

# Checklist for Submittal Requirements

## Large Construction Sites

1. Develop a SWPPP for your site, signed, dated and certified. \_\_\_\_\_
2. Submit a copy of the SWPPP to the City. \_\_\_\_\_
3. \*Submit an NOI to the State and a copy to the City. \_\_\_\_\_
4. Post a copy of the Large Construction Site Notice(s) on site. \_\_\_\_\_
5. Keep a copy of the NOI and Construction Site Notice(s) in your SWPPP. \_\_\_\_\_
6. Inspect your site according to the requirements on the CGP. \_\_\_\_\_
7. Submit an NOT to the State and a copy to the City when site is complete. \_\_\_\_\_
8. If final stabilization is not provided by the operator – a letter or notice of final stabilization requirements must be given to the new owner. \_\_\_\_\_

## Small Construction Sites

1. Develop a SWPPP for your site, signed, dated and certified. \_\_\_\_\_
2. Submit a copy of the SWPPP to the City. \_\_\_\_\_
3. Submit a signed and dated copy of the Small Construction Site Notice to the City. \_\_\_\_\_
4. Post a copy of the Small Construction Site Notice on site. \_\_\_\_\_
5. Keep a copy of the Small Construction Site Notice in your SWPPP. \_\_\_\_\_
6. Inspect your site according to the requirements on the CGP. \_\_\_\_\_
7. Submit a copy of the Small Construction Site Notice to City when completed. \_\_\_\_\_
8. If final stabilization is not provided by the operator – a letter or notice of final stabilization requirements must be given to the new owner. \_\_\_\_\_

## All Other Construction Activities

No submittal requirements for subdivisions under the 1 acre threshold. Construction activities also include remodels, demolition, general excavation and fill if all under the 1 acre threshold. Any development around playa lakes and the Monahans draw must get approval through the city prior to any land disturbance.

\*If the General Contractor is the only entity that has sent in an NOI then the owner must fill out a Large Construction Site Notice for Secondary Operators and send a copy to the City.