



SITE PLAN / GRADING PERMIT APPLICATION

Permit # _____

Date: _____

Address: _____

Lot # _____ Subdivision _____ PID# _____

Applicant Name: _____ Phone: _____

Address: _____

Must attach following items:

- ☐ Site Plan
- ☐ Site Plan Review Checklist
- ☐ SWPP Plan (Stormwater Pollution Prevention Plan)

Fee Calculation:

Estimated cost of project: \$ _____

Fee: \$15 per Acre of Land to be Graded
(or minimum \$15) \$ _____

Escrow to Reseed - \$600 per Acre
(or minimum \$200) \$ _____

Total: \$ _____

NOTE: The escrow to reseed may be returned in full once the applicant submits, and the City approves, the application for permit termination.

Per City Code Section 400.490(A)(2), the City Engineer may require a revised SWPP plan be submitted for approval at any time, due to changing site conditions.

Applicant Signature:

Applicant/Company Name (please print):



SITE PLAN REVIEW CHECKLIST and REQUIREMENTS TO BE SUBMITTED WITH PLANS

SITE INFORMATION

Address: _____ Applicant: _____

REQUIRED FOR ALL PROJECTS – RESIDENTIAL + COMMERCIAL + INDUSTRIAL

SITE PLAN CONTENT REQUIREMENTS

- ☐ Location map of the property.

- ☐ North arrow and plan scale.

- ☐ Out-boundary of the lot. Also include the lot number and subdivision name, if applicable. (see Additional Information below)

- ☐ The area of the lot in square feet or acres to the nearest tenth of an acre.

- ☐ Delineation and identification of all easements (existing and proposed). (see Additional Information below)

- ☐ Delineation of existing buildings, to be retained and proposed buildings. Also indicate the proposed use of the building(s) and the distances, in feet, from the lot lines and right-of-way line(s).

- ☐ Delineation of minimum building setback requirements. (see Additional Information below)

- ☐ A tabulation of the number of multiple –family dwelling units by number of bedrooms, if applicable.

- ☐ Delineation and dimensions of existing and proposed type of pavement and curbing, including the location of existing and proposed curb cuts. Also indicate right-of-way line of streets abutting the site.

- ☐ The approximate location of fire hydrants.

- ☐ Delineation of proposed erosion control plan.

REVIEW AND SIGN BEFORE SUBMISSION TO CITY

- ☐ Checked for completeness.
- ☐ I certify that the Site Plan submitted does not encroach onto or in any existing easements or setbacks.

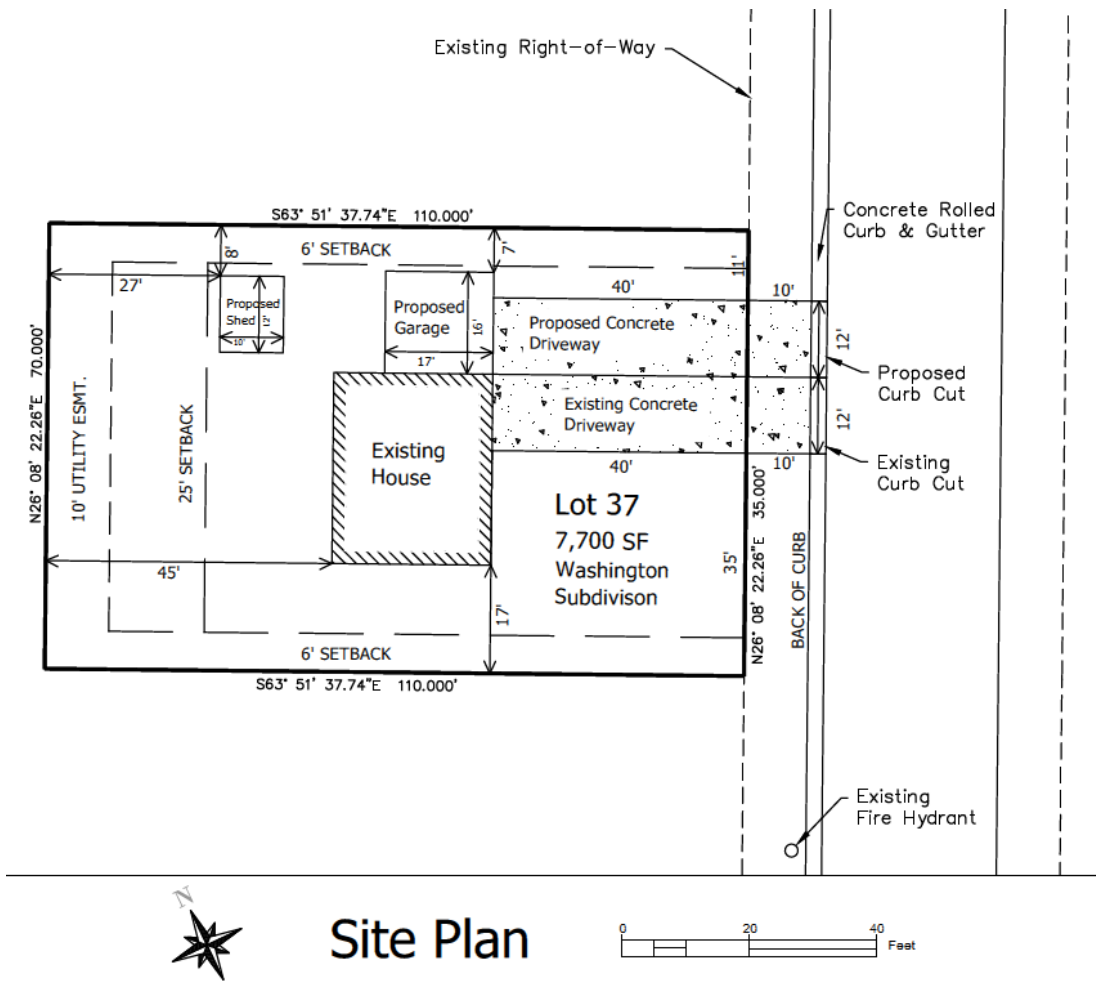
Applicant _____

Date

Additional Information

1. Property line and easement info can be found at the Franklin County Recorder of Deeds– 400 E Locust St., Union, MO 63084.
2. Zoning map and setback requirements can be found on the City’s website at: washmo.gov or by contacting 636-390-1010.

SITE PLAN EXAMPLE



Site Plan
Example

SITE INFORMATION

Address: _____ Applicant: _____

CITY STAFF REVIEW

☐ Planning/Zoning – Comments/Changes:

☐ Engineering – Comments/Changes:

☐ Water/Wastewater – Comments/Changes:

☐ Fire – Comments/Changes:

☐ Building – Comments/Changes:

☐ APPROVED ☐ APPROVED WITH COMMENTS

☐ DENIED ☐ DENIED WITH COMMENTS

☐ RESUBMIT REQUIRED

City Engineer

Date



Stormwater Pollution Prevention Plan (SWPPP)

Project Name:

Address:

Owner:

NAME

TELEPHONE NUMBER

EMAIL

SWPPP Prepared By:

NAME

TELEPHONE NUMBER

EMAIL

SWPPP Inspected By:

NAME

TELEPHONE NUMBER

EMAIL

SECTION 1: SWPP Site Plan Requirements (check boxes for completion)

1.1 CLASS C DISTURBANCE: Sites requiring a Building Permit but less than 2,000 sf

A Grading Permit is required and a SWPPP shall show the following on the submitted site plan:

- ☐ Directional flow arrows with perimeter Best Management Practices BMPs (silt fence, staked wattles, etc.)

1.2 CLASS B DISTURBANCE: Site more than 2,000 sf but less than 1 acre

A Grading Permit is required and a SWPPP shall show the following on the submitted site plan:

- ☐ Directional flow arrows
- ☐ Identify limits of any areas to be disturbed by the proposed construction
- ☐ Amount of current impervious coverage and proposed impervious coverage.
- ☐ Best Management Practices (BMPs) to reduce sediments and other pollutants associated with construction activities.
- ☐ Location of siltation fences, straw wattles and other runoff prevention methods and plans for maintenance of these installations during construction.
- ☐ Required to submit bi-weekly and post rain event (greater than 0.25") to the City utilizing the inspection checklist or inspection portal

1.3 CLASS A DISTURBANCE: Site equal to or greater than 1 acre

A Grading Permit is required and a SWPPP shall show the following on the submitted SWPP plan:

- ☐ Land Disturbance Permit from Missouri Department of Natural Resources
All requirements of the Land Disturbance shall be met.
- ☐ Identification of the 2-yr, 24-hour storm event as indicated by NOAA Atlas 14 for Washington.
- ☐ Describe the function of the project (residential, highway, commercial, etc.)
- ☐ Provide the intended sequence and timing of activities that disturb the soils onsite.
- ☐ Provide the total area expected to be disturbed.
- ☐ Provide a general map with enough detail to identify the location of the construction site and waters of the State within one mile of the site.
- ☐ Required to submit bi-weekly and post rain event (greater than 0.25") to the City utilizing the inspection checklist or inspection portal

- ☐ Provide a site map(s) showing the following:
 - ☐ Property lines
 - ☐ Stormwater outfalls
 - ☐ Stormwater overland flow arrows
 - ☐ Areas of soil disturbance and areas that will not be disturbed
 - ☐ Location of all major structural BMPs
 - ☐ Location where stabilization practices will occur
 - ☐ Location of all waters of the State
 - ☐ Locations where stormwater discharges to a surface water
 - ☐ Areas where final stabilization has been accomplished
- ☐ BMP details with enough information to be practical for contractors and site construction workers to guide the installation and maintenance
- ☐ Identify where existing vegetation and trees will be preserved

SECTION 2: SITE EVALUATION, ASSESSMENT, AND PLANNING – Required for all projects / DISTURBANCE CLASS

2.1 Fee Calculation for a City Grading Permit

SEE SITE PLAN / GRADING PERMIT APPLICATION FOR FEE CALCULATION

2.2 Discharge Information

REQUIRED FOR ONLY CLASS A AND CLASS B DISTURBANCES

Names of Receiving Waters

Outfall #	Name(s) of the first surface water that receives stormwater directly from your (note: multiple rows provided where your site has more than one point of discharge that flows to different surface waters) EXAMPLE 1: Greenspace / yard located at 1234 Hypothetical Street EXAMPLE 2: Busch Creek located at 1234 Hypothetical Street
	1.
	2.
	3.
	4.

2.3 Nature of the Construction Activity

General Description of Project

Provide a general description of the construction project:

[illegible]

2.4 Sequence and Estimated Dates of Construction Activities

Phase (Pre-construction, grading, stabilization, etc.)	Construction activities (Mass grading, building construction, utilities, concrete-pouring, landscaping, etc.)	Best Management Practices installed <i>Applicant to list BMPs to be used in each phase.</i>	Estimated Start & End Dates	Actual Dates (Complete in field.)
Pre-construction	_____ _____ _____	<ul style="list-style-type: none"> • _____ • _____ • _____ • _____ 	START DATE _____ END DATE _____	START DATE _____ END DATE _____
Phase 2	_____ _____ _____	<ul style="list-style-type: none"> • _____ • _____ • _____ • _____ 	START DATE _____ END DATE _____	START DATE _____ END DATE _____
Phase 3	_____ _____ _____	<ul style="list-style-type: none"> • _____ • _____ • _____ • _____ 	START DATE _____ END DATE _____	START DATE _____ END DATE _____
Final Stabilization	_____ _____ _____	<ul style="list-style-type: none"> • _____ • _____ • _____ • _____ 	START DATE _____ END DATE _____	START DATE _____ END DATE _____

Note (1): Make sure that the phases for installation of each BMP are consistent with installation dates in individual BMP sections.

Note (2): You determine how many phases are appropriate. Delete or add rows as necessary.

Note (3): Shall match the site plan sequence

SECTION 3: EROSION AND SEDIMENT CONTROLS

General Instructions:

- Describe the erosion and sediment controls that will be installed and maintained at your site.

3.1. *Natural Buffers*

REQUIRED FOR ONLY CLASS A AND CLASS B DISTURBANCES

Instructions:

- Section C.3.e of the Missouri State Operating Permit MORA00000 requires that existing vegetation is preserved where practical. In addition, section C.3.e requires a minimum of a 25-foot buffer of undisturbed natural vegetation to be provided between disturbed portions of the site and surrounding surface waters.
- On the site map(s), label any surface waters on or adjacent to the project and indicate the area to be dedicated as a buffer.
- If applicable, indicate any additional areas where vegetation will be preserved on the sediment and erosion control site plan.

Are there any surface waters within 25 feet of your project's earth disturbances?

☐ Yes ☐ No

(Note: If no, no further documentation is required for the SWPPP Template.)

Certification to Comply

I will provide and maintain a 25-foot undisturbed natural buffer.

(Note (1): You must show the 25-foot boundary line of the natural buffer on your site map.)

☐ Yes ☐ No

3.2 Perimeter Controls

Instructions:

- Describe sediment controls that will be used to meet the requirement to install sediment controls along those perimeter areas of your site that will receive stormwater from earth-disturbing activities.

Best Management Practice # 1

Description:

- ATTACH NARRATIVE DESCRIPTION OF BMP, INCLUDING INSTALLATION STANDARDS AND MAINTENANCE REQUIREMENTS.

[Repeat as needed for individual BMPs.]

[illegible]

3.3 Sediment Track-Out

Instructions:

- Describe stormwater controls that will be used to minimize the track-out of sediment onto off-site streets, other paved areas, and sidewalks from vehicles exiting your construction site.

Best Management Practice # 1

Description:

- ATTACH NARRATIVE DESCRIPTION OF BMP, INCLUDING INSTALLATION STANDARDS AND MAINTENANCE REQUIREMENTS.

[Repeat as needed for individual BMPs.]

[illegible]

3.4 Minimize Dust

Instructions:

Describe controls and procedures you will use at your project/site to minimize the generation of dust.

Best Management Practice # 1

Description:

- ATTACH NARRATIVE DESCRIPTION OF BMP, INCLUDING INSTALLATION STANDARDS AND MAINTENANCE REQUIREMENTS.

[Repeat as needed for individual BMPs.]

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There is no handwriting or other markings on the paper.

3.5 Minimize the Disturbance of Steep Slopes

Instructions:

- Describe how you will minimize the disturbance to steep slopes. Section C.3.h of the Missouri State Operating Permit MORA00000 describes a steep slope as being greater than 3:1 (three feet horizontal to one foot vertical) or greater than 3% AND greater than 150 feet in length.
- Describe controls (e.g., erosion control blankets, tackifiers), including design, installation and maintenance specifications, that will be implemented to minimize sediment discharges from slope disturbances.

Best Management Practice # 1

Description:

- ATTACH NARRATIVE DESCRIPTION OF BMP, INCLUDING INSTALLATION STANDARDS AND MAINTENANCE REQUIREMENTS.

[Repeat as needed for individual BMPs.]

3.6 Storm Drain Inlets

Instructions:

- Describe controls that will be implemented to protect all inlets that will receive stormwater from your construction activities, and that you have authority to access.

Best Management Practice # 1

Description:

- ATTACH NARRATIVE DESCRIPTION OF BMP, INCLUDING INSTALLATION STANDARDS AND MAINTENANCE REQUIREMENTS.

[Repeat as needed for individual BMPs.]

3.7 **Constructed Stormwater Conveyance Channels**

Instructions:

If you will be installing a stormwater conveyance channel, describe control practices (e.g., velocity dissipation devices) that will be implemented at the construction site.

Best Management Practice # 1

Description:

- ATTACH NARRATIVE DESCRIPTION OF BMP, INCLUDING INSTALLATION STANDARDS AND MAINTENANCE REQUIREMENTS.

[Repeat as needed for individual BMPs.]

3.8 Sediment Basins and Sediment Traps

Instructions:

- Section C.3.j of the Missouri State Operating Permit MORA00000 requires that a sedimentation basin be provided for each drainage area with 10 or more acres disturbed at one time. The basin shall be sized to contain a volume of at least 3,600 cubic feet per each disturbed acre draining thereto. Please include design specifications for each basin, including volume, dimensions, and outlet structure.
- Sediment basins must also utilize outlet structures that withdraw water from the surface, unless infeasible.
- Temporary and permanent sedimentation basins must have a stabilized spillway to minimize the potential for erosion of the spillway or basin embankment.
- Accumulated sediment shall be removed from the basin when the basin is 50% full. The basin shall be maintained until final stabilization of the disturbed area served by the basin.
- If use of a sediment basin is impractical, similarly effect BMPs must be chosen and employed to control erosion and sediment delivery. These similarly effective BMPs must provide equivalent water quality protection to achieve compliance with the Missouri State Operating Permit MORA00000.
- Sediment traps are smaller and do not require a temporary outfall structure. However, a dewatering plan may be required to empty traps, such as a pump or floating skimmer.

Best Management Practice # 1

Description:

- ATTACH NARRATIVE DESCRIPTION OF BMP, INCLUDING INSTALLATION STANDARDS AND MAINTENANCE REQUIREMENTS.

[Repeat as needed for individual BMPs.]

3.9 Site Stabilization

Instructions:

- Section C.3.h of the Missouri State Operating Permit MORA00000 requires that interim stabilization must be initiated immediately and completed within 7 calendar days where soil disturbing activities have temporarily ceased on any portion of the site and will not resume for a period exceeding 14 calendar days. Interim stabilization shall consist of well established and maintained BMPs. Final stabilization of disturbed areas must be initiated immediately and completed within 7 calendar days whenever any clearing, grading, excavating or other earth disturbing activities have permanently ceased on any portion of the site.
- Allowances to the 7 day completion period for temporary and final stabilization may be made due to weather and equipment malfunctions. Use of allowances shall be documented in the SWPPP.
- Describe the specific vegetative and/or non-vegetative practices that will be used to stabilize exposed soils where construction activities have temporarily or permanently ceased.

Temporary stabilization

Describe the vegetative and/or non-vegetative practices that will be used to stabilize exposed soils where construction activities have temporarily ceased for more than 14 days.

Stabilization practices selected (select all that apply):

- ☐ Seed and Straw
- ☐ Hydroseed
- ☐ Tackifier/ Soil Binder
- ☐ Other:

Description:

- ATTACH NARRATIVE DESCRIPTION OF BMP, INCLUDING INSTALLATION STANDARDS AND MAINTENANCE REQUIREMENTS.

[Repeat as needed for individual BMPs.]

3.10 Final Stabilization

Describe the vegetative and/or non-vegetative practices that will be used to stabilize exposed soils where construction activities have permanently ceased.

Stabilization practices selected (select all that apply):

- ☐ Concrete/asphalt
- ☐ Mulch
- ☐ Seed and Straw
- ☐ Hydroseed
- ☐ Sod
- ☐ Other:

Description:

- ATTACH NARRATIVE DESCRIPTION OF BMP, INCLUDING INSTALLATION STANDARDS AND MAINTENANCE REQUIREMENTS.

[Repeat as needed for individual BMPs.]

[illegible]

SECTION 4: INSPECTION AND CORRECTIVE ACTION

REQUIRED FOR ONLY CLASS A AND CLASS B DISTURBANCES

4.1 *Inspection Personnel and Procedures*

Instructions:

- Describe the procedures you will follow for conducting inspections and how they will meet the requirements set forth in Section C.10 of the Missouri State Operating Permit MORA00000.

Designated Inspector:

This person will conduct inspections once a week and within 48 hours of stormwater events which causes runoff on-site.

Insert name here: _____

Phone Number: _____

Email: _____

Inspection Schedule

Inspections will be done at least once per seven calendar days. If a rainfall causes stormwater runoff to occur on-site, the BMPs must be inspected within a reasonable time period after the rainfall event has ceased. These inspections must occur within 48 hours after the rain event has ceased during a normal work day and within 72 hours if the rain event ceases during a non-work day such as a weekend or holiday. Areas on-site that have been finally stabilized must be inspected at least once per month.

Inspection Report Forms

Insert a copy of the inspection report forms in Appendix B.

4.2 Corrective Action

Instructions:

- Describe the procedures you will follow for corrective action and how they will meet the requirements set forth in Section C.10 of the Missouri State Operating Permit MORA00000.

Personnel Responsible for Corrective Actions

This person will be determined at the time of the project's pre-construction meeting with City Staff.

Insert name here: _____

Phone Number: _____

Email: _____

Corrective Action Schedule

Any structural or maintenance problems shall be noted in an inspection report and corrected within seven calendar days of the inspection. If weather conditions prevent correction of BMPs within 7 calendar days, the reasons for the delay must be documented (including pictures) and there must be a narrative explaining why the work cannot be accomplished within the 7 day time period. The documentation must be filed with the regular inspection reports, and the problem shall be corrected as soon as weather conditions allow.

SECTION 5: CERTIFICATION AND NOTIFICATION

REQUIRED FOR ONLY CLASS A AND CLASS B DISTURBANCES

Instructions

- The following certification statement must be signed and dated by the owner or legally authorized representative (see example in Appendix G of the Template).
 - ✓ For a corporation, this could be a president, secretary, treasurer, or vice president, or any other person who performs similar policy or decision making functions for the corporation.
 - ✓ For a partnership or sole proprietorship, this could be a general partner or the proprietor.
 - ✓ For a municipality, state, federal or other public agency, this could be a principal executive officer or ranking elected official.
- This certification must be re-signed in the event of a SWPPP Modification.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name: _____ Title: _____

Signature: _____ Date: _____

SWPPP APPENDICES

Attach the following documentation to the SWPPP:

Appendix A – Erosion and Sediment Control Site Plan

Appendix B – Inspection Form

Appendix C – Site Plan Amendment Log

Appendix D – Site Sign – Required to be posted

Appendix J – Application for Permit Termination

Appendix A – Sediment and Erosion Control Site Plan(s)

Appendix B – [Sample](#) Copy of Inspection Form

Appendix C – Site Plan Amendment Log

REQUIRED FOR ONLY CLASS A AND CLASS B DISTURBANCES

Instructions:

- Create a log here of changes and updates to the SWPPP. You may use the table below to track these modifications.
- SWPPP modifications are required pursuant to Section C.8 of the Missouri State Operating Permit MORA00000 whenever the:
 - ✓ Design, operation, or maintenance of BMPs is changed;
 - ✓ Design of the construction project is changed that could significantly affect the quality of the stormwater discharges;
 - ✓ Permittee's inspections indicate deficiencies in the SWPPP;
 - ✓ SWPPP is determined to be ineffective in minimizing or controlling erosion and sedimentation (e.g., there is visual evidence of excessive site erosion or excessive sediment deposits in streams or lakes); and

No.	Description of the Amendment	Date of Amendment	Amendment Prepared by [Name(s) and Title]

Note (1): Track any BMP additions and removals made on site and noted on site plan.

Appendix D - Site Sign – Shall be posted in the front yard setback within 5 feet of the street

REQUIRED FOR ONLY CLASS A AND CLASS B DISTURBANCES

**STORMWATER DISCHARGES FROM THIS LAND
DISTURBANCE ARE AUTHORIZED BY
MISSOURI STATE OPERATING PERMIT
NUMBER (IF APPLICABLE):**

CITY GRADING PERMIT NUMBER:

ANYONE WITH QUESTIONS OR CONCERNS ABOUT STORMWATER
DISCHARGES FROM THIS SITE PLEASE CONTACT:

PERMIT HOLDER:

NAME

ADDRESS

TELEPHONE NUMBER

EMAIL

CITY OF WASHINGTON:

ENGINEERING DEPARTMENT
405 JEFFERSON STREET
WASHINGTON, MO 63090
636-390-1010

Appendix E – Application for Permit Termination

REQUIRED FOR CLASS A, B, AND C DISTURBANCES

REQUEST FOR TERMINATION OF GRADING PERMIT

**MISSOURI STATE OPERATING PERMIT NUMBER
(IF APPLICABLE):**

CITY GRADING PERMIT NUMBER:

PERMIT HOLDER:

NAME

ADDRESS

TELEPHONE NUMBER

EMAIL

Stabilization certification:

Project site is stabilized with perennial vegetation, buildings, or structures using permanent materials over all areas that have been disturbed. Vegetation coverage exceeds 70% over 100% of the site.

I HEREBY CERTIFY THAT I AM THE LEGAL OWNER OF THE PROPERTY FOR WHICH THIS PERMIT TERMINATION IS REQUESTED

PRINT NAME

SIGNATURE

DATE