



Pre-Construction Request Form

PROJECT INFORMATION

Project Name:	Location:	NOI:
Estimated Start Date:	Financial Guarantee Posted:	<input type="checkbox"/> YES <input type="checkbox"/> NO

DEVELOPER *Required - Developer (NOI permittee) or designee responsible for NPDES weekly self-inspection reporting. If ownership changes, the developer/consultant is required to notify SCD. Note: The plans and NOI permit will need to be updated to reflect new ownership.

Name:	Phone:	Email:
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RESPONSIBLE PARTY *Must be onsite daily. AKA Blue Card Holder: will oversee daily compliance with S&S Plan.

DNREC Training & Certification: [Current Certification Holders](#)

Name:	Phone:	Email:
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Secondary Responsible Party - the home builder becomes the responsible party after the site contractor has completed the infrastructure and is no longer working on the project.

Name:	Phone:	Email:
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CCR (if applicable) - Must have completed CCR application on file, complete [Additional CCR Form](#) if necessary.

If there is a change to the CCR on the project, notify SCD immediately and submit a new CCR application.

Name:	Phone:	Email:
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GEOTECHNICAL ENGINEER (if applicable) *Required for infiltration and embankment BMPs.

Responsible for overseeing BMP construction and submitting report to SCD.

Name:	Phone:	Email:
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BMP CONSTRUCTION - Checklist responsible party

Name:	Phone:	Email:
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HOME BUILDER(S) (if applicable) - Responsible for installing/maintaining lot controls.

Name:	Phone:	Email:
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ASSET TRACKER CONTACTS

Review the [Asset Tracker Portal: Contractor Guide](#). Not addressing work items in the Asset Tracker Contractor Portal within seven (7) calendar days will result in noncompliance and withheld permits.

Person responsible for managing contacts associated with a project.

Name:	Phone:	Email:
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Person responsible for addressing remediation notes and pictures in Asset Tracker Contractor Portal.

Name:	Phone:	Email:
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IMPORTANT NOTES

Provide a copy of the temporary or permanent entrance approval from DelDOT.

Please note that non-compliance with the approved plan will result in building permits or certificates of occupancy being withheld. Further, if non-compliance continues, the project may be referred to DNREC for enforcement action.

The approved plan is valid for five (5) years. It is the developer's responsibility for requesting plan extensions and maintaining documents onsite. Procedure for plan extension can be found at www.sussexconservation.org.

NOI SIGNAGE GUIDELINES & RECOMMENDATIONS

To comply with the NPDES CGP Permit, signage is required for projects disturbing over one acre.

Notes:

- Minimum sign size 2' x 2'
- Minimum text size 1"
- Sign must be posted at a safe, publicly accessible location close to construction site
- Sign must be visible from the public road nearest the active construction site
- Signs posted within a DelDOT or other public road right-of-way (ROW) must be in accordance with all local and/or State requirements in regards to safety, location, orientation, etc.

Delaware NPDES Discharge Permit
General Permit for Discharge of Stormwater from Construction Activities

((Project Name))

((NOI Permit Number))

((Agency Plan Approval ID))

((Contact Name & Number for Additional Site Information))

((Contact Name & Number to Obtain Copy of Approved Plan))

If you observe indicators of stormwater pollutants
in the discharge or in the receiving waterbody, call the
DNREC Spill Notification 24 HR Hotline at
1-800-662-8802

Must include the following statement:

If you observe indicators of stormwater pollutants
in the discharge or in the receiving waterbody, call the
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1-800-662-8802