

Engineering Inspector Procedures for Site and Subdivision Inspections

Pre-1. Site Plans and Subdivisions to be approved by planning commission are due the Thursday before the Monday Morning Meeting. You can get the schedule from the secretaries. These items will soon start construction. Engineering Staff will do field trips to sites.

Pre-2. Planning Commission Approves Sites.

1. Pre-Construction Meeting:
 - a. Check list of Erosion Protection and Sediment Control (EPSC) for site. Inspector should have a good grasp of where and when EPSC needs to be installed.
 - b. Meet Contractor and get his info in case you need to contact him on site.
 - c. Discuss where SWPPP box is going to be on site
 - d. Give Business card or set up a time to inspect initial EPSC

Pre-Cons can be done on site for site plans that do not meet the water quality requirements, but have special areas. i.e. construction in a floodplain, construction in a heavy trafficked area, construction with a contractor with known infractions, etc.

2. Go to site and make sure all EPSC are installed properly and in accordance to the Approved Construction Plans
3. Sign Notice to Proceed and make a copy for our records.
4. Give to Sue Fultz with the Subdivision Folder. She will attach to GIS and set site to Active
5. Inspect Sites at least once a month until stabilized.
 - a. Notice of Termination (NOT) would be preferable
6. Monthly, Quarterly, and Annual Reports can be queried in GIS for most up to date and active list.
7. Tell Sue once site plans or subdivisions are built out/ stabilized to 50% and 70% This will trigger the inspection frequency. Pulling the Stormwater folder for Sue will help.
8. Pictures and letters or saved emails go to folder G:\Rutherford\Departments\Stormwater\Site Inspection Folder
 - a. This folder is linked in GIS. If this changes, I will let you know.

When sites do not meet compliance:

Sites out of compliance will be found upon inspections or complaints. Either way they are handled by type of project.

1. There are multiple types of site to inspect.
 - a. Individual home owner complaint about neighboring construction or drainage
 - b. Subdivision or site plan development
 - c. Ag related construction
 - d. Borrow Pits or other earth moving activity
 - e. Finalized stabilized sites with water quality BMPs

- f. County owned sites
- 2. For Individual home owners complaints**
- a. Take photos and Log in G:\Rutherford\Departments\Stormwater\Complaint Concern Letters\
Letters\
b. Letters will be sent to homeowners out of compliance or forwarded to building codes for further action with ERP process.
- 3. For Subdivision or Site Plan Development**
- a. These fall under the CGP with the state.
 - b. We first try to contact developer/contractor by phone or on site to correct the issue.
 - c. If not we write a letter. Please refer to the Enforcement Response Plan (ERP) for any other questions regarding the process.
 - i. Log all this information in the Enforcement Database attached to the Land Disturbance Permits
 - ii. If contractor or developers name is not in the database—contact Shelia to add it to the list
 - d. These sites must have a follow up inspection done and documented per ERP.
- 4. Ag related**
- a. While not under our jurisdiction—letters can be sent or conversations can be had if sites are not stabilized properly or if there is excess mud tracking. Usually it is an education letter if it sent.
 - b. Please document all of these cases in the Complaint Concern Letters excel sheet and folder in Gdrive.
 - c. Make sure sites have a land disturbance permit with the county—It will be a no fee and information can be taken over the phone—direct them to Shelia (business card if on site)
- 5. Borrow Pits and other earth moving activities**
- a. This is for sites that are ag or not under the CGP—maybe they are right under an acre—but we still need to keep an eye on them.
 - b. Borrow Pits have regulations under the BZA guidelines (i.e not activity on Sundays or during certain hours etc)
 - c. Make sure sites have a land disturbance permit with the county—even if it's a no fee
 - d. Land Disturbance permits only last 6 months with Borrow Pits.
 - e. Earth Moving activities need to be stabilized within 14 days
 - f. If under a CGP, file violations under enforcement database
 - g. Otherwise use excel sheet
 - h. If approved by BZA let Danielle know about issues for future reviews
- 6. Finalized Sites**
- a. At this point a company or an HOA has ownership, and they are just not maintaining the site
 - b. Letters will be sent. File under Enforcement Database