



# TOWN of HENRIETTA

## Temporary Site Shutdown Request

Per NYS DEC SPDES General Permit **GP-0-10-001** and Local Town of Henrietta Code



*All requests for a temporary shutdown of a site must be approved by the Town of Henrietta Engineering Department prior to reducing the inspection frequency by the Qualified Inspector.*

Project Name: \_\_\_\_\_ SPDES Permit No: \_\_\_\_\_

**Reason for request:**

- Winter Shutdown - Complete Section 1
- Partial Project Completion - Complete Section 2
- Project Completion awaiting N.O.T. - Complete Section 3

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### Section 1 - Winter Shutdown

	Yes	No	NA
Are no further soil disturbance activities scheduled for this site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a greater than five acre waiver in effect for this site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the current amount of disturbed area less than the waiver requirement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all disturbed areas been temporarily stabilized with a NYSDEC approved method (i.e. mulch, straw or erosion control mats)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has a Qualified Inspector conducted a final weekly inspection to ensure that all SWPPP erosion control requirements are in compliance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signature of SWPPP Design Engineer: \_\_\_\_\_

Signature of SPDES Permit Holder: \_\_\_\_\_

*Mail this form to the Town of Henrietta Engineering Department (see page 2). Upon MS4 approval, the site inspection frequency may be reduced to once per month until March 1<sup>st</sup> or ground thaw, whichever comes first.*

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### Section 2 - Partial Project Completion

	Yes	No	NA
Are no further soil disturbance or construction activities scheduled for this site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a greater than five acre waiver in effect for this site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the current amount of disturbed area less than the waiver requirement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all disturbed areas within the partial project completion achieved final stabilization as defined by the NYSDEC?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all permanent erosion control strategies, as indicated in the SWPPP, installed and operating within the completed portion of the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all other disturbed areas outside of the completed portion of the project been temporarily stabilized with a NYSDEC approved method (i.e. mulch, straw or erosion control mats)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has a Qualified Inspector conducted a final weekly inspection to ensure that all temporary and permanent SWPPP erosion control requirements are in compliance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signature of SWPPP Design Engineer: \_\_\_\_\_

Signature of SPDES Permit Holder: \_\_\_\_\_

*Mail this form to the Town of Henrietta Engineering Department (see page 2). Upon MS4 approval, the site inspection frequency may be reduced to once per month until soil disturbance activities resume.*

**Section 3 – Project Completion awaiting N.O.T. Approval**

**Yes No NA**

- Are all soil disturbance or construction activities scheduled for this site complete?
- Have all disturbed areas within the project achieved final stabilization as defined by the NYSDEC?
- Has a Qualified Inspector conducted a final weekly inspection to ensure that all temporary erosion control measures have been removed?
- Has a Qualified Inspector conducted a final weekly inspection to ensure that all permanent erosion control measures, indicated in the SWPPP, are installed and operating?

**Signature of SWPPP Design Engineer:** \_\_\_\_\_

**Signature of SPDES Permit Holder:** \_\_\_\_\_

*Mail this form to the Town of Henrietta Engineering Department (see below). Upon MS4 approval, the site inspection frequency may be reduced to once per month until the Notice of Termination is approved.*

Mail form with original signatures to:  
Town of Henrietta  
Engineering Department  
475 Calkins Road  
Henrietta, New York 14467

**For Town’s Use Only**

**ON SITE INSPECTION**

An inspection of this site was conducted on \_\_\_\_\_ .

- Site does meet requirements as outlined in SPDES permit GP-0-10-001 and Local Town of Henrietta Code.
- Site does not meet requirements as outlined in SPDES permit GP-0-10-001 and Local Town of Henrietta Code.

Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Inspector Signature

**MS4 APPROVAL**

- Approval is granted**
- Approval is denied**

\_\_\_\_\_  
Christopher E. Martin, Director of Engineering and Planning

Date: \_\_\_\_\_

**TOH 121811**