



## PUBLIC WORKS CHECKLIST

### Information Required for Building Permit Application

Property Address: \_\_\_\_\_

#### **Commercial/Industrial**

- If 1.0 or more acres are disturbed a full Construction SWPPP designed for a person having adequate training and meeting the minimum requirements of the MN General Construction Stormwater Permit is provided. No work may begin until a copy of the active MPCA NPDES permit is provided.
- Is a Stormwater Management Plan required for this site?
- The final site design complies with the approved Stormwater Management Plan, or Site Map showing:
  - How building will be located on the lot.
  - Exterior stormwater drainage plan identified.
  - Directional arrows are shown for proposed drainage.
  - Drainage easements are identified.
  - 1-foot contours both existing and proposed.
  - Location of all existing and proposed permanent stormwater control measures.
  - Location of all temporary sediment basins.
  - Existing and proposed impervious areas.
  - Buffer areas and areas not to be disturbed clearly marked.
  - All wetlands, drainage channels, surface waters, etc. located within 1.0 miles shown.
- Is on-site fueling proposed?
  - Location
  - Type of tank meeting Fire Marshal approval?
  - Secondary containment

#### **Commercial/Industrial/Residential**

- Construction Schedule
- Description and location of erosion and sediment control (sediment control, inlet protection, etc.) devices.
- Location of temporary stockpiles identified.
- Description, quantity, and location of erosion and sediment control devices.
- Description of construction phasing.
- Location of access to lot identified.
  - If an access to the lot is being requested a rock exit will need to be installed.
- Location of concrete washout identified.
- Location of porta potty identified.
- Location of construction dumpsters identified.
- Location of curb cut for driveway identified.
  - Existing Curb Cut Size: \_\_\_\_\_
  - Proposed Curb Cut Size: \_\_\_\_\_

**(IF THIS INFORMATION IS NOT PROVIDED THE PERMIT APPLICATION WILL BE CONSIDERED INCOMPLETE AND WILL BE RETURNED)**

<input type="checkbox"/> CONTRACTOR	<input type="checkbox"/> OWNER
Signature:	Printed Name:
Mailing Address:	Phone Number:
City/State/Zip:	Email:
REVIEWED BY	
Signature:	Printed Name:



# ATTENTION BUILDER:

**AS PART OF YOUR BUILDING PERMIT REQUIREMENTS YOU ARE RESPONSIBLE FOR EROSION CONTROL OF THIS PROPERTY.**

## **AT A MINIMUM, YOU MUST HAVE:**

- 1. SEDIMENT CONTROL DEVICES PROPERLY INSTALLED & MAINTAINED.**
- 2. CONSTRUCTION EXIT ADEQUATELY SIZED AND DESIGNED TO KEEP TRACKING OFF PAVED STREETS.**
- 3. PROTECTION AT CATCH BASINS & PIPE INLETS OF A TYPE APPROVED BY THE CITY.**
- 4. PREVENT EROSION AND CONTROL SEDIMENT.**
- 5. INTERIM SEED & MULCH ON ALL EXPOSED SOILS WITHIN 7 DAYS OF ACTIVE SOIL DISTURBANCE ENDING.**
- 6. STREET SWEEPING COMPLETED AT THE END OF EACH BUSINESS DAY.**

Building inspectors will not perform inspections or issue the certificate of occupancy if erosion controls are not in compliance with city requirements. Any costs incurred by the City in excess of the property's security shall be assessed to the property.

The City will check the property weekly for erosion control compliance. Properties that are out of compliance are subject to the City's Enforcement Response Procedures (ERP). The ERP is available on the City's website. Paper copies may be obtained from the City Environmental Services Office or the Building Department.

# Residential lot requirement reminders!

1. **Weekly Erosion and Sediment Control Inspections** will be conducted by the permit holder. It is the contractor's responsibility to make sure all erosion and sediment controls are in place and in compliance. The contractor is responsible for inspecting their own job site as indicated in the original Stormwater Pollution Prevention Plan for that subdivision. If you do not have a copy of the SWPPP you can get one from the subdivision developer. Inspections are completed weekly and within 24 hours after every ½" of rainfall. Please have a mailbox with a rain gauge installed on site so the inspectors can review your inspections. These reviews will be done randomly.
2. **Dust Control**- When saw cutting existing curb to install the driveway the contractor must use water to control the dust and appropriate Best Management Practice (BMP) to protect the downstream catch basin. When the slurry is dry the contractor is responsible for sweeping up the dry power and disposing of it properly.
3. **Call Ahead** - When installing the curb cut please call the stormwater utility to set up an inspection of your BMPs prior to work being done. Remember when existing bituminous street pavement is in place, the contractor needs to remove existing pavement a minimum of 6" and pour the new concrete curb. Place bituminous patch to match existing pavement section.
4. **Damage in Right-of-Way** - If owner/contractor is using the right-of-way and damage occurs to the sidewalk, curbing or turf the owner/contractor is responsible for replacement. A certificate of occupancy will not be issued until repairs have been made.
5. **Storage in Right-of-Way** is not permitted without prior authorization.
6. **Portable toilets** are not allowed in the right-of-way. Portable toilets shall have secondary containment and secured to prevent tipping.
7. **Dumpsters** are allowed on the street and in the right-of-way when an obstruction permit is obtained. If owner/contractor does not want to obtain a permit please place the dumpster on private property. Dumpsters shall be in good condition. The property owner shall be responsible for any damage to the public right-of-way from the dumpster, its placement, or its removal.
8. **Adjacent Vacant Lots** to construction property are not intended for construction purposes. If permission is granted from the owner, a separate security deposit for each disturbed lot will be required. If the area disturbed is not corrected to city standards the security deposit will be used to restore the area.
9. **Winter** – If the construction site is not stabilized prior to winter, the permit holder is responsible to provide temporary stabilization for the winter months. Appropriate Erosion and Sediment control will need to be installed and maintained until final stabilization.
10. **Turf Establishment** - Please review the Turf Establishment requirements for occupancy.

# "STORM WATCH"

## STORMWATER POLLUTION PREVENTION AND BEST MANAGEMENT PRACTICES (BMP'S)

Since the passage of the Clean Water Act in 1972, the quality of our Nation's waters has improved dramatically. However, despite the progress, degraded water bodies such as streams, rivers and lakes still exist with the leading source attributed to polluted stormwater runoff.

Stormwater pollution prevention measures, also known as Best Management Practices or "BMP's" are required to ensure that run-off is not polluted by chemicals/oils, wash water, dumping and sewage wastes. This fact sheet is designed to help contractors understand and implement proper work practices that protect water quality by preventing illegal discharges of waste.

**Here is how YOU can protect water quality:**

### **BMP #1: Good Housekeeping**

- Keep your construction site neat and orderly - do not let scrap or waste accumulate
- Keep unused containers closed tightly
- Use a drip pan temporarily - clean up drips and spills immediately



### **BMP #2: Outdoor Materials Storage**

- Store materials out of rainfall - keep lids on all containers and label them correctly
- Avoid loading/unloading during poor weather or load/unload under a roof

### **BMP #3: Spill Response**

- NEVER hose or wash down a spill into the street, ditch or storm drain
- Use a "dry" clean-up such as an absorbent before sweeping
- Protect storm drains - place an absorbent log or pad to create a blockage between the spill and the storm drain
- Dispose of clean-up wastes properly - ensure hazardous wastes go in proper containers



### **BMP #4: Vehicle & Equipment Fueling and Repair**

- Stay with vehicles while fueling - avoid overfilling or "topping off"
- Move leaking vehicles and equipment indoors
- Use a drip pan to catch temporary leaks until they can be fixed



### **BMP #5: Outdoor Manufacturing and Maintenance**

- Use a drop cloth or try to catch dust and scraps
- Clean-up scrap, drips and residues by sweeping after each shift

### **BMP #6: Waste Management**

- NEVER use storm drains/ditches for waste disposal - avoid and report illegal dumping
- Close the lid or place a cover on all waste containers

**MN Statute 115.061 requires the responsible person to recover as rapidly and as thoroughly as possible any substance or material that is spilled or discharged. Discharge that enters a water of the state must be reported to the State Duty Officer. The City Stormwater System is considered by MN Law to be a water of the state.**

**Always wash equipment and tools where wash water goes to the sanitary sewer or is captured for future treatment.**

CITY OF

# LITCHFIELD TURF ESTABLISHMENT

M I N N E S O T A

*On Lake Ripley*

In order to ensure that turf is installed and established on building sites in a timely manner to prevent erosion, the City of Litchfield has required the following procedures for the establishment of turf:

1. Interior lots shall be sodded/seeded and hydro mulched from the roadside edge or the unpaved right-of-way to the back corners of the furthest-most building.
2. Corner lots with two sides of the lot adjacent to the street; in the "front yard", sod/seed and hydro mulch shall be installed from the roadside edge or the unpaved right-of-way in the front of the building to the back corners of the furthest-most building. Sod/seed and hydro mulch shall also be installed on the street side-yard within the boulevard commencing at the back corner of the further-most building to the rear lot line.
3. All areas that required sediment control during construction and along any portions of the lot that adjoin drainage easements shall be sodded except where alternative rapid stabilization is authorized by the City.
4. Any remaining disturbed areas not mentioned above shall be seeded or sodded.
5. Sediment control must be maintained throughout the construction period until new vegetation is established.
6. Turf slopes in excess of 3:1 are prohibited.
7. The builder/homeowner is required to install sod/seed and hydro mulch in the minimum required areas within sixty (60) days after temporary occupancy. It is the responsibility of the owner to establish turf in all areas outside the minimum required. Establishment of sod means a thirty (30) day growth period after sod has been installed.
8. If occupancy has been granted between October 31<sup>st</sup> and April 15<sup>th</sup> the homeowner will then be given 60 days following April 15<sup>th</sup> to install sod/seed and hydro mulch in the minimum required areas. It is the responsibility of the owner to establish turf in all other areas. Establishment for sod means a thirty (30) day growth period after sod has been installed.
9. The City will collect a surety for turf establishment before any building permit is issued. The surety will be returned when the turf requirements have been approved. If these requirements are not met, the surety will be used to either complete the grading of the lot consistent with the grading plan and/or complete the installation and establishment of the sod or seed.
10. A 6" minimum separation from sod/landscaping to the bottom of siding is required.

## Managing Concrete Washout - Are You in Compliance?

The US Environmental Protection Agency (EPA) and the Minnesota Pollution Control Agency (MPCA) mandate the user of effective Best Management Practices (BMPs) to prevent pollution. Therefore, proper concrete washout procedures should already be included in Stormwater Pollution Prevention Plans (SWPPP).

*MPCA requires that: "All liquid and solid wastes generated by concrete washout operations must be contained in a leak-proof containment facility or impermeable liner. The liquid and solid wastes must not contact the ground, and there must not be runoff from the concrete washout operations or areas. Liquid and solid wastes must be disposed of properly and in compliance with MPCA regulations. A sign must be installed adjacent to each washout facility to inform concrete equipment operators to utilize the proper facilities. "*

"Concrete washout" is residue and contaminants from washing concrete trucks, pumps, mixers, chutes, hand tools, and wheelbarrows. Cementitious products (like grout, mortar, plaster, and stucco) and activities (like saw-cutting, coring, grinding, and grooving) can also result in concrete washout. This type of wastewater is highly alkaline (pH 12), caustic, and corrosive. When it is not properly managed, it can pollute surface water and groundwater.

**There is no allowable discharge volume of concrete washout.** MN Statute 115.061 requires the responsible person to recover as rapidly and as thoroughly as possible any substance or material that is spilled or discharged. Discharge that enters a water of the state must be reported to the State Duty Officer. The City Stormwater System is considered by MN Law to be a water of the state.

Here are some tips for properly managing concrete washout:

- Train workers so they do not dump concrete washout on the ground or allow it to enter storm drains, open ditches, streets, and water ways.
- When feasible, truck washout should occur at the concrete plant.
- When washout is needed on a construction site, use temporary storage facilities large enough to contain all the liquid and concrete waste generated by washout operations.
- Locate washout areas in an area protected from construction traffic at least 50 feet from storm drains, ditches, and water bodies.
- Install signs directing operators to the washout area and requiring its use.
- Use manufactured, watertight, portable washout containers or construct a plastic-lined containment area. The plastic liner should be at least 10 mills thick and must be leak free.
- Protect the washout area from stormwater runoff and rain to prevent overflows.
- Provide stabilized vehicle access to the washout area.
- Inspect the washout and vehicle access areas daily to insure they are in good condition and adequate capacity remains.
- Washout facilities must be cleaned or new facilities constructed and ready for use, once the washout container is 75% full.
- Hardened solids can be crushed and hauled away for recycling or disposed in accordance with local construction waste management regulations.