



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

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

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

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

# LARGE SITE PLAN REVIEW CHECKLIST

## 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 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 Large Site Plan Review Checklist. 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.

## DEFINITION OF LARGE SITE PROJECT

Large site projects for construction sites of redevelopment and new construction are defined in Section 68.05 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 4,000 square feet for commercial and industrial land uses, or phased and connected land disturbing activities that cumulatively disturb more than 4,000 square feet within a three year period; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Subdivisions, except lot splits that will result in no more than four (4) single-family lots and will not require the construction of shared access drives or other road improvements;  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Single-family properties with greater than 1 acre of disturbed land area;   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Excavation or fill of greater than 1,000 cubic yards of material;   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Any alteration of the course, current, or cross-section of natural or constructed drainageways;   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Any other land disturbing activities greater than 1 acre not exempted in paragraph F of Section 68.03; or   |



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

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

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

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

# LARGE SITE PLAN REVIEW CHECKLIST

- No land disturbing activities shall be permitted in slopes of eighteen (18) percent or more unless special arrangements and protective measures are developed and approved as part of the Stormwater Management Plan, and secured by appropriate financial assurances as per paragraph M of Section 68.08.

**A STORMWATER MANAGEMENT PLAN IS REQUIRED IF ANY ONE OF THESE CONDITIONS IS MET AND MUST OBTAIN COVERAGE UNDER THE CURRENT NPDES CONSTRUCTION GENERAL PERMIT (CGP).**

## **EXEMPTIONS**

A Stormwater Management 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 Large 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 Large 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 Large 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 |



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

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

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

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

# LARGE SITE PLAN REVIEW CHECKLIST

- 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.

## **SUBMITTALS**

Yes    No    N/A

- 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.
- \$125 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 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 (MNR100001)”, including all applicable special provisions.
- A copy of the NPDES General Construction Permit or Application must be submitted as part of the stormwater management plan.
- The stormwater management plan, the erosion and sediment control plan, the site construction plan, and any other documents the City requires for large site projects shall meet all of the requirements set forth in Chapter 68, Stormwater Management, of the City of Winona City Code and this Large Site Plan Review Checklist.

The written application for the stormwater management plan shall include:

- Purpose for request;
- State that the proposed use is permitted in the zoning district, or as an exception; and



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

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

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

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

# LARGE SITE PLAN REVIEW CHECKLIST

- Evidence showing the proposed use will conform to standards within Chapter 68 and this Large Site Plan Review Checklist.
- 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.

## **EXISTING CONDITIONS PLAN**

Yes    No    N/A

The Existing Conditions Plan shall include:

- Boundary lines of proposed plan;
- Existing topography shown at two (2) foot contour intervals;
- 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 constructed and natural stormwater drainage systems, with flow direction indicated;
- 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; and
- Vegetative cover, wooded areas, and a clear delineation of any vegetation proposed for removal.



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

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

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

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

# LARGE SITE PLAN REVIEW CHECKLIST

## SITE CONSTRUCTION PLAN

Yes    No    N/A

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

- Post-construction stormwater management BMPs;
- The owner and operator of the proposed construction activity;
- Locations and dimensions of all proposed land disturbing activities and any phasing of those activities;
- Erosion and sediment control measures for all temporary soil or dirt stockpiles; locations and dimension of all construction site erosion control measures necessary to meet the requirements of this Large Site Plan Review Checklist;
- Provisions for maintenance of the construction site erosion control measures during construction; and
- Any temporary easements needed during construction.

The Stormwater Pollution Prevention Plan (SWPPP) shall include;

- 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;
- For stormwater discharges from construction activities where the owner or operator changes, the new owner or operator can 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;
- Owners and operators shall ensure either directly or through coordination with other permittees 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.



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

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

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

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

# LARGE SITE PLAN REVIEW CHECKLIST

- Lot sizes, layout, numbers, and preliminary dimensions of lots and blocks.
- Minimum building setback lines as required by the zoning ordinance.
- Areas and size of areas other than streets, alleys, pedestrian ways, and utility easements, intended to be dedicated or reserved for public use.
- Finished grading shown as 2 foot contours to clearly indicate the relationship of proposed changes to existing topography and remaining features.
- 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.
- Location of proposed public sewer and water mains.
- 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.
- 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.
- Bankfull discharge rate (typically, the 1.5 year recurrence interval) of the creek or stream if there is a waterway on the site or if the site discharges directly to a waterway.
- Normal water level, high water level, and emergency overflow elevations for ponding areas on the site.
- Any other information pertinent to the particular project that, in the opinion of the City, is necessary for the review of the project.

## **EROSION AND SEDIMENT CONTROL**

Yes    No    N/A

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



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

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

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

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

# LARGE SITE PLAN REVIEW CHECKLIST

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

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

## **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.

A maintenance plan shall be submitted 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.

## **LEGAL DOCUMENTS**

Yes No N/A

Legal documents for securing temporary or permanent easements as necessary shall be submitted for review. Ord. No. 3738 07102107.

## **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:

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;



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

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

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

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

# LARGE SITE PLAN REVIEW CHECKLIST

- 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;
- 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                      |  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hydrologic models and design methodologies used for determining runoff characteristics and analyzing stormwater management structures shall be approved by |





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

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

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

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

# LARGE SITE PLAN REVIEW CHECKLIST

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.

- 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?

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