



Land Disturbance Permit Review Checklist

Site:	Applicant/Owner:
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Date LDP Received:	Date Reviewed:	Reviewed By:
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Notes:

Key: Items in Red must be addressed to obtain LDP & Building Permit approvals

GENERAL

1)	Owner, contractor, engineer name, address, phone and email is listed.
2)	Project property location, parcel ID, and estimated start date is listed.
3)	Land disturbance size including pre-and-post construction impervious surfaces specified.
4)	Contractor name, address, contact name and all contact information is listed.
5)	Stormwater plan sheets and/or SWPPP or equivalent is submitted.
6)	Map showing existing public and private utilities, and surface waters discharged to from the project.
7)	Applied for the MPCA Construction stormwater permit?

SPECIAL WATERS

8)	Are there any discharge points on the project that is within 1 mile of a special or impaired water and flows to that special or impaired water? If yes, are proper NPDES BMPs followed for the project?
9)	Does the site discharge to a wetland? If yes, has the wetland mitigation sequence been followed? (Minn. Rule 7050.0186.)

SWPPP NARRATIVE

10)	Description of construction activity.
11)	A person is identified who will oversee the implementation of the SWPPP and installation, inspection and maintenance. of BMPs.
12)	NPDES training requirements are met as necessary for responsible parties and included in the SWPPP.
13)	Design calculations and estimated quantities included in the SWPPP
14)	Inspect the site at least every 7 days and with 24 hours of .5 inch rain. How will rainfall be measured? Rain gauge or weather station?
15)	Installation and timing for all BMPs is described.
16)	All final stabilization methods are described for all exposed soils.
17)	Clean out sediment from conveyances and sediment basins (return to capacity).
18)	SWPPP must account for expected precipitation, expected stormwater run-on & runoff and range of soil sizes for BMP design factors

PLAN SHEETS

19)	Site map(s) with existing and final grades and direction of flow for all pre-and-post construction drainage. Map also includes impervious surfaces, soil types and topology.
20)	Areas not to be disturbed clearly defined including proper buffers and phasing.

21)		All surface waters and existing wetlands identified which will receive stormwater runoff during or after construction.
22)		Standard plates and/or specifications for all BMPs used including location and type of all temporary BMPs.
23)		Procedures to establish additional temporary BMPs.
24)		Methods used to minimize soil compaction and preserve topsoil described.
25)		Are temporary sediment basins required for the site? (10 or more acres drain to a common location) If yes, are all NPDES requirements met for the basin(s)?

PERMANENT STORMWATER TREATMENT - *Discuss with engineering department early in project design*

26)		Are City/State water quantity, quality, rate and BMP design requirements met as reviewed by the City engineering department? See Land Development Code Checklist for details and additional requirements that must be met.
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EROSION PREVENTION

28)		Stabilization initiated immediately when activity will be ceased for 7 days. All exposed soil areas must be stabilized no later than 7 days after activity has ceased. Protections described?
29)		Last 200 feet of drainage ditch is stabilized within 24 hours after connecting to a surface water. Practices described?
30)		Pipe outlets have energy dissipation within 24 hours.
31)		Unless infeasible, must direct discharges from BMPs to vegetated areas of the site.

SEDIMENT CONTROL

32)		Ditch checks as appropriate for site conditions.
33)		Are sediment control practices established on down gradient perimeters (e.g. silt fence, biologs)?
34)		Are all inlets properly protected?
35)		Do stockpiles have sediment controls, and are they placed in areas away from surface waters?
36)		Are all construction site entrances/exits identified and do they have appropriate BMPs? (e.g. rock entrance)
37)		Is a street sweeping plan identified.
38)		Projects disturbance within 50 feet of surface water? Then a 50' buffer or provide redundant sediment control BMPs.

POLLUTION PREVENTION & OTHER BMPs

39)		Is there a plan in place for dewatering as to not cause nuisance conditions, erosion, and utilize sediment basins?
40)		Pesticides herbicides, fertilizers, treatment chemicals, etc must be under cover.
41)		Hazardous materials (oil, gas, paint, etc) must be properly stored in sealed containers and meet State secondary containment requirements.
42)		Solid wastes stored, collected and disposed of properly.
43)		Portable toilets secured.
44)		Adequate spill response kit and disposal plan on-site. Spills must be cleaned up immediately.
45)		All MPCA liquid and solid waste (concrete, stucco, paint, cures, etc) washout requirements are met? (wash water must not touch the ground).