Purpose & Intent :

* It is the Qualified Inspector’s responsibility to inspect all stormwater management practices (SMPs) under construction to ensure that they are constructed in accordance with the SWPPP. The intent of this form is to assist the Qualified Inspector (QI) in compiling the necessary information during construction that will be used for the Stormwater Maintenance Permit request.
* The completion of this form is optional. However, if this form is completed during construction and submitted with the Stormwater Maintenance Permit request, it will alleviate the need to show the subsurface SMP information on the As-Built Plans.
* A Qualified Inspector is a person that is knowledgeable in the principles and practices of erosion and sediment control, such as a licensed Professional Engineer, Certified Professional in Erosion and Sediment Control (CPESC), Registered Landscape Architect, New York State Erosion and Sediment Control Certificate Program holder or other NYSDEC endorsed individual.

Procedure Guidance :

* If an SMP cannot be installed in accordance with the SWPPP due to unforeseen circumstances, the QI must notify the Contractor and DEP via email and the weekly (or bi-weekly) Qualified Inspector Report.
* Once the SMP construction is complete and all practice components are certified as being constructed in accordance with the SWPPP, the completed SMP Installation Form may be included in the Stormwater Maintenance Permit request.

Form Instructions :

Document Headers. SMP Information

* + The QI must list the SMP ID and function(s) on each page of this document. SMP functions shall be described as Infiltration, Evapotranspiration, Filtration, Detention, or Reuse. If the SMP is single-function, the Secondary Function can be marked “N/A”.
  + SMP information listed in the headers must match information listed in the SWPPP SMP Tables, and the SWPTS portal.

Section A. SMP Installation Table

* + Since the QI will complete this table as SMP components are inspected and certified, it is anticipated that the table will be filled out over multiple site visits. SMPs components can only be certified if they are installed in accordance with the most recent approved SWPPP.
  + If an SMP component in the table is not applicable, ‘N/A’ can be noted in the ‘General Inspection Notes’ column.

Section B. SMP Cross-Sections and/or Profiles

* + The QI can incorporate the SMP cross-sections and/or profiles from the most recent approved SWPPP in this form, replacing the example in Section B. DEP will not accept this SMP Installation Form if it utilizes the example SMP cross-section.
    - Note that multiple SMP cross-section and/or profiles views may be required to certify all components of the SMP.
  + The QI should inspect each component shown in the cross-sections/profiles and initial/date the component as it is certified.

Section C. SMP Photograph Log

* + The QI should include a minimum of one photo of each certified SMP component with a date stamp.

*Remove instruction page in its entirety prior to submission.*

### Section A. SMP Installation Table

|  |  |  |
| --- | --- | --- |
| **PROJECT NAME**  Insert Project Name | **SITE ADDRESS**  Insert Site Address | **SWPTS APPLICATION ID**  Insert SWPTS Application ID |
|  |  |  |
| **STORMWATER CONSTRUCTION PERMIT ID**  Insert Stormwater Construction Permit ID | **SPDES CGP ID**  Insert SPDES CGP ID | **OTHER SPDES PERMIT IDS**  Insert other permit IDs (if applicable) |
|  |  |  |
| **OWNER**  Insert Name of Owner | **DEVELOPER**  Insert Name of Developer Entity | **CONTRACTOR**  Insert Name of Contractor Entity |

**New Tree Planting SMPs**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SMP Component Type** | **Inspected SMP Component** | **Date & Time of Inspection** | **Name of Qualified Inspector** | **Certifies Conformance with Approved SWPPP** [✓] | **General Notes** |
| **SMP ID:** | | | | | |
| Media Layer | Top/Bottom Elevations |  |  |  |  |
| Dimensions (LxWxD) |  |  |  |  |
| Surface Grading | FG Elevations |  |  |  |  |
| Ponding Depth |  |  |  |  |
| Contributing area routed to tree pit1 |  |  |  |  |
| Tree Type & Size | Tree Species |  |  |  |  |
| Caliper2 |  |  |  |  |
| Impervious Area Reduction | Meets offset requirements3 |  |  |  |  |
| **SMP ID:** | | | | | |
| Media Layer | Top/Bottom Elevations |  |  |  |  |
| Dimensions (LxWxD) |  |  |  |  |
| Surface Grading | FG Elevations |  |  |  |  |
| Ponding Depth |  |  |  |  |
| Contributing area routed to tree pit1 |  |  |  |  |
| Tree Type & Size | Tree Species |  |  |  |  |
| Caliper2 |  |  |  |  |
| Impervious Area Reduction | Meets offset requirements3 |  |  |  |  |
| **SMP ID:** | | | | | |
| Media Layer | Top/Bottom Elevations |  |  |  |  |
| Dimensions (LxWxD) |  |  |  |  |
| Surface Grading | FG Elevations |  |  |  |  |
| Ponding Depth |  |  |  |  |
| Contributing area routed to tree pit1 |  |  |  |  |
| Tree Type & Size | Tree Species |  |  |  |  |
| Caliper2 |  |  |  |  |
| Impervious Area Reduction | Meets offset requirements3 |  |  |  |  |

*[Duplicate table rows as needed]*

1. *Contributing area’s finished surface must be graded towards the new tree planting to ensure runoff capture.*
2. *New tree plantings must be minimum 2-inch caliper for deciduous trees (NYS DEC Stormwater Management Design Manual Section 5.3.3). Refer to the project specific SMP cross-sections, plans, and/or profiles for the caliper proposed for each new tree planting.*
3. *Maximum horizontal separation from contributing impervious area is 10-ft from new tree planting (NYS DEC Stormwater Management Design Manual Section 5.3.3).*

**Preserved Tree Planting SMPs**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SMP Component Type** | **Inspected SMP Component** | **Date & Time of Inspection** | **Name of Qualified Inspector** | **Certifies Conformance with Approved SWPPP** [✓] | **General Notes** |
| **SMP ID:** | | | | | |
| Surface Grading | Contributing area routed to tree pit4 |  |  |  |  |
| Tree Type & Size | Tree Species |  |  |  |  |
| Caliper5 |  |  |  |  |
| Impervious Area Reduction | Meets offset requirements6 |  |  |  |  |
| **SMP ID:** | | | | | |
| Surface Grading | Contributing area routed to tree pit4 |  |  |  |  |
| Tree Type & Size | Tree Species |  |  |  |  |
| Caliper5 |  |  |  |  |
| Impervious Area Reduction | Meets offset requirements6 |  |  |  |  |
| **SMP ID:** | | | | | |
| Surface Grading | Contributing area routed to tree pit4 |  |  |  |  |
| Tree Type & Size | Tree Species |  |  |  |  |
| Caliper5 |  |  |  |  |
| Impervious Area Reduction | Meets offset requirements6 |  |  |  |  |

*[Duplicate table rows as needed]*

1. *Contributing area’s finished surface must be graded towards the preserved tree planting to ensure runoff capture*
2. *Preserved tree plantings must be minimum 2-inch caliper for deciduous trees (NYS DEC Stormwater Management Design Manual Section 5.3.3).*
3. *Maximum horizontal separation from contributing impervious area is 20-ft from preserved tree canopy (NYS DEC Stormwater Management Design Manual Section 5.3.3).*

### Section B. SMP Cross-Sections and/or Profiles

**A diagram of a train

AI-generated content may be incorrect.**

[QI Initial]

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**EXAMPLE TO BE REPLACED WITH PROJECT-SPECIFIC**

**SMP CROSS-SECTIONS AND/OR PROFILES**

[QI Initial]

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### Section C. SMP Photograph Log

|  |  |
| --- | --- |
| **SMP Installation Photographs**  *Include digital photographs, with date stamp, that clearly show the condition of all SMP components that*  *have been constructed in accordance with the most recent approved SWPPP.* | |
| **A white square with a blue border  Description automatically generated** | **A white square with a blue border  Description automatically generated** |
| **SMP Component:**  **Date of Inspection:** | **SMP Component:**  **Date of Inspection:** |

*[Duplicate table rows as needed]*