



IV. PROJECT CLOSEOUT

A. Purpose

The project closeout process is used to end Construction Site Runoff Control Permit coverage once all land disturbance activities have been completed. The Permit shall be in effect until the following conditions are met:

- Construction of temporary/permanent controls is complete, Site is Stabilized, and Temporary Controls are removed
- A set of as-built drawings of stormwater BMPs certified by Professional Engineer is submitted to the City
- A notice of termination (NOT) from Ohio EPA has been submitted to the City Engineer, including final property description and certification
- A City of Tiffin NOT has been submitted to the City Engineer
- A final site inspection has been completed by the City
- A Post-Construction Inspection & Maintenance (I&M) Agreement for Storm Water BMPs is approved by the City. *See MCM #4 Section 8 of the Tiffin SWMP for a Post-Construction Inspection & Maintenance Agreement for Storm Water BMPs Template to use as guidance for developing the Inspection & Maintenance (I&M) Agreement. Post-Construction I&M Agreements for Storm Water BMPs shall be developed in accordance with the latest edition of the Ohio Department of Natural Resources (ODNR) Division of Soil and Water Conservation "Rainwater and Land Development Manual" or the US EPA's Natural Menu of BMPs. Legally binding I&M Agreements must reflect:*
 - *Specific post-construction storm water BMPs approved for the property*
 - *BMP-specific inspection and maintenance requirements, and*
 - *Appropriate schedules for each facility (minimum of annual inspections)*
 - *Reporting schedules to submit inspection documentation to the City.*

B. Project Site Owner Preparation

- 1) Review Chapter 909 of City of Tiffin Codified Ordinances.
- 2) Check that the Project Closeout submittal includes the following documents:
 - One (1) copy of completed Notice of Termination (NOT) from Ohio EPA including final property description
 - One (1) copy of completed City of Tiffin Notice of Termination (NOT)
 - One (1) set of finalized as-built drawings of stormwater BMPs certified by a Professional Engineer
 - One (1) copy of an unsigned Post-Construction Inspection & Maintenance (I&M) Agreement

for Storm Water BMPs– the final version will need to be signed, notarized and recorded after the City Engineer review

C. City Review Procedure

- 1) City Engineer to manage project closeout process.
- 2) Review NOTs (City of Tiffin NOT and Ohio EPA NOT) and final as-built drawings for completeness.
- 3) Coordinate final site inspection with project site owner.
 - a) Walk through the site and inspect the permanent storm Water BMPs for conformance with approved SWPPP. Ensure that temporary controls are removed.
 - b) If temporary/permanent controls have not been constructed per approved plans, site is not stabilized, or temporary controls have not been removed, the project site owner must request a new final inspection after necessary revisions have been made.
- 4) Review Post-Construction Inspection & Maintenance (I&M) Agreement for Storm Water BMPs. If approved, sign and date agreement. If not approved, return to project site owner for revisions with comments.

D. City Records

- 1) Keep records of as-builts, NOTs and I&M agreements.