68.04 SMALL SITE PROJECTS; EROSION AND SEDIMENT CONTROL PLAN; APPLICATION PROCEDURES

A. Application Process.

1. A written application for erosion and sediment control plan approval, along with the proposed erosion and sediment control plan, shall be filed with the Engineering Department, when applicable as per paragraph D of 68.03 of this chapter. 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 chapter.

2. 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.

3. The erosion and sediment control plan must be reviewed and approved by the City Engineer prior to issuance of a small site erosion and sediment control plan permit.

B. Erosion and sediment control plan. At a minimum, the erosion and sediment control plan shall contain the following information for all work, except as determined otherwise by staff:

1. Identification and description;
2. Applicant's name and address;
3. Legal description and address;
4. Names, addresses, and phone numbers of the primary contact, record owner, and an agent, land surveyor, and engineer, if any;
5. Names, addresses, and phone numbers of the primary contact for project general contractor shall be submitted prior to start of any land disturbing activities;
6. General location map;
7. Date of preparation on any maps provided;
8. Existing conditions:
    a. Boundary lines of proposed plan;
    b. Existing drainage, utility, and other easements;
    c. Existing zoning classifications for land within and abutting the development;
    d. Acreage and lot dimensions;
    e. Location of existing roads, property lines and structures;
    f. Location and dimensions of existing natural waterways and stormwater drainage systems;
    g. 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
    h. Vegetative cover, wooded areas, and a clear delineation of any vegetation proposed for removal.

3. A site construction plan. At a minimum, the site construction plan shall include the following:
    a. Locations and dimensions of all proposed land disturbing activities;
    b. Locations and dimensions of all temporary soil or dirt stockpiles;
    c. Any temporary easements needed during construction.

4. Checklist. A completed erosion and sediment control plan checklist specifying the erosion and sediment control practices to be utilized shall be submitted. 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 for failure to comply with the measures agreed upon.

5. Additional Information. 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 07/02/07.

68.05 – LARGE SITE PROJECTS; STORMWATER MANAGEMENT PLAN APPLICATION PROCEDURES

A. Application Process.

A written application for stormwater management plan approval, along with the proposed stormwater management plan, the stormwater pollution prevention plan (SWPPP) required by the NPDES General Construction Permit, and site construction plan, shall be filed with the Engineering Department, when applicable, as per paragraph C of Section 68.03 of this chapter. 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 chapter. Prior to applying for approval of a stormwater management plan, an applicant may have the stormwater management plan reviewed by the appropriate departments of the City. The SWPPP may be substituted for applicable portions of the stormwater management plan.

The stormwater management plan must be reviewed and approved by the City Engineer prior to issuance of a large site project stormwater management permit.

B. Submittals

1. Two sets of clearly legible copies of drawings, the stormwater management plan and the site construction plan 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.
2. The stormwater management plan shall contain the information required for compliance with the most recent requirements for a Storm Water Pollution Prevention Plan (SWPPP) as part of the Minnesota Pollution Control Agency's NPDES/SDS "Application for General Stormwater Permit for Construction (MN R100001)", including all applicable special provisions.
3. A copy of the NPDES General Construction Permit or Application must be submitted as part of the stormwater management plan.
4. The stormwater management plan and the site construction plan shall meet all of the requirements set forth in Section 68.07 of this chapter.
5. The owner must develop a SWPPP prior to submitting any large project stormwater management permit application and prior to conducting any land disturbing activity. The SWPPP must be a combination of narrative, plan sheets and, if appropriate, standard detail sheets that address the foreseeable conditions, at any stage in the construction or post construction activities.
6. Existing conditions plan including:
    a. Boundary lines of proposed plan;
    b. Existing topography shown at 2 foot contour intervals;
    c. Existing drainage, utility, and other easements;
    d. Existing zoning classifications for land within and abutting the development;
    e. Acreage and lot dimensions;
    f. Location of existing roads, property lines and structures;
    g. Location and dimensions of existing constructed and natural stormwater drainage systems, with flow direction indicated;
    h. Location and distance from limits of construction 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;
    i. Vegetative cover, wooded areas, and a clear delineation of any vegetation proposed for removal;
7. A site construction plan including:

a. Locations and dimensions of all proposed land disturbing activities and any phasing of those activities;

b. Erosion and sediment control measures for all temporary soil or dirt stockpiles;

c. Locations and dimensions of all construction site erosion control measures necessary to meet the requirements of this chapter;

d. Provisions for maintenance of the construction site erosion control measures during construction; and

e. Any temporary easements needed during construction.

8. For storm water discharges from construction activities where the owner or operator changes, the new owner or operator can implement the original SWPPP created for the project, or develop and implement their own SWPPP. The new owner or operator must notify the Engineering Department of permit transfer/modification within 7 days of assuming control of the site or commencing work on-site, or of the legal transfer, sale or closing on the property.

9. Owners and operators shall ensure either directly or through coordination with other permitees that their SWPPP meets all terms and conditions of the stormwater management permit and that their activities do not render another party's erosion and sediment control and stormwater management plans ineffective.

10. A maintenance plan indicating the responsible party or parties charged with the long-term maintenance, repair, or replacement of any privately owned stormwater conveyance and retention facilities. Such plan shall also include information on the intended final ownership of the properties containing such facilities and the means by which inspection, maintenance, repair, or replacement shall be funded and accomplished.

11. Lot sizes, layout, numbers and preliminary dimensions of lots and blocks;

12. Minimum building setback lines as required by the zoning ordinance;

13. Areas and size of areas other than streets, alleys, pedestrian ways and utility easements, intended to be dedicated or reserved for public use;

14. Finished grading shown as 2 foot contours to clearly indicate the relationship of proposed changes to existing topography and remaining features;

15. A drainage plan of the developed site delineating in which direction and at what rate stormwater will be conveyed from the site and setting forth the areas of the site where stormwater will be allowed to collect;

16. Location of proposed public sewer and water mains;

17. A landscape plan, drawn to an appropriate scale, including dimensions and distances and the location, type, size and description of all proposed landscape materials and proposed ground cover (final stabilization) which will be added to the site as part of the development;

18. Hydrologic calculations for stormwater runoff volume, velocities, and peak flow rates for the 2-yr, 24-hour critical event, 10-yr, 24-hour critical event, and 100-yr, 24-hour critical event;

19. Bankfull discharge rate (typically, the 1.5 year recurrence interval) of creek or stream if there is a waterway on the site or if the site discharges directly to a waterway;

20. Normal water level, high water level, and emergency overflow elevations for ponding areas on the site;

21. Any other information pertinent to the particular project that, in the opinion of the City, is necessary for the review of the project.

C. Alteration of the Course, Current, or Cross-section of Natural or Constructed Drainageways.

Land disturbing activities that alter natural or constructed drainageways require that the stormwater management plan shall additionally contain the following information:

1. Finished grading shown at contours at the same interval as provided above or as required to clearly indicate the relationship of proposed changes to existing topography and remaining features;

2. A drainage plan of the developed site delineating in which direction and at what rate stormwater will be conveyed from the site and setting forth the areas of the site where stormwater will be allowed to collect;

3. Hydrologic calculations for stormwater runoff volume, velocities, and peak flow rates for the 2-yr, 24-hour critical event, 10-yr, 24-hour critical event, and 100-yr, 24-hour critical event;

4. Bankfull discharge rate (typically, the 1.5 year recurrence interval) of creek or stream if there is a waterway on the site or if the site discharges directly to a waterway;

5. Any other information pertinent to the particular project that, in the opinion of the City, is necessary for the review of the project.

D. Models/Methodologies/Computations.

Hydrologic models and design methodologies used for determining runoff characteristics and analyzing stormwater management structures shall be approved by the City Engineer. Plans, specifications and computations for stormwater management facilities submitted for review shall be signed by a registered professional engineer. All computations shall be submitted for review, unless otherwise approved by the City Engineer.

E. Legal documents

Legal documents for securing temporary or permanent easements as necessary shall be submitted for review. Ord. No. 3738 07/02/07.