



PROJECT APPLICATION MEETING GUIDANCE

This document is intended to provide guidance on the 'Project Application Meeting' process and ensure that common site plan instructions aren't overlooked; Please include the "Standard" items as part of the meeting minutes as well as any applicable "Site Specific" items. If any of the latter are in question, please ask during the meeting.

Per Title 7 Natural Resources & Environmental Control Delaware Administrative Code, 5101 Sediment and Stormwater Regulations, Section 3.2.4., "At the Project Application Meeting discussion and agreement items will be documented in meeting minutes prepared by the Owner's Representative and distributed to all in attendance."

Standard

- Meeting minutes are to be submitted to SCD within 7 business days after the meeting date. If minutes are not received prior to plan submittal, the plan review will be delayed until the minutes are submitted. **Any meeting agreements discussed may be rendered null and void in the event that the SCD attendees do not recall such agreements.**
- All formal submittals are to include paper copies of plans and reports as well as electronic copies to aid in an expeditious review. (i.e., pdf, Excel, HydroCAD, CAD)
- Project report narrative to state how regulatory compliance is being met quantitatively and qualitatively for the RPv, Cv & Fv storm events.
- For consistency, and assistance with implementing SCD/DNREC's database, the site data, latitude/longitude to be on State Plane coordinates, with approximate geographical location (i.e., benchmark #1, NE site corner, etc.) AND in degree decimal format (xx.xxx, -xx.xxx)
- All property line Post Development discharge points are to be analyzed for quantitative compliance. (i.e., unmanaged rear of lots, unmanaged areas that have proposed grading)
- Report to include sizing computations of Forebay(s), ROP & Sediment Trap(s).
- Silt fence to be provided behind all curbs (sidewalks if provided).
- All soils testing, accomplished per SIP, is required with the first plan submittal. (Note: SCD determines quantity of tests required for infiltration practices by area of facility bottom and all testing should be adequately distributed within facility bottoms infiltrating surface, not side slopes or forebay areas. Non-infiltrating facility soil testing quantities are determined by area of top-of-bank and testing should be adequately distributed.)
- Both the 'Sequence of Construction' and Operation & Maintenance notes and schedule are to be site specific.

Site Specific

- Preliminary Proposed Site Plan must be included with Project Application Meeting Request.
- DeIDOT Entrance Permit required prior to scheduling Pre-Construction Meeting.
- Letter of No Objection required for discharge into DeIDOT/Municipal systems prior to SCD plan approval.
- Super silt fence is required for disturbances adjacent to wetlands or wetland buffers and tax ditches.
- Silt fence to be provided along phase line(s) and 'J'-hooked at stabilized construction entrances.
- DNREC Drainage Section approval required prior to SCD Plan approval. (Plans will be submitted to Drainage Section by SCD once reviewer is confident no significant design changes will occur.)
- Ensure that proper separation is provided from proposed facilities in accordance with Appendix 8 of the BMP Standards & Specifications.
- Wetland delineation to be performed by a certified Wetland Scientist and clearly identified on plans along with the 'Certification' block found in the Plan Review Checklist.
- Letter of No Objection required from Army Corp of Engineers for any wetland disturbances.
- Letter of No Objection required from Subaqueous for disturbance to Jurisdictional waters of the U.S. (Tidal, Shoreline Stabilization, Piers, Docks, Blueline Streams, etc.)
- DNREC Remediation Plan Review and Approval for any Brownfield or contaminated site.