



# The Preconstruction Meeting

# Who Attends the Preconstruction Meeting?

- Owner/Developer
- Delegated Agency
- Construction Manager
- Site Contractor (usually the Blue Card Holder)
- CCR
- Home Builder
- Design Engineer (not required)

# Collect the Site Personnel Information

## Why?

Local Delegated Agency  
Pre-Construction Meeting  
(302) 741-2600 (302) 741-0347 Fax  
Project: Lancelot Acres Subdivision Proj #: 2015-028  
Project Location: 1000 Medieval Place, Dover Date: 3/25/2015

**Owner:** \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

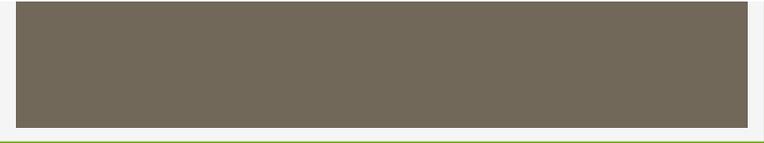
**Project Manager:** \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Site Contractor:** \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Designer:** \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Signing Professional Engineer:** \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Submit the CCR  
Application to  
the Delegated  
Agency prior to  
the  
Preconstruction  
Meeting



Application for  
Sediment and Stormwater Management  
**CERTIFIED CONSTRUCTION REVIEWER**

**Project Information**

Project Name: Lancelot Acres Subdivision  
Approval Number: 2015-028 Approval Date: \_\_\_\_\_  
Location: 1000 Medieval Place, Dover, 19904

**Owner Information**

Owner/Developer Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Certified Construction Reviewer Information**

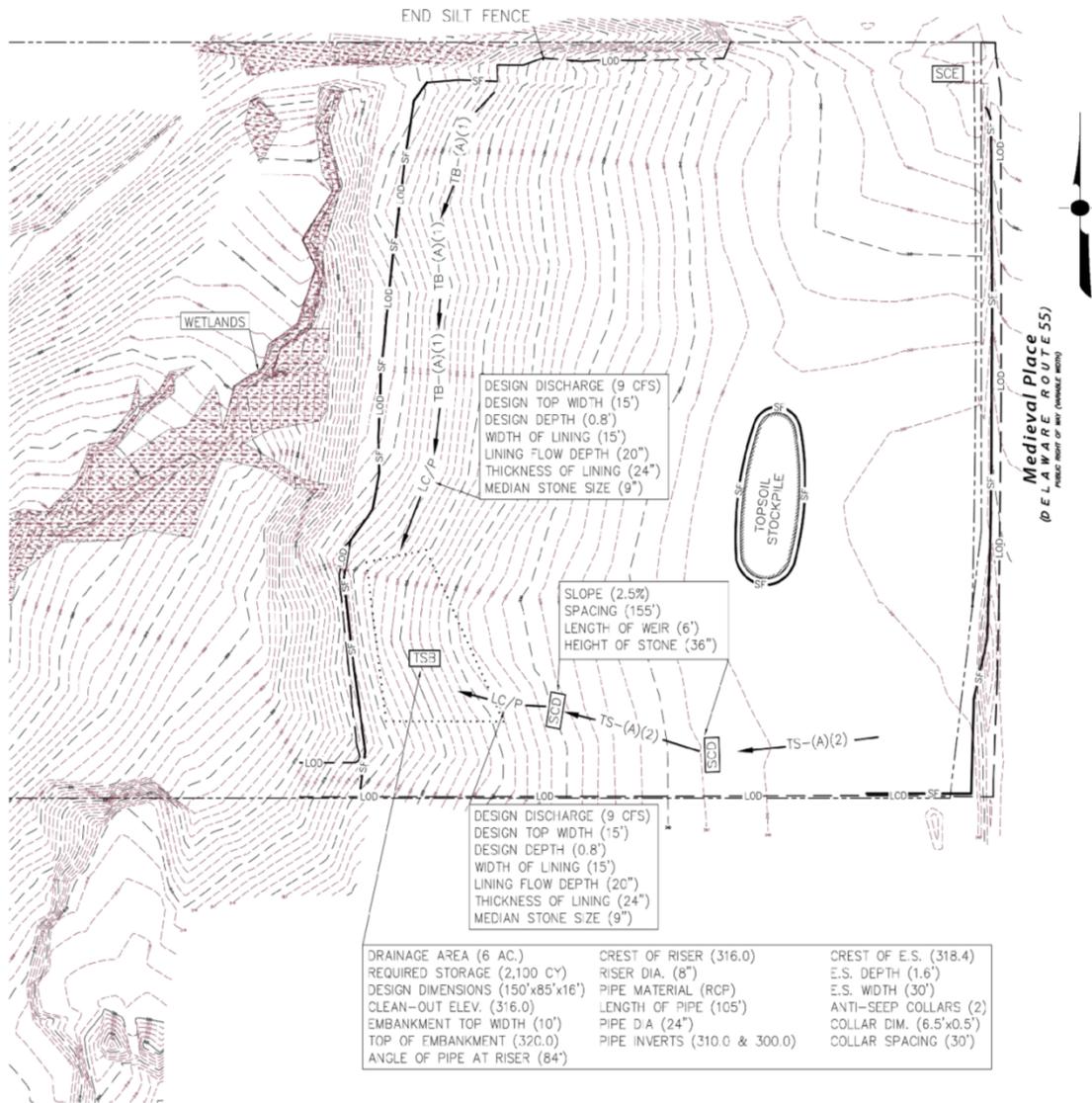
CCR Name: \_\_\_\_\_ Certification No.: \_\_\_\_\_  
Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Supervising Registered Delaware Professional Engineer Information**

P.E. Name: \_\_\_\_\_ Registration No.: \_\_\_\_\_  
Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

# The Plan

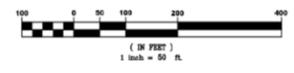
**Let's take a look at the approved  
Sediment and Stormwater Plan**



**LEGEND**

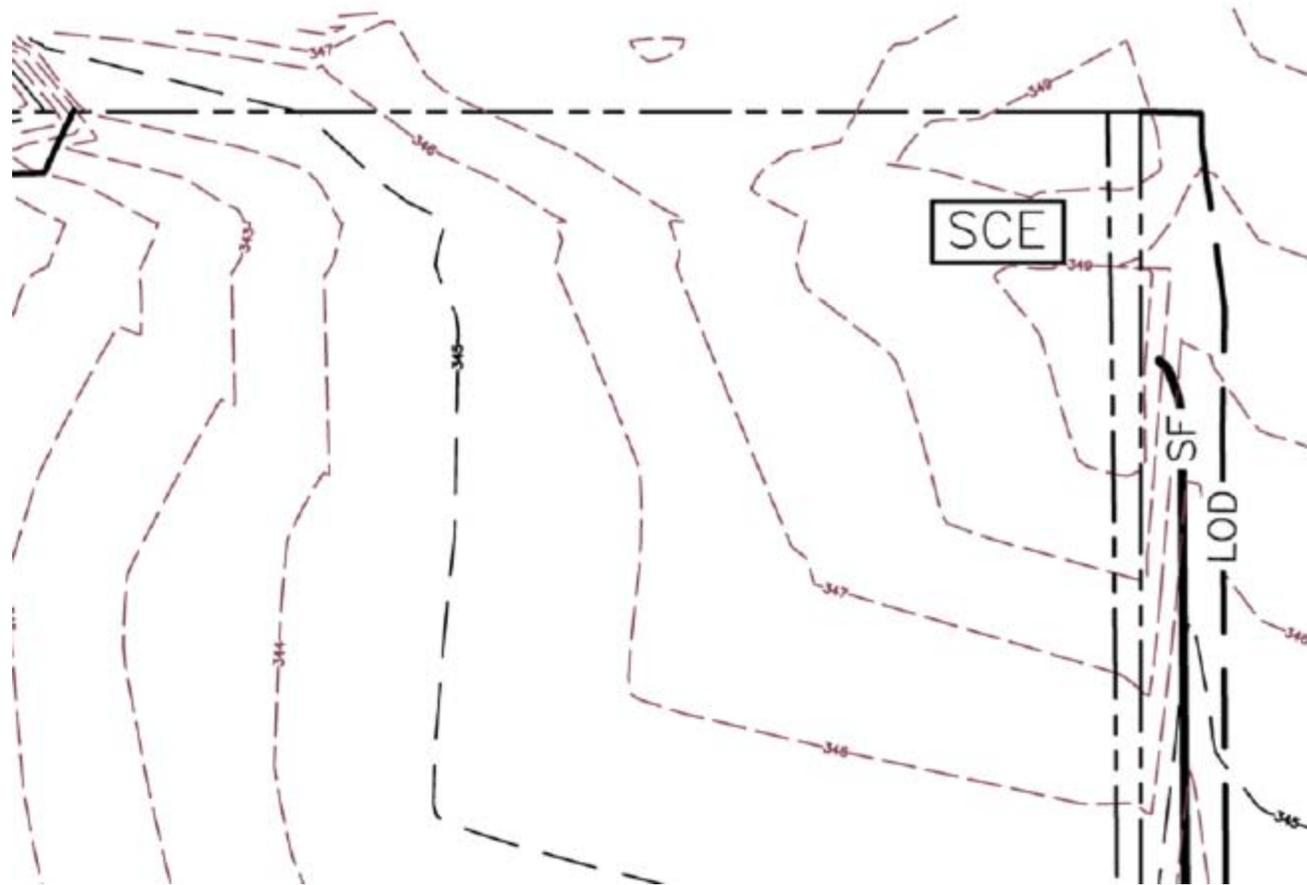
- SM-S STABILIZATION MATTING - SLOPE
- SCD STONE CHECK DAM
- IP-1 STORM INLET PROTECTION (TYPE-1)
- IP-2 STORM INLET PROTECTION (TYPE-2)
- TSB TEMPORARY SEDIMENT BASIN
- SCE STABILIZED CONSTRUCT. ENTRANCE
  
- ← TS-(A)(2) TEMPORARY SWALE
- ← LC/P LINED CHANNEL - PARABOLIC
- ← TB-(A)(1) TEMPORARY EARTH BERM
- SF SILT FENCE
- LOD LIMIT OF DISTURBANCE
- — — — — PROPERTY LINE
- WETLANDS
- BASIN AREA
- PROPOSED CONTOUR
- EXISTING CONTOUR

**EROSION & SEDIMENT CONTROL  
SCHEMATIC PLAN  
PRE-BULK GRADING PHASE  
Lancelot Acres  
40 Acres**

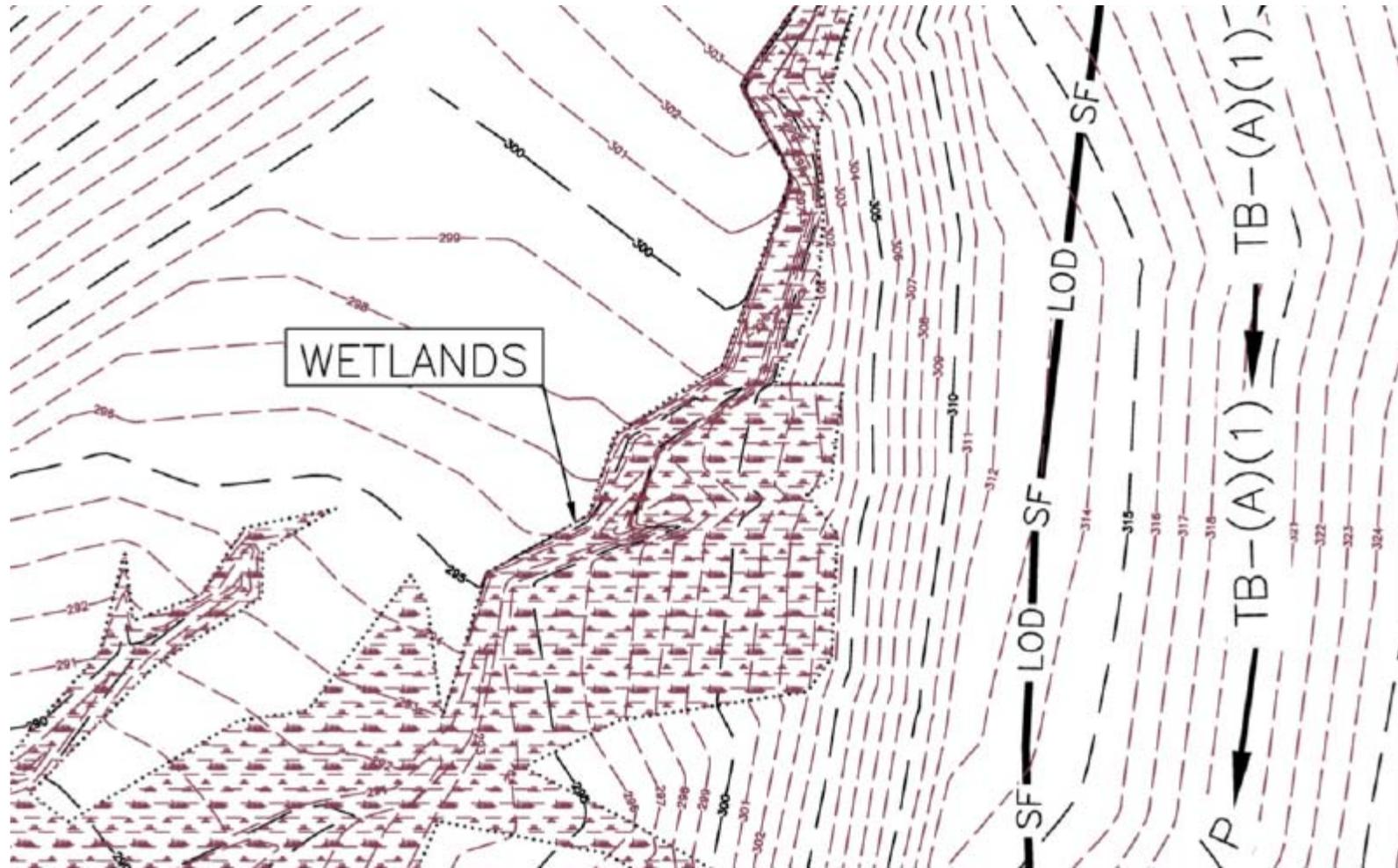


NO.	DATE	REVISION	APPROVED		
PERMANENT FILE 066/362		QA REVIEW		APPROVED BY	
DESIGNED BY		DESIGNED BY		REFERENCE DRAWINGS	
PROJECT NO.		FILE NO.		SHEET 1 OF 2	REVISION

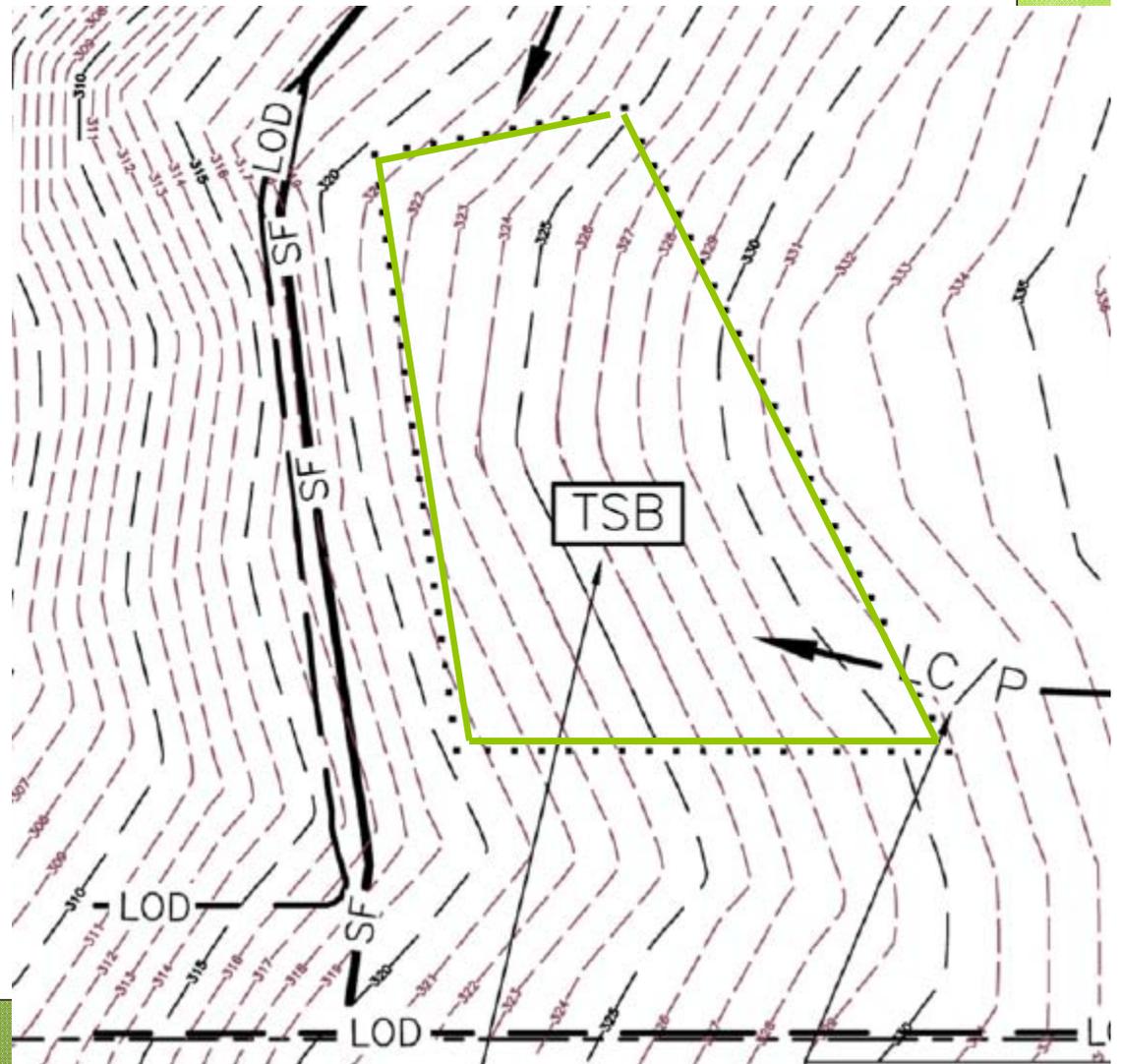
# Take a Quick Look Around the Plan- SCE



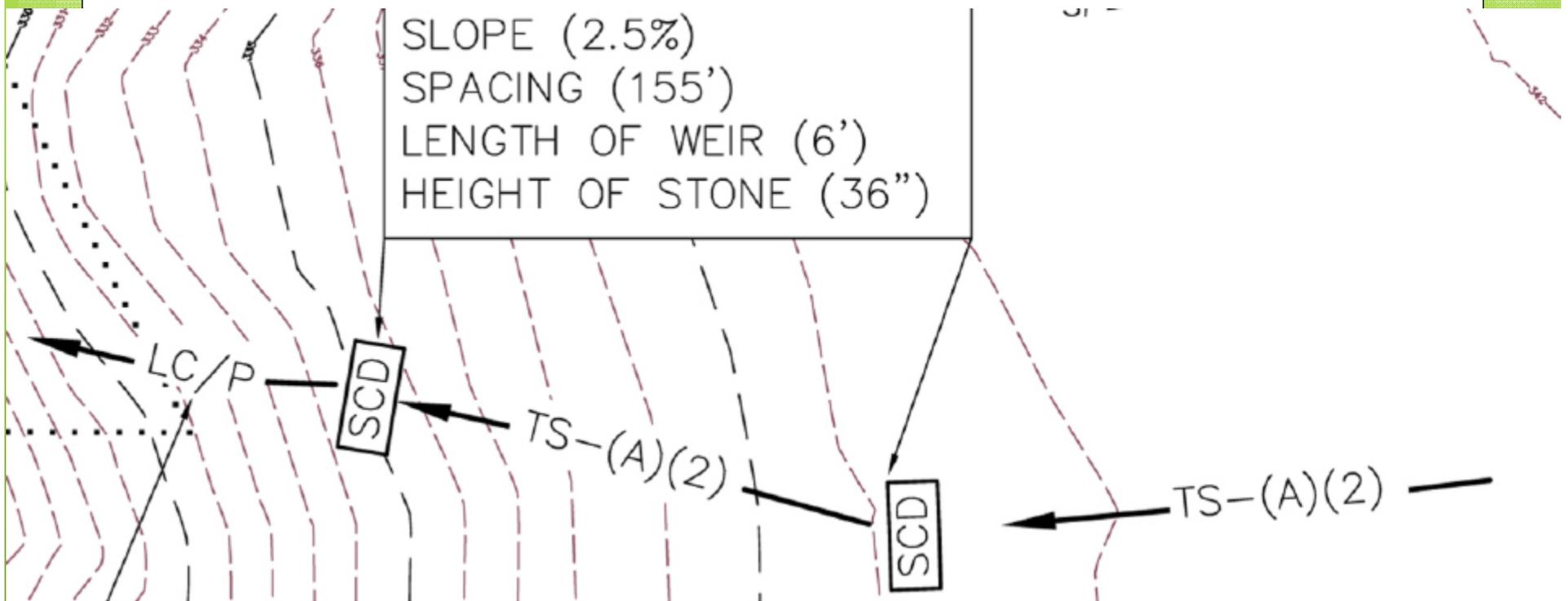
# Take a Quick Look Around the Plan - **Wetlands**



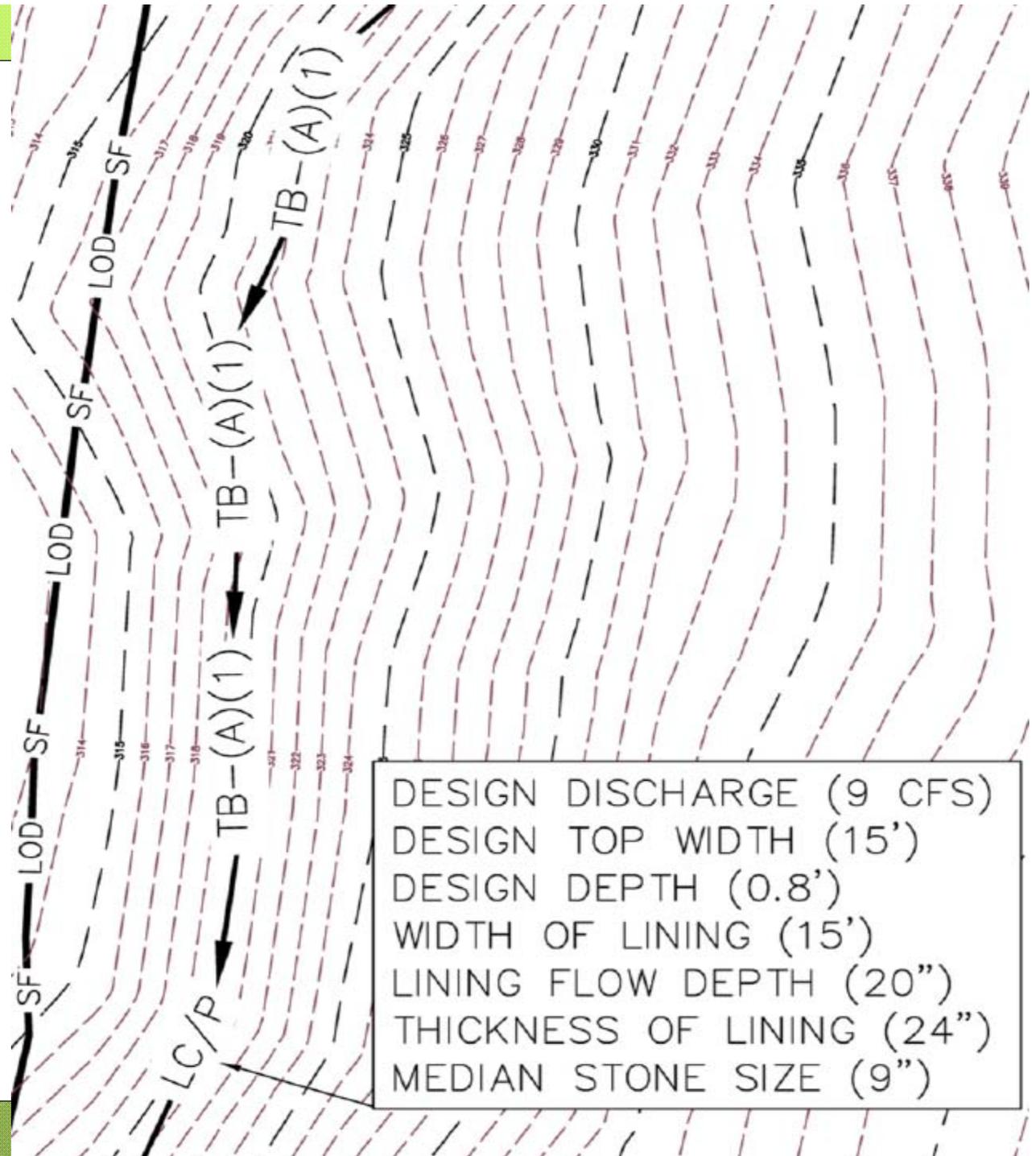
# Take a Quick Look Around the Plan - Temporary Sediment Basin



# Take a Quick Look Around the Plan - Temporary Swale



Take a Quick Look Around the Plan - Temporary Earth Berm



# Sequence of Construction

## Sequence of Construction (SOC)

1. Notify local delegated agency five (5) days before the start of construction activity.
2. Arrange a Pre-construction meeting with the local delegated agency.
3. Install the stabilized construction entrance (SCE).
4. Install E&S controls. Only clear enough area to install the perimeter silt fence. Contact the agency reviewer to approved the perimeter controls before any land disturbing activity.
5. Clear the 5 acre area for the temporary sediment basin (TSB) and temporary berm (TB-A1). Strip the topsoil and conserve it at the designated stockpile area.
6. Contact the CCR/agency reviewer three (3) days prior to temporary sediment basin excavation. The site reviewer must be present during all aspects of the temporary sediment basin construction. Excavate and install the temporary sediment basin. Use the excavated material to construct the temporary berm (TB-A1). Immediately stabilize the area around the temporary sediment basin, stabilize the slopes with seed and straw mulch as per the vegetation specifications.
7. Install the temporary swale (TS-A2). Immediately stabilize using seed and straw mulch as per the vegetation specifications. Install the temporary stone check dams (SCD).
8. Begin bulk grading of the site by working within only 20 acres at a time. All idle areas must be stabilized within 14 calendar days.
9. Box out the roadways and install the utilities. All storm drains must be protected with Typ-1 inlet protection during the bulk grading.
10. Stabilize all areas at the west side of the site that have been idle for 14 days.
11. Once the utilities are installed, stone-base the roadways.
12. Convert to the Typ-2 inlet protection as the roadways are curbed and paved.
13. Begin house construction and implement the E&S controls for individual lots.
14. Pave the roadways.
15. Install the pond to the designed dimensions. Remove all accumulated sediment and properly dispose on site. Convert the temporary sediment basin to the permanent basin by removing the riser and permanently stabilizing all disturbed slopes and areas. Request the as-built survey.
16. Remove the temporary swale and berm, then grade as specified.
17. Stabilize all areas of the site to meet the 70% uniform coverage as required by the NPDES Permit.
18. Removal of any E&S controls must be reviewed and approved by local agency reviewer.

# Pre-Construction Meeting

I want to invite all of you to attend the pre-construction meeting for Lancelot Acres

# Pre-Construction Meeting

Let me give you an overview of the site.

Besides us, I want to show you who is attending the pre-construction meeting today

**DEVELOPER**



Attending the pre-construction meeting today

**HOME BUILDER**



Attending the pre-construction meeting today

**SITE CONTRACTOR**



Attending the pre-construction meeting today  
**Certified Construction Reviewer**



# Pre-Construction Meeting

Now that we've met all of our attendees, I will start the meeting by going through the Sequence of Construction

# Sequence of Construction

1. **Notify the delegated agency in writing five (5) days before the start of construction activity.**
2. **Arrange a pre-construction meeting with the local delegated agency.**
3. **Install the stabilized construction entrance.**

# Sequence of Construction

4. Install E&S controls. Only clear and grub enough area to install the perimeter silt fence. Contact the delegated agency reviewer to approve the perimeter controls before any land disturbing activity.

## Sequence of Construction

5. Clear the 5 acre area for the temporary sediment basin (TSB) and temporary berm (TB-A1). Strip the topsoil and conserve it at the designated stockpile area.

## Sequence of Construction

6. Contact the CCR/agency reviewer three (3) days prior to temporary sediment basin excavation. The site reviewer must be present during all aspects of the temporary sediment basin construction. Excavate and install the temporary sediment basin. Use the excavated material to construct the temporary berm (TB-A1). Immediately stabilize the area around the temporary sediment basin, stabilize the slopes with seed and matting as per the vegetation spec.

# Sequence of Construction

7. Install the temporary swale (TS-A2). Immediately stabilize using seed and straw mulch as per the vegetation specifications. Install matting in the flow channel. Install the temporary stone check dams.

# Sequence of Construction

**8. Begin bulk grading of the site by working within the 20 acres at a time. All idle areas must be stabilized within 14 calendar days.**

# Sequence of Construction

9. Box out the roadways and install utilities. All storm drains must be protected with Typ-1 inlet protection during the bulk grading.

# Sequence of Construction

**10. Stabilize all areas at the west side of the site that have been idle for 14 days.**

# Sequence of Construction

11. Once the utilities are installed, stone-base the roadways.

# Sequence of Construction

**12. Convert to the Typ-2 inlet protection as the roadways are curbed and paved.**

# Sequence of Construction

**13. Begin house construction and implement The E&S controls for individual lots.**

# Sequence of Construction

14. Pave the roadways.

## Sequence of Construction

15. Install the pond to the designated dimensions. Remove all accumulated sediment and properly dispose on site. Convert the temporary sediment basin to the permanent basin by removing the riser and permanently stabilizing all disturbed slopes and areas. Request the as-built survey.

# Sequence of Construction

**16. Remove the temporary swale and berm, then grade as specified.**

# Sequence of Construction

**17. Stabilize all areas of the site to meet the 70% uniform coverage as required by the NPDES Permit.**

# Sequence of Construction

**18. Removal of any E&S controls must be reviewed and approved by the local agency reviewer.**

# Follow up Questions

How realistic do you think this mock pre-construction meeting is?

# Follow up Questions

What role did the CCR play at the pre-construction meeting?

More than anything the CCR was present to listen.

# Follow up Questions

What did the CCR learn at the meeting?

- ❖ **Expectations of the reviewing agency and the requirement to be on site for the basin construction.**
- ❖ **Apprised of all changes to the approved plan and sequence of construction discussed at the meeting.**

# Follow up Questions

What did the CCR learn at the meeting?

- ❖ Any agreements made between the developer and delegated agency to alter the sequence of construction.
- ❖ Apprised of all changes that will require the designer to address and submit as a revision to the reviewing agency review requirements for the basin and berm (pond check list).
- ❖ Determine who needs to receive the weekly CCR reports.

The slide features a light green border with a fine grid pattern. At the top, there is a dark grey rectangular header bar. The main content area is white and contains the text "Great Job Participants, Thank you!" in a bold, green, sans-serif font.

**Great Job Participants,  
Thank you!**