# WisDOT BOA TCGP Submittal Checklist Instructions

Please use this ‘WisDOT BOA TCGP Submittal Checklist’ as a reference for which attachments are required for the Transportation Construction General Permit (TCGP) for WisDOT Bureau of Aeronautics (BOA) projects disturbing an acre or more of ground, including sub-base. This submittal checklist is current as of August 16th, 2023 and was updated for the release of the TCGP in April 2023.

Red text areas are attachments that are being determined to be right sized for WisDOT BOA. These attachments are not required for TCGP submittals at this time (subject to change). These attachments have been automatically checked ‘N/A’ for most projects. However, it is at the discretion of the BOA project team to determine if these attachments are required for the associated project.

Each title under ‘Necessary Attachments for Application’ are linked to the corresponding ‘More Information’ section of this document. You can easily access these links by clicking “Ctrl” + “Left Click” on the titles under ‘Necessary Attachments for Application’.

If you have questions regarding this form, please email [DOTBOAEnvironmental@dot.wi.gov](mailto:DOTBOAEnvironmental@dot.wi.gov) for further assistance.

# WisDOT BOA TCGP Submittal Checklist

## Materials Check:

|  |  |  |
| --- | --- | --- |
| Necessary Attachments for Application |  |  |
| [Erosion Control Plan (ECP) and Storm Water Management Plan (SWMP)1](#_1Erosion_Control_Plan) |  |  |
| [Construction Site Implementation Plan (Erosion Control Construction Plans)2](#_2Construction_Site_Implementation) |  |  |
| [Wetland Assessment Method3](#_3Wetland_Assessment_Method:) |  |  |
| [Endangered Species Analysis or Threatened Resources4](#_4Endangered_Species_Analysis) |  |  |
| Site Photos |  |  |
| Acreage of Disturbance (topsoil and sub-base disturbance) |  | Click or tap here to enter text. |
| WisDOT Project ID |  | Click or tap here to enter text. |
| Estimated Construction Start and Completion Date |  | Click or tap here to enter text. |
| Necessary Modeling and Summaries for ECP and SWMP |  |  |
| [Soil Loss / Sediment Discharge Calculations (USLE Chart)5](#_6Soil_Loss_/) |  |  |
| [Site Evaluation for Storm Water Infiltration6](#_5Site_Evaluation_for) |  | N/A |
| [Modeling Summary7](#_6Modeling_Summary:) |  | N/A |
| [Long Term Maintenance Agreement8](#_7Long_Term_Maintenance) |  | N/A |
| [Best Management Practices (BMP) Permission Letter9](#_8Best_Management_Practices) |  | N/A |
|  |  |  |

## More Information

### 1Erosion Control Plan (ECP) and Storm Water Management Plan (SWMP):

1. Erosion Control Plan (ECP)
   1. Summary of applicable project description, construction schedule, erosion and sediment control approach, and temporary and permanent practices used on the site.
   2. The erosion control narrative needs to include the USLE chart as an attachment and summarize the findings within the narrative.
   3. Example narrative template format:
      1. Paragraph 1:
         1. Site description, project description, project time
      2. Paragraph 2:
         1. What erosion control (EC) items are required, methods for how the EC items will be installed, how the EC items were chosen with measurements, permanent and temporary EC items
            1. A summary of the USLE chart
         2. How sediment will be kept on-site, how sedimentation and erosion will be limited, how the EC items will act as BMPs for decreasing sedimentation and erosion
      3. Paragraph 3:
         1. An approximate narrative of the staging and phasing sequence
            1. Ex. Phase 1, mill and overlay. Starting with installing \_\_ erosion control items and traffic control, followed by milling the top layer of pavement, followed by grinding the pavement, etc.
      4. Paragraph 4:
         1. Maintenance of both temporary and permanent EC and how off-site and on-site deposition will be cleaned (like street sweeping, sediment traps, etc)
         2. Nearby waterbodies/wetlands and receiving waterbodies/wetlands, any Exceptional Resource Waters (ERWs) or Outstanding Resource Waters (ORWs), and impaired waterbodies
      5. Paragraph 5:
         1. How the site will reach final stabilization
         2. Seeding plans, watering plans, sod, mulch, etc.
2. Stormwater Narrative
   1. Post-construction performance standards, proposed post-construction storm water management devices, modeling results, and compliance with post-construction performance standards
   2. Example narrative template format:
      1. Paragraph 1:
         1. Means and methods of achieving TSS reduction standards
         2. How stormwater pollution is addressed everywhere on-site
         3. Any existing stormwater facilities and how these new facilities will replace or satisfy TSS reductions (need to be at least equivalent to existing facilities that would get removed or replaced in the project)
      2. Paragraph 2:
         1. Description of BMPs and the modeling software used to select BMPs
         2. Analysis and proof no groundwater will be contaminated from the project
         3. Discussion of the long-term maintenance agreement (include the agreement as a second attachment). This long-term maintenance agreement will be necessary for projects that include permanent EC items, like a swale or detention basin.
         4. Seeding plans (also included in the ECP)

### 2Construction Site Implementation Plan (CSIP) (Erosion Control on Construction Plans):

**\*The following items should be shown graphically on the project design sheets\***

1. Existing topography, drainage patterns, surface waters, wetland boundaries, roads, and other relevant features.
2. Proposed limits of land disturbance and project site boundaries
3. Proposed topography, drainage patterns, slopes after major grading activities, and proposed features.
4. Proposed drainage systems with invert elevations for storm water pipes.
5. Proposed location of soil stockpiles, all temporary erosion control practices, and all sedimentation practices.
6. Location of all post-construction storm water features including infiltration areas.
7. All applicable erosion control notes (Erosion Control Notes guidance)
8. Location of waterbodies and acreage of wetlands on construction site, location of where stormwater will discharge to a surface water (on and off-site within 1/4 mile downstream of site), BMPs to protect these sites
9. Specs to follow with maintenance of BMPs
10. Contractor info (prime contractor and subs, if removing or installing erosion control)
    1. Add after letting the project
11. Temporary stabilization activity plan for stockpiles left greater than 14 days

### 3Wetland Assessment Method:

1. A wetland delineation (if wetlands are present at job site) or a Surface Water Data Viewer Analysis
2. A wetland resource determination by DNR

### 4Endangered Species Analysis or Threatened Resources:

1. Information for Planning and Consultation (IPaC) Effect Determination summary sheet based off the Effect Determination D-Keys associated with the IPaC website from U.S. Fish and Wildlife Service

### 5Soil Loss / Sediment Discharge Calculations (USLE Chart):

1. Documentation to show compliance with the maximum discharge of 5 tons per acre per year during a 12-month period between initial disturbance and final stabilization of sediment as required in NR 151.11. Documentation needs to include the spreadsheet tool (to show the input variables used in the calculations) and a map (to show the locations where the input variables are to be located). (Construction Site Soil Loss and Sediment Discharge Calculation Guidance and USLE Model required as of January 1, 2016. [Click here to download the Excel file](https://dnr.wisconsin.gov/sites/default/files/topic/Stormwater/USLEmodel.zip).)

### 6Site Evaluation for Storm Water Infiltration:

Evaluation must include:

1. Percent of pre-development infiltration volume that will be infiltrated post-construction or percent of post-construction area meeting the definition of effective infiltration area
2. Summary of the results of a site evaluation per Step D in Technical Standard 1002
3. Soil data from borings, test pits, etc. and a map showing locations where data was obtained
4. Depth to the nearest seasonal high groundwater elevation or top of bedrock
5. Evaluation of separation distances from community, non-community, and private wells under s. NR 811.16(4) and NR 812.08, Wis. Adm. Code.

### 7Modeling Summary:

1. Depending on the contents associated with the erosion control plan narrative, this separate attachment may not be necessary.
2. Provide pertinent information to show how post-construction TSS Reduction, Peak Discharge Reduction, and Infiltration were calculated including:
   1. Name of modeling software and version or other calculation methodology
   2. Diagram depicting layout of modeled system
   3. Input summary
   4. Output summary
   5. Long term maintenance agreement
   6. For any permanent best management practices, identify responsible part and attach signed final documentation from responsible party that provisions have been made for long-term maintenance. If a signed agreement is not available at this time, then submit an unsigned maintenance agreement. A signed maintenance agreement will need to be submitted prior to permit coverage termination.

### 8Long Term Maintenance Agreement:

1. If any long-term or permanent erosion control items are utilized, an agreement between BOA and DNR needs to be created to dictate how the permanent erosion control item will be maintained and will continue to mitigate sedimentation.

### 9Best Management Practices Letter:

1. If an off-site storm water management practice will be used to meet the Department’s post-construction performance standards, submit a letter or other written verification that the owner or operator of the treatment facility will allow the facility to be used and information showing that the facility is designed to account for runoff from this site.

# Process Check:

|  |  |
| --- | --- |
| Acquire materials for NOI submittal (Consultant) |  |
| Complete TCGP NOI application (BOA) |  |
| Request Final Concurrence from DNR (BOA) |  |
| Add ECIP to TCGP (once received from contractor, DNR adds to TCGP) |  |
| Submit NOT for TCGP (45 days after final stabilization, no later than 3 years after application date) |  |