Standard Operating Procedures for:

NH MS4 Permit Minimum Control Measure #1: Education and Outreach

**Event: Developer Check List Materials and Posters**

**MS4 Requirement (Part 1 in NH Matrix):**

**Topic: Developers understand federal, state, and local regulations.**

* Meets requirements for *Developer* audience
* For all municipalities (MS4s) (2 per permit term – 5 year)



**Specific Audience:**

Developers or staff working for developers (consultants, engineers, landscape designers, etc.) doing business in MS4 community.

**Specific Circumstances:**

* Many MS4s may already address this requirement through existing site plan applications, or regulations or pre-construction check lists. Just need to reference and track number of applicants.
* If this messaging is already addressed through the local application, regulations or checklists, the municipality can report out on how many project applications they received this past permit year.

**Description:**

Pre-construction checklists from Dover ([Located here](https://www4.des.state.nh.us/nh-ms4/wp-content/uploads/2020/04/Dover-Construction-Checklist.doc)), Site Plan Application checklist from Portsmouth ([Located here](http://files.cityofportsmouth.com/Files/planning/forms/pb/Site_Plan_Application_Checklist_Rev_040219.pdf)), and Derry Construction Checklist ([Located here](https://www4.des.state.nh.us/nh-ms4/wp-content/uploads/2020/04/Derry-Construction-Document.docx)) will provide examples to compare with your municipal resources and identify where to add a reference to General Construction Permit (GCP) and EPA GCP fact sheet ([Located here](https://www4.des.state.nh.us/nh-ms4/wp-content/uploads/2020/04/EPA-Developers-Factsheet.doc)).

**Cost:**

* EPA GCP fact sheet and posters are available for MS4 to print for free online.

**Timeline:**

Any time of year. Can use to track from implementation to Annual Report deadline (July 1st ).

**Steps:**

1. Identify responsible party to set this up.
2. Review checklist and other examples at: <https://www4.des.state.nh.us/nh-ms4/?page_id=54> and scroll down to “MCM #1 – Part II Matrix: Developer and Industrial Audience” or contact Tom Swenson at: Thomas.Swenson@des.nh.gov or 603-271-7889.
3. Confirm existence of CGP, local SW regulations, and/or state (Alteration of Terrain) references in your municipal checklists, applications, and/or regulations.
4. Optional: Add reference to EPA GCP fact sheet ([Located here](https://www4.des.state.nh.us/nh-ms4/wp-content/uploads/2020/04/EPA-Developers-Factsheet.doc)) in existing or new pre-construction or other developer related checklists, i.e., “reviewed EPA General Construction Permit Fact Sheet.”
5. Measure results (Measurement below).

**Measurement Suggestions - *(Choose from below or create your own measurement method(s)):***

* Identify start date for tracking. Could be the beginning of the reporting year if messaging is already in municipal checklists, applications, and/or regulations.
* Track number of applications or developers met with.