

SECTION 505.200: LAND DISTURBANCE PERMIT -- SUBMISSION REQUIREMENTS

A. The following information shall be submitted to the Director as a part of the application for a land disturbance permit as required by [Section 505.190](#):

1. A site map in compliance with [Section 505.210](#);
2. A SWPPP in compliance with [Section 505.220](#);
3. Project narrative per [Section 505.230](#);
4. A work schedule in compliance with [Section 505.240](#);
5. The permit fee as set forth in [Section 505.190\(E\)](#);
6. A performance guarantee if required by [Section 505.270](#);
7. A soils engineering report in compliance with [Section 505.250](#) will be required before a land disturbance permit will be issued; and
8. An engineering geology report in compliance with [Section 505.260](#) when required by the County.

B. Plans submitted in accordance with Subsections (A)(7) and (A)(8) of this Section must be prepared and certified by a licensed professional or by someone who has successfully completed certification requirements from a nationally recognized organization that specializes in soil and erosion control, with such certification to be based upon preparation, knowledge and experience, passage of an examination showing proficiency in the principles and practices of erosion and sediment control, as well as a peer reviewed application stating the candidate's education and years of experience working in the industry. The certification must require continuing education credits to maintain the certification and the professional must certify as part of his/her report that he/she has maintained such credits to date. The program must be approved by the County.

C. The County may require any additional information or data deemed appropriate and/or may impose conditions thereto as the Director may deem necessary to ensure compliance with the provisions of this Chapter to preserve public health and safety.

D. The Director may waive the requirements for site maps, plans, reports or drawings, if the Director finds that the information on the application and supporting information is sufficient to show that the proposed work will conform to the requirements of this Chapter.

E. The applicant is bound by information submitted and by this Chapter.

F. Land disturbance activity may not take place in the County until a permit, as described in [Section 505.190](#), has been issued and, if the Director has determined that a performance guarantee is necessary, an acceptable agreement has been obtained. (Order Adopted 4-2-08 App. A Art. 10 §10.070; Ord. No. 10-0248 §1, 6-8-10)

SECTION 505.210: SITE MAP

Subject to [Section 505.200\(A\)](#), as a part of each application, the applicant shall submit a site map that contains all of the information specified in the Erosion and Sediment Control/Stormwater Management Manual required by this Article;

1. An attached vicinity map showing the location of the site in relation to the surrounding area's watercourses and water bodies within one hundred (100) feet, other geographic and natural features and street and other structures;
2. Existing and proposed topography of the entire site with contour lines drawn with an interval in accordance with the following table:

Ground Slope	Contour Interval
Flat: 0--30%	2 feet
Steep: 30%+	5 feet

For minor subdivisions with minimum four (4) acre lots, U.S.G.S. data may be used for existing topography for purposes of the land disturbance permit.

3. Drainage areas within one hundred (100) feet;
4. Site's property lines shown in true location with respect to the plan's topographic information;
5. Location and graphic representation of all existing and proposed drainage facilities (natural and manmade) and to which Jefferson County watershed(s) the drainage occurs;
6. Location, graphic representation and legend with a general description of each soil type as described in the "Soil Summary of Jefferson County, Missouri, United States Department of Agriculture, Natural Resources Conservation Service" using Table 12, Building Site Development and Table 13, Sanitary Facilities;
7. Location of buffer strips delineating both streamside zone and the outer zone as defined in Section 505.170(B)(4);

8. Delineation of any above grade natural or artificial water storage areas, detention areas and drainage ditches on the site and a copy of the 404 permit or a statement of no permit required;
9. Delineation of any drainage, sanitary, utility or other easement(s) on or near the site;
10. Delineation of the 100-year floodplain and floodway on the site, or a statement that there are no such floodplains located on the property;
11. Location and graphic representation of proposed excavations and fills, of on-site storage of soil and other earthen material and prior to hauling, the location of off-premises disposal site;
12. Location and general description of vegetation cover to be left undisturbed;
13. Location of existing surface runoff and erosion and sediment control measures;
14. Location of any water wells and on-site septic systems;
15. Location and size of any sink holes;
16. Quantity of soil in cubic yards to be disposed off site;
17. Proposed sequence of excavation, filling and soil or earthen material storage and disposal; and
18. All locations of concrete washouts, hazardous material storage sites, locations of temporary restroom facilities (e.g., port-a-potties), locations for equipment storage and maintenance and the location of the construction entrance and employee parking area. This will include all BMPs to ensure that there is adequate protection and containment for any form of spills.
19. The signature of a licensed professional. (Order Adopted 4-2-08 App. A Art. 10 §10.080; Ord. No. 10-0248 §1, 6-8-10)

SECTION 505.220: STORM WATER POLLUTION PREVENTION PLAN (SWPPP)

Subject to [Section 505.200\(A\)](#), as a part of each application, an applicant shall submit a SWPPP that is drawn to an appropriate engineering scale and that includes sufficient information to evaluate the environmental characteristics of the affected area, to assess the potential impacts of the proposed land disturbance on water resources and identify proposed methods to minimize on-site soil erosion and prevent off-site sedimentation to the maximum extent practicable, including disturbance of topsoil and limitation on disturbance and areas preserved as buffer strips designated to protect drainage courses. The SWPPP shall contain all the information specified

herein and meet all the erosion and sediment control design criteria established pursuant to [Section 505.170](#). (Order Adopted 4-2-08 App. A Art. 10 §10.090; Ord. No. 10-0248 §1, 6-8-10)

SECTION 505.230: PROJECT NARRATIVE

The following items shall be submitted in support of an application for a land disturbance permit:

1. An identification of the areas on the site to be protected from disturbance and the methods of the protection.
2. Applicable State and Federal permits applied for or obtained.
3. A description of, and the specification for, the measures to be undertaken to retain sediment on the site including, but not limited to, designs and specification for berms and sediment detention facilities and a schedule for maintenance and upkeep.
4. A description of, and specifications for, the measures undertaken to reduce surface runoff and control erosion including, but not limited to, types and methods of applying mulches, designs and specifications for diverters, dikes and drains and a schedule for their maintenance and upkeep.
5. A description of the temporary and permanent vegetative measures to be used, including seeding mixtures and rates, types of sod, method of seedbed preparation, expected seeding dates, types and rates of lime and fertilizer application, kind and quantity of mulching, the type, location and extent of pre-existing undisturbed vegetation types and vegetation to remain, including buffer strips, and a schedule for maintenance and upkeep.
6. Alternative methods of stabilizing the site when either seeding is not performed in accordance with the work schedule or is performed and is not effective.
7. The location and description, including design details, of temporary and permanent erosion, surface runoff and sediment control measures and structures or show in a typical format with proposed locations on the plan.
8. The maximum surface runoff from the site, calculated using the best available information and sound engineering principles.
9. The sediment yield, calculated using the best available information and sound engineering principles.
10. The estimated duration of the permit, defined as the time for the inception of the land disturbance until concluded and the site stabilized.

11. A statement noting that the contractor, developer and owner shall request the County to inspect and approve work completed in accordance with the approved plan and in accordance with this Chapter. The contractor, developer or owner shall be required to obtain written approval by the County at the stages of development as outlined in [Section 505.280\(E\)](#).

12. The storm drainage system including quantities of flow and site conditions around all points of surface water discharge from the site.

13. The details of temporary and permanent stabilization measures, including a construction note on the plan stating: "Following initial soil disturbance or redistribution, permanent or temporary stabilization shall be completed within seven (7) calendar days on all perimeter dikes, swales, ditches, perimeter slopes and all slopes greater than 3 horizontal to 1 vertical (3:1), embankments of ponds, basins and traps, and within fourteen (14) days on all other disturbed or graded areas. This requirement does not apply to those areas that are shown on the plan and are currently being used for material storage or for those areas on which actual construction activities are currently being performed. (Order Adopted 4-2-08 App. A Art. 10 §10.100; Ord. No. 10-0248 §1, 6-8-10)

SECTION 505.240: WORK SCHEDULE

Subject to [Section 505.200\(A\)](#), the applicant shall submit a chronological construction schedule and approximate time frames for each activity specified herein and in the Erosion and Sediment Control/ Stormwater Management Manual required by [Section 505.170](#):

1. Clearing and grubbing for those areas necessary for installation of perimeter erosion control devices;
2. Construction of perimeter erosion and sediment control devices;
3. Remaining interior site clearing and grubbing;
4. Installation of permanent and temporary stabilization measures;
5. Grading for the site;
6. Utility installation and statement of whether storm drains will be used or blocked during construction;
7. Building, parking lot and site construction if part of the land disturbance activities;
8. Final grading, landscaping or stabilization;

9. Implementation and maintenance of final erosion control structures; and
10. Removal of temporary erosion control devices. (Order Adopted 4-2-08 App. A Art. 10 §10.110; Ord. No. 10-0248 §1, 6-8-10)

SECTION 505.250: SOILS ENGINEERING REPORT

When the County determines that because of soil types and the need to protect against erosion or other hazards or when the development proposes more than five (5) feet of cut or five (5) feet of fill, the applicant shall submit a soils engineering report, subject to [Section 505.200\(A\)](#). The report shall be based on adequate and necessary test borings and shall contain all the information listed below. Recommendations included in the report and approved by the County shall be incorporated in the SWPPP. The report shall include:

1. Data regarding the nature, distribution, strength and erodibility of existing soils.
2. If applicable, data regarding the nature, distribution, strength and erodibility of soil to be placed on the site.
3. Conclusions and recommendations for grading procedures.
4. Conclusions and recommended designs for interim soil stabilization devices and measures and for permanent soil stabilization after construction is completed.
5. Design criteria for corrective measures when necessary.
6. Opinions and recommendations covering the stability of the site. (Order Adopted 4-2-08 App. A Art. 10 §10.120; Ord. No. 10-0248 §1, 6-8-10)

SECTION 505.260: ENGINEERING GEOLOGY REPORT

When the County determines that, subject to [Section 505.200\(A\)](#), additional information is required on properties to protect against landslides, faults or other geological hazards, the applicant shall submit an engineering geology report. The report shall be based on adequate and necessary test borings and give an adequate description of the geology of the site, with conclusions and recommendations, regarding the effect of geologic conditions on the proposed development and giving opinions and recommendations covering the adequacy of site to be developed by the proposed land disturbance activity. Recommendations included in the report and approved by the County shall be incorporated in the SWPPP. The report shall be based on subsurface exploration and testing that represents conditions of the entire parcel. The report shall include:

1. Maps depicting regional geologic settings and site-specific geologic formations and structures.

2. Review of generally accepted published geologic reports pertaining to the area.
3. An adequate description of the geology of the site, including description of bedrock lithology, structure and physical characteristics (strength, jointing, weathering, hardness, special physical or chemical features) and discussion of how the geologic structure affects the site.
4. Identification of active and dormant landslides based on both site analysis and published geologic maps. Geologic cross sections where appropriate to convey information on geologic relationships.
5. Discussion of geomorphology and relevant hillslope and stream processes. Identification and evaluation of any faults on or adjacent to the site, including their degree of activity and their possible engineering significance.
6. Description and evaluation of off-site geologic hazards that may affect the graded site.
7. Conclusions and recommendations regarding the effect of geologic conditions on the proposed development.
8. These studies shall be performed for the entire parcel and shall not be limited only to those portions to be graded.
9. Reports should be signed by a Missouri licensed professional engineer. (Order Adopted 4-2-08 App. A Art. 10 §10.130; Ord. No. 10-0248 §1, 6-8-10)

SECTION 505.270: PERFORMANCE GUARANTEE

- A. Based on the Jefferson County Schedule of Construction Unit Prices, prior to the issuance of a land disturbance permit, the applicant must submit a performance guarantee agreement secured by a letter of credit that meets the requirements specified in this Chapter and in a satisfactory form and approved by the County Counselor. That instrument shall be conditioned upon the faithful performance of the terms of the permit and the soil erosion and sediment control stormwater measures specified in the permit and approved plan within the time authorized by the permit or within any extension granted. The amount of the performance guarantee shall be sufficient to cover erosion/sedimentation control (installation and maintenance) and soil stabilization of the site in the event of default by the permittee. The Director may grant a partial or complete waiver of the performance guarantee, upon application, where the Director finds minimal impairment of existing surface drainage, minimal erosion hazard and minimal sedimentation hazard upon any adjacent land or watercourse and no hazard to human life or property.
- B. A performance guarantee shall remain in full force and effect until the applicable permit is terminated, pursuant to [Section 505.190\(J\)](#) and all other permittee's acts covered by the

performance guarantee have been determined to be complete. If the permit holder does not faithfully perform the soil erosion and sediment control measures specified in the permit, the financial institution securing the letter of credit will cause the measures to be performed or may pay the County on demand the amounts needed to perform and maintain the measures. A release of the performance guarantee shall be transmitted to the letter of credit depositor upon termination of the applicable permit in accordance with [Section 505.190\(J\)](#). Failure to renew the performance guarantee thirty (30) days prior to its expiration shall be deemed a default. (Order Adopted 4-2-08 App. A Art. 10 §10.140; Ord. No. 10-0248 §1, 6-8-10)