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# DESIGN REQUIREMENTS GUIDE

## Minor Development

The purpose of this guide is to provide useful information for the compliance of Minor Development Construction Projects within the City and County of Honolulu with storm water erosion and sediment control requirements. This guide incorporates *Rules Relating to Water Quality* requirements (effective December 24, 2018), as well as certain applicable requirements from Appendix C, the NPDES General Permit Authorizing Discharges of Storm Water Associated with Construction Activity (effective February 9, 2019).

**This guide is not intended to summarize, supersede or contradict the regulations; please refer to the rules for a complete listing of requirements.**

*Click on the water droplet icons*

 *for additional information within this guide*

 *for external resources*

Click [here](#) to print a copy of the checklist.

*coming soon* Click [here](#) to see an example ESCP. *coming soon*

Please contact *The Limtiaco Consulting Group* should you have any questions or require any assistance.

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**Note:**

Additional  
information  
within the guide



External resources

## MINOR DEVELOPMENT EROSION AND SEDIMENT CONTROLS CHECKLIST DESIGN REQUIREMENTS GUIDE

The purpose of this checklist is to provide useful information for the compliance of **Minor Development Construction Projects** within the City and County of Honolulu with storm water erosion and sediment control guidelines, and incorporates *Rules Relating to Water Quality* requirements (*effective December 24, 2018*).

**This checklist is not intended to summarize, supersede or contradict the regulations; please refer to the rules for a complete listing of requirements.**

**Project Name:** \_\_\_\_\_

**Project Location:** \_\_\_\_\_

**Tax Map Key:** \_\_\_\_\_

**Disturbed Area (acres or square feet):** \_\_\_\_\_

### Minor Development Notes

For Minor Development Projects with minimal or no ground disturbing activities, the following 5 notes from [DPP's Instruction for Minor Development Project](#) have been included in the construction plans, which will constitute as the ESCP:

☐ (i) USE BEST MANAGEMENT PRACTICES (BMPs) TO PREVENT AND REDUCE THE DISCHARGE OF POLLUTANTS FROM THE PROJECT SITE ONTO OFF-SITE STREETS, STORM DRAINS, STREAMS AND THE OCEAN. POTENTIAL POLLUTANTS INCLUDE BUT ARE NOT LIMITED TO SOIL, OIL PRODUCTS, PAINT, SOLVENTS, CONSTRUCTION DEMOLITION WASTE, TRASH, PORTABLE TOILETS, AC MATERIALS, CONCRETE, AND ANY OTHER LIQUID, PAVING OR WASHOUT MATERIAL THAT COULD BE DETRIMENTAL IF RELEASED TO THE ENVIRONMENT.

☐ (ii) ANY EXPOSED SOIL FROM THIS ACTIVITY MUST BE PERMANENTLY OR TEMPORARILY STABILIZED IMMEDIATELY USING VEGETATION, GRAVEL, PAVERS, ROLLED EROSION CONTROL PRODUCTS, OR AN EQUIVALENT METHOD UNLESS ACTIVE WORK IS SCHEDULED WITHIN 14 DAYS.

☐ (iii) ALL CONSTRUCTION WASTE AND WASHOUT WATER MUST BE PROPERLY CONTAINED AND DISPOSED OF.

☐ (iv) SEDIMENT TRACKED OFF SITE MUST BE SWEEPED OR VACUUMED DAILY.

☐ (v) DUST FROM THE PROJECT SITE SHALL NOT BE TRANSPORTED OR DISCHARGED TO OFF-SITE AREAS. THE WORK MUST BE IN CONFORMANCE WITH AIR POLLUTION CONTROL STANDARDS CONTAINED IN THE HAWAII ADMINISTRATIVE RULES: TITLE 11 CHAPTER 60.1, "AIR POLLUTION CONTROL."

For Minor Development Projects with total ground disturbing activities  $\leq 120$  sq. ft., the following 2 items have been included in the construction plans in addition to the 5 notes above:

☐ (vi) TOTAL DISTURBED AREA = \_\_\_\_\_ SQ. FT.

☐ Submit [DPP's Minor Development Certification](#)

### ESCP Coordinator Information

You may be required to designate an ESCP Coordinator by DPP. If so, use **Appendix A**, and have it signed by the Property Owner or Authorized Agent.

# RESOURCES

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Resource	Link
Appendix A – ESCP Coordinator/CWPPP Designation Form	<a href="http://www.honoluludpp.org/LinkClick.aspx?fileticket=o1UIYGELLA%3d&amp;tabid=262&amp;portalid=0&amp;mid=3127">http://www.honoluludpp.org/LinkClick.aspx?fileticket=o1UIYGELLA%3d&amp;tabid=262&amp;portalid=0&amp;mid=3127</a>
CCH Construction BMP Manual	<a href="http://www.honoluludpp.org/Portals/0/pdfs/Storm%20Water%20Quality/CCH%20Construction%20BMP%20Manual_2017.pdf">http://www.honoluludpp.org/Portals/0/pdfs/Storm%20Water%20Quality/CCH%20Construction%20BMP%20Manual_2017.pdf</a>
DOH Clean Water Branch NPDES Forms	<a href="http://health.hawaii.gov/cwb/clean-water-branch-home-page/forms/">http://health.hawaii.gov/cwb/clean-water-branch-home-page/forms/</a>
DOH e-Permitting Portal	<a href="https://eha-cloud.doh.hawaii.gov/epermit/">https://eha-cloud.doh.hawaii.gov/epermit/</a>
Minor Development Certification	<a href="http://www.honoluludpp.org/Portals/0/pdfs/Storm%20Water%20Quality/Minor%20Development%20Certification.pdf">http://www.honoluludpp.org/Portals/0/pdfs/Storm%20Water%20Quality/Minor%20Development%20Certification.pdf</a>
NPDES General Permit Authorizing Discharges Associated with Construction Activity Dewatering (Effective July 13, 2018)	<a href="https://health.hawaii.gov/cwb/files/2018/08/11-55-App-G-A.pdf">https://health.hawaii.gov/cwb/files/2018/08/11-55-App-G-A.pdf</a>
NPDES General Permit Authorizing Discharges of Storm Water Associated with Construction Activity (Effective July 13, 2018)	<a href="https://health.hawaii.gov/cwb/files/2018/08/11-55-App-C-A.pdf">https://health.hawaii.gov/cwb/files/2018/08/11-55-App-C-A.pdf</a>

# Temporary Stabilization

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## *RRTWQ Citation*

§20-3-30 Temporary Stabilization. (a) Temporary Stabilization must be initiated immediately for Disturbed Areas that are not on slopes with a grade of 15 percent or more when they reach final grade or when active work is not scheduled within 14 calendar days.

- (b) Minimum stabilization of Disturbed Areas shall consist of one or more of the following:
- (1) Rolled Erosion Control Products that conform to the requirements of the American Association of State Highway and Transportation Officials M288 may be installed and maintained per the manufacturer's specifications, which must be kept onsite at all times and immediately made available for inspection by the Director upon request;
  - (2) Hydraulic mulch or hydroseed consisting of at least 5 percent soil binder and applied at a minimum of rate of 2000 lb/acre, unless otherwise required by the manufacturer's instructions, which shall be kept onsite at all times and immediately produced for inspection upon request;
  - (3) Hydraulic or Bonded Fiber Matrix installed and maintained per the manufacturer's specifications, which must be kept onsite at all times and immediately made available for inspection by the Director upon request;
- or
- (4) Planting and/or vegetation providing at least 70 percent surface cover for Temporary Stabilization and at least 90 percent surface cover for Permanent Stabilization.

## *Summary of Additional NPDES Appendix C Requirements*

- If vegetatively stabilizing through the use of seed or planted vegetation, the permittee should avoid the use of invasive species. (§5.2.2.1.1.1)
- Once stabilization has been completed, the inspection frequency may be reduced to once per month only in this stabilized area. (§9.1.4)
  - If construction activity resumes in this area at a later date, the inspection frequency shall immediately increase back to the original amount.

- Include the notes on Temporary Stabilization from [DPP's Construction BMP Standard Details](#)
- Use **Fact Sheets EC-3 to EC-8 and EC-14** in Appendix C of the [CCH Construction BMP Manual \(2017\)](#)

# Permanent Stabilization

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## *RRTWQ Citation*

§20-3-31 Permanent Stabilization. (a) Prior to final approval and closing of the permits for work on the Site, permanent stabilization must be in place.

(b) All Disturbed Areas must be stabilized with permanent Erosion Control BMPs such as vegetation, gravel, or pavers;

(c) Rain gutters, downspouts, and channelized flows must be installed and functioning as designed;

(d) In seeded areas, grass or vegetation must cover at least 90 percent of the disturbed soils;

(e) Seeded areas that have not achieved 90 percent ground cover must be stabilized by tackifiers, mulch, turf reinforcement mats, or Rolled Erosion Control Products until 90 percent vegetative cover is established;

(f) Temporary Erosion Control measures, such as sediment fences, should be removed when permanent measures are in place;

(g) Ditches and areas of concentrated flow must be lined with rock, appropriately installed geosynthetics, or similar materials to prevent scour;

(h) All paved surfaces must be clean; and

(i) Storm drain inlet filters must be removed after all cleanup activities have been completed.

## *Summary of Additional NPDES Appendix C Requirements*

- As soon as practicable, but no later than 14 calendar days after earth-disturbing activities have ceased on any portion of the site, the permittee shall have completed (§5.2.1.2):
  - For vegetative stabilization, all activities necessary to initially seed or plant the area to be stabilized; and/or
  - For non-vegetative stabilization, the installation or application of all such non-vegetative measures.
- If vegetatively stabilizing through the use of seed or planted vegetation, the permittee should avoid the use of invasive species. (§5.2.2.1.1.1)
- Immediately after seeding or planting the area to be vegetatively stabilized, to the extent necessary to prevent erosion, install non-vegetative erosion controls that provide cover while vegetation is becoming established. (§5.2.2.1.1.3)
- Once stabilization has been completed, the inspection frequency may be reduced to once per month only in this stabilized area. (§9.1.4)
  - If construction activity resumes in this area at a later date, the inspection frequency shall immediately increase back to the original amount.

- Include the notes on Permanent Stabilization from [DPP's Construction BMP Standard Details](#)
- Use **Fact Sheets EC-3 to EC-8 and EC-14** in Appendix C of the [CCH Construction BMP Manual \(2017\)](#)

# BMP and Site Maintenance

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## *RRTWQ Citation*

§20-3-12 BMP Use and Maintenance Required. (a) All BMPs must be designed, used, and maintained in compliance with the standards and specifications set forth in these rules at all times. Where these Rules do not provide standards and specifications for a BMP, the BMP must be installed and maintained in compliance with the manufacturer's specifications, which must be kept onsite and immediately made available for inspection upon request by the Director. If BMPs fail, notwithstanding their intent or design, the BMPs shall be modified or upgraded to prevent any further failure in the same or similar circumstances.

## *Summary of Additional NPDES Appendix C Requirements*

- If a problem is found (e.g., erosion and sediment controls need to be replaced, repaired, or maintained):
  - Initiate work to fix the problem immediately after discovering the problem, and complete work by the close of the next day, if the problem does not require significant repair or replacement, or if the problem can be corrected through routine maintenance. (§5.1.1.4.2.1)
- When installation of a new erosion or sediment control or a significant repair is needed:
  - Make it operational or complete the repair by no later than 7 calendar days from the time of discovery.
  - If infeasible to complete the installation or repair within 7 days, the permittee shall document in its records why it is infeasible, document the schedule for installing the storm water control(s), and make it operational as soon as practicable after the 7-day timeframe.
  - Where these actions result in changes to any of the storm water controls or procedures documented in the SWPPP, modify the SWPPP accordingly within 7 calendar days of completing this work. (§5.1.1.4.2.2)

- Refer to applicable fact sheets in the [CCH Construction BMP Manual \(2017\)](#) for required BMP use and maintenance requirements.

# Dust Control

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## *RRTWQ Citation*

§20-3-45      Dust Control. (a) Dust from a Project Site shall not be transported or Discharged to off-site areas. The work must be in conformance with air pollution control standards contained in the Hawaii Administrative Rules: Title 11 Chapter 60.1, “Air Pollution Control.” All ESCPs shall provide for the control of dust by one or more of the following:

- (1)      Mulching to a depth of no less than 1 inch;
- (2)      Sprinkling exposed soils with water to maintain moistness at a depth of 2- 3 inches during working hours and not to generate any runoff; and
- (3)      Vertical dust barriers no less than 6 feet in height, constructed of materials capable of effectively preventing the spread of dust particles.

- Use **Fact Sheet WE-1** in Appendix E of the [CCH Construction BMP Manual \(2017\)](#)

# Solid & Liquid Waste Management

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## *RRTWQ Citation*

§20-3-46 (i) Solid Waste Management. Prevent or reduce Discharge of Pollutants to the land, groundwater, and in storm water from solid waste or construction and demolition waste by providing designated waste collection areas, collect Site trash daily, and ensuring that construction waste is collected, removed, and disposed of only at authorized disposal areas.

§20-3-46 (l) Liquid Waste Management. Liquid waste shall be contained in a controlled area such as a holding pit, sediment basin, roll-off bin, or portable tank of sufficient volume and to contain the liquid wastes generated. Containment areas or devices must be impermeable and leak free and should not be located where accidental release of the contained liquid can Discharge to water bodies, channels, or storm drains.

- Include the notes on Solid Waste Management and Liquid Waste Management from [DPP's Construction BMP Standard Details](#)
- Use **Fact Sheet WM-5** in Appendix H of the [CCH Construction BMP Manual \(2017\)](#)
  - See **Table 6.2** for a Quick Reference Fact Sheet on Disposal Alternatives for waste materials

# Tracking Control

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## *RRTWQ Citation*

§20-3-43 Tracking Control (a) All Projects must Minimize sediment track-out onto off-site streets, other paved areas, and sidewalks from vehicles exiting the construction Site by restricting vehicle traffic to properly designated areas and using additional controls to remove sediment from vehicle tires prior to exiting the Site.

(b) Vehicular parking and movements on Project sites must be confined to paved surfaces or predefined parking areas and vehicle paths, which shall be marked with flags or boundary fencing.

(c) All Pollutants and materials that are dropped, washed, tracked, spilled, or otherwise Discharged from a Project Site to off-site streets, other paved areas, sidewalks or the MS4 must be cleaned immediately using dry methods such as sweeping or vacuuming. Washing Pollutants and materials that are Discharged from the Project Site to the MS4 into drain inlets or catch basins is prohibited unless the material is sediment and the inlets are directed to a sediment basin or sediment trap.

- Include the notes on Tracking Control from [DPP's Construction BMP Standard Details](#)
- Also see DPP's Construction BMP Standard Details for drawings
- Use **Fact Sheets TR-1 to TR-3** in Appendix F of the [CCH Construction BMP Manual \(2017\)](#)