

PLAN CHECKLIST & CONTRACTOR SUBMITTAL CHECKLIST

PLAN SUBMITTAL CHECKLIST

1. Two (2) sets of plans (construction drawings) plotted on 24" by 36" paper or smaller at an appropriate horizontal scale between 1"=50' and 1"=10'.
2. Land Disturbance Permit Application Fee (See fee schedule).

General Information

3. Name, address and telephone number of property owner or Permittee.
4. Property address and location map of land disturbance property.
5. Property boundaries and adjacent property owners.
6. A site map showing the outlines of the total project area and land disturbance areas.
7. Total acreage of site or property.
8. Total acreage of land disturbance.
9. Name, address and phone number of engineering firm or engineer.
10. Existing land use and zoning.
11. FEMA flood panel number, and delineation of 100-year flood plain and floodway.

Existing Topography

12. USGS benchmark source and site benchmark on USGS datum.
13. Topographic survey of physical features to at least 25 feet beyond the land disturbance activity area.
14. Existing surface contours at interval no greater than two (2) feet to at least 25 feet beyond the land disturbance activity area.
15. Location of soil types, wooded areas, watercourses, wetlands, surface water bodies, and soil borings, if any.
16. Field surveyed natural watercourses showing top and toe of banks.
17. Location of any downstream impoundments which could be affected by the proposed land disturbance activities.
18. Drawing depicting the runoff travel paths for each drainage area to determine the time of concentration.
19. Calculations for time of concentration and composite curve number (CN) for pre-developed watersheds.
20. Location of all underground and above ground utilities, including pipelines operated at a service pressure in excess of 200 psig.
21. Delineation of the Tree Preservation Plan per Section 410.145 of the Unified Development Ordinance.
22. Delineation of the Vegetative Buffer Plan per Section 405.5021 of the Unified Development Ordinance.
23. Signature, seal, and date of a registered land surveyor, and his (her) statement identifying sources of topographical information.

PLAN CHECKLIST & CONTRACTOR SUBMITTAL CHECKLIST

Proposed Land Disturbance & Construction

24. Proposed surface contours at intervals no greater than two (2) feet to at least 25 feet beyond the land disturbance activity area.
25. County standard land disturbance activity notes, which includes a note stating that “The contractor, shall request inspection 2 days in advance of construction startup”.
26. All proposed permanent improvements to be constructed as part of the land disturbance activity.
27. Stabilization of any stream bank erosion problems existing in natural watercourses that are to be left undisturbed, that may jeopardize private lots, public utilities, or detention facilities.
28. Appropriate County standard construction drawings.
29. Design calculations.
30. Signature, seal, and date of a licensed professional engineer.

Erosion & Sediment Control Plan

31. A geotechnical report identifying the United States Department of Agriculture soil textures throughout the site; slope stabilization analysis for cut and fill slopes; and, other pertinent data related to erosion or sediment concerns during land disturbance activities.
32. Sequence of land disturbance activities showing ESCs.
 - a. Stripping and clearing.
 - b. After changes in drainage courses.
 - c. Construction of underground infrastructure.
 - d. Final grading and landscaping.
33. Details of any temporary drainage system proposed to be installed in connection with any and all phases of land disturbance activity.
34. Description of erosion and sediment controls that will be installed prior to, and during land disturbance activity to control pollutants in storm water discharges, along with drainage area map with appropriate pre-development, appropriate interim and post runoff calculations for each proposed stormwater conveyance system, and erosion and sediment control.
35. Details of proposed water impoundment structures, embankments, sediment or debris basins, grass or lined waterways and diversions with the details, and locations of proposed stable outlets and the
36. Description and location of permanent erosion and sediment controls after land disturbance activities have ended.
37. County standard construction details.
38. Design calculations.

PLAN CHECKLIST & CONTRACTOR SUBMITTAL CHECKLIST

Other Requirements before Approval

39. A signed statement by the Permittee assuming full responsibility for the performance of the land disturbance activities, and that all State, County and private property or roads will be adequately protected.
40. Other County permits, such as Flood Plain Development Permit, Special Use Permit, Demolition Permit, and Building Permit for retaining walls.
41. Permits from other governmental agencies, such as United States Army Corps of Engineers Section 404 permit, and Missouri Department of Natural Resources Section 401 permit.
42. Missouri Department of Natural Resources Land Disturbance Permit.
43. A line item cost estimate for installation, maintenance and replacement of all erosion and sediment controls, and other proposed construction items.
44. Executed Escrow or Lender's Agreement for erosion and sediment control.
45. Executed easements needed for land disturbance activities or access to the site either from public right-of-way under a permit issued by the governing agency, or through private property under an easement or license. (Attach copy of permit, easement, or license).
46. Payment of estimated inspection fees.

PLAN CHECKLIST & CONTRACTOR SUBMITTAL CHECKLIST

CONTRACTOR SUBMITTAL CHECKLIST

It is the responsibility of the Permittee to ensure that the following items are performed prior to construction startup, unless deemed non-applicable to the project by the Director of Development Review.

1. Schedule a preconstruction conference with the Director of Development Review prior to the start of each construction phase of land disturbance activity including installation of the temporary construction entrance. The Permittee will be responsible for notifying all contractors and other entities including utility crews that will perform work at the site to be in attendance.
2. Supply in writing to the Director of Development Review, the name and telephone number of all contractors and subcontractors, and a 24 hour telephone number of the Permittee's designated agent supervising and directing all land disturbance activities on site.
3. Stake and post signs of tree preservation areas per Section 410.145 of the Unified Development Ordinance, and vegetated buffer areas per Section 405.5021 of the Unified Development Ordinance.
4. Identify in writing each erosion and sediment control product that is not a specification authorized by Article IV of this Chapter, and submit manufacturer specifications and installation techniques for approval by the Director of Development Review for performance equivalency with County specifications.
5. Identify proposed good housekeeping practices to control general site pollutants, such as construction wastes, site litter, construction debris, dust, and sanitary wastes.
6. Identify toxic or hazardous substances, petroleum products, pesticides, herbicides, and other pollutants that will be used on site. Identify pollution control method for each substance, and submit an emergency management plans for responding to any loss of toxic materials due to a containment failure. This plan must include documentation of actions and mandatory reporting to the Saint Charles County Division of Environmental Services, Solid Waste Enforcement.
7. Provide a location map depicting any proposed borrow or fill sites in the County, and the proposed truck haul routes through the County.
8. Provide an erosion and sediment control installation sequencing schedule for approval by the Director of Development Review. The schedule should be a graph or tabulation of each erosion and sediment control installation.