



Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Submittal Name: \_\_\_\_\_

Submittal Content: \_\_\_\_\_

## SMALL SITE PLAN REVIEW CHECKLIST

### **APPLICATION PROCESS**

A written application for erosion and sediment control plan approval, along with the erosion and sediment control plan, shall be filed with the Engineering Department, when applicable, as per paragraph C of Section 68.03 of Chapter 68, Stormwater Management, of the Winona City Code. The application shall include a statement indicating the purpose for which the approval is requested, that the proposed use is permitted by right or as an exception in the underlying zoning district, and adequate evidence showing that the proposed use will conform to the standards set forth in this Small Site Plan Review Checklist.

### **DEFINITION OF SMALL SITE PROJECT**

Small site projects for construction sites of redevelopment and new construction are defined in Section 68.04 of the Winona City Code and/or meet any one of the following conditions:

- | Yes                      | No                       | N/A                      |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Commercial or Industrial Land Use – all land disturbing activities greater than 1,000 square feet and less than 4,000 square feet for commercial and industrial land uses.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Single-family properties with more than 1,000 square feet of disturbed land area within any shoreland area or more than 6,000 square feet of disturbed land area outside of any shoreland area, but less than 1 acre of disturbed land area.                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Excavation or fill of greater than 100 cubic yards of material but less than 1,000 cubic yards of material;   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Public and private roads or driveways on slopes any part of which exceeds 12%.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Linear electric, telephone, cable television, utility lines, or individual service connections to these utilities in excess of 1,000 feet in length.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Any other land disturbing activities greater than 1,000 square feet not exempted in paragraph F of Section 68.03.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No land disturbing activities shall be permitted in slopes of eighteen (18) percent or more unless special arrangements and protective measures are developed, approved, and secured by appropriate financial assurances as per paragraph M of Section 68.08. |



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**AN EROSION AND SEDIMENT CONTROL PLAN IS REQUIRED IF ANY ONE OF THESE CONDITIONS IS MET.**

## **EXEMPTIONS**

An Erosion and Sediment Control Plan is not required if any one of the following conditions apply:

- | Yes                      | No                       | N/A                      |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Any activity that disturbs less than 1,000 square feet of land or any activity that disturbs less than 6,000 square feet of land on single-family properties outside any shoreland area;  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Any part of a subdivision if a plat for that subdivision has been approved by the City Council on or before the effective date of chapter 68 of the Winona City Code or this Small Site Plan Review Checklist;  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Any site plans approved on or before the effective date of chapter 68 of the Winona City Code or this Small Site Plan Review Checklist;   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A lot for which a building permit has been approved on or before the effective date of chapter 68 of the Winona City Code or this Small Site Plan Review Checklist;   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ongoing operations and maintenance activities for existing facilities such that any single activity does not exceed project sizes specified in paragraphs C and D of Section 68.03 of the Winona City Code;   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Installation and maintenance of fence, sign, telephone, and electric poles and other kinds of posts or poles;   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Minor land disturbance activities such as home gardens and lawn maintenance;  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Tilling, planting, or harvesting of agricultural or horticultural crops, or planting of silvicultural (forestry) crops, or for such removals for maintenance activities, but such activities shall implement SWCD and NRCS approved control practices; or   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Emergency work to protect life, limb, or property and emergency repairs, unless the land disturbing activity would have otherwise required an approved erosion and sediment control plan, except for the emergency. If such a plan would have been required then the disturbed land area shall be shaped and stabilized in accordance with the City's requirements as soon as possible. |



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## **SUBMITTALS**

Yes    No    N/A

- Two sets of clearly legible copies of drawings and required information shall be submitted to the Engineering Department and shall be accompanied by all applicable fees. Drawings shall be prepared to a scale appropriate to the site of the project and suitable for the review to be performed. At a minimum, the scale shall be 1 inch equals 50 feet.
- A \$50 check made payable to "City of Winona"; or call the Engineering Office at (507) 457-8269 with credit card information (*Visa or Master Card only*).
- The erosion and sediment control plan shall be reviewed and approved by the City Engineer prior to issuance of a small site erosion and sediment control plan permit.
- The erosion and sediment control plan, the site construction plan, and any other documents the City requires shall be in compliance with Chapter 68, Stormwater Management, of the City of Winona City Code.
- Construction activity, when applicable, shall follow the NPDES Construction General Permit.

## **EROSION AND SEDIMENT CONTROL PLAN**

Yes    No    N/A

**Does the erosion and sediment control plan follow the NPDES Municipal Separate Storm Sewer System (MS4) Permit, specifically:**

- Part III.D.4.a (1)-(8)
- Part III. D.5.a.(1)-(5)

The erosion and sediment control plan shall contain the following information for all work at a minimum, except as determined otherwise by staff:

- Identification and description;
- Applicant's name and address;
- Legal description and address;



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- Names, addresses, and phone numbers of the primary contact, record owner, and an agent, land surveyor, and engineer, if any;
- Names, addresses, and phone numbers of the primary contact for the project general contractor shall be submitted prior to the start of any land disturbing activities;
- General location map; and
- Date of preparation of any maps provided.

## **EXISTING CONDITIONS PLAN**

Yes    No    N/A

The Existing Conditions Plan shall include:

- Boundary lines of proposed plan;
- Existing drainage, utility, and other easements;
- Existing zoning classifications for land within and abutting the development;
- Acreage and lot dimensions;
- Location of existing roads, property lines, and structures;
- Location and dimensions of existing natural waterways and stormwater drainage systems;
- Location of existing natural water bodies including lakes, streams, and wetlands on or immediately adjacent to property, as well as normal water level and ordinary high water level; and
- Vegetative cover, wooded areas, and a clear delineation of any vegetation proposed for removal.
- A completed erosion and sediment control plan checklist, located at the end of the Small Site Projects section, specifying the erosion and sediment control practices to be utilized. Both the applicant and the contractor shall sign the erosion and sediment control plan checklist certifying their understanding of the measures and that penalties may be exacted by the City



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for failure to comply with the measures agreed upon.

## **SITE CONSTRUCTION PLAN**

Yes    No    N/A

A site construction plan shall be submitted prior to conducting any land disturbing activity and shall include:

- Locations and dimensions of all proposed land disturbing activities;
- Locations and dimension of all temporary soil or dirt stockpiles;
- Any temporary easements needed during construction;
- The owner and operator of the proposed construction activity; and
- Total acreage to be disturbed.

## **POST CONSTRUCTION /MAINTENANCE PLAN**

Yes    No    N/A

- New development and redevelopment projects with land disturbances of greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, within the permittee’s jurisdictions and that discharge to the City’s MS4, must be in compliance with the Post Construction Stormwater Management requirements of Part III D.5 (1)-(5) of the MS4 Permit.

## **DESIGN STANDARDS FOR STORMWATER DETENTION FACILITIES**

Yes    No    N/A

- Has the Permanent stormwater detention facility been designed according to the most current technology as reflected in the MPCA on-line document “Minnesota Stormwater Manual”?

At a minimum, does the design have the following design factors:



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## SMALL SITE PLAN REVIEW CHECKLIST

- A permanent pond volume, when present, equal to 1800 cubic feet per acre of area draining to the pond;
- A permanent pool depth, when present, of three feet minimum to ten feet maximum;
- A permanent pool length- to- width ratio of 1.5:1 or greater;
- A minimum protective shelf extending ten feet into the permanent pool with a slope of 10:1, beyond which slopes should not exceed 3:1, and above which slopes should not exceed 4:1;
- A protective buffer strip of vegetation surrounding the permanent pool at a minimum width of 25 feet;
- All stormwater detention facilities shall have a skimming device to keep oil, grease, and other floatable material from moving downstream during a 2 year storm;
- Stormwater detention facilities for new development must be sufficient to limit peak flows to those that existed before the development for the 2, 10 and 100-year storm events. All calculations and hydrologic models/information used in determining peak flows shall be submitted along with the stormwater management plan;
- All stormwater detention facilities must have a forebay to remove coarse-grained particles prior to discharge into a watercourse or storage basin;
- Ponds shall have a 20-foot access easement, if not located along a roadway;
- Buildings shall have a minimum setback of 30 feet from the Normal Water Level of the pond;
- Buildings shall have a minimum floor elevation two (2) feet above the pond High Water Level;
- Ponds shall incorporate multi-stage outlets as necessary;
- The Normal Water Level, the 2-year and 10-year High Water Level and the 100-year High Water Level for all ponds must be clearly indicated on all plans;



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The vegetation in the 10:1 bench area of proposed ponds shall be consistent with the surrounding native vegetation and shall be approved by the City; and

All disturbed areas shall be seeded with an approved seed mix that contains appropriate native grasses, forbs, and legumes.

## **MODELS/METHODOLOGIES/COMPUTATIONS**

Yes No N/A

Have all the pond design and hydrologic calculations submitted shown the methods and data used to determine runoff volume, runoff rates, and routing of stormwater flows through ponds and/or channels (e.g., when using NRCS methods, do the data and calculations include curve numbers and time of concentration and how they were determined)?

Do the pond calculations that have been submitted describe existing soils?

Do the drainage maps submitted for the existing and proposed conditions show 2-foot contours with drainage areas clearly labeled?

Are all drainage area maps scaled to no less than 1:50?

## **ADDITIONAL INFORMATION**

Yes No N/A

Any other information pertinent to the particular project that, in the opinion of the City, is necessary for the review of the project. Ord. No. 3738 07102107.

## **APPROVAL FROM OTHER JURISDICTIONS**

Yes No N/A

**Has the plan been approved, where required, by any of the following jurisdictional agencies:**

MPCA

MN Department of Natural Resources



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## SMALL SITE PLAN REVIEW CHECKLIST

- MN Department of Transportation
- U.S. Army Corps of Engineers
- Other:
- Other:
- Other:
- Other: