



LAND DISTURBANCE PERMIT ISSUANCE CHECKLIST

Jefferson County Stormwater Division

725 Maple Street, PO Box 100
Hillsboro, MO 63050

Generally, a land disturbance permit is required for all sites disturbing 1 acre or more, or sites that disturb less than 1 acre when part of a larger common plan of development or sale that will disturb a cumulative total of 1 or more acres over the life of the project. However, all land disturbance is required to comply with the Jefferson County Code of Ordinances Chapter 505: Erosion and Sediment Control/Stormwater Management Design Manual, regardless of the size of the land disturbance. The owner is ultimately responsible for compliance of the site.

Application Submittal includes the following:

I. Submit Land Disturbance Application Form and Permit Fee

Land Disturbance Permits Fees:

- 1-3 Acres = \$500.00 + \$50.00/acre
- >3-10 Acres = \$1000.00 + \$50.00/acre
- >10-25 acres = \$1500.00 + \$25.00/acre for every acre, or part thereof, over 10 acres
- >25 Acres = \$1875.00 + \$10.00/acre for every acre, or part thereof, over 25 acres

- a. Submit your Land Disturbance Application fee to the Stormwater Office. Checks are made out to Jefferson County.
- b. The Land Disturbance Application Form can be found on our website at <https://www.jeffcomo.org/DocumentCenter/View/9847/Land-Disturbance-Permit-Application-PDF?bidId=>, or request a form by emailing Stormwater@jeffcomo.org
- c. The Land Disturbance Application must be issued in the name of the current property owner.
- d. If you have any questions about beginning the process, call the Stormwater Office at 636-797-6228, or visit the office on the second floor of the Annex Building.

II. Submit Site Plans, Stormwater Pollution Prevention Plan (SWPPP), Site Map, Project Narrative, and Work Schedule.

- a. A Licensed Professional may need to assist in the preparation of the SWPPP.
- b. Information about the submission requirements can be found by visiting our website, <http://www.ecode360.com/JE3328>, in Chapter 505.
- c. A template can be found at http://www.epa.gov/npdes/pubs/sw_cgp2012_swppptemplate.docx
- d. Submit the SWPPP and other information with the LDP application to the Stormwater office, 725 Maple Street, Hillsboro, MO 63050 (we are located on the second floor of the Annex Building).

- e. Once the SWPPP has been reviewed, and any comments have been addressed, an approval letter will be sent to the permittee detailing the remaining documents needed for the LDP to be issued.
 - f. These documents could vary from project to project.
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Additional Documents, Permit Fee, and Performance Guarantee includes the following:

III. Secure a Missouri DNR Land Disturbance Permit

- a. State Land Disturbance Permits are now issued online through e - Permitting: <http://dnr.mo.gov/env/wpp/stormwater/sw-land-disturb-permits.htm>
- b. Submit a paper copy to the Stormwater Division, or an electronic copy via email to: stormwater@jeffcomo.org.

IV. Submit copies to the Stormwater Office, of any additional relevant local, state, or federal permits that have been issued.

- a. Army Corp of Engineer 404 Permits, MO DNR 401 Certifications, County Floodplain Development Permit, Engineering Geology Report, Soils Engineering Report, etc.
- b. If the additional permits and documents have already been received, then attach them to the SWPPP and submit them at that time. Otherwise, submit copies to the Stormwater Office.
- c. These requirements will be needed for Site Plan approval.

V. Submit Performance Guarantee Spreadsheet for Review

- a. The Performance Guarantee will be submitted to County Council for review and approval. The process could take 1-2 months.
- b. Jefferson County will determine the escrow amount to be issued.
- c. There are two ways to secure a Performance Guarantee:
 - Cash Escrow
 - Check made out for correct amount to Jefferson County.
 - Letter of Credit
 - Obtained through applicant's bank, Jefferson County will need bank officials contact information.
 - Letter of Credit to Secure Requirements of LDP signed by the bank, officer and the developer.