



Invoice Number
(Completed by City of Plymouth)

Project Number
(Completed by City of Plymouth)

SWPPP - Invoice
Part 3 of 3

Name of Project: _____
Address or Location Description: _____
Date Submitted: _____

SWPPP Submittal Review	
<input type="checkbox"/>	SWPPP Application is completed / signed and is being submitted as part of this packet.
<input type="checkbox"/>	SWPPP was prepared and certified by a competent, trained individual.
<input type="checkbox"/>	Indiana Stormwater Quality Manual is referenced for BMP installation & maintenance.
<input type="checkbox"/>	An itemized cost evaluation of BMPs is being submitted for Financial Guarantees as part of this packet.
<input type="checkbox"/>	A copy of the IDEM CSGP Notice of Intent NOI is being submitted.
<input type="checkbox"/>	A copy of the SWPPP is being submitted as part of this packet.
<input type="checkbox"/>	Construction Limits, Number of Acres: _____ Acre(s)
<i>The SWPPP Submittal Review fee is based upon the Construction Limits Area, as defined in the Stormwater Management Ordinance (Approved June 2025).</i>	

NOTE: All Project submittal documents and review fees (as identified in the applicable Ordinance(s)) shall be submitted to the City of Plymouth Clerk-Treasurer’s Office as well as the Construction Stormwater Manager. Both submissions shall include both one (1) hard copy and one (1) electronic copy.

The ten (10) or fourteen (14)-working day timeframe for preliminary determination of substantial completeness shall not start until the next business day after the submittal. For example, if the submittal is received by the City of Plymouth Clerk-Treasurer’s Office and the Construction Stormwater Manager on a Friday, the review timeframe would not start until the following Monday. If deficiencies are found during the preliminary review, the ten (10) or fourteen (14)-working day timeframe is null and void and a thirty (30)-day review period is in effect from the time of the most recent submittal.

If the preliminary determination of substantial completeness review is found to be satisfactory, the Notice of Intent (NOI) letter may be submitted to IDEM (with a digital copy of proof of submittal sent to both the Clerk-Treasurer’s Office and the Construction Stormwater Manager) and construction activities may begin no sooner than 48 hours after the NOI submittal. The Financial Guarantee is to be submitted within ten (10) working days of the NOI, otherwise a Stop Work Order may be issued until the Financial Guarantee is received.

If any deficiencies are found during the preliminary review, the Applicant and Owner will be notified via email and will have ten (10) working days to address the deficiencies and resubmit. If the resubmission is not made within ten (10) working days, a Stop Work Order may be issued. **Note:** the deficiency resubmission may be submitted via email only.

SWPPP Submittal Review Fee

See *Chapter 151.51 – Project Review Fees* of the City of Plymouth Code of Ordinances, for more information.