

CHECKLIST REQUIREMENTS FOR ENGINEERED PLANS

If not otherwise included in a separate development application or applications that seek approval of the specific activity that will result in land disturbance, as provided by Section 4-1-N-6-F, the following information shall be submitted to the Planning Director:

1. A Site Map in compliance with Section 4-1-N-8;

Section 4-1-N-8 Site Map/existing conditions.

- An attached vicinity map showing the location of the site in relation to the surrounding area's watercourses, water bodies and other significant geographic and natural features, and street and other significant structures.
- Existing and proposed topography of the entire site with contour lines drawn with one chosen interval in accordance with the following table:

Ground Slope	Contour Interval (in feet)
Flat; 0-2%	0.5 or 1
Rolling; 2-8%	1 or 2
Steep; 8%+	2, 5 or 10

- Show on/off-site drainage, including the subwatershed as well as the entire drainage basin;
- Site's property lines shown in true location with respect to the plan's topographic information;
- Graphic representation of the location of all existing and proposed natural and man-made drainage facilities;
- Graphic representation of the location of and legend of soil types (including source of information);
- A clear and definite delineation of any wetlands, natural or artificial water storage detention areas, and drainage ditches on the site, or a statement that there are no wetlands, detention areas or drainage ditches located on the property;
- A clear and definite delineation of any drainage, sanitary, utility, or other easement(s) on or near the site;
- A clear and definite delineation of applicant's determination, based on the best available information and sound engineering principles of the existence of a regulatory 100-year floodplain, as defined in 4-1-N-3 and of any fully urbanized floodplain on or near the site as determined by a Johnson County watershed study or a statement that there are no such floodplains located on the property;
- Graphic representation of location of proposed excavations and fills, of on-site storage of soil and other earthen material, and of on-site disposal or spoil areas;
- Location and legend of existing vegetative cover and the location and legend of vegetative cover to be left undisturbed;
- Location of existing surface runoff and erosion and sediment control measures;

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- Quantity of soil in cubic yards to be excavated, filled, stored, or otherwise utilized on-site;
- Proposed sequence of excavation, filling, and soil or earthen material storage and disposal; and
- The signature and seal of a Professional Engineer or a Certified Professional in Erosion and Sediment Control.

2. An Erosion and Sediment Control Plan in compliance with Section 4-1-N-9;

Section 4-1-N-9 Erosion And Sediment Control Plan.

Subject to the provisions of Section 4-1-N-7-A, an applicant shall submit an erosion and sedimentation control plan that is drawn to an appropriate scale. This plan must include sufficient information to: evaluate the environmental characteristics of the affected area; assess the potential impacts of the proposed land disturbance on water resources; and, assess proposed methods to minimize on-site soil erosion and prevent off-site sedimentation to the maximum extent practicable, including disturbance of topsoil and limitation on disturbance. The erosion and sedimentation control plan shall contain all of the information specified herein and meet all the erosion and sediment control design criteria established by the *Erosion and Sediment Control Manual* required by Section 4-1-N-12 of this Article.

- A letter of transmittal that includes a project narrative.
- Copies of NPDES, 404, and other applicable state and federal permit applications for the site or activity.
- A description of, and specifications for the measures undertaken to reduce surface runoff and erosion control including, but not limited to, types and methods of applying soil protection blankets, mulches, designs and specifications for diversions, dikes, drain protection, and a schedule for their maintenance and upkeep;
- A description of, and specifications for, the measures undertaken to retain sediment on the site, including, but not limited to, designs and specifications for silt fences, berms, and sediment detention facilities, and a schedule for their maintenance and upkeep.
- A description of the temporary and permanent vegetative measures to be used, including but not limited to seeding mixtures and rates, types of sod, method of seedbed preparation, expected seeding dates, types and rate of lime and fertilizer application, kind and quantity of mulching, the type, location and extent of pre-existing undisturbed vegetation types and vegetation to remain and a schedule for maintenance and upkeep.
- Alternative methods of stabilizing the site when either the establishment of vegetative cover is not performed in accordance with the work schedule, or is performed and is not effective, as determined at the discretion of the Public Works Director.
- The location and description visually depicted on a map, including design details, of each temporary and permanent erosion, surface runoff and sediment control measure and structure.

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- The location and description visually depicted on a map, including design details, of required stabilized construction entrance(s).
- Maximum surface runoff from the site, calculated using the best available information and sound engineering principles.
- Estimated duration of the permit as defined in Section 4-1-N-17-A.
- A statement noting that the contractor, developer, operator, and/or owner shall request the Public Works Director to inspect and approve work completed in accordance with the approved plan, and in accordance with this Article. The contractor, developer, or owner shall be required to obtain written approval by the Public Works Director at the stages of development as outlined in Section 4-1-N-19-E.
- A signed statement on the plan by the owner, developer, operator, and/or contractor that any land disturbance activity, construction or development, will be done pursuant to the plan.
- Storm drainage system, including quantities of flow and site conditions around all points of surface water discharge from the site.
- Details of temporary and permanent erosion and sediment control measures.
- A construction note on the plan stating: *"Prior to initial soil disturbance or re-disturbance, permanent or temporary erosion control shall be completed on all perimeter dikes, swales, ditches, perimeter slopes, and all slopes greater than 3 horizontal to 1 vertical (3:1); embankments of ponds, basins, and traps. Sediment control shall be completed within fourteen (14) calendar days on all other disturbed or graded areas. The requirements of this Section do not apply to those areas that are shown on the plan and are currently being used for material storage or for those areas which actual construction activities are currently being performed."*

3. A Work Schedule in compliance with Section 4-1-N-10;

Section 4-1-N-10 Work Schedule.

Subject to Section 4-1-N-7-A, the applicant shall submit a chronological construction schedule for each activity:

- Identify and mark areas to be protected from disturbance.
- Clearing and grubbing for those areas necessary for installation of perimeter erosion control devices.
- Construction of perimeter erosion and sediment control devices.
- Installation of permanent and temporary stabilization measures.
- Remaining interior site clearing and grubbing.
- Street grading.

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- Grading for the remainder of the site.
- Utility installation and statement of whether storm drains will be used or blocked after construction.
- Building, parking lot, and site construction.
- Final stabilization.
- Removal of temporary erosion control devices.
- Inspection and maintenance of all erosion and sediment control measures during the course of the project.

4. The Permit Fee as set forth in Section 4-1-N-16;

The permit fee is based upon a per acre fee. Generally the total acres is based upon the total project area (project site). For certain linear instances (such as sanitary sewer installation), this fee will be calculated based upon a determined “disturbed” area (i.e. 40-ft construction limits by 3000 lineal feet of sewer main).

- The project site (or determined disturbed area) = _____ acres
- The Permit Fee is: \$165.00 / acre x _____ acres = \$_____

5. A Performance Guaranty as required by Section 4-1-N-22;

To be completed.

6. An Engineering Soils Report in compliance with Section 4-1-N-11, (as required)

Section 4-1-N-11 Engineering Soils Report.

When required, this report shall be based on adequate and necessary test borings, giving an adequate description of the soils of the site with conclusions and recommendations regarding the effect of soils conditions on the proposed development, and giving opinions and recommendations covering the adequacy of site to be developed by the proposed land disturbance activity with respect to soils conditions. Recommendations included in the report and approved by the Planning Director shall be required in the plan. The engineering soils report shall include:

- Data regarding the nature, distribution, strength, and erodibility of existing soils;
- If applicable, data regarding the nature, distribution, strength, and erodibility of soil to be placed on the site;
- Conclusions and recommendations for grading procedures;

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- Conclusions and recommended designs for interim soil stabilization devices and measures, and for permanent soil stabilization after construction is completed;
- Design criteria for corrective measures when necessary;
- Opinions and recommendations covering the stability of the site;
- Subsurface conditions;
- Soil boring results; and
- Overview of geology of site.

7. Other Miscellaneous Items

- Determined that there are no waterway crossings? (If so, additional information/requirements will be necessary.)
- Determined that there are no Cut and fill slopes greater than 3:1.
- Determined that there will be no clearing and grading of Natural Resources as previously defined by the City (such as designated natural stream assets, forests and wetlands, etc.)
- Determined that there will be no disturbance within a flood plain, flood way, or other such designated drainage corridor.
- Determined that Construction site access easements/agreements are not necessary.
- Determined that stabilization to prevent erosion at the outlets of all pipes and paved channels is shown.

The City may require any additional information or data deemed appropriate and/or may impose conditions thereto as the Planning Director may deem necessary to ensure compliance with the provisions of this Article and to preserve public health and safety, which are not otherwise noted within this checklist.