

Strategies for Success

Wetlands Training Workshop for Consultants

December 6, 2007



Please Note: This presentation is for a training workshop only and is not meant to be a substitute for the Freshwater Wetlands Act or the *Rules and Regulations Governing the Administration and Enforcement of the Freshwater Wetlands Act*.

Strategies for Successful Submittals (Engineering)

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Seven C's:

- Comprehension
- Completeness
- Conciseness
- Clarity
- Conducive for Review
- Consistency
- Correctness
- One last word: Communication

Comprehension

- Be aware of what the Rules and the Program require.
 - Determine what standards need to be addressed.
 - Know what level of detail is required.
 - Avoid not submitting key components of the submittal, ex. Floodplain Mitigation
 - Avoid submitting items that may not be needed.

Completeness

- Make sure all key components of a submittal are included.
- For example, for a drainage analysis, submit a drainage narrative, appropriate soils & location maps, subwatershed maps, drainage diagrams, hydrologic data re: areas, CN's and Tc's, storage routing info, and summary hydrologic output. A full printout might be given for the 100yr event. Also provide hydraulic analysis.

Conciseness

- Provide the necessary info', but avoid submitting superfluous sheets. Example: hydrograph printouts should not be submitted, unless to show the addition of hydrographs.
- Avoid narratives that are overly repetitive.
- Include summaries of analyses where applicable.
- Properly organize the submittal.

Clarity

- All materials need to be fully legible.
- Use proper scales.
- Clearly describe the project in the narrative. Do not rely on the reviewer making assumptions.
- Labeling

Conducive for Review

- Properly organize the submittal.
- Consecutively number the pages of the analysis.
- Include subwatershed maps in the analysis document.

Consistency

- Check to see that plans are consistent with analysis.
- Be consistent in labeling.
- The drainage analysis & plans needs to be consistent with the WQ analysis & plans.
- Avoid inconsistencies that occur when one portion of a submittal is revised. Often other parts are affected.

Correctness

- Double check for errors and oversights.
- Make sure formulas are pertinent and used correctly.

One Final Word: Communication

- If in doubt, call and ask.
- Often we will accommodate a brief meeting during review process.
- May call with question during the design process.
- Include pertinent telephone number and names of people that are in the design team.