

**Required SWP3 Pre-Construction Information (To be Completed and Returned to CVE)**

**Project Name:** \_\_\_\_\_

<b>Permit Holder</b>	
Name: _____	Phone: _____
Company: _____	Email: _____
NDPES Permit Number: _____	

<b>Site Contractor</b>		<b>Co-Permittee: Yes <input type="checkbox"/> No <input type="checkbox"/></b>
Name: _____	Phone: _____	
Company: _____	Email: _____	

<b>Design Engineer</b>	
Name: _____	Phone: _____
Company: _____	Email: _____

<b>Additional contact to receive SWPPP Reports</b>	
Name: _____	Phone: _____
Company: _____	Email: _____

**Estimated start of Construction:** \_\_\_\_\_

- Contractor/Permittee should verify that the email address [doNotReply@SwpppTrack.com](mailto:doNotReply@SwpppTrack.com) is not blocked by any spam filter so the contractor/permittee receives all email notifications.
- A representative from Chagrin Valley Engineering, Ltd. (CVE) will be conducting oversight inspections at least once per month.
- When a SWPPP inspection is performed on the site, the Contractor will receive an email with a pdf of the inspection report attached. The report will detail any deficiencies that are found during the inspection.
- If there are deficiencies found during the inspection, the Contractor will receive an email the morning after the site inspection is conducted with a link to the SWPPP Tracker website to access all the deficiencies/work items. From this site the Contractor can view the items and indicate that the work item has been corrected. CVE will conduct an inspection to verify that the work item has been corrected and will remove the corrected item from the system. The Contractor will continue to receive this email every 72 hours until all work items are corrected.
- If there are deficiencies found during the inspection, the Contractor/Permittee will receive weekly status reports showing all open work items.
- The Permittee is required to perform their own inspections of all erosion and sediment control practices at least once every 7 days and within 24-hours after a rain event of at least 0.5" over a 24-hour period. The Contractor will receive an email when the site receives more than 0.5" of precipitation in a 24 hour period based on National Weather Service data. The Permittee is required to provide a copy of all these reports to the Community via Chagrin Valley Engineering, Ltd. at [SWPPPTrackAdmin@cvelimited.com](mailto:SWPPPTrackAdmin@cvelimited.com)