

## **MAJOR LAND DISTURBANCE CHECKLIST**

**SITE ADDRESS:**

**DATE:**

### **1. COMPLETED LAND DISTURBANCE PERMIT APPLICATION**

### **2. STORM WATER POLLUTION PREVENTION PLAN (SWPPP)**

The Storm Water Pollution Prevention Plan and the plan shall include the following:

1. Name, address and telephone number of the site owner and the name, address and telephone number of the individual who will be in overall responsible charge of construction/development activities at the site.
2. Site address or location description and parcel identification number(s).
3. A site map showing the outlines of the total project area, the areas to be disturbed, existing land uses, locations and names of surface water bodies, locations of flood plains, locations of temporary and permanent Best Management Practices (BMP) and such other information as may be required by the department(s) having enforcement authority and responsibilities described in section 505.106 of this Code.
4. Existing contours of the site and adjoining strips of off-site property and proposed contours after completion of the proposed land disturbance and development, based on United States Geological Survey datum, with established elevations at buildings, walks, drives, street and roads; and information on necessary clearing and grubbing, removal of existing structures, excavating, filling, spreading and compacting.
5. A natural resources map identifying soils, forest cover, and resources protected under other provisions of City Ordinances.
6. An estimate of the Runoff Coefficient of the site prior to disturbance and the Runoff Coefficient after the construction addressed in the permit application is completed.
7. Estimated quantity of land to be disturbed.
8. Details of the site drainage pattern both before and after Major Land Disturbance Activities.
9. Access to construction site.
10. Description of Best Management Practices (BMP) to be utilized to control erosion and sedimentation during the period of land disturbance.
11. Description of Best Management Practices (BMP) to be utilized to prevent other potential pollutants such as construction wastes, toxic or hazardous substances, petroleum products, pesticides, herbicides, site litter, sanitary wastes and other pollutants from entering the natural drainage ways during the period of construction and land disturbance.
12. Description of Best Management Practices (BMP) that will be installed during land disturbance to control pollutants in storm water discharges that will occur after land disturbance activity has been completed.
13. Location of temporary off-street parking, and wash down area for related vehicles.
14. Sources of offsite borrow material or spoil sites, and all information relative to haul routes, trucks and equipment.

15. The anticipated sequence of construction and Land Disturbance Activities, including installation of Best Management Practices (BMP), removal of temporary Best Management Practices (BMP), stripping and clearing; rough grading; construction utilities, infrastructure, and buildings; and final grading and landscaping. Sequencing shall identify the expected date(s) on which clearing will begin, the estimated duration of exposure of cleared areas, areas of clearing, installation of temporary erosion and sediment control measures, and establishment of permanent vegetation.

16. All erosion and sediment control measures necessary to meet the objectives of this Code throughout all phases of construction and after completion of site development. Depending upon the complexity of the project, the drafting of intermediate plans may be required at the close of each season.

17. Seeding mixtures and rates, types of sod, method of seedbed preparation, expected seeding dates, type and rate of lime and fertilizer application, and kind and quantity of mulching for both temporary and permanent vegetative control measures.

18. Provisions for maintenance of control facilities, including easements and estimates of the cost of maintenance.

19. Plans for responding to any loss of contained sediment to include the immediate actions the permit-holder will take in case of a containment failure. This plan must include documentation of actions and mandatory reporting to the Department of Public Works.

20. Schedules and procedures for routine inspections of any structures provided to prevent pollution of storm water or to remove pollutants from storm water and of the site in general to ensure all Best Management Practices (BMP) are continually implemented and are effective.

### **3. COST ESTIMATE FOR SITE IMPROVEMENTS**

The cost estimate shall include, at a minimum, all site development work and erosion control measures, along with maintenance and inspection costs anticipated until such time that the site has been fully stabilized.

### **4. SITE DEVELOPMENT ESCROW**

Applicants for major land disturbance permits shall file a site development escrow in the form of a letter of credit or other improvement security in an amount deemed sufficient by the Department of Public Works to cover all costs of improvements, landscaping and maintenance of improvements for such period as specified by the Department of Public Works. The site development escrow shall include engineering and inspection costs sufficient to cover the cost of failure or repair of improvements installed on the site.

### **5. STATE LAND DISTURBANCE PERMIT FROM THE MISSOURI DEPARTMENT OF NATURAL RESOURCES**

### **6. PERMIT FEE OF \$500.00**

May be in the form of cash, check, money order or debit. Credit cards not accepted.