



Temporary Erosion and Sediment Control (TESC) Drawing and Report Checklist

A complete Temporary Erosion and Sediment Control (TESC) submittal will contain the following information. Please check off the items to ensure that your application is complete. Please submit one (1) electronic copy of each document required. Drawing sets should be 24" x 36". Recommended scales include 20', 50' and 10'. PDF format is preferred.

Pre-Application Meeting Date: _____ Project Manager: _____
 Email: _____ Phone: _____

Req'd	Cmpl'd	Subm'd	Submittal Checklist
			LAND USE APPLICATION (completed/ signed)
			SUBMITTAL CHECKLIST (completed)
			DEVELOPMENT REVIEW FEE (Amt. Req'd \$ _____ Amt. Rec'd \$ _____)
			PROPERTY OWNER APPROVAL If any work is proposed on land not owned by the applicant, a letter of approval from the landowner is required.
			TESC DRAWINGS containing the initial, interim and final TESC drawings for the site, including Town Standard TESC detail sheets. Cut and fill quantities need to be indicated as well. Please prepare in accordance with the Town's TESC Manual, found online at http://www.CRgov.com/tesc
			TESC REPORT containing all items listed in the following TESC Report checklist.
			ENGINEER'S TESC COST ESTIMATE using Town standard template, stamped by a Professional Engineer. http://www.CRgov.com/tesc
			HAUL ROUTE MAP If any material is going to be exported or imported to the site, a Haul Route map must be submitted for Town review and approval. Any import or export sites located within the Town of Castle Rock jurisdiction will require a TESC permit as well, unless the site already has an active permit.
			TECHNICAL CRITERIA VARIANCE Complete a Technical Criteria Variance form with appropriate supporting information describing any proposed deviations from the Technical Design Criteria in the TESC Manual.
			CHECKLISTS Submit any checklist used for Drawing preparation and all reports

A complete set of Temporary Erosion and Sediment Control (TESC) Plans should contain the following information. The specific drawing sheets are listed below in the order they should appear in the Plan set. All TESC plans submitted to the Town of Castle Rock (TCR) for review, comment, and approval shall be prepared by, or under the direct supervision of a Professional Engineer, licensed in the State of Colorado. TESC Plans shall be in accordance with the requirements of the Town of Castle Rock TESC Manual, as amended.

TESC DRAWING AND REPORT CHECKLIST. A copy of this TESC Drawing and Report Checklist must be completely filled out, signed by the designer, and submitted with the TESC Plan.

SIGNATURE _____
 Registered Professional Engineer

Req'd	Cmpl'd	Subm'd	
COVER SHEET			
			1. Project name.
			2. Project address (if applicable).
			3. Owner address.
			4. Design firm's name and address.
			5. Drawing sheet index.
			6. Designer's Signature Block.
			7. The following note: THE TEMPORARY EROSION AND SEDIMENT CONTROL PLAN INCLUDED HEREIN IS ON FILE AT THE TOWN OF CASTLE ROCK AND APPEARS TO FULFILL APPLICABLE TOWN OF CASTLE ROCK TEMPORARY EROSION AND SEDIMENT CONTROL CRITERIA, AS AMENDED. ADDITIONAL TEMPORARY EROSION AND SEDIMENT CONTROL MEASURES MAY BE REQUIRED OF THE PERMITTEES DUE TO UNFORESEEN EROSION PROBLEMS OR IF THE SUBMITTED PLAN DOES NOT FUNCTION AS INTENDED. THE REQUIREMENTS OF THIS PLAN SHALL RUN WITH THE LAND AND BE THE OBLIGATION OF THE PERMITTEES, UNTIL SUCH TIME AS THE PLAN IS PROPERLY COMPLETED, MODIFIED OR VOIDED.
			8. TESC Plan Designer's signature block with name, date, and Professional Engineer registration number. Signature block shall include the following note: THE TEMPORARY EROSION AND SEDIMENT CONTROL PLAN INCLUDED HEREIN HAS BEEN PREPARED UNDER MY DIRECT SUPERVISION IN ACCORDANCE WITH THE REQUIREMENTS OF THE TEMPORARY EROSION, AND SEDIMENT CONTROL (TESC) MANUAL OF THE TOWN OF CASTLE ROCK AS AMENDED.
			9. Town of Castle Rock acceptance block.
			10. General Location Map Show at a scale of 1-inch to 1000-feet to 8000-feet indicating: <ul style="list-style-type: none"> • General vicinity of site location. • Major roadway names. • North arrow and scale.
TESC DRAWING INDEX SHEET			
			For projects that require multiple plan-view sheets to adequately show the project area (based on the specified scale ranges), a single plan-view sheet shall be provided at a scale appropriate to show the entire site on one sheet. Areas of coverage of the multiple blow-up sheets are to be indicated as rectangles on the index sheet.
INITIAL TESC DRAWING			
This Drawing sheet shall provide temporary erosion and sediment controls for the initial clearing, grubbing and grading of a project. Control measures should generally be sufficient to cover construction activities through the completion of overlot grading. At a minimum, it shall contain:			
			1. Property Lines.
			2. Existing topography at one-or two-foot contour intervals, extending a minimum of 100 feet beyond the property line.
			3. Location of any existing structures or hydraulic features within the mapping limits.
			4. USGS Benchmark used for project and note that NAVD88 Datum was used.
			5. Limits of construction encompassing all areas of work, access points, storage and staging areas, borrow areas, stockpiles, and utility tie-in locations in on-site and off-site locations. Stream corridors and other resource areas to be preserved and all other areas outside the limits of construction shall be lightly shaded to clearly show area not to be disturbed.
			6. Location of stockpiles, including topsoil, imported aggregates, and excess material.
			7. Location of storage and staging areas for equipment, fuel, lubricant, chemical (and other materials) and waste storage.
			8. Outlines of cut and fill areas.
			9. Summary of cut and fill volumes.

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INITIAL TESC DRAWING CONTINUED			
			10. Location of temporary roads.
			11. Location of borrow or disposal areas.
			12. Location, map symbol, and letter callouts of all initial erosion and sediment control measures.
			13. Information to be specified for each control measure, such as type and dimensions, as called for in the Standard Notes and Details.
			14. Control Measure Legend from the cover sheet of the Standard Notes and Details.
			15. The following notes: <ul style="list-style-type: none"> • REMOVAL OF CONTROL MEASURES SHALL NOT OCCUR WITHOUT THE APPROVAL OF THE STORMWATER INSPECTOR. • ALL PAVED SURFACES MUST REMAIN FREE OF SEDIMENT AND REQUIRE CLEANING, INCLUDING STREET SWEEPING, AS NEEDED.
			16. Town of Castle Rock acceptance block.
			17. Design Engineer's signature block.
			18. Other information as may be reasonably required by the Town of Castle Rock
INTERIM TESC DRAWING			
This drawing sheet shows erosion and sediment control measures during site construction. At a minimum, it shall contain the following information:			
			1. Existing topography at one-or two-foot contour intervals, extending a minimum of 100 feet beyond the property line, as shown on the Initial TESC Drawing. These contours shall be screened.
			2. Location of all existing erosion control measures on site, as shown on the Initial TESC Drawing. These control measures shall be screened. Dimension information for initial stage control measures shall not be shown.
			3. Items 1,2, and 4 through 10 from the Initial TESC Drawing.
<i>In addition, the Interim TESC Drawing shall include the following:</i>			
			4. Proposed Topography at one-or two-foot contour intervals, showing elevations, dimensions, locations and slope of all proposed grading.
			5. Location of all interim erosion and sediment controls, designed in conjunction with the proposed site topography, but also considering the controls designed for the existing topography.
			6. Location of all buildings, drainage features and facilities, paved areas, retaining walls, cribbing, water quality facilities, or other permanent features to be constructed in connection with, or as part of, the proposed work, per approved plat, SDP, or other improvement plan.
			7. The Control Measure Legend from the cover sheet of the Town of Castle Rock Standard Notes and Details.
			8. The following notes: <ul style="list-style-type: none"> • SHADED CONTROL MEASURES WERE INSTALLED IN INITIAL STAGE AND SHALL BE LEFT IN PLACE IN INTERIM STAGE UNLESS OTHERWISE NOTED. • SEE PUBLIC IMPROVEMENT CONSTRUCTION PLANS FOR DETAILS OF PERMANENT DRAINAGE FACILITIES SUCH AS DETENTION FACILITIES, WATER QUALITY FACILITIES, CULVERTS, AND STORM DRAINS. • REMOVAL OF CONTROL MEASURES SHALL NOT OCCUR WITHOUT THE APPROVAL OF THE STORMWATER INSPECTOR. • ALL PAVED SURFACES MUST REMAIN FREE OF SEDIMENT AND REQUIRE CLEANING, INCLUDING STREET SWEEPING, AS NEEDED.
			9. Town of Castle Rock acceptance block.
			10. Design Engineer's signature block.

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FINAL TESC DRAWING			
This drawing sheet shows controls for final completion of the site including final stabilization and temporary sediment controls through revegetation. At a minimum, this drawing sheet shall contain the indicated information.			
<i>The Final TESC Drawing shall include all information shown on the Initial and Interim Drawings, as noted below:</i>			
			1. Existing Topography in areas of proposed contours need not be shown.
			2. Existing Initial and Interim control measures shall be shown, (screened). Dimension information shall not be shown.
<i>In addition, the following information shall be shown:</i>			
			3. Directional flow arrows on all drainage features.
			4. Any Initial or Interim control measures that are to be removed and any resulting disturbed area to be stabilized.
			5. Location of all Final erosion and sediment control measures (including seeding and mulching of any areas not stabilized in the Interim Plan), permanent landscaping, and measures necessary to minimize erosion and the movement of sediment off site until permanent vegetation can be established.
			6. Show area of buildings, pavement, sod, and permanent landscaping (define types) per accepted plat, SDP, SIA, or other improvement plan or agreement.
			7. Show seeding and mulching (SM) everywhere except buildings and pavement areas.
			8. Show other control measures considered by the designer to be appropriate.
			9. Show the following control measures to be removed prior to the end of construction: <ul style="list-style-type: none"> • Indicate dewatering (DW) to be removed. • Indicate temporary stream crossings (TSC) to be removed. • Indicate stabilized staging area (SSA) to be removed. • Indicate vehicle tracking control (VTC) to be removed. • Indicate construction fence (CF) to be removed.
			10. The Control Measure Legend from the cover sheet of the Town of Castle Rock Standard Notes and Details.
			11. Include the following notes: <ul style="list-style-type: none"> • SHADED CONTROL MEASURES WERE INSTALLED IN INITIAL OR INTERIM TESC DRAWING AND, UNLESS OTHERWISE INDICATED, SHALL BE LEFT IN PLACE UNTIL REVEGETATION ESTABLISHMENT IS APPROVED BY THE TOWN. • SEE PUBLIC IMPROVEMENT CONSTRUCTION PLANS FOR DETAILS OF PERMANENT DRAINAGE FACILITIES, SUCH AS DETENTION FACILITIES, WATER QUALITY FACILITIES, CULVERTS AND STORM DRAINS. • REMOVAL OF CONTROL MEASURES SHALL NOT OCCUR WITHOUT THE APPROVAL OF THE STORMWATER INSPECTOR. • ALL PAVED SURFACES MUST REMAIN FREE OF SEDIMENT AND REQUIRE CLEANING, INCLUDING STREET SWEEPING, AS NEEDED.
			11. Town of Castle Rock acceptance block.
			12. Design Engineer's signature block.
			13. Other information as may be reasonably required by the Town of Castle Rock.

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VERTICAL RESIDENTIAL TESC DRAWING

This drawing is to be prepared in a separate, stand-alone set and shall provide temporary erosion and sediment controls for Vertical Residential Construction following completion of subdivision improvements. Control measures should generally be sufficient to cover construction activities , including over excavation, through the completion of all residential homes. At a minimum, it shall contain:

The Vertical Residential TESC Drawing shall include all information shown on the Final TESC Drawing, as noted below:

			1. Only existing Final erosion control measures shall be shown, (screened ; dimension information shall not be shown) including seeding and mulching, erosion control blanket and perimeter controls.
<i>In addition, the following information shall be shown:</i>			
			2. Cover sheet per Section 3.18.1 (or Page 2 of this checklist).
			3. Topography at one- or two-foot contour intervals.
			4. Directional flow arrows on all drainage features.
			5. Limits of disturbance required for all vertical construction activities
			6. Shade all tracts and lots not owned by the permittee.
			7. New control measures behind back of sidewalk and all abutting open tracts and existing sediment controls that will become the responsibility of the permittee shall be shown in bold.
			8. Location of Staging Area(s), VTCs, Concrete Washout Area(s) and Stockpile Area(s). If these items are intended to be relocated throughout the construction process, show the initial location on the drawing.
			9. Location of other control measures considered by the designer to be appropriate.
			10. Label lot numbers, street addresses and lot grading type (A or B) on each lot. Interior lot control measures do not need to be shown as standard details for A and B lots are provided in the Standard Notes and Details.
			11. The Control Measure Legend from the cover sheet of the Town of Castle Rock Standard Notes and Details.
			12. Include the following notes: <ul style="list-style-type: none"> 1. CONTROL MEASURES INSTALLED PER FINAL TESC DRAWING TRANSFER TO THE PERMITTEE AND SHALL BE LEFT, OR REPLACED, UNTIL REVEGETATION ESTABLISHMENT IS APPROVED BY THE TOWN OR VERTICAL LOT CONSTRUCTION IS COMPLETE. 2. IF LOCATION(S) OF VTC(S), STOCKPILE(S), STAGING AREA(S) AND CONCRETE WASHOUT AREA(S) CHANGE DURING CONSTRUCTION, THE PERMITTEE SHALL REVISE THE DRAWING ACCORDINGLY AND MUST SHOW APPROPRIATE CONTROL MEASURES IMPLEMENTED AT ALL TIMES. 3. ALL STRUCTURAL CONTROL MEASURES MUST BE MAINTAINED IN EFFECTIVE OPERATING CONDITION AT ALL TIMES AND ARE SUBJECT TO INSPECTION AND ENFORCEMENT UNDER THE TESC PERMIT. 4. IF SEDIMENT OR OTHER POLLUTANTS ARE TRACKED, SPILLED, OR WASHED ONTO STREETS, PERMITTEE SHALL CLEAN THE STREETS IN ACCORDANCE WITH TOWN APPROVED METHODS, OR AS DIRECTED BY THE STORMWATER INSPECTOR. FAILURE TO CLEAN UP TRACKING OF MATERIAL ONTO STREETS WILL RESULT IN AN IMMEDIATE STOP WORK ORDER. 5. PERMITTEE SHALL NOT STOCKPILE, PLACE OR STORE ON STREETS, SIDEWALKS OR STORM WATER FLOW LINES EARTH MATERIALS AND LANDSCAPE MATERIALS, SUCH AS SOD, COMPOST, DIRT, ROCK AND MULCH. STOCKPILING OF SUCH MATERIALS IN THE RIGHT-OF-WAY MAY RESULT IN AN IMMEDIATE STOP WORK ORDER. 6. PERMITTEE SHALL ENSURE THAT ALL CONCRETE WASHOUT AREAS ARE PROPERLY INSTALLED, POSTED AND CLEANED SUCH THAT ALL WASTEWATER IS CONTAINED AND DOES NOT ENTER THE STORM DRAIN SYSTEM. FAILURE TO PROPERLY MAINTAIN CONCRETE WASHOUT AREAS SUCH THAT A DISCHARGE OCCURS WILL RESULT IN A STOP WORK ORDER AND/OR AN IMMEDIATE CLEANUP ORDER. 7. PERMITTEE SHALL ENSURE THAT ALL SANITARY FACILITIES ARE PROPERLY SECURED TO THE GROUND TO PREVENT TOPPLING AND DISCHARGE OF LIQUID WASTE. FAILURE TO PROPERLY SECURE SANITARY FACILITIES WILL RESULT IN A VIOLATION.

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VERTICAL RESIDENTIAL TESC DRAWING CONTINUED		
		12. Include the following notes, continued: 8. PERMITTEE SHALL ENSURE THAT THE TESC DRAWING REMAINS UPDATED WITH CURRENT FIELD CONDITIONS. FAILURE TO MAINTAIN THE TESC DRAWING MAY RESULT IN A VIOLATION. 9. REMOVAL OF CONTROL MEASURES SHALL NOT OCCUR WITHOUT THE APPROVAL OF THE STORMWATER INSPECTOR.
		13. FEMA Floodplain limits shall be shown if within planned or adjacent areas.
		14. Town of Castle Rock acceptance block.
		15. Design Engineer's signature block.
		16. Other information as may be reasonably required by the Town of Castle Rock.

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TESC REPORT

A complete Temporary Erosion and Sediment Control (TESC) Report should contain the following information. TESC Reports shall be in accordance with the requirements of the Town of Castle Rock TESC Manual, as amended.

			1. <u>Name, Address, and Telephone Number of the Applicants</u> —The name, address, and telephone number of the Professional Engineer preparing (or supervising the preparation of) the TESC Plan shall also be included if different from the Applicants.
			2. <u>Project Description</u> —A brief description of the nature and purpose of the land-disturbing activity, the total area of the site, the area of disturbance involved, and the project location or the latitude and longitude of the approximate center of the project.
			3. <u>Existing Site Conditions</u> — A description of the existing topography, vegetation, and drainage; a description of any wetlands on the site; and any other unique features of the property.
			4. <u>Adjacent Areas</u> —A description of neighboring areas such as streams, lakes, residential areas, roads, etc., which might be affected by the land disturbance.
			5. <u>Soils</u> —A brief description of the soils on the site including information on soil type and names, mapping unit, erodibility, permeability, hydraulic soil group, depth, texture, and soil structure (this information may be obtained from the soil report for the site, for adjacent sites if acceptable to the Town, or the applicable Soil Survey prepared by the Natural Resources Conservation Service).
			6. <u>Areas and Volumes</u> —An estimate of the quantity (in cubic yards) of excavation and fill involved (indicating a balance onsite), and the surface area (in acres) of the proposed disturbance.
			7. <u>Erosion and Sediment Control Measures</u> —A description of the methods presented in the TESC Manual that will be used to control erosion and sediment on the site.
			8. <u>Timing/Phasing Schedule</u> —A schedule indicating the anticipated starting and completion time periods of the site grading and/or construction sequence, including the installation and removal of erosion and sediment control measures. Indicate the anticipated starting and completed time periods of individual project phases.
			9. <u>Permanent Stabilization</u> —A brief description, including applicable specifications, of how the site will be stabilized after construction is completed.
			10. <u>Stormwater Management Considerations</u> —Explain how stormwater runoff from and through the site will be handled during construction.
			11. <u>Maintenance</u> —Any special maintenance requirements over and above what is identified in the standard notes and details.
			12. <u>Opinion of Probable Cost for Installation and Maintenance of Controls</u> —An opinion of probable costs for erosion and sediment control, including anticipated maintenance during the construction phase, shall be submitted with the TESC Plan. This will be reviewed by Town staff and used as a basis for fiscal surety. A copy of a spreadsheet to be used for preparing the opinion of probable costs for erosion and sediment control is included in Appendix H of the TESC Manual. An electronic copy of the spreadsheet is available from the Plan Review Engineer. Unit Costs used to develop probable erosion and sediment control costs shall be those shown in the spreadsheet.
			13. <u>Calculations</u> —Any calculations made for the design of such items as sediment basins or erosion control blanket selection.
			14. <u>Other Information</u> —Any other information as reasonably required by the Town of Castle Rock.
			15. <u>The Following Note</u> : "This Temporary Erosion and Sediment Control Plan is on file at the Town of Castle Rock and appears to fulfill the applicable Town of Castle Rock Temporary Erosion and sediment Control Criteria, as amended. I understand that additional grading, erosion and sediment control measures may be required of the Permittees, due to unforeseen erosion problems or if the submitted plan does not function as intended. The requirements of this plan shall run with the land and be the obligation of the Permittees until such time as the plan is properly completed, modified or voided."
			16. <u>Signature Page</u> — For Permittees acknowledging the review and acceptance of responsibility, and a statement by the Professional Engineer acknowledging responsibility for the preparation of the TESC Plan.
			17. <u>Town of Castle Rock Acceptance Block</u> .