

# City of Portland Plan Review Checklist for Erosion, Sediment, and Pollution Controls on Residential and Commercial Sites

This Checklist can be used as a guide for determining the Erosion, Sediment, and Pollution Control (erosion control) submittal requirements for Residential and Commercial Permits. The guidance provided here is intended to outline the Erosion Control Plan review process and does not constitute a review of the proposed erosion controls for a specific permit. Approval of the proposed erosion controls is at the discretion of the building official.

## References:

- *Title 10 Erosion and Sediment Control Regulations*- <https://www.portlandoregon.gov/citycode/28835>
- *Simple Site ESPCP*- <https://www.portlandoregon.gov/bds/article/99201>
- *Erosion and Sediment Control (ESC) Manual 2021*- <https://www.portlandoregon.gov/bds/article/192327>
- *Erosion Control Illustrations*- <https://www.portlandoregon.gov/bds/48104>
- *ODEQ 1200-C Stormwater permits*- <https://www.oregon.gov/deq/wq/wqpermits/Pages/Stormwater-Construction.aspx>

Use the checklist below to determine if the development requires an Erosion, Sediment, and Pollutant Control Plan (ESPCP).

<b>What Plan is Required?</b>	<i>Mark yes or no for each question</i>	
1. Disturbance Area (ground disturbance) less than 500 square feet in area?	Yes	No
2. Site is flat (less than 10% slope in the area of ground disturbance before development)?	Yes	No
3. Area of ground disturbance is more than 50 feet from a wetland or water body?	Yes	No
4. Site is located entirely outside of Environmental, River, or Greenway Overlay Zone?	Yes	No
5. Ground disturbance area is less than 10,000 square feet?	Yes	No
6. Development does not include a land division of 10,000 square feet or more?	Yes	No
7. Development is not on a site with known contamination.	Yes	No
8. The development does not include off-site discharge or dewatering.	Yes	No

### **No Plan Required**

If “yes” is the response to all the questions 1-8, an ESPCP is not required. Please note that Title 10 Erosion and Sediment Control Regulations apply to all ground disturbing activities whether a permit or plan are required.

### **Simple Site Plan Required**

If “yes” is the response to all the questions 2-8, a Simple Site Plan may be used as the ESPCP.

### **Graphical ESPCP Required**

If “no” is the response to one or more of the questions 2-8, a graphical ESPCP is required.



## Plan Review Checklists

<b>Simple Site Erosion Control Plan–Review Checklist</b>	<i>All responses must be “Yes” to approve the Erosion Control Plan Review</i>	
1a. Site Address and Project Information provided	Yes	No
1b. Name of On-Site Erosion and Sediment Control Manager and phone and email	Yes	No
1c. Have the minimum BMPs been selected and do they reflect the scope of work shown on the permit drawings.	Yes	No
1d. Signature and date of responsible party	Yes	No

<b>Graphical Erosion Control Plan–Review Checklist</b>			
Plan Preparation	Required	Provided	N/A
Plan stamped and signed by a registered design professional given site conditions or scope of work proposed.			
Plan Narrative:	Required	Provided	N/A
Short narrative of key personnel, land use, receiving waters, etc.			
Name and address of responsible parties, including the developer and property owner.			
Brief narrative description of existing land uses and proposed land use.			
Provide copies of applicable land use review documents with the permit application materials.			
Identify wetland, water body, or outfalls within 200 feet of the ground-disturbing activity or other receiving water to which the site directly discharges, regardless of distance?			
Identify the type of system that receives runoff for the project site, e.g., combined storm sewer, open channels, etc.?			
Include erosion control signage requirements-size, required information, and posting location.			
Provide drainage and site control calculations stamped by a registered design professional as required.			
Erosion Control Notes:	Required	Provided	N/A
<i>Reference Appendix A of the ESC Manual</i>			
Identify the onsite Erosion and Sediment Control Manager (ESC Manger) by name and their 24-hour contact information.			
Summary of site inspection and maintenance for all BMPs, including regular frequency and storm triggers?			



<b>Graphical Erosion Control Plan–Review Checklist</b>			
<b>Minimum BMPs: Location in Plan View with Detail Drawings</b>	<b>Required</b>	<b>Provided</b>	<b>N/A</b>
Reference Table 3 1. BMP Applicability Guidelines			
Site Entry Controls <i>Ref BMP 3.12</i>			
Erosion Prevention Measures <i>Ref BMPs 3.1, 3.4, 3.5, 3.6, 3.7, and 3.11</i>			
Sediment Control-Perimeter Protection Measures <i>Ref BMPs 3.15, 3.16, and 3.17</i>			
Sediment Control-Inlet Protection Ref BMPs 3.19			
Sediment Control-Dust Control <i>Ref BMP 3.11</i>			
Temporary Site Stabilization <i>Ref BMPs 3.4, 3.5, 3.6, 3.7, and 3.10</i>			
Permanent Site Stabilization <i>Ref BMPs 3.5, 3.10, 3.27, and 3.28</i>			
<b>Enhanced BMPs: Location in Plan View with Detail Drawings</b>	<b>Required</b>	<b>Provided</b>	<b>N/A</b>
Reference Table 3 1. BMP Applicability Guidelines			
General Controls-Turbidity Monitoring <i>Ref Section 2.8 of the ESCM</i>			
Site Entry Controls-Wheel Wash Structures and Equipment <i>Ref BMP 3.13</i>			
Erosion Prevention Measures <i>Ref BMPs 3.4, 3.5, 3.6, 3.10, 3.17, and 3.18</i>			
Sediment Control-Sediment Curtains <i>Ref BMP 3.29</i>			
Temporary Site Soil Stabilization Ref BMPs 3.2, 3.3, 3.4, and other relevant BMPs			
<b>Plan Drawings</b>	<b>Required</b>	<b>Provided</b>	<b>N/A</b>
Show existing and proposed ground elevation contours and include drainage patterns for existing, intermediate, and final grades.			
Identify locations of surface water run-on to the site and runoff from the site.			
Show the approximate location and coverage area of ground disturbing activities.			
Show areas of non-disturbance and/or retention of existing vegetation including trees and their associated protection.			
Identify areas of known or suspected soil contamination.			
Identify location of construction staging areas, onsite material storage, and stockpiles.			
Identify temporary stormwater controls and discharge location.			



<b>Graphical Erosion Control Plan–Review Checklist</b>			
<b>Sequencing Plan:</b> A sequencing plan is required for projects involving multiple phases of ground disturbing construction	<b>Required</b>	<b>Provided</b>	<b>N/A</b>
Identify the areas impacted by construction and order of discrete construction phases.			
Identify the minimum and enhanced BMPs to be implemented in each phase, including the location, types, and quantities of vegetation to be used as a permanent site stabilization measure.			
<b>ODEQ 1200-C Permit</b> Reference Section 1.3.5 of the ESCM	<b>Required</b>	<b>Provided</b>	<b>N/A</b>
Issuance of the ODEQ 1200-C Permit.			
Confirmation from the registered design professional that the permit drawings are in substantial conformance with the approved ODEQ 1200-C permit drawings.			
Inclusion of the 1200-C Permit Application Number and date of issuance.			

