



## ***PLAN REVIEW POLICY***

### **1.0 Submittal Requirements**

An applicant, when filing for a Sediment and Stormwater Management Plan Approval from DNREC or one of the Delegated Agencies, shall as a minimum submit the following information to ensure a timely review:

### **2.0 Standard Forms**

All standard forms must bear an original signature in ink of the owner, designer, and/or their authorized agent(s).

- 2.1 Application Form
- 2.2 Owner's Certification
- 2.3 Designer's Certification
- 2.4 Agent Authorization
- 2.5 Appropriate plan review checklists

### **3.0 Sediment and Stormwater Management Plans**

Unless granted prior approval by the appropriate delegated agency based on specific site characteristics and/or project size or scope, the standard application procedure for a detailed plan shall utilize a 2-step process. DNREC and/or the Delegated Agency shall develop minimum requirements for each step, as well as appropriate checklists.

#### **3.1 Step 1 - Sediment & Stormwater Management Conceptual Plan**

The intent of the Conceptual Plan is to provide enough background information to the appropriate Delegated Agency so that the review process can begin while allowing flexibility in developing final construction plans. In general it shall include a narrative explaining the existing site conditions and scope of the project. In addition, it should include pre- and post-developed hydrology, and a conceptual lay-out of the Best Management Practices (BMPs) that will be utilized both during construction and in the post-developed phase.

#### **3.2 Step 2 - Sediment & Stormwater Management Construction Plan**

Submittal of the Construction Plan is contingent upon approval of the Conceptual Plan. The Construction Plan shall include the following elements as a minimum:

- 3.2.1 Erosion & Sediment Control (ESC) Schematic Plan.
- 3.2.2 Details for all ESC BMPs shown on the plan.
- 3.2.3 Detailed site improvements plan for all drainage infrastructure, including but not limited to site grading, subsurface stormdrainage structures, etc.
- 3.2.4 Detailed construction plans for each permanent stormwater management practice.

#### **4.0 Project Specifications**

In general, all Erosion & Sediment Control (ESC) and Stormwater Management (SWM) Best Management Practices (BMPs) shall comply with DNREC standards and specifications in accordance with current guidance documents and policies. The use of practices for either ESC or SWM that do not comply with DNREC standards and specifications shall require prior approval from DNREC.

#### **5.0 Preapplication Meeting**

A preliminary meeting between the applicant and the appropriate plan approval agency is recommended during the conceptual phase of design. Possible waivers and/or variances may be discussed at the time of a preliminary meeting, but no waiver or variance can be granted until all required information as listed above is submitted in conjunction with a formal application.

#### **6.0 Incomplete Submittals**

Application packages found to be incomplete shall not be reviewed and will be returned to the applicant, together with a list of items required for the Delegated Agency to conduct their review.

#### **7.0 Review Period**

Upon receipt of a completed application, the appropriate plan approval agency shall accomplish its review within 30 calendar days, and have either the approval or review comments transmitted to the applicant. If that 30 day time frame cannot be met, the appropriate plan approval agency shall notify the applicant of the reasons for delay, and an expected time frame (not to exceed an additional 30 days) when that review will be accomplished.