



## City of Valparaiso Erosion and Sediment Control Inspections Standard Operating Procedure (SOP)

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### 1. Purpose

This procedure describes the inspection process for the construction activities within the City of Valparaiso city limits, and set the priority list for inspection.

### 2. Process

- a. The Engineering Department issues a site permit which signals the start of land disturbing activities.
- b. MS4 Coordinator conducts inspection for private developments/projects; project management team conducts inspection for City owned projects. The inspection frequency is determined based on the inspection priority list below, and also the weather and season.
- c. Enforcement actions for violations are shown in a separate flowchart.
- d. Once all construction is completed and vegetation has been established (70% in density), site will be signed off by Engineering Department.

### 3. Inspection priority list

The priority list is set based on many factors including the nature and extent of construction, proximity to sensitive areas and natural resources, potential to direct runoff to receiving waters, and site topography, etc. In general, the following list is followed to determine the priority for inspection.

- a. Projects with land disturbance of one acre or more, and nearby sensitive areas and/or natural resources with repeated violations/repeat offenders
- b. Projects with land disturbance of one acre or more, and nearby sensitive areas and/or natural resources
- c. Projects with land disturbance of less than one acre, but nearby sensitive areas and/or natural resources
- d. Projects with land disturbance of one acre or more but not nearby sensitive areas and/or natural resources
- e. Other projects

### 4. Documentation

Inspections and Notice of Violations are tracked using Trakit for projects with land disturbance of one acre or more.