



Pre-Construction Information Request Form

General Project Information

Project Name:	Address:
SLD #:	NOI #:
Plan expiration date:	Field revision date (if applicable):
Tentative start date:	Tentative completion date:
DeIDOT ENT permit number:	Disturbed acres:
# of open space phases:	# of Proposed Building Permits and type of Permit:

Site Work Permit Information

# of discharge points:	# of SWM facilities:				
Please indicate if any of the following apply (check all as necessary)					
Swales/Berms:	SCE:	Inlet Protection:	Sediment Basin:	Sediment Trap:	Rip Rap Chute:
Rip Rap Outlet Protection:	Culvert Inlet Protection:	ECM:	CWO:	Dewatering method:	
Watershed:	Perimeter controls:				

Stormwater Facility Information (attach additional sheets for each BMP)

Name of facility:				
GPS Coordinates:		Drainage area:		
Impervious Surface in acres:		Sediment basin (Y/N):		
Sediment trap (Y/N):		Type of sediment trap:		
Number of skimmers:		Underground system:		
Please indicate if any of the following apply (check all as necessary)				
Infiltration basin:	Wet Pond:	Dry Detention Basin:	Veg Channel:	Bio-retention:
Bio-infiltration:	Permeable pavement:	Veg Roof:	Cons. Wetlands:	Filter Strip:
Level Spreader:	Rainwater harvesting:	Embankment:	Outfall pipe:	
Concrete cradle:	Liner required:	Anti-seep collar:	Design rate (in/hr):	

Owner's Certification/Information

I _____ (owner) with _____ (Company) understand the Owner's responsibilities are defined by Delaware General Assembly, Delaware Regulations, Administrative Code, Title 7, 5101. These regulations include but are not limited to the following responsibilities:

- i. The Owner shall ensure that all elements of the approved Sediment and Stormwater Management Plan are implemented and construction site stormwater management BMPs and post construction stormwater management systems are installed and maintained in accordance with that plan. All construction sites shall comply with these regulations.
- ii. The Owner shall certify to the New Castle County Department of Land Use (NCC DLU) that responsible personnel involved in the construction project have successfully completed the Contractor Training Program before initiation of a land disturbing activity. Responsible personnel shall implement the Sediment and Stormwater Management Plan fully through daily oversight of the construction site and guidance of construction personnel while all land disturbing activity is taking place.
- iii. The Owner shall notify NCC DLU any time a new Certified Construction Reviewer and Blue Card Holder begins providing construction review for the site.
- iv. Upon written notice by NCC DLU, or Certified Construction Reviewer, any portion of the work which does not comply with the approved Sediment and Stormwater Management Plan or applicable codes and regulations shall be corrected by the Owner within the time period specified in the written notice.
- v. The Owner shall ensure that upon completion of the project that a Notice of Termination (NOT) is filed with DNREC to close out their Notice of Intent (NOI).
- vi. The Owner shall understand the code requirements and requirements to complete the project.
- vii. The Owner understands this document shall be updated if one of the parties on this sheet changes.
- viii. The Owner understands they are required to have all site work completed in accordance with all County Codes.
- ix. The Owner understands they are to maintain a site log as outlined in the NOI requirements.
- x. The Owner acknowledges they have obtained an entrance permit from DeIDOT or notice that one is not required.
- xi. The Owner must provide an electronic copy of the construction plans with the request to schedule a pre-construction meeting. Pre- and post-bulk, grading, and landscape plan shall be provided as a separate file for the whole site with the scale. Each plan shall include the drainage areas.

"I/We understand the conditions imposed by the requirement of DNREC that a Sediment and Stormwater Certified Construction Reviewer be present on site for the purpose of ensuring the adequacy of construction pursuant to the approved Sediment and Stormwater Management Plan and requirements of Section 12, *Delaware Sediment and Stormwater Regulations*. I/We hereby authorize the right of entry for periodic site inspections by the Certified Construction Reviewer and the NCC DLU Inspector."

Mailing Address

Owner/Developer Name

Phone Number

Email

Contact Name (if different than owner)

Phone Number

Email

Owner's Signature

Date

Surveyor for Foundation and Stormwater As-built

Professional's Printed Name and License #

Email

Address

Phone Number

Geo-Technical Engineer

Professional's Printed Name and PE License #

Email

Address

Phone Number

Landscape Architect

Professional's Printed Name and License #

Email

Address

Phone Number

Certified Construction Reviewer's Certification

The Certified Construction Reviewer agrees to adhere to the requirements in Delaware General Assembly, Delaware Regulations, Administrative Code, Title 7, 5101, 6.0 Construction Review of Sediment and Stormwater Management Plan, 6.1.8. These include but are not limited to the items below:

- i. A CCR will be required as directed by NCC DLU to address non-compliance through the site on an as needed basis.
- ii. Provision of a construction review on at least a weekly basis if required or until released in writing from review responsibility by New Castle County NCC DLU.
- iii. Inform NCC DLU, the Owner, and the Contractor, by a written construction review report of site conditions including any inconsistencies with or inadequacies of the approved plan within one calendar day of the construction review.
- iv. Referral of the project through NCC DLU for appropriate enforcement action if the Owner fails to address the items contained in the written construction review report. Verbal notice shall be made to the NCC DLU the same day and written notice shall be provided to the NCC DLU within five calendar days.
- v. The Certified Construction Reviewer shall function under the direction of a registered professional engineer licensed to practice engineering in the State of Delaware. "I understand the responsibilities required of me to perform the duties of Certified Construction Review as outlined in Section 12, Delaware Sediment and Stormwater Regulations, and I understand the site review procedures as required by DNREC and the NCC DLU."

Certified Construction Reviewer Signature

Date

Certified Construction Reviewer Printed Name

Email

Address

Phone Number

Construction Reviewer's Certification Number

Professional Engineer's Certification

"I understand the responsibilities of the Sediment and Stormwater Management Certified Construction Reviewer as outlined in Section 12, Delaware Sediment and Stormwater Regulations, and I agree that the above signed Certified Construction Reviewer will work under my direction to provide sediment and stormwater management site review for this project as required by DNREC and NCC DLU."

Professional Engineer Signature and PE License #

Date

Professional Engineer Printed Name

Email

Address

Phone Number

Site Contractor

The Site Contractor's responsibilities are as defined below but are not limited to the following items:

- i. The Site Contractor shall have knowledge of the plans and shall bring forth any issues that arise during construction.
- ii. At the end of each work day, the Blue Card Holder is responsible to ensure that the site is prepared for impending weather conditions.
- iii. The contractor shall ensure all aspects of County Code are followed during construction.
- iv. All open space shall be placed on grade and seeded per the plans prior to scheduling a bulk grading inspection.
- v. Shall ensure that at least a minimum depth of topsoil is installed throughout the site.
- vi. Shall review all outfall locations and provide documentation that they are not in an erosive condition downstream of any proposed discharge points.

Site Contractor's Signature

Date

Site Contractor's Printed Name

Email

Company

Phone Number

Blue Card Holder

The Blue Card Holder's responsibilities are defined in the DNREC Technical Document, Article 4.04. These responsibilities include but are not limited to the following responsibilities:

- i. The Blue Card Holder is responsible for checking the site daily during active land disturbance for general compliance with the Delaware Sediment and Stormwater Regulations, the Delaware Sediment and Stormwater Law (Chapter 40 of the Delaware Code), and Chapter 60 of the Delaware Code in regard to Environmental Release, meaning "any spillage, leakage, emission, discharge, or delivery into the air or waters or on or into the lands of this State."
- ii. At the end of each workday, the Blue Card Holder is responsible to ensure that the site is prepared for impending weather conditions.
- iii. The Blue Card Holder should attend the Construction Site Stormwater Management Pre-Construction Meeting, and participate in the regular construction review conducted by the local delegated agency.
- iv. In order to keep the certification current, the Blue Card Holder is responsible to re-certify when notified by the NCC DLU and attend the NCC DLU approved course.

Blue Card Holder Signature

Date

Blue Card Holder Printed Name

Email

Company

Phone Number

