

Applicant Name: _____



Plan Submittal Checklist for Land Disturbance Permits

Public Works Department / Engineering Division

785-309-5725

The following checklist has been designed as a tool to assist the applicant with the land disturbance permitting process. The checklist identifies the items needed for City staff to do a complete review.

This checklist must be filled out and included as part of the initial submittal for a Land Disturbance Permit.

All items shown in this checklist must be provided as indicated. If an item is deemed not applicable, please indicate by placing "N/A" in the space provided. Incomplete submittals will be returned for completion prior to review.

GENERAL REQUIREMENTS:

- Plans sealed by Kansas registered Professional Engineer, landscape architect, or certified professional in erosion and sediment control.
- Copy of Kansas Department of Health and Environment (KDHE) Notice of Intent (NOI)

CHECKLIST FOR LAND DISTURBANCE PERMITS:

- 1. Proposed site map.
- 2. Proposed name of the development.
- 3. Location by legal description.
- 4. Names, addresses and telephone numbers of applicant and designer of plans.
- 5. Date, North Arrow, Scale of Plan (one inch to fifty (50) feet or one inch to one hundred (100) feet.
- 6. Existing and proposed topography of the entire site with contour lines sufficient to demonstrate runoff from the site. In lieu of contours, the plan preparer may provide arrows indicating direction of flow provided that said plans note that the flow information is based upon an on-site assessment by the plan preparer; specify on-going monitoring of site conditions and provide for performance review and plan modification in response to the observed conditions.
- 7. Any area subject to one-hundred-year flooding shall be indicated.
- 8. The boundary lines of the area included in the site plan, including angles, dimensions and reference to a section corner, quarter corner or point on a recorded plat.



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- 9. If the SWPP proposes subgrade work in excess of 30" deep, existing sewers, storm sewers, water mains, culverts and other underground facilities within the tract, indicating locations of storm inlets, manholes and other pertinent features.
- 10. Areas to be disturbed.
- 11. A natural resources map identifying soils, forest cover, and resources protected under other articles of this code;
- 12. Proposed Erosion and Sediment Control BMPs to be employed;
- 13. A sequence of construction of the development site, including stripping and clearing; rough grading; construction of utilities, infrastructure, and buildings; and final grading and landscaping. Sequencing shall identify the expected date 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.
- 14. All erosion and sediment control measures necessary to meet the objectives of this local regulation throughout all phases of construction and after completion of development of the site. Depending upon the complexity of the project, the drafting of intermediate plans may be required at the close of each season.
- 15. Sufficient information regarding installation and maintenance of temporary and permanent vegetative control measures such that the SWPP clearly communicates the intended performance of the control measures and the manner in which said measures shall be installed and implemented.
- 16. Details and specifications for any sections of the final storm sewer system that must be constructed after the removal of BMPs such as temporary sediment basins.
- 17. Final stabilization plan for each phase.
- 18. Provisions for maintenance of control facilities, including easements and estimates of the cost of maintenance.
- 19. Work schedule.