

Land Disturbance Permit Checklist

You must sign and date this checklist and enclose with completed application package for submittal.

Review History – FOR (TOWN/CITY) USE ONLY. All required plans must be approved before land disturbance activities can begin.

First Review

Permit Application Received on: _____

Review Completed on: _____

Second Review

Permit Application Received on: _____

Review Completed on: _____

Third Review

Permit Application Received on: _____

Review Completed on: _____

☐

Land Development Permit Application requires revisions. See comments.

☐

Land Development Permit Application approved.

Reviewer Name: _____

Reviewer Contact Information: _____

Reviewer Signature and Date: _____

Comments:

Drawing and Map Standards

The following standards shall guide the preparation of all site plans, elevations, and cross sections. Variations from these standards are permissible where special circumstances warrant for the purposes of greater clarity or ease of handling.

- ☐ **Sheet Size:**
 - The sheet size should be uniform for all submitted documents.
 - Dimensions of 24" by 36" are preferred although the size may be adjusted to reflect lots or parcels of unusual size or shape.
- ☐ **Scale:** The following scales are suggested:
 - Area maps: 1" = 100'
 - Site Maps: 1" = 10' to 1" = 40'
 - Floor Plans and Sections: 1/16" = 1' to 1/8" = 1'
 - Elevations: 1/8" = 1'
 - Standard contours should be at most 2' intervals with spot elevations as necessary (must be NAVD 88).
- ☐ **Title Block:** The title block on each sheet shall contain the following information:
 - Name of development
 - Name of Owner
 - Address of development
 - Land Development Permit Number (leave space for DPW to fill in permit number once assigned)
 - Scale of map or plan
 - North arrow
 - Date of preparation of the map and date of any revisions
 - Signature and seal of Qualified Professional required for all drawings

Submission Requirements

- ☐ **Application Form:**
 - Must be signed by all owners (original signatures required).
- ☐ **Plans:**
 - Stormwater Management Plan and Stormwater Management Plan checklist with original signature.
 - Erosion and Sediment Control Plan (including O&M Plan for temporary BMPs) and Erosion and Sediment Control Plan checklist with original signature.
 - Operation and Maintenance Plan and Operation and Maintenance Plan checklist with original signature.
 - NPDES General Permit for Discharges from Large and Small Construction Activities (where applicable)
- ☐ **Payment of Application and Review Fees**

Owner's Certification

I, the undersigned, hereby certify that the attached Land Disturbance Permit application submittal includes all items required by the (INSERT CITY OR TOWN NAME) Stormwater Management Rules and Regulations. I understand that if any of the items required are found to be missing from the submittal, the Land Disturbance Permit application will not be acceptable for review and will be returned as incomplete. I, the Owner, or approved applicant is aware of these criteria and will accept all responsibility for delays due to incomplete submittals. I am enclosing an explanation for each item which I feel is not required and, therefore, have not been included in this submittal package.

Owner's/Approved Applicant's Signature: _____

Date: _____