**REDUCED FREQUENCY INSPECTION MEMO – UNSTAFFED SITE**

Project Name: click to enter project name

Project Number: click to enter project number

SWPPP Amendment Number: click to enter SWPPP amendment number

The entire project is temporarily stabilized as defined by CGP 4.5 and is eligible for reduced frequency inspections in accordance with CGP 6.2.1. All soil disturbing activities have been completed and/or suspended and the project is not actively staffed.

* The next inspection will occur by click to enter a date and reduced frequency inspections will continue to occur **at least once every calendar month (minimum of 7 days separation between inspections)** until further notice.

Please include a copy of this memo in Appendix K of the SWPPP.

Click to enter DOT&PF Project Engineer name

Click to enter date