



City of Wilmington  
Department of Public Works  
Louis L. Redding City/County Building  
800 French St. - 6th Floor  
Wilmington, DE 19801

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APPLICATION FOR SEDIMENT AND STORMWATER MANAGEMENT  
**THIRD-PARTY CERTIFIED CONSTRUCTION REVIEWER**

**PROJECT INFORMATION**

NAME: \_\_\_\_\_ DNREC APPROVAL NO: \_\_\_\_\_

LOCATION: \_\_\_\_\_ NOI NO.: \_\_\_\_\_

DATE OF APPLICATION: \_\_\_\_\_

**OWNER INFORMATION**

OWNER: \_\_\_\_\_ COMPANY NAME: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

**THIRD-PARTY CERTIFIED CONSTRUCTION REVIEWER INFORMATION**

THIRD-PARTY CCR: \_\_\_\_\_ CCR NUMBER: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

**SUPERVISING DELAWARE PROFESSIONAL ENGINEER INFORMATION**

SUPERVISING P.E.: \_\_\_\_\_ DE P.E. LICENSE NUMBER: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

**OWNER/DEVELOPER CERTIFICATION**

“I/WE UNDERSTAND THE CONDITIONS IMPOSED BY THE REQUIREMENT OF DNREC THAT A SEDIMENT AND STORMWATER CERTIFIED CONSTRUCTION REVIEWER BE PRESENT ON SITE FOR THE PURPOSE OF ENSURING THE ADEQUACY OF CONSTRUCTION PURSUANT TO THE APPROVED SEDIMENT AND STORMWATER MANAGEMENT PLAN AND REQUIREMENTS OF SECTION 6, DELAWARE SEDIMENT AND STORMWATER REGULATIONS. I/WE HEREBY AUTHORIZE THE RIGHT OF ENTRY FOR PERIODIC SITE INSPECTIONS BY THE CERTIFIED CONSTRUCTION REVIEWER, STATE OF DELAWARE DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL PERSONNEL AND/OR AUTHORIZED AGENTS. I/WE CERTIFY THAT THE CERTIFIED CONSTRUCTION REVIEWER EMPLOYED FOR THIS SITE IS NOT AN EMPLOYEE OF THE OWNER OR A CONTRACTOR OF THE CONSTRUCTION ACTIVITY, EXCLUDING THE SITE DESIGNER.”

\_\_\_\_\_  
OWNER/DEVELOPER SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
OWNER/DEVELOPER PRINTED NAME

\_\_\_\_\_  
TITLE

**THIRD-PARTY CERTIFIED CONSTRUCTION REVIEWER CERTIFICATION**

“I UNDERSTAND THE RESPONSIBILITIES REQUIRED OF ME TO PERFORM THE DUTIES OF A CERTIFIED CONSTRUCTION REVIEWER, AS OUTLINED IN DELAWARE SEDIMENT AND STORMWATER REGULATIONS, SUBSECTION 6.3, AND THAT, SHOULD I FAIL TO PERFORM THESE DUTIES AS THE CERTIFIED CONSTRUCTION REVIEWER, MY CERTIFICATION MAY BE SUSPENDED OR REVOKED. I UNDERSTAND THE SITE REVIEW PROCEDURES AS REQUIRED BY THE DNREC DIVISION OF WATERSHED STEWARDSHIP SEDIMENT AND STORMWATER PROGRAM. I CERTIFY THAT I AM A THIRD-PARTY CCR AND NOT AN EMPLOYEE OF THE OWNER OR A CONTRACTOR OF THE CONSTRUCTION ACTIVITY, EXCLUDING THE SITE DESIGNER.”

\_\_\_\_\_  
CERTIFIED CONSTRUCTION REVIEWER SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CERTIFIED CONSTRUCTION REVIEWER PRINTED NAME

**PROFESSIONAL ENGINEER CERTIFICATION**

“I UNDERSTAND THE RESPONSIBILITIES OF THE SEDIMENT AND STORMWATER MANAGEMENT CERTIFIED CONSTRUCTION REVIEWER AS OUTLINED IN SECTION 6, DELAWARE SEDIMENT AND STORMWATER REGULATIONS, INCLUDING MY RESPONSIBILITIES AS THE OVERSEEING PROFESSIONAL ENGINEER AND I AGREE THAT

\_\_\_\_\_ WILL WORK UNDER MY DIRECTION TO PROVIDE SEDIMENT AND STORMWATER MANAGEMENT SITE REVIEW FOR THIS PROJECT AS REQUIRED BY DNREC.”

\_\_\_\_\_  
PROFESSIONAL ENGINEER SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PROFESSIONAL ENGINEER PRINTED NAME

APPLICATION APPROVAL INFORMATION (FOR OFFICE USE ONLY)

APPLICATION APPROVED

APPLICATION DENIED

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

## **CCR PERFORMANCE STANDARDS**

ANY PERSON CAN OBTAIN CCR CERTIFICATION BY ATTENDING AND SUCCESSFULLY COMPLETING A DNREC-APPROVED CERTIFIED CONSTRUCTION REVIEWER COURSE. PURSUANT TO SEDIMENT AND STORMWATER PROGRAM AUTHORITIES, INCLUDING 7 DEL D. CHAPTER 40, AND THE DELAWARE SEDIMENT AND STORMWATER REGULATIONS (7 DE ADMIN CODE 5101) THE CCR IS TO PERFORM BY THE FOLLOWING STANDARDS:

1. A CCR SHALL OBTAIN CERTIFICATION, VALID FOR FIVE (5) YEARS, THAT MAY BE EXTENDED AT FIVE (5) YEAR INTERVALS THROUGH RECERTIFICATION.
2. A CCR SHALL FUNCTION UNDER THE SUPERVISION AND DIRECTION OF A REGISTERED PROFESSIONAL ENGINEER (P.E.) LICENSED TO PRACTICE ENGINEERING IN THE STATE OF DELAWARE.
3. THE CCR SHALL ATTEND ALL PRE-CONSTRUCTION MEETINGS FOR THE SITE AND BMP(S).
4. THE CCR SHALL REVIEW AND REPORT ON THE ADEQUACY OF CONSTRUCTION ACTIVITY IN ACCORDANCE WITH THE APPROVED SEDIMENT AND STORMWATER MANAGEMENT PLAN, THESE REGULATIONS, AND TRAINING RECEIVED IN THE CERTIFIED CONSTRUCTION REVIEWER TRAINING COURSE.
5. THE CCR SHALL CONDUCT THE REVIEW AND COMPLETE A CONSTRUCTION SITE STORMWATER MANAGEMENT (CSSWM) REPORT AT LEAST WEEKLY, UNLESS:
  - a. A MODIFICATION OF REPORTING FREQUENCY HAS BEEN ISSUED IN WRITING BY DEPARTMENT OR DELEGATED AGENCY,
  - b. A RELEASE OF RESPONSIBILITY HAS BEEN ISSUED IN WRITING BY DEPARTMENT OR DELEGATED AGENCY, OR
  - c. A GREATER FREQUENCY IS NEEDED TO ACCURATELY COMPLETE A STORMWATER BMP CHECKLIST.
6. CCR REPORTING FREQUENCY CAN BE MODIFIED AT THE DISCRETION OF THE DEPARTMENT OR DELEGATED AGENCY FOLLOWING A WRITTEN REQUEST BY THE OWNER.
7. THE CCR SHALL REVIEW AND COMPLETE A CSSWM REPORT IN A FORMAT THAT IS ACCEPTABLE BY THE DEPARTMENT OR DELEGATED AGENCY AND THAT ACCURATELY REFLECTS SITE CONDITIONS AT THE TIME OF THE REVIEW.
8. THE CCR SHALL PROVIDE CLEAR CORRECTIVE OR MAINTENANCE ACTIONS TO ADDRESS INCONSISTENCIES OR INADEQUACIES OF THE APPROVED PLAN TO BE CONDUCTED WITHIN A SPECIFIED PERIOD.
9. THE CCR SHALL SIGN AND SUBMIT THE CSSWM REPORT TO THE SUPERVISING DELAWARE-LICENSED P.E. FOR VERIFICATION AND SIGNATURE.
10. THE CCR SHALL SUBMIT THE VERIFIED CSSWM REPORT OF SITE CONDITIONS, INCLUDING ANY INCONSISTENCIES WITH OR INADEQUACIES OF THE APPROVED PLAN, TO THE DEPARTMENT OR DELEGATED AGENCY, THE OWNER, AND THE CONTRACTOR, WITHIN FIVE (5) CALENDAR DAYS OF THE CONSTRUCTION REVIEW.
11. THE CCR SHALL NOTIFY THE DELEGATED AGENCY OR DEPARTMENT IF THE OWNER FAILS TO ADDRESS THE ITEMS CONTAINED IN THE WRITTEN CSSWM. VERBAL NOTICE SHALL BE MADE TO THE DEPARTMENT WITHIN TWO CALENDAR DAYS AND WRITTEN NOTICE SHALL BE PROVIDED TO THE DEPARTMENT WITHIN FIVE CALENDAR DAYS.
12. THE CCR SHALL ACCURATELY COMPLETE STORMWATER BMP CONSTRUCTION CHECKLIST(S) UNLESS DIRECTED OTHERWISE BY A DELEGATED AGENCY.
13. PRIOR TO HALTING REPORTING ACTIVITIES, THE CCR MUST CONTACT THE DEPARTMENT OR DELEGATED AGENCY.