

Stormwater Management General Compliance Checklist		Sheet #	Yes/No	Comments
<b><i>SWMP Essential Submission Components</i></b>				
1	Does the SWMP submission contain the following components? [5.2.2 SWMP Submittal Documents and 5.2.3 SWMP Components, page 288]			
	<input type="checkbox"/> A cover page that contains a blank space measuring 7 inches wide by 9.5 inches high. The blank space must be located 1 inch below the top edge and 1 inch from the left edge of the page			
	<input type="checkbox"/> As-Built Certification by Professional Engineer, unsigned			
	<input type="checkbox"/> Statement by Professional Engineer Registered in the District of Columbia - signed and sealed by a DC-registered engineer			
	<input type="checkbox"/> A proposed construction inspection schedule [5.3.1 Inspection Schedule and Reports, page 293]			
	<input type="checkbox"/> Property lines, the address of the property, lot number, square number, or parcel number			
	<input type="checkbox"/> North arrow, scale, and date			
	<input type="checkbox"/> Legend identifying all symbols used on the plan			
	<input type="checkbox"/> Location of any easements, including showing stormwater BMP easements where the BMP and its utilities cross property lines			
	<input type="checkbox"/> Existing conditions plan, showing the location of all existing structures, roads, trees, and other site features			
	<input type="checkbox"/> Proposed conditions or site plan, showing the location of all proposed structures, roads, trees, and other features			
	<input type="checkbox"/> The limit of disturbance (LOD)			
	<input type="checkbox"/> Site drainage areas (SDA) and Contributing Drainage Areas to each BMP			

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<input type="checkbox"/> Location(s) of BMPs, marked with the BMP ID Numbers assigned by the Stormwater Database			
<input type="checkbox"/> Delineation of existing and proposed land covers with square footage by cover type (natural cover, compacted cover, impervious cover, BMP cover, and vehicular access areas)			
<input type="checkbox"/> Location of existing streams, wetlands, or other natural features			
<input type="checkbox"/> Identification of any potential hotspots [Appendix Q Stormwater Hotspots, page Q-1]			
<input type="checkbox"/> Applicable flood boundaries for the site’s 100-year and 500-year floodplains			
<input type="checkbox"/> A maintenance plan identifying routine and long-term maintenance needs and a maintenance schedule			
<input type="checkbox"/> Information regarding mitigation of any off-site impacts (safe conveyance of flows from adjacent properties that pass through the project site)			
<input type="checkbox"/> If there are BMPs proposed that are in the ground, a geotechnical report			
<input type="checkbox"/> A copy of the Compliance Data Sheets with the timestamp showing on all sheets			
<input type="checkbox"/> The Environmental Intake Form, signed by the DCRA coordinator			
<input type="checkbox"/> The full EISF package, if an EISF is required per the Environmental Intake Form			
<input type="checkbox"/> If the plan is being resubmitted, a comment response letter addressing each comment and the sheets on which the comments were addressed			
<input type="checkbox"/> If the plan contains disturbance in the Public-Right-of-Way (PROW), an Maximum Extent Practicable (MEP) memo			

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1	<p>Has the applicant correctly identified the type of activity in the submission? (Check one)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A Major Land Disturbing Activity - an activity that disturbs 5,000 square feet or greater of land area and either of the following:                             <ol style="list-style-type: none"> <li>1. Any portion of the pre-project land over is natural, or</li> <li>2. 2,500 square feet or greater of the post-project land cover is impervious</li> </ol> </li> <li><input type="checkbox"/> A Major Substantial Improvement Activity - the building renovation/addition is greater than 50% of the pre-project assessed value of the structure and the combined footprint of the structure exceeding the cost threshold and any land disturbance is greater than 5,000 sf, and either of the following:                             <ol style="list-style-type: none"> <li>1. Any portion of the pre-project land over is natural, or</li> <li>2. 2,500 square feet or greater of the post-project land cover is impervious</li> </ol> </li> <li><input type="checkbox"/> Mix of Major Substantial Improvement Activity and Major Land Disturbing Activity</li> <li><input type="checkbox"/> Unregulated or voluntary (review for Stormwater Retention Credits only)</li> </ul> <p>[Appendix Y Definitions, page Y-1; Appendix V Examples of Regulated Activities, page V-1]</p>			
	<p>If there is a building being renovated, is there any land disturbance within the footprint of the building, such as for underpinning? Land-disturbing activity includes excavation and other activities which expose soil within an existing building footprint <i>only</i> if at least one exterior wall is removed fully or in part during construction in order to accommodate movement of construction equipment, workers, or material. If all four walls remain intact, the work is considered part of the improvement to the building.</p> <p>[Appendix Y – Definitions, page Y-5]</p>			
3	<p>Is a GAR is required? If so, does the submission include GAR sheets or an exemption form? The GAR exemption forms can be downloaded from the GAR forms list at <a href="http://ddoe.dc.gov/gar">http://ddoe.dc.gov/gar</a></p> <p>[Z.C. ORDER NO. 12-10 Green Area Ratio]</p>			

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<p>If the project is approvable, has the applicant provided the following?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Declaration of Covenant, including all of the following:               <ul style="list-style-type: none"> <li>○ A stormwater management plan clearly showing each BMP on the private parcel</li> <li>○ The complete Compliance Data sheets, including the electronically signed Statement by Person Responsible for Maintenance</li> <li>○ A maintenance plan addressing each BMP on the private parcel</li> </ul> </li> <li><input type="checkbox"/> The Statement by Person Responsible for Maintenance, electronically signed by the owner, pasted into the SWM plan set</li> </ul> <p>A Covenant is not required for voluntary projects or projects on government-owned property (federal or District). A District-owned property may be required to provide a Covenant if the property will be sold to a private owner or leased for more than three years.</p> <p>[5.2.1 Submittal and Review Process of Stormwater Management Plans, page 284; 5.4.1 Maintenance Responsibility, page 297; 21 DCMR § 529.2]</p>			
<b>General Compliance Data (GCD) sheets</b>			
<p>Does every GCD sheet show the most recent time that the site’s compliance data was updated?</p>			
<p>Is the site’s sewershed correctly identified? Use <a href="#">this map</a> to confirm. If the site is on the border between two sewersheds, confirm whether the proposed drainage patterns change the sewershed of the site.</p>			
<p>Site Drainage Area tabulation. For each Site Drainage Area: [Appendix A A.2 Compliance Calculations and Concepts, page A-1]</p>			
<p><input type="checkbox"/> Does the pre-project and post-project land cover match between the GCD sheets and the plans?</p>			
<p><input type="checkbox"/> Is land cover input correctly in the appropriate regulated activity, either Major Land Disturbing or Major Substantial Improvement?</p>			
<p><input type="checkbox"/> If the SDA is in the MS4, are all vehicular access areas (VAA) within the regulated area input into a SDA? VAA is a subset of impervious area and must also be included in the impervious or BMP land cover.</p>			
<p><input type="checkbox"/> Have all utility trenching and athletic play field areas been included in their own category in the SDA?</p>			

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<input type="checkbox"/>	Has the SDA been correctly delineated on the plans per guidance from Appendix W – Site Drainage Area and BMP Design Diagrams?			
	Contributing Drainage Area tabulation. For each BMP, [Appendix A A.2 Compliance Calculations and Concepts, page A-1]			
<input type="checkbox"/>	Does the post-project land cover in the CDA match between the GCD sheets and the plans?			
<input type="checkbox"/>	If a BMP receives runoff from across a property line (such as in the PROW or an adjacent property the project owner doesn't own), has the "CDA includes off-site areas" box been checked for the BMP, and land cover been input accordingly? Runoff captured from this area may be certified for SRCs but cannot be used to meet on-site requirements			
<input type="checkbox"/>	If the BMP is in the MS4, are all vehicular access areas (VAA) within the CDA input correctly? VAA is a subset of impervious area and must also be included in the impervious or BMP land cover.			
<input type="checkbox"/>	Does the type of BMP match the plans?			
<input type="checkbox"/>	Have the downstream BMPs been correctly identified and are consistent with the plans?			
<input type="checkbox"/>	Has the CDA been correctly delineated on the plans per guidance from Appendix W – Site Drainage Area and BMP Design Diagrams?			
<b>Site Drainage Area Requirements</b>				
	Does the site contain a SDA that drains to the combined sewer system that drains to the DC Water storage tunnels (Gray CSS)? If so, there is no on-site minimum retention requirement for this drainage area. [2.3 Stormwater Retention Volume (SWRv), page 10]			

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	<p>Does the site contain a SDA that drains to the combined sewer system where overflows will be controlled by the installation of green infrastructure per a court-ordered consent decree (Green CSS)? If so, confirm:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 50% on-site retention is achieved between all the SDAs on the site draining to the Green CSS. Over-control is allowed in one Green CSS SDA to account for under-control in another.</li> <li><input type="checkbox"/> If the on-site retention minimum has not been achieved, is an application for relief from extraordinarily difficult site conditions included?</li> </ul> <p>[2.3 Stormwater Retention Volume (SWRv), page 10]</p>			
	<p>Does the site contain a SDA that drains to the MS4? If so, confirm the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 50% of the SWRv for each individual site drainage area that drains to the MS4 within the regulated area is treated or retained. Over-control in one MS4 SDA to account for under-control in another is not allowed.</li> <li><input type="checkbox"/> All VAAs drain to a BMP such that 50% of the SWRv for that VAA is retained or treated</li> <li><input type="checkbox"/> If one or both conditions cannot be met, is application for relief from extraordinarily difficult site conditions included?</li> </ul> <p>[2.3 Stormwater Retention Volume (SWRv), page 10]</p>			
8	<p>Do the GCD sheets correctly identify whether this project is an AWDZ project? If the address falls in the AWDZ footprint, the project may not meet all criteria to be an AWDZ site. Check if applicant is claiming "Not an AWDZ site". The AWDZ exemption form can be downloaded from the attachment list at <a href="http://ddoe.dc.gov/swguidebook">http://ddoe.dc.gov/swguidebook</a>. If this is an AWDZ project, see separate AWDZ checklist.</p> <p>[2.1 District of Columbia Stormwater Management Requirements, page 7]</p>			
<b>Peak Discharge, Conveyance, and Flooding</b>				

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10	<p>Does the 2-year peak discharge requirement apply? This requirement does not apply for the following scenarios:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Major substantial improvement projects,</li> <li><input type="checkbox"/> Project areas in the existing PROW, and</li> <li><input type="checkbox"/> When stormwater runoff from the site flows directly or through the MS4 to the main stem of                             <ul style="list-style-type: none"> <li>• The tidal Potomac or Anacostia Rivers,</li> <li>• The Washington Channel, or</li> <li>• The Chesapeake and Ohio Canal (C&amp;O) without flowing through an above-ground tributary (or tributaries that DOEE expects to be daylighted in the future).</li> </ul> </li> </ul> <p>[2.6 Control of 2-Year Storm, page 20]</p>			
	<p>If the 2-year peak discharge requirement applies, does the project meet the requirement? Check the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Do the GCD sheets list a pre-development curve number of 70? If the pre-development curve number is not 70, has the engineer provided justification for use of a different pre-development curve number?</li> <li><input type="checkbox"/> Is the post-project adjusted curve number below the pre-development curve number? If not, has the “Additional Detention Provided” box been checked on the General Compliance Data sheets?</li> </ul> <p>[Appendix I I.1 Acceptable Hydrologic Methods and Models, page I-1]</p>			
11	<p>Does the 15-year post development peak discharge requirement apply to this project? This requirement does not apply for the following scenarios:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Major substantial improvement projects, or</li> <li><input type="checkbox"/> Project areas in the existing PROW</li> </ul> <p>[2.7 Control of 15-Year Storm, page 22]</p>			

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	<p>If the 15-year peak discharge requirement applies, does the project meet the requirement? Check the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Do the GCD sheets show a pre-project curve number that is consistent with the existing conditions of the plan?</li> <li><input type="checkbox"/> Is the post-project adjusted curve number below the pre-project curve number? If not, has the “Additional Detention Provided” box been checked on the General Compliance Data sheets?</li> </ul> <p>[Appendix I I.1 Acceptable Hydrologic Methods and Models, page I-1]</p>			
21	<p>If the “Additional Detention Provided” box has been checked on the General Compliance Data sheets, does the plan demonstrate it meets peak discharge requirements using one of the following acceptable methodologies and computer models for estimated runoff hydrographs before and after development?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Urban Hydrology for Small Watersheds TR-55</li> <li><input type="checkbox"/> Storage-Indication Routing</li> <li><input type="checkbox"/> HEC-1, WinTR-55, and SWMM Computer Models</li> <li><input type="checkbox"/> Rational Method (limited to sites under 5 acres)</li> </ul> <p>[Appendix I Acceptable Hydrologic Methods and Models, page I-1]</p>			
23	<p>Are the following assumptions included in the hydrology calculations?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Predevelopment runoff condition used for the 2-year storm is based on “meadow in good condition” or better, assuming good hydrologic conditions and land with grass cover</li> <li><input type="checkbox"/> Pre-project runoff conditions used for the 15-year storm are based on the existing condition of the site</li> </ul> <p>[Appendix I Acceptable Hydrologic Methods and Models, page I-1]</p>			
22	<p>Does the plan correctly follow the procedures for calculating the peak discharge from the site for the selected methodology? Refer to Appendix I – Acceptable Hydrologic Methods and Models for procedures and design examples.</p> <p>[Appendix I Acceptable Hydrologic Methods and Models, page I-1]</p>			



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	<p>Does the site meet one of the following criteria for 100-year storm control requirements? If so, the project must maintain the post-project peak discharge rate from the 100-year storm to pre-project conditions.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Increases the size of a Special Flood Hazard Area (SFHA) as delineated on the effective Flood Insurance Rate Map (FIRM); or</li> <li><input type="checkbox"/> Meets the following two conditions:                             <ul style="list-style-type: none"> <li>o Does not discharge to the sewer system and</li> <li>o Has a post-development peak discharge rate for a 100-year-frequency storm event that may cause flooding to a building.</li> </ul> </li> </ul> <p>[2.8 Extreme Flood Requirements, page 22]</p>			
12	<p>Is the site <u>within</u> a Special Flood Hazard Area (SFHA)? If so, has the floodplain reviewer been notified to review the plans? All floodplain comments must be resolved prior to SWMP approval.</p> <p>To view and determine if a site is adjacent or within SFHA or FEMA's floodplain, use the District's online Flood Zone Determination Tool (<a href="http://ddoe.dc.gov/floodplainmap">http://ddoe.dc.gov/floodplainmap</a>). If the site is within SFHA, it must also comply with DC Floodplain Regulations (20 DCMR, Chapter 31, <a href="#">Flood Hazard Rules</a> and 12 DCMR, <a href="#">DC Construction Codes</a>). See the Special Flood Hazard Area Checklist.</p> <p>[2.9 Minimum Criteria for Determining Extreme Flood Requirements, page 23]</p>			
42	<p>Are all inlets outside the public right-of-way sized to ensure safe conveyance of stormwater flows exceeding the capacity of the approved on-site BMPs? Confirm stormwater overflow does not flow over property lines onto adjacent lots unless running into an existing natural water course.</p> <p>[Appendix G G.5 Inlets, page G-3]</p>			
	<p>Is the Hydraulic Grade Line (HGL) for the 15-year storm clearly indicated on each storm sewer profile, identified with the initials HGL on the line, and identified in the legend key? Are the associated HGL calculations provided? It is recommended that the HGL be no more than 1 foot above the pipe crown.</p> <p>[Appendix G G.11 Hydraulic Grade Line, page G-8]</p>			
<b>Geotechnical Investigation</b>				

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36	<p>Is the geotechnical testing conducted by a registered professional engineer, soils scientist, or geologist who is licensed in the District of Columbia, Maryland, or Virginia?</p> <p>[Appendix P Geotechnical Info Requirements for Underground BMPs, page P-1]</p>			
31	<p>All in-ground stormwater BMPs require a geotechnical investigation. Does the plan include a geotechnical investigation with the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Depth to groundwater table and estimated depth to seasonally high groundwater table</li> <li><input type="checkbox"/> Grain size analysis laboratory results</li> <li><input type="checkbox"/> Soil descriptions for each boring or test pit, with enough detail to identify the boundary and elevations of any problem conditions</li> <li><input type="checkbox"/> A map or plan indicating the locations of the test pits and borings</li> </ul> <p>[Appendix P Geotechnical Info Requirements for Underground BMPs, page P-1]</p>			
32	<p>Does the soil boring or test pit meet the following requirements?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Excavated or drilled to a depth of 2 feet below the proposed BMP bottom</li> <li><input type="checkbox"/> Classified using Unified Soil Classifications System (USCS) and/or United States Department of Agriculture (USDA) System for soil textures</li> <li><input type="checkbox"/> Soil classified at the proposed bottom to 2 feet below the bottom of the BMP</li> </ul> <p>[Appendix P Geotechnical Info Requirements for Underground BMPs, page P-1]</p>			
33	<p>If the plan includes infiltrating BMPs, did the applicant conduct infiltration tests at or no more than 2 feet below the proposed bottom of the BMP, for each BMP?</p> <p>[Appendix P Geotechnical Info Requirements for Underground BMPs, page P-1]</p>			

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	<p>Does the geotechnical report identify and provide a detailed description of the test method used to conduct the infiltration tests? Tests may be either</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A constant head bore-hole infiltration test, conducted with an Amoozometer, Guelph Permeameter, Johnson Permeameter, or other test equipment able to conduct a test meeting the USBR7300-89 standard.</li> <li><input type="checkbox"/> A falling head test per the procedures outlined in Section P.4, which is adapted from the Maryland Stormwater Design Manual, Appendix D.1.</li> </ul> <p>[Appendix P Geotechnical Info Requirements for Underground BMPs, page P-1]</p>			
	<p>Do the infiltration test results provide the rate of infiltration in the form of the saturated hydraulic conductivity (<math>K_{sat}</math>)? If the test was conducted per USBR7300-89 using the equipment stated previously, the <math>K_{sat}</math> value should be the reported value. If the test was a falling head test, then the field infiltration rate is the reported value and must be converted to the <math>K_{sat}</math> value using the conversion equation in Section P.5.</p> <p>[Appendix P Geotechnical Info Requirements for Underground BMPs, page P-1]</p>			
	<p>Does the project propose infiltrating practices on a site with contaminated soils, as identified in either the project's Phase I or Phase II Environmental Site Assessments? If so, an impermeable liner may be required around the entire practice and no infiltration may be allowed. See Section P.6 for further guidance.</p> <p>[Appendix P Geotechnical Info Requirements for Underground BMPs, page P-1]</p>			
<b>Stormwater Pipes and Structures</b>				
39	<p>Do stormwater systems connecting to combined sewers contain stormwater traps (a U-bend in the pipe or other fixture to prevent migration of vapors from the main sewer line)? Traps may be included in the following ways:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Individual stormwater traps installed on the storm drain branch servicing each structural BMP with an accessible trap cleanout or;</li> <li><input type="checkbox"/> A single trap installed in the main storm drain after it leaves the structural BMP but before it connects to the combined sewer with an accessible trap cleanout</li> </ul> <p>[Appendix G G.9 Pipe Systems, page G-5]</p>			

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40	<p>Do the stormwater structures meet the following requirements?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Invert elevations of pipes entering and leaving the structure (A minimum of a 0.1-foot drop is required through a structure invert)</li> <li><input type="checkbox"/> Drainage boundary and contours must be shown around each inlet to ensure that positive drainage to the proposed inlet is provided.</li> </ul> <p>[Appendix G G.12 Manholes and Inlets, page G-8]</p>			
	<p>Has the applicant submitted to DC Water to review the project? DC Water review should occur concurrently with DOEE’s review to ensure that all DC Water comments are addressed prior to the SWMP approval and prevent costly resubmissions.</p>			
<b>Tree Protection</b>				
44	<p>Does the plan propose the removal of a public or private tree equal to are greater than 44 inches in circumference (14 inches in diameter)? If so, has the applicant applied for a Special Tree Removal Permit from the DDOT Urban Forestry Division (UFD)? Verify no trees are left off the site survey using online tools. Ensure the Special or Heritage tree removal box is checked on the project record in the Database if these trees will be removed.</p> <p>[DCMR 24-3700]</p>			
	<p>Does the plan propose disturbance within the critical root zone of a Heritage Tree (100 inches in circumference or 32 inches in diameter or greater)? If so, has the applicant coordinated with the Ward Arborist for the area?</p>			
	<p>Does the plan propose to plant, prune, or remove a public street tree within the public right-of-way (PROW)? If so, has the applicant applied for a DDOT Public Space Permit?</p> <p>[DCMR 24-3700]</p>			
	<p>Has the applicant resolved all tree conflicts with DDOT UFD? UFD review should occur concurrently with DOEE’s review to ensure that all UFD comments are addressed prior to the SWMP approval and prevent costly resubmissions.</p>			
<b>Public Right-of-Way (PROW) and the Maximum Extent Practicable Process (MEP) - Type 2</b>				

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	Are SDAs located in the PROW considered separately from the rest of the site? [Appendix A A.2 Compliance Calculations and Concepts, page A-2]			
	Has the applicant applied for a DDOT public space permit? Is the DDOT TOPS application or permit number been entered in the database? The public space permit review should occur concurrently with DOEE’s review to ensure that all DDOT comments are addressed prior to the SWMP approval and prevent costly resubmissions.			
	Does the work in the PROW consist of only minor disturbances, such as a driveway, apron, or curb ramp? If there is minor disturbance in the PROW, does the applicant follow one of the methods below?  <input type="checkbox"/> Attempt to plant trees or adjacent landscaping if trees are not possible. <input type="checkbox"/> Manage the 1.2-inch SWRv for the PROW disturbance elsewhere on the parcel			
	If work in the PROW consists of more than minor disturbances, has the designer demonstrated they have used the six-step MEP design methodology per Section B.5 – Design Process for PROW by providing an MEP Memo? The memo should include:  [Appendix B.5 – Design Process for PROW, page B-12]			
	<input type="checkbox"/> Calculation of the SWRv and the reduction of impervious surface within the LOD in the PROW			
	<input type="checkbox"/> Discussion of the feasibility of each BMP			
	<input type="checkbox"/> Evaluation of infiltration. If soils are HSG C or better, an infiltration test must be conducted			
	<input type="checkbox"/> Full consideration of BMP placement given existing and proposed infrastructure conflicts, including the preservation of existing trees.			
	<input type="checkbox"/> Full consideration of land cover conversion from impervious to compacted or natural cover			
	<input type="checkbox"/> Full consideration of sizing criteria for BMPs, including over-sizing to retain up to the 1.7-inch storm			
	<input type="checkbox"/> If a SDA is in the MS4 and no retention BMPs are proposed, consideration of the feasibility of installing a water quality catch basin or other treatment structure.			

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<input type="checkbox"/> Technical infeasibility, including evidence of the applicability of a statute, regulation, court order, pre-existing covenant, or other restriction having the force of law; or <input type="checkbox"/> Environmental harm [21 DCMR § 521]				