

MEMORANDUM

TO: Property Owner and Engineer of Record

FROM: Luke R. Kehoe, P.E., CFM, LEED AP
City Engineer

SUBJECT: **Process for Land Disturbance Permits**

The Dardenne Prairie Municipal Code requires that a land disturbance permit be issued for all activities affecting five thousand (5,000) square feet or more. Pursuant to the City's Erosion and Sediment Control Regulations a pre-construction meeting is required. This pre-construction meeting is to be attended by the City Engineer or his designee, representatives of the property owner, the grading contractor, and the engineer of record, and any other interested or involved parties. A sign in sheet is distributed; all pertinent information is to be completed by the attendees; A review of the plans and all ESC measures is performed; If there any areas of concern, they are to be addressed at this time. Copies of the City's Erosion and Sediment Control Regulations and general troubleshooting paperwork are also distributed at this time. The Permittee is responsible for signing off in regard to the pre-construction meeting. Only the City Engineer or his designee may issue a Land Disturbance Permit. This issuance takes place at the conclusion of the pre-construction meeting. **After a grading contractor is selected, please contact me to set a time for this required meeting.**

The Permittee shall notify the City Engineer or his designee at least two (2) working days before the following activities to obtain timely inspection:

1. Establishment of tree preservation and stream buffer boundaries, as required.
2. Start of land disturbance or construction;
3. Installation of erosion and sediment controls;
4. Completion of site clearing;
5. Completion of rough grading;
6. Completion or suspension of final land disturbance activity;
7. Close of the construction season; and
8. Completion of final landscaping.

If a site is determined by the City to not be in compliance with City Code, a notice to correct is issued. The permittee then has seven (7) days to correct the noted deficiencies.

Throughout the land disturbance activities, weekly inspections are required by the permittee. These are to be filled out by a qualified individual and faxed to the City Engineer on a weekly basis. If a Heavy Rain Event (1" or more within a 24 hour period or any erosive rain) occurs, another inspection is required.

The City Engineer or his designee shall make periodic inspections of the construction site. These inspections are done on an as needed basis. Each site is unique so the frequency of the inspections will vary. The City Engineer or his designee will also perform inspections when requested by the contractor. Some bonding companies require scheduled inspections. City inspections may also occur in response to citizen complaints.

If violations are found, a notice to correct is issued. The permittee then has seven (7) days to correct the noted deficiencies. If deficiencies are not corrected within this time period, a Stop Work Order is then issued. If there still is no compliance, a municipal court date is set and the violation goes to trial, and the judge will decide the outcome of the violation.

The City holds escrow monies on all projects in the City that require a Land Disturbance Permit. As the project progresses, the Land Disturbance Permit holder may request a release of escrow monies at various stages of completion. Escrow monies can be released by 50% of the monies, 90% of the monies or 100% of the monies. The City will only release 100% when the site is in total compliance with the City's Code and vegetation is re-established.

Unless a permittee transfers a land disturbance permit as provided herein, that permittee remains bound by the terms of that permit even after transfer of ownership of land subject to it. A land disturbance permit may be transferred only if all conditions in Section 412.100 of the Dardenne Prairie Municipal Code are met.

This is a quick synopsis of the process that executed with a land disturbance permit. The City's main concern is the containment of soil on the disturbed area and the control of the export of sediment and pollutants into storm sewer systems and natural watercourses.

Please feel free to contact me with any questions or comments. All City forms are available online at: <http://www.DardennePrairie.org>.