



UNIVERSITY OF MINNESOTA

Environmental Health & Safety

MS4 Construction Initiation Form, Permit No: MS400212

DEHS Use Only

Permit No:
 Project Start Date:
 Project End Date:
 Date of NOT:
 Date Final Cover Achieved:

Instructions: Complete this form for each construction project conducted on the UMTC campus. Part A (with the exception of the shaded areas) are completed by the project Civil Engineer or Architect in conjunction with the University Representative Project Manager and submits to the Department Environmental Health and Safety (DEHS) with attachments (Part B) after 90% completion of Design Development documents. Additional shaded information is provided to DEHS during the pre-construction meeting before any earthwork begins. DEHS reviews the project documents for a determination of compliance with provisions of University Stormwater Compliance Policy and the requirements of the UMTC MS4 permit. This form is maintained by DEHS staff to comply with the documentation provisions of the MS4 permit.

Part A. Project Information

The project manager completes this section and forwards to DEHS staff with the attachments indicated in Part B at 90% DD.

1. Project Number:	
2. Project Name:	
3. Project Location:	
4. U of M Project Manager Name: Phone Number, Email Address:	
Project A/E Company Name: Project Manager Name: Phone Number, Email Address:	
Project At-Risk Contractor Name: Erosion & Sediment Control Manager Name: Phone Number, Email Address: Date of Erosion Certification in last 3 years:	
Type of Project: <input type="checkbox"/> New Development/Redevelopment ¹ <input type="checkbox"/> Linear (utilities, sidewalks & paths, mill & overlay) <input type="checkbox"/> Other:	Total Disturbed Acreage this project ^{2,3} : Cumulative New Impervious Surface: NPDES Permit Required ² : <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of nearest surface water and distance from project site to nearest surface water (could be wetland, stream, storm sewer inlet, etc):	feet

¹ Post construction standards apply to new development and redevelopment projects, and must comply with the [Storm Water Compliance Procedure](#) at the time of permit application.

² If the project site disturbs greater than 1 acre, or is part of a common plan of development disturbing a total of more than 1 acre, the project requires NPDES Construction Stormwater Permit coverage prior to beginning earth disturbing work.

³ Where more than 10 acres of disturbed soil drains to a common location, treatment must be provided before stormwater leaves the site.

Part B. Attachments

- Stormwater Pollution Prevention Plan (SWPPP) based on final plan design (indicate any waste collection areas, materials storage areas, fueling areas, concrete washout areas, permanent or retained BMPs, and temporary BMPs).
- Shapefile delineating project extents in NAD_1983_UTM_Zone_15N coordinate system or aerial map with 1 mile radius drawn (map to include directional arrow, names of surface waters, street names and UMN structures (eg. building names)).
- Plan sheets and calculations for any temporary sedimentation basin and related treatment mechanisms.
- Plan sheets and calculations for any permanent or retained BMPs.

Note: The at-risk contractor SHOULD NOT apply for an MPCA stormwater permit until the SWPPP and Project Initiation Form have been reviewed and approved by DEHS staff or its designated campus stormwater point of contact. Absolutely no soil disturbing activities should begin without permit coverage in place. A Standard Operating Procedure (SOP) for completing the online permit application for University projects [is available here.](#)



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Part C. DEHS Plan Review

DEHS staff or its designated campus stormwater point of contact completes this part of the form. After University review and approval, the Project Manager will be contacted to begin the electronic permit application procedure; the at-risk contractor uses this revised document to apply for the permit electronically from MPCA. This completed form is maintained by DEHS to demonstrate compliance with the MS4 permit.

List all surface waters, designations and impairment status within 1 mile of project site.									
Does the Plan reflect final design conditions?	<input type="checkbox"/> Yes Comments: <input type="checkbox"/> No ⁴								
Waste collection location(s), material storage, fueling and concrete washing location(s) indicated on Plan?	<input type="checkbox"/> Yes Comments: <input type="checkbox"/> No ⁴								
Do temporary BMPs meet University Stormwater Compliance policy?	<input type="checkbox"/> Yes Comments: <input type="checkbox"/> No ⁴								
Appropriate perimeter control devices indicated on Plan?	<input type="checkbox"/> Yes Comments: <input type="checkbox"/> No ⁴								
Appropriate inlet protection devices indicated on Plan?	<input type="checkbox"/> Yes Comments: <input type="checkbox"/> No ⁴								
Slopes >6% are minimally disturbed?	<input type="checkbox"/> Yes Comments: <input type="checkbox"/> No ⁴								
Appropriate final stabilization specified and indicated on Plan?	<input type="checkbox"/> Yes Comments: <input type="checkbox"/> No ⁴								
Are all permanent or retained BMPs indicated on Plan?	<input type="checkbox"/> Yes Comments: <input type="checkbox"/> No ⁴ <input type="checkbox"/> N/A								
Standard CSW permit conditions apply? If no, indicate additional requirements that apply to project.	<input type="checkbox"/> Yes Comments: <input type="checkbox"/> No ⁴								
<p>Permanent or retained BMPs and associated calculations have been reviewed and approved by University FM-EM Utilities civil engineer to meet University Stormwater Compliance policy and MS4 permit requirements for post-construction.</p> <p>As the assigned University civil engineer for this project, I attest that I have reviewed the calculations and drawings for this project as represented by the attachments to this form.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Indicate post-construction BMPs in this project:</p> <input type="checkbox"/> Sedimentation Basin⁵ <input type="checkbox"/> Infiltration Area/Basin⁵ <input type="checkbox"/> Rain garden⁵ <input type="checkbox"/> Water reuse <input type="checkbox"/> Other BMPs⁵ </td> <td style="width: 50%; vertical-align: top;"> <p>The project complies with University policy for post-construction standards?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No⁴ <input type="checkbox"/> mitigation provided <input type="checkbox"/> N/A </td> </tr> <tr> <td colspan="2" style="text-align: center;"> <p>Mitigation Details/Comments:</p> </td> </tr> </table> <p>Signature:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Printed Name:</td> <td style="width: 50%;">Date:</td> </tr> <tr> <td>Registration Number:</td> <td>State:</td> </tr> </table>		<p>Indicate post-construction BMPs in this project:</p> <input type="checkbox"/> Sedimentation Basin ⁵ <input type="checkbox"/> Infiltration Area/Basin ⁵ <input type="checkbox"/> Rain garden ⁵ <input type="checkbox"/> Water reuse <input type="checkbox"/> Other BMPs ⁵	<p>The project complies with University policy for post-construction standards?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No ⁴ <input type="checkbox"/> mitigation provided <input type="checkbox"/> N/A	<p>Mitigation Details/Comments:</p>		Printed Name:	Date:	Registration Number:	State:
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Printed Name:	Date:								
Registration Number:	State:								

⁴Any "no" response in this part indicates non-compliance with University Stormwater Compliance policy or a permit condition and must be corrected before permit application; deficiencies must be corrected and attachments re-submitted for EHS review and signature.

⁵Basins and other BMPs that are permanent or retained are required to meet post-construction standards, and be inventoried, inspected and maintained. EHS will coordinate asset assignment and forward appropriate information to Energy Management.