	N/A	Comments
Seeding rates and areas properly shown on the drawings				
Mulch materials and rates specified on the drawings				
Sequencing and timing provisions limit soil exposure to 7 to 14 days as appropriate for Erosion and Sediment Control				
Rolled Erosion Control Products (RECPs) used are specified to location and appropriate weight/tie down				
All soil seed bed preparation and amendments are specified on the drawings or in the specifications				
The seeding dates are specified to cover the entire year for both temporary and permanent seedings				
Maximum created slopes are no steeper than 2 foot horizontal to 1 foot vertical with Cut and Fill slopes shown				

Erosion and Sediment Control Practices ó Practices Controlling Sediment				
Item	Yes	No	N/A	Comments
Sediment traps/basins are sized in accordance with criteria				
The contributing drainage area is shown on the grading plan				
All scaled dimensions and volumes are shown on the plan				
Maintenance requirements and clean out elevations established for all sediment control practices (50% capacity)				
All access points of the project are shown to be stabilized				
Storm drain inlets adequately protected				
Buffer filter strips are appropriately sited and installed				
Silt fences are shown on the contour lines with no more than one quarter acre per 100 foot drainage to it				
Temporary sediment traps are not being used at locations of future stormwater infiltration facilities				

# Town of North Greenbush

## Stormwater Pollution Prevention Plan Review Checklist

Dewatering devices for traps and basins are adequately designed with details shown on the plans				
Geotextile filter bags are properly sited, sized, and have their maintenance requirements detailed on the drawings				
Turbidity curtains are properly located with installation, anchoring, and maintenance details shown on the plans				