

Appendix 4.1
Site Plan Review and Construction Site
Inspection and Enforcement Procedures



1 INTRODUCTION

Part 2.3.5.3.b of the 2017 NH Small MS4 General Permit is included as part of Minimum Control Measure 4 Construction Site Stormwater Runoff Control, and requires the Town of Exeter to develop written procedures for site inspections and enforcement of sediment and erosion control measures. Part 2.3.5.3.e of the 2017 NH Small MS4 General Permit requires the development of written procedures for site plan review.

The following Site Plan Review and Construction Site Inspection and Enforcement Procedures are incorporated into the Town of Exeter's Stormwater Management Program (2017 Small MS4 General Permit) as Appendix 4.1.

2 SITE PLAN REVIEW PROCEDURES

2.1 Responsible Party

The Engineering Department and the Planning Department are responsible for the implementation of the site plan review procedures.

2.2 Description

The Town of Exeter has established site plan review procedures outlined in the most recent version of the Town's Site Plan Review and Subdivision Regulations. The Town will conduct site plan review of all applicable projects according to the procedures outlined in the Site Plan Review and Subdivision Regulations. The Site Plan Review and Subdivision Regulations are available on the Town of Exeter's Planning website (<https://www.exeternh.gov/planning/town-exeter-land-use-regulations>). Stormwater Management Standards and Post Construction and Construction Standards are found in Section 9.3 through 9.5 of the above referenced regulations. Additionally, the application for Site Plan Review (October 2019) includes a letter to the applicant outlining the Site Plan Review application process as well as checklists for the both the application and site plan. The Site Plan Review application is available on the Town of Exeter's Planning website (https://www.exeternh.gov/sites/default/files/fileattachments/planning/page/13091/withcover2019_for_spr_app.pdf).

2.3 Tracking

The Town tracks the number of site plan reviews completed. This information will be included as part of the MS4 Annual Report.

3 CONSTRUCTION SITE INSPECTION PROCEDURES

3.1 Responsible Party

The Engineering Department and the Planning Department are responsible for the implementation of site inspection procedures. The Town of Exeter's third-party construction site inspector is Underwood Engineers.

3.2 Description

The Town of Exeter has a contract with Underwood Engineers for third-party construction site inspections. Underwood Engineers bills the Town for inspections via the Planning Department, which is paid for by the Developer. Underwood Engineers completes construction site inspections services on construction projects greater than or equal to an acre, which include observation of erosion and sedimentation control measures.

Currently, the third-party inspector does not use a checklist for inspections; rather the inspector uses the Town's Site Plan Review and Subdivision Regulations as well as the approval and permit conditions as a general guideline for inspections. Section 4.7 indicates all construction activities that result in a land disturbance of greater than or equal to one acre require the submission of plans for an Erosion and Sediment Control review. Additionally, an Erosion and Sediment Control Plan is required under Section 7.9. Grading, Drainage, and Erosion & Sediment Control Plan of the Site and Subdivision Regulations. Erosion and Sediment Control Standards, including plan requirements, are contained in Section 9.3 Stormwater Management Standards, Stormwater Management Plan, Stormwater Pollution Prevention Plan, and Erosion and Sediment Control Standards of the Site and Subdivision Regulations.

3.3 Tracking

The Town tracks the number of construction site inspections. This information will be included as part of the MS4 Annual Report.

4 CONSTRUCTION SITE ENFORCEMENT PROCEDURES

4.1 Responsible Party

The Engineering Department and the Planning Department are responsible for the implementation of enforcement procedures.

4.2 Description

Deficiencies in erosion and sediment control measures at construction sites are brought to the attention of the Contractor during site inspections and are typically voluntarily corrected by the Contractor. In general, the Site and Subdivision Regulations are enforced under the authority of NH RSA 676.

4.3 Tracking

The Town tracks the number of enforcement actions taken. This information will be included as part of the MS4 Annual Report.